

## INSTRUCTIONS FOR BUSINESS ENGLISH ONLINE TESTS

*Please read the information below. Do not forget to read pages 2-3 as they contain important information on the test and plagiarism.*

### BEFORE THE TEST

1. Find a peaceful corner in your place (if possible ☺).
2. Use Google Chrome and your net.efzg.hr email address. (Sign out of any private @gmail accounts you may have.)
3. Make sure your device has GoogleDocs and Google Classroom applications.
4. Check your internet connection and switch on the device you will use (notebook or desktop computer are recommended).
5. Go to the teacher's web page and find GC codes for BE1 and BE2 exams (this will be published on the day of the exam). If the GC code is not published, request the code via email.
6. Allow for 90 minutes. The test will likely take less time, but technical problems may always occur.
7. Wait for the invitation to join GoogleMeet. Switch on both the camera and the speaker, so the teacher can identify you before the test. After the identification, switch off the microphone, but leave the camera on.

### DURING THE TEST

1. Do the test in the GoogleDocs assignment as provided on Google Classroom. Do not download the file. Just do the exercise and Submit it (*Podnesi*). Do not submit in the last minutes.
2. Be careful with using other applications or change windows during the test. Such activities are generally recorded and may cast doubt upon the credibility of your answers. Please read carefully the section on plagiarism below.
3. Do not be surprised if you notice that the teacher is looking into your GoogleDocs test as you are doing it. This will randomly happen to some of you in order to gain information on the testing process.
4. Do not contact the teacher during the test, either orally or via chat. If you have a question, email it via Gmail or as a private comment via Google Classroom.

### AFTER THE TEST

Do not go back to the submitted file. This can be interpreted as an attempt to cheat. Wait for the teacher to send you the results via private comments on Google Classroom. This will happen first for Part 1 for all the examinees and then for Part 2.

## ABOUT THE TEST

### TECHNICALITIES

You will be allowed a limited time first for Part 1 (e.g. 30 min) and then for Part 2 (e.g. 20 min).

Part 1 tests the use of target vocabulary and contains 3-4 essay questions (2-3 required and 1 optional). You will write well-structured paragraphs on business/economic issues using the required terms.

Examples of test questions are provided below:

BE1: *'Discuss the role of labour unions in privatisations using the following words: efficiency, layoffs, collective bargaining, redundancy pay, industrial action.*

BE2: *'Briefly describe capital raising using the following words: expansion, borrowing, investment banks, IPO, face value.*

Part 1 consists of required (Exs. 1-3) and optional (Ex.4) exercises.

Required (Exs: 1-3): >50% enough for a passing grade and >90% for the highest grade.

Optional (Ex. 4): extra points gained in the exercise are added to the overall score

Part 2 tests your business skills (BE1 – letter writing, BE2-report writing and/or graph description).

### PLAGIARISM

Plagiarism disqualifies you from examination and may lead to disciplinary proceedings.

This refers to

- a) copying from your colleagues
- b) verbatim copying from your coursebooks and other sources *without proper referencing*
- c) copying the sequence of ideas from other sources

Please note that it is possible for you to copy a sentence or two from your sources if you really need to, but you should keep to citation and referencing rules (see the link below with the citation and referencing rules provided by the FEB - EFZG).

[http://www.efzg.unizg.hr/UserDocImages/KID/Pravila\\_citiranja.pdf](http://www.efzg.unizg.hr/UserDocImages/KID/Pravila_citiranja.pdf)

Be careful – your answers must be **90% your own sentences**, and only a very small amount of your text can be used from other sources (see further text for clarification).

The copied parts will be accepted only

- a) if used *meaningfully*
- b) if *properly referenced* (with in-text and end-of-text references, see examples below).

If you do not use your references properly, this will be treated as plagiarism. See the examples below for proper use of sources (i.e. proper in-text and end-of-text referencing).

### **Example 1: If you use a sentence or part of a sentence from your coursebook**

Your test question is: *Discuss workers' motivation according to Theory X and Theory Y.*

1. In the case of the question above, your paragraph may contain the following sentence which includes a proper in-text reference for the copied part (in blue):

*Douglas McGregor's Theory X is a 'pessimistic approach to workers and working' (MacKenzie, 2010, p.16) according to which workers are not self-motivated, so they should be both rewarded and punished. ...*

The text above shows that the copied part is a) between the quotation marks ('pessimistic approach to workers and working'), and this is followed by b) the name of the source, c) year of publication and d) the page number in brackets (MacKenzie, 2010, p.16).

2. After you finish writing the paragraph, you should also provide the end-of-text reference as shown below.

*MacKenzie, I. (2010). English for Business Studies. Cambridge University Press. Cambridge.*

### **Example 2: If you use a sentence or part of a sentence from an internet source**

Your test question is: *Briefly describe how companies raise capital. Use the following words: face value, ...*

1. In the case of the question above, your paragraph may contain the following sentence which includes a proper in-text reference for the copied part (in blue):

*... If they issue bonds, companies need to repay their face value, i.e. 'the amount paid to the holder at maturity' (Chen, 2020). ...*

2. After you finish writing the paragraph, you should provide the end-of-text reference as shown below.

*Chen, J. (4 March 2020). Face Value. Available from: <https://www.investopedia.com/terms/f/facevalue.asp>. [Accessed 19 June 2020]*

FINAL NOTE: Referencing takes time which you may not have enough of during the test. This is why you should you should prepare for the test well so that you can rely on your knowledge only rather than on copying from other sources and wasting precious time on referencing.