

HECTOPE: Practice Test

This practice test contains typical exercises you will see on the HECTOPE test.

For more information about HECTOPE, please visit <http://www.hec.ca/qualitecomm/anglais/description/desc-fr-hectope.html>.

LISTENING COMPREHENSION

To practice listening, please use this web site <http://www.esl-lab.com/>. The exercises are similar to the HECTOPE listening tasks.

LANGUAGE STRUCTURE IN CONTEXT

Exercise 1: In each of the following phrases, indicate which word contains a mistake.

To Whom It May Concern:

To minimize our external printing expenses, a new procedure for external printing orders have been established.

The new process is outline below:

1. All departments will carefully analyze and specify their needs for outside ordering.
2. Each departments will obtain a minimum of two written estimates from the external printing companies.
3. Both the specifics needs and written estimates must be submitted to Sylvia Mercado, Accounting Department, for inspection and approval.

Please note that the new procedure take effect tomorrow morning.

If you require any further explanation of the steps to follow, please contact me directly or call Sylvia Mercado at Ext. 556.

Sincerely,
Jane Grant
Office Manager

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1. To minimize our external printing expenses, a new procedure for external printing orders have been established.
 - a. our
 - b. expenses
 - c. procedure
 - d. have

2. The new process is outline below:
 - a. The
 - b. process
 - c. is
 - d. outline

3. Each departments will obtain a minimum of two written estimates from the external printing companies.
 - a. departments
 - b. estimates
 - c. from
 - d. companies

4. Both the specifics needs and written estimates must be submitted to Sylvia Mercado, Accounting Department, for inspection and approval.
 - a. both
 - b. specifics
 - c. be
 - d. submitted

5. Please note that the new procedure take effect tomorrow morning.
 - a. Please
 - b. new
 - c. take
 - d. morning

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Exercise 2: Fill in the blanks with appropriate words or phrases from the selection below.

Mr. Geert Hofstede, Professor Emeritus at Maastricht University, who did his research within large, multinational corporations, (6)_____ power distance as a concept that describes the degree of respect and acceptance of unequal power between people. It should be applied to negotiations outside commercial settings with care, but it is useful to look at this concept because of the differences (7) _____ identified across cultures.

Cultures where there is a certain comfort with high power distance are those where some people are considered superior to (8)_____ because of their social status, gender, race, age, education, birth, personal achievements, family background or other factors. Generally, the more unequally wealth is distributed, the higher will be the power distance in any national setting. According to Hofstede's research results, nations with the high-power distance include Arab countries, Guatemala, Malaysia, the Philippines, Mexico, Indonesia, and India. Negotiators from these countries tend to be comfortable with hierarchical structures, clear authority figures, and the right to use power with discretion. Thus, an Indian negotiator, for example, will respectfully wait for his superiors to express (9) _____ first.

Cultures with the low power distance, such as Austria, Denmark, Israel, New Zealand, Ireland, Sweden, Norway, Finland, Switzerland, Britain, and Germany, tend to assume equality among people and focus more on earned than on ascribed status. Negotiators from these countries tend to be comfortable (10) _____ democratic structures and flat organizational hierarchies, shared authority, and the right to use power in limited circumstances only. To illustrate, representatives of these countries are more likely to take turns at negotiating and not wait for their superiors to go first.

6. a. define b. defines c. is defining d. have defined
7. a. they b. she c. he d. we
8. a. other b. the other c. another d. others
9. a. themselves b. himself c. them d. herself
10. a. of b. with c. at d. in

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READING COMPREHENSION AND VOCABULARY IN CONTEXT

Exercise 1: Read the questions and answer them based on the information from the memo that follows.

1. The purpose of this memo is to
 - a. specify the vacation dates for the company.
 - b. ask for pay requests forms from part-time workers.
 - c. demand that part-time staff to leave for the weekend.
 - d. request some time off for holidays.

2. March 9 is
 - a. the last vacation day.
 - b. the last day on which the Payroll Department is closed.
 - c. the last day out of the office.
 - d. all of the above.

3. By what date does the Payroll Department need the requests?
 - a. February 15
 - b. February 20
 - c. February 21
 - d. March 9

4. Department managers are responsible for
 - a. submitting their own hours to be paid.
 - b. writing pay checks for part-timers.
 - c. sending in pay requisitions themselves.
 - d. reminding employees to send their forms.

5. In the last sentence, the phrase “reach us in time” can be replaced by
 - a. punctually get to all the managers.
 - b. arrive at the Payroll Department before the deadline.
 - c. affect all the part-time personnel before weekend.
 - d. make sure that the Payroll Department is on schedule.

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Memorandum

To: All Managers
From: Tetiana Seredynska
Date: 15/02/2015
Subject: Holiday Compensation Requests for Part-Time Personnel

The company's Payroll Department will be closed from February 21 to March 9, 2015.

To ensure that part-time employees receive vacation money before the holidays, we need to receive all payment request forms before February 20.

Please ask your part-time staff to submit their hours before they leave for the weekend.

We rely on your cooperation to make sure that the pay requisitions reach us in time.

Exercise 2: Read the text and answer the questions that follow.

1 One solution to the North African region's water deficiency is to import the commodities that necessitate
2 large amounts of water to produce them instead of importing water. For instance, about 1,000 tons of water
3 are required to produce a ton of wheat. Thus, hypothetically, if an economy imported a ton of wheat, it
4 would be, in fact, importing 1,000 tons of "virtual" water: the amount of water needed for the production of
5 food or other products that is calculated in the weight and cost of these products. In similar terms, about 40
6 billion tons of water would have been needed to produce this volume of grain otherwise. Such a volume
7 reflects about 20 percent of the region's annual water use, and it is equivalent to the water used by Egypt's
8 agricultural sector each year. Logistically, engineers could not consider transporting so much water;
9 however, transporting grain is a more feasible challenge. Most importantly, it requires cooperation of all
10 economic partners and interested parties because water, food and trade are intricately connected. This
11 interconnectedness is of major strategic significance to grain-importing economies in arid and semiarid
12 regions where virtual water has, since the early 1970s, ensured economic stability.

6. The main idea of this paragraph is

- a. that it is better to buy merchandise that requires a lot of water to produce than to import water to manufacture these same products in the country where there is not enough water to begin with.
- b. that water deficiency requires bringing the supplies in from other countries.
- c. that it is better to use imported water to produce various products in the North African region.
- d. that importing water will not solve the water deficiency crises in the North African region.

7. What is "virtual" water according to the text?

- a. It's a computer-generated program that allows various countries to exchange commodities in the North African region.
 - b. It is the quantity of water already included in the price and mass of the products.
 - c. It's the amount of water that equals the cost and quantity of the products.
 - d. It is a hypothetical concept that is equal to a ton of wheat.
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8. In the sentence “Such a volume reflects about 20 percent of the region’s annual water use, and it is equivalent to the water used by Egypt’s agricultural sector each year”, what does “it” refer to?

- a. volume
- b. percent
- c. water use
- d. Egypt’s agricultural sector

9. In line 9, what is the meaning of “feasible”?

- a. applicable
- b. useful
- c. doable
- d. potential

WRITTEN EXPRESSION

Task:

- Write an e-mail reply to the message below.
 - In the most effective and readable format, include a specific answer to each question asked.
 - Include a closing that will ensure the result you want.
 - Follow the rules for writing e-mail messages (subject line, form and content).
 - Use your own words.
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Send Save Now Discard Draft autosaved at 2:13 PM (1 minute ago)

To: paul.bedard@hec.ca

[Add Cc](#) | [Add Bcc](#)

Subject: Request for Information on Studying at HEC Montréal

[Attach a file](#)

B *I* U *F* *rT* *T* [Plain Text](#) [Check Spelling](#)

Dear Paul,

Eva from Accounting told me that you are currently studying at HEC Montreal. Since my son is in the process of considering business schools for next year, she suggested that I contact you for your personal perspective on the school. Please answer the following questions about HEC Montreal.

- What are the buildings and classrooms like?
- What kinds of computer facilities are available to students?
- Do international students pay the same tuition fees as local students?
- Does the school have its own sports facilities?

My son will be sending out applications at the end of the month, so I would appreciate the answers to these questions before then.

Thank you for your help.

Sincerely,
Jennifer Parkinson

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ORAL EVALUATION is a conversation among two test-takers and an evaluator offered at a different date than the writing test. During the interaction, candidates will discuss general business ethics questions based on scenarios provided beforehand for which students can prepare prior to coming to the interview. In this part of the test, you will be tested on your general ease in use of the language while presenting your arguments in English.