

ENGLISH FOR BUSINESS COMPUTING – BEING A STUDENT PRACTICE TEST (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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1. Which German term means 'fellow student'?

- A. Betreuer(in)
- B. Kommilitone, Kommilitonin
- C. Schulabschlussprüfung/ ~zeugnis
- D. Austauschstudent(in)

2. What is the German term for 'undergraduate' (BE)?

- A. Schulabschlussprüfung/ ~zeugnis
- B. Student(in) (für den 1.akad. Grad)
- C. Fernstudium
- D. Kommilitone, Kommilitonin

3. In writing, what is cohesion and how can you improve it?

- A. The flow that links sentences and ideas; improve with transition phrases and consistent pronoun/reference.
- B. The use of formal tone.
- C. The avoidance of repetition.
- D. The length of sentences

4. Which statement about ROI is true?

- A. ROI is the total revenue of a project.
- B. ROI is the time to recover the initial investment in days.
- C. ROI is the amount of money saved by reducing costs.
- D. ROI is typically expressed as a percentage.

5. What is the purpose of the grep command in computing?

- A. A programming language for data analysis
- B. A command-line tool to search for patterns in text using regular expressions
- C. A version control function
- D. A database indexing method

6. Which term corresponds to the concept of 'university campus' in German?

- A. Universitäts- bzw. Hochschulgelände
- B. Campus
- C. Hochschulgelände
- D. Uni Gelände

- 7. The German term 'Gesamtprädikat' translates to which English term?**
- A. Academic degrees
 - B. Overall grade
 - C. Graduation
 - D. Doctorate
- 8. Which option expresses the meaning of Belegarbeiten/ Klausuren schreiben in English?**
- A. Noten/ Prädikat
 - B. to write assignments/ (exam) papers
 - C. Abschlussarbeit
 - D. Abitur
- 9. What is a headline in a business report and what should it do?**
- A. A detailed summary of the report.
 - B. The author's name and date.
 - C. A short descriptive title that summarizes the content; should be informative and precise.
 - D. A chart caption.
- 10. What is data privacy and why is it important for student projects?**
- A. Data privacy protects personal information from unauthorized access; important to comply with laws and protect participants.
 - B. Data privacy only concerns data backup strategies.
 - C. Data privacy means publishing all user data publicly to increase transparency.
 - D. Data privacy is not related to participant protection.

Answers

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1. B
2. B
3. A
4. D
5. B
6. A
7. B
8. B
9. C
10. A

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Explanations

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1. Which German term means 'fellow student'?

- A. Betreuer(in)
- B. Kommilitone, Kommilitonin**
- C. Schulabschlussprüfung/ ~zeugnis
- D. Austauschstudent(in)

When you want to refer to someone you study with in the same university, the standard word is *Kommilitone* for a male student or *Kommilitonin* for a female student. It specifically means a person who is a fellow student in your class or program, sharing courses and campus life. That makes it the best fit for "fellow student." *Betreuer(in)* is a supervisor or mentor, not a peer; *Schulabschlussprüfung/Zeugnis* refers to a final exam certificate, not a person; and *Austauschstudent(in)* means an exchange student from another institution, not someone in your own cohort.

2. What is the German term for 'undergraduate' (BE)?

- A. Schulabschlussprüfung/ ~zeugnis
- B. Student(in) (für den 1. akad. Grad)**
- C. Fernstudium
- D. Kommilitone, Kommilitonin

Beim Begriff 'undergraduate' geht es darum, den Status einer Person zu beschreiben, die an der Universität eingeschrieben ist, aber noch keinen ersten Hochschulabschluss erworben hat. Im Deutschen drückt man das am besten als "Student(in) (für den 1. akad. Grad)" aus, also jemanden, der sich im ersten akademischen Grad befindet. Die andere Formulierungen passen nicht: *Schulabschlussprüfung/ Zeugnis* bezieht sich auf den Schul Abschluss, nicht aufs Hochschulstudium; *Fernstudium* beschreibt lediglich die Lernform (distanzbasiert) und nicht den Status als Studierender; *Kommilitone/Kommilitonin* bedeutet lediglich eine Mitstudierende bzw. einen Mitstudierenden und gibt nicht den Status als Undergraduate wieder. Im modernen Deutsch ist auch das geschlechterneutrale "Studierende" üblich, aber die besagte Option macht klar, dass es um den Undergraduate Status geht.

3. In writing, what is cohesion and how can you improve it?

- A. The flow that links sentences and ideas; improve with transition phrases and consistent pronoun/reference.**
- B. The use of formal tone.
- C. The avoidance of repetition.
- D. The length of sentences

Cohesion is the flow that links sentences and ideas together in writing. It shows readers how one thought leads to the next and keeps the writing feeling united rather than a series of separate statements. You build cohesion by using transition phrases that reveal relationships between ideas, such as additions, contrasts, cause and effect, or sequence. You also keep pronouns and references clear, so each sentence points back to the correct noun and there's no ambiguity about what is being discussed. Parallel structure helps too—repeating the same grammatical form in lists or series makes connections feel tighter. Repeating or echoing key terms at intervals reinforces those ties without sounding repetitive. To improve cohesion, add transitions that signal how ideas relate, for example: in addition, therefore, consequently, however. Make sure pronouns refer clearly to a single antecedent, and repeat a key noun when needed to prevent confusion. Maintain a consistent tense and point of view within a paragraph, and use parallel construction for lists or chained actions, like "analyze, implement, and evaluate." A simple, related example shows the pattern: the plan was approved, and this approval allowed the team to begin development promptly. The connections are explicit, guiding the reader smoothly from one sentence to the next. While other writing aspects matter for style and clarity—such as tone, avoiding unnecessary repetition, or varying sentence length—cohesion specifically targets the links that tie sentences and ideas together, making the overall passage easier to follow.

4. Which statement about ROI is true?

- A. ROI is the total revenue of a project.
- B. ROI is the time to recover the initial investment in days.
- C. ROI is the amount of money saved by reducing costs.
- D. ROI is typically expressed as a percentage.**

ROI measures how efficiently an investment performs by comparing the profit you get to the amount you invested, and it's usually shown as a percentage. This percentage format makes it easy to compare different projects at a glance, since it relates earnings directly to cost. The idea is that $ROI = (\text{net profit} / \text{cost of investment}) \times 100$, where net profit is what you gain after covering all costs. Because it expresses return as a share of the investment, you can see not just how much money a project makes, but how effectively that money is used. That's why expressing ROI as a percentage is the best choice. Total revenue doesn't account for costs, so it can be misleading. The payback period focuses on how long it takes to recover the initial outlay, not on overall profitability. Simply stating the amount saved by reducing costs captures savings, but ROI looks at how much you gain relative to what you spent, providing a comparable profitability measure.

5. What is the purpose of the grep command in computing?

- A. A programming language for data analysis
- B. A command-line tool to search for patterns in text using regular expressions**
- C. A version control function
- D. A database indexing method

The main idea is that grep is a command-line tool designed to find text that matches patterns. It searches through files or input streams using regular expressions and prints the lines that contain matches, making it ideal for filtering logs, source code, or any text data. This powerful pattern-matching capability is what sets grep apart from other tools, and it's not a programming language, a version control feature, or a database indexing method. In short, grep helps you locate specific text efficiently by leveraging flexible patterns.

6. Which term corresponds to the concept of 'university campus' in German?

A. Universitäts- bzw. Hochschulgelände

B. Campus

C. Hochschulgelände

D. Uni Gelände

Beim Übersetzen von "university campus" ins Deutsche geht es darum, ein Begriff zu wählen, der sowohl Universitäten als auch andere Hochschulen eindeutig abdeckt. Universitäts- bzw. Hochschulgelände tut genau das: Es nennt das Gelände oder Areal der Universität und ergänzt durch Hochschulgelände die passende Bezeichnung für andere Hochschulen, verbunden durch beziehungsweise, was klar macht, dass beide Institutionstypen gemeint sein können. Diese Form ist formell und eindeutig, was sie für schriftliche Texte besonders gut geeignet macht. Der Begriff Campus wird zwar oft verstanden und genutzt, ist aber ein Lehnwort, das in verschiedenen Kontexten unterschiedlich wahrgenommen werden kann und nicht so präzise zwischen Universität und Hochschule unterscheidet. Hochschulgelände würde sich auf Hochschulen allgemein beziehen, aber nicht speziell Universitäten, während Universitätsgelände nur auf Universitäten verweist. Die informelle Variante Uni Gelände klingt zudem zu umgangssprachlich für formelle Nutzung. Deshalb passt Universitäts- bzw. Hochschulgelände am besten, weil es klar, präzise und angemessen formell alle relevanten Institutionstypen einschließt.

7. The German term 'Gesamtprädikat' translates to which English term?

A. Academic degrees

B. Overall grade

C. Graduation

D. Doctorate

This question tests translating German academic terms into English and understanding what each part adds to the meaning. Gesamtprädikat combines Gesamt, meaning overall or total, with Prädikat, used in educational contexts to denote the grade or designation given for performance. Because it describes the final, overall assessment of a student's performance, the natural English rendering is "overall grade." The other options refer to types of degrees or the act of finishing school, not to the final measure of performance. For example, on a transcript you might see "Gesamtprädikat: Sehr gut," which would be translated as "Overall grade: Very good."

8. Which option expresses the meaning of Belegarbeiten/ Klausuren schreiben in English?

A. Noten/ Prädikat

B. to write assignments/ (exam) papers

C. Abschlussarbeit

D. Abitur

Belegarbeiten bedeutet schriftliche Arbeiten wie Haus- oder Seminararbeiten, und Klausuren schreiben heißt, schriftliche Prüfungen zu schreiben oder Examsarbeiten anzufertigen. Die Formulierung in der Wahlmöglichkeit bricht diese beiden Aktivitäten prägnant auf Englisch herunter: "to write assignments/ (exam) papers" passt genau, weil sie sowohl das Schreiben von Aufgaben als auch von Prüfungsunterlagen ausdrückt. Die anderen Optionen treffen nicht die beschriebenen Handlungen: Noten/ Prädikat bezieht sich auf Noten, Abschlussarbeit ist eine spezifische Abschlussarbeit, und Abitur ist der Prüfungskampus am Schulende.

9. What is a headline in a business report and what should it do?

- A. A detailed summary of the report.
- B. The author's name and date.
- C. A short descriptive title that summarizes the content; should be informative and precise.**
- D. A chart caption.

A business report headline should act as a concise, descriptive label that signals the report's topic and main outcome. It needs to be short, informative, and precise so someone skimming through documents instantly understands what the report covers and what to expect inside. A good headline often points to the key result or purpose—mentioning the topic and, if appropriate, a metric or conclusion—so readers know the report's focus at a glance. This approach is best because it helps readers quickly decide relevance and reduces the effort needed to locate important information in a busy work environment. It also supports clear communication in a business context, where time and clarity are critical. The other options don't fit because a detailed summary tries to recount the whole report in miniature, which defeats the purpose of a headline as a quick signpost; listing the author's name and date is metadata, not the headline itself; and a chart caption describes a specific visual within the document, not the entire report.

10. What is data privacy and why is it important for student projects?

- A. Data privacy protects personal information from unauthorized access; important to comply with laws and protect participants.**
- B. Data privacy only concerns data backup strategies.
- C. Data privacy means publishing all user data publicly to increase transparency.
- D. Data privacy is not related to participant protection.

Data privacy is about safeguarding personal information and controlling how it's collected, stored, used, and shared. In student projects, participants might share names, contact details, or sensitive answers, so keeping that data private means restricting access to authorized people, obtaining informed consent, minimizing what's collected, anonymizing data when possible, and storing it securely with proper access controls and encryption. It also involves following applicable laws and school policies and having plans for data retention and deletion. This makes it the best answer because it directly links protecting personal information from unauthorized access with meeting legal or ethical obligations and protecting participants. The other ideas miss the core purpose: data backups deal with availability, not privacy; publishing data publicly contradicts privacy principles; and saying privacy isn't related to participant protection ignores the fundamental reason privacy matters in research.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://engforbuscomputingbeingastudent.examzify.com>

We wish you the very best on your exam journey. You've got this!

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