

Read the advertisements below and answer Questions 1-7.

The 10 best running watches

Kate Hilpern advises people on the best watches to use when they go running.

A. Soleus FIT 1.0

Soleus claims this has everything you need and nothing you don't. Water-resistant to 30m and with a built-in rechargeable battery, it's accurate at measuring speed, pace, distance and calories burnt.

B. Nike+ SportWatch GPS

You'll be hard pushed to find a running watch that finds a GPS signal quicker than this. It will keep you updated on current location, distance covered, number of laps and calories burnt.

C. Garmin Forerunner

This watch, which is small enough to wear at the office, is touchscreen and is packed with impressive features, although the battery life is limited.

D. Timex Run Trainer 2.0

The hi-res screen makes this a great watch for athletes at any level. The Easy-to-use, upgraded menu system makes monitoring pace, speed and distance child's play. Alerts remind you when it's time to hydrate or top up the nutrition.

E. Garmin Forerunner 10

This is a well-priced, entry-level watch that's light as well as waterproof and available in a range of colors. Don't expect added extras, but do expect good basic functionality.

F. Nike Fuelband

Described by the Huffington Post as 'the sports watch you never knew you needed, this soft-touch and lightweight watch has been lovingly designed to appear more like a piece of futuristic jewelry than a running watch. But it's hi-tech too and synchronizes with your phone to show the results.

G. Suunto Ambit2 5HR

This is better suited to off-roaders rather than urban runners and although it's quite big, it has a functional design and is compatible with the thousands of Suunto apps available.

Look at the seven advertisements for running watches, A-G.

For which running watch are the following statements true?

NB You may use any letter more than once.

- 1 .This would be a suitable and not too expensive first watch for a runner.
- 2 Care has been taken to make this watch very attractive to look at
3. This watch can be programmed to let the runner know when it is time to get some refreshment
4. This watch will need recharging at frequent intervals.
5. Both experienced and inexperienced runners will find this watch useful.
- 6.. Runners will find all the features on this watch are useful
7. People who do most of their running in cities may find this watch is not appropriate for them.

Read the text below and answer Questions 8-15.

Employees' health and safety responsibilities

As an employee you have rights and you have responsibilities for your own wellbeing and that of your colleagues. This article explains what these responsibilities are, and how you can meet them.

Your rights

Your rights as an employee to work in a safe and healthy environment are set down in law and generally can't be changed or removed by your employer. The most important of these rights are

- as far as possible, to have any hazards to your health and safety properly controlled -- to be given any personal protective and safety equipment without being charged for it
- to stop work and leave your work area, without being disciplined, if you have reasonable concerns about your safety
- to tell your employer about any health and safety concerns you have not to be disciplined if you contact the Health and Safety Executive, or your local authority, if your employer won't listen to you
- to have breaks during the time you are at work
- to have time off from work during the working week
- to have annual paid holiday.

Your responsibilities

Your most important responsibilities as an employee are:

- to take reasonable care of your own health and safety
- to remove jewellery and avoid loose clothing when operating machinery
- if you have long hair, or wear a headscarf, make sure it's tucked out of the way as it could get caught in machinery
- to take reasonable care not to expose fellow employees and members of the public to risk by what you do or don't do in the course of your work to co-operate with your employer, making sure you complete the training that is provided and that you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries you suffer as a result of doing your job - your employer may then need to change the way you work

If you drive or operate machinery, you have a responsibility to tell your employer if you take medication that makes you feel sleepy. If you do, they should temporarily move you to another job if they have one for you to do.

Complete the notes below.

*Choose **ONE WORD ONLY** from the text for each answer*

Health and Safety at Work

Employees' rights

- are established by 8..... and include the following
- employers should manage any potential dangers to their staff's health and safety
- Any 9..... needed for employees to work safely should be free
- employees may inform management of any 10..... they have relating to health and safety
- employees are entitled to some 11..... while they are working

Employees' responsibilities

- to take off jewellery and dress appropriately for their particular work
- to avoid putting colleagues and others at 12.....
- to do any 13..... that the employer offers
- to inform the employer of any 14..... received while working
- to make sure the employer knows of any 15..... you are taking that might affect performance

Our company notices

A. Advance warning

Refurbishment of offices in the Perkins Building will start on Monday 22 May, and is expected to be completed by the end of June. Staff based in that building will be individually notified of where they'll work for that time. On the previous Friday, facilities staff will move everything that needs to go to your new office. Before then, please make a list of what should be moved, and another list of what can be stored.

B. Information about financial systems

The review of the company's financial systems is now complete, and modifications will shortly be introduced. Jane Phillips from Finance will explain the changes and how they affect you, and answer any queries about them, between 12 and 1 pm on 15 March in Room 5.

C. Purchasing Manager

As you probably know, Sadia Ahmed is leaving the company on 31 March, after ten years as Purchasing Manager. Her replacement, Jeff Bridges, will join us on the previous Monday. Jeff will be in Room 70 between 12 and 2 pm on 3 April: feel free to drop in and say hello to him during your lunch break.

D. We're doing well!

We've received a large and urgent order from one of our major customers. As a result, we'll need to run the production line for an additional three hours each evening throughout the week beginning 13 March. Any production workers willing to do this shift in addition to their normal work should speak to the Production Manager asap.

E. Quality control

Because of recent concerns about product quality, we're setting up a team to consider ways of raising quality and making recommendations for changes. As staff from any department might have useful ideas, anyone is welcome to join the team- ring Rodrigo Pérez on 1012. It will involve fortnightly meetings and some research, over a six-month period.

F. New opportunity

Dev Patel will cease to be part-time content editor of the company intranet at the end of April, as his new role in Marketing leaves him no time for it. We're looking

for two people to take over. If you're interested, and can work an extra three or four hours a week (for extra pay, of course!), contact Maggie Campbell on 2146

G. And finally...

We hope to re-start the company tennis championship, which hasn't taken place for the last three years. If this is something for you, talk to Bill Sinclair on extension 2371. You don't need to be a star player!

Look at the seven notices for a company's staff. For which company notice are the following statements true?

Select A-G for questions 16-20.

- 16. Staff are needed to work on internal communications
- 17. People are needed to help improve an internal system.
- 18. Staff are asked if they want to take part in an internal competition.
- 19. Volunteers are asked to work overtime for a limited period.
- 20. Staff will be told where to work temporarily