

Questions 16 – 20

Complete the following notes using **NO MORE THAN THREE WORDS** for each answer.

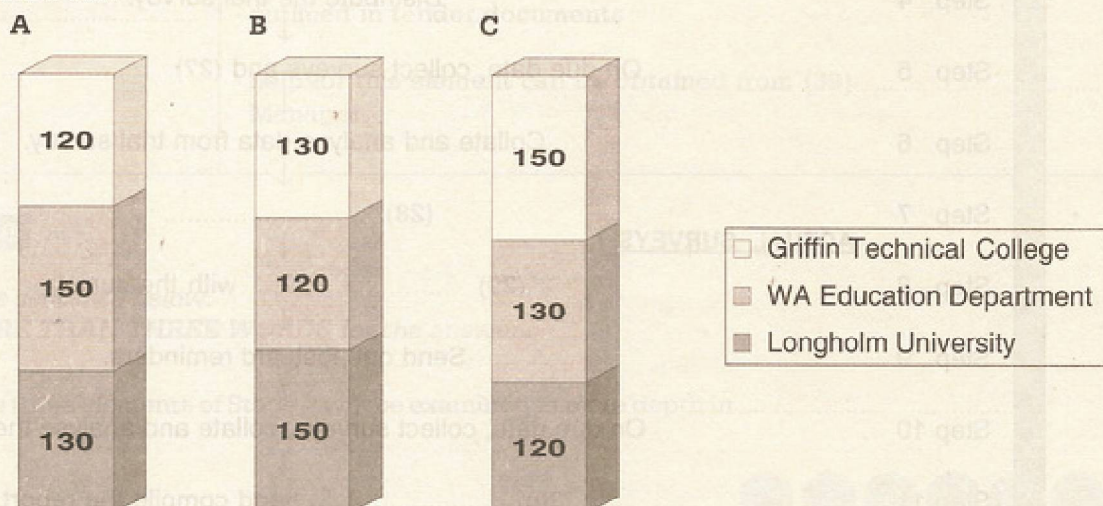
<p>If robbed, you should contact your (16) or Darlinghurst Police Station with the following details:</p> <ul style="list-style-type: none"> • your full name • your contact telephone number • time of the incident • location of the incident, for example, nearest (17) or name of (18) 	<ul style="list-style-type: none"> • (19) of item that was stolen. Prevent illegal use of credit cards by (20) as soon as possible after the theft.
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SECTION 3 QUESTIONS 21 – 30

Questions 21 – 25

Choose the correct letter from **A – C** for each answer.

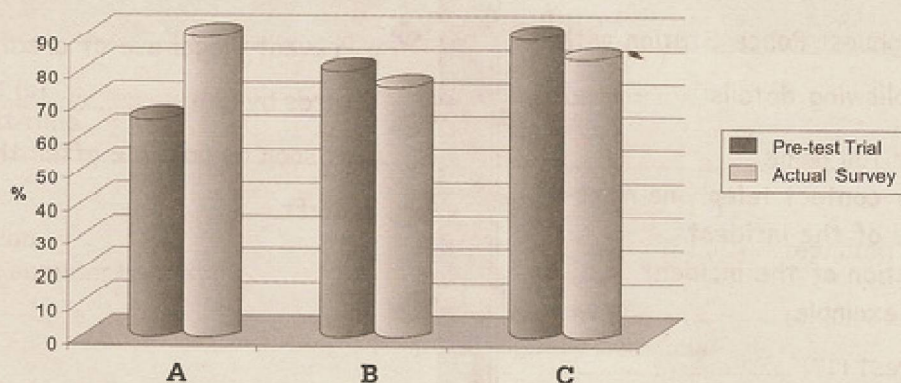
- 21 What is the purpose of Jane and Rick's meeting with the tutor?
- A To collate information from their assignments
B To follow the correct procedure for the report
C To check on details of the report
- 22 What work still needs to be completed before doing the presentation?
- A Conducting the actual questionnaire survey
B Collating data from the questionnaire and writing the report itself
C Analyzing the information gathered in the questionnaire
- 23 Which chart **A**, **B** or **C** shows the correct distribution of the 400 surveys Jane and Rick handed out?



24 Why did Jane and Rick survey international students from three different institutions?

- A They didn't want to limit their responses to Longholm.
- B There weren't enough international students at Longholm.
- C They could access students of different ages at other institutions.

25 Which illustration (A, B or C) best shows the rates of responses in the pre-test and actual survey?



Questions 26 – 30

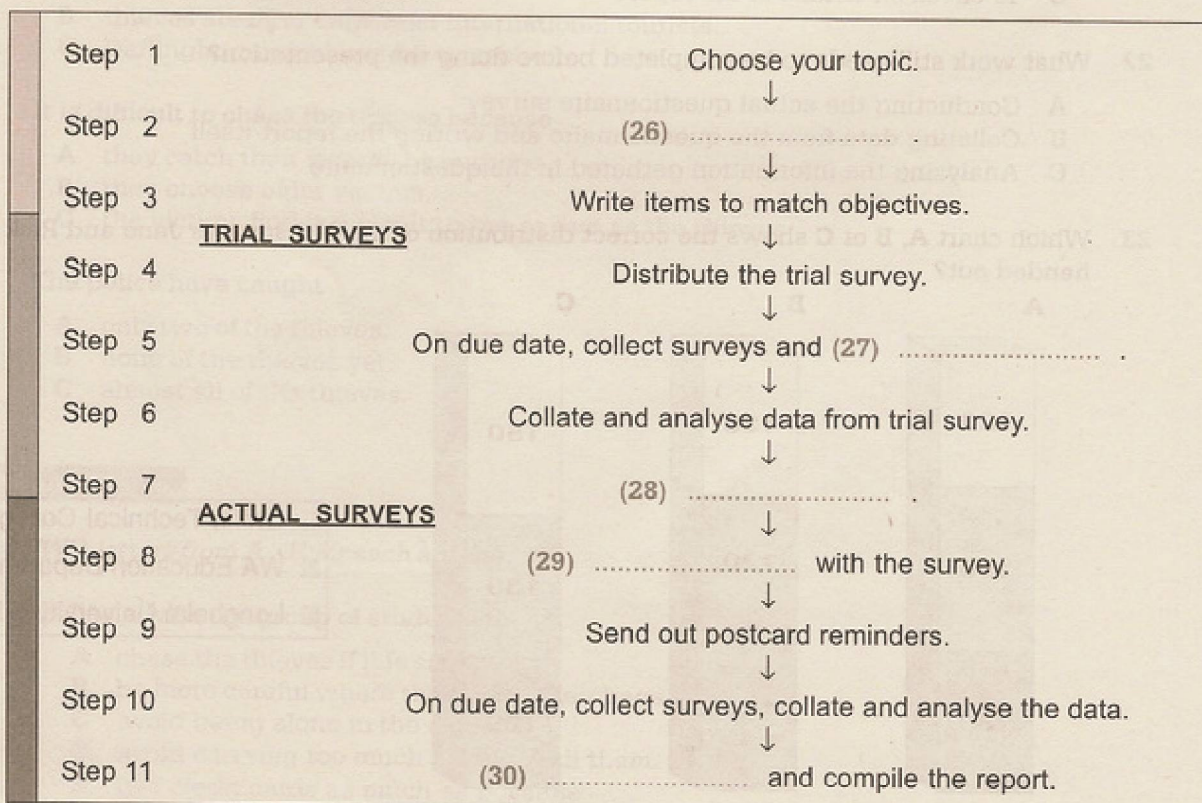
Complete the following flow chart. Insert the steps A – F given in the box below.

NOTE: there are more steps than you will need.

STEPS:

- | | |
|--------------------------------------|----------------------------------|
| A Distribute transmittal letter | E Present pre-test trial results |
| B Rewrite unclear items | F Draw conclusions |
| C Compile trial survey report | G Set objectives |
| D Send reminders for overdue surveys | |

Steps for Survey and Presentation:



SECTION 4 QUESTIONS 31 – 40**Questions 31 – 34**

Complete the summary below.

Use **NO MORE THAN THREE WORDS** for each answer.

PROJECT MANAGEMENT

Last week's definition of project management:

Project Management has

- a clear (31)
- goals, budget and (32)

A project can be divided into (33)

The subject of today's lecture is (34)

Questions 35 – 39

Complete the table below.

Use **NO MORE THAN THREE WORDS** for each answer.

Elements of Stage 2	Considerations
Budget Planning	<ul style="list-style-type: none"> - most challenging element - try to plan (35)
Allocation of Time	<ul style="list-style-type: none"> - dependent on (36) - (37) used to identify tasks and schedules in units of work
(38)	<ul style="list-style-type: none"> - outlined in tender documents - help for this element can be obtained from (39) Manager

Question 40

Complete the sentence below.

Use **NO MORE THAN THREE WORDS** for the answer.

40 The three elements of Stage 2 will be examined in more depth in