

TEST 1

Questions 1–4

NOTES ON SOCIAL PROGRAMME	
<i>Example</i>	<i>Answer</i>
Number of trips per month:	5
Visit places which have: <ul style="list-style-type: none"> • historical interest • good 1 • 2 	
Cost:	between £5.00 and £15.00 per person
Note:	special trips organised for groups of 3 people
Time:	departure – 8.30 a.m. return – 6.00 p.m.
To reserve a seat:	sign name on the 4 3 days in advance

Questions 5–10

Complete the table below.

Write **NO MORE THAN THREE WORDS AND /OR A NUMBER** for each answer.

WEEKEND TRIPS			
Place	Date	Number of seats	Optional extra
St Ives	5	16	Hepworth Museum
London	16th February	45	6
7	3rd March	18	S.S. Great Britain
Salisbury	18th March	50	Stonehenge
Bath	23rd March	16	Salisbury 18th March 8
For further information: Read the 9 or see Social Assistant: Jane 10			

TEST 2

Questions 1–5

Choose the correct letter, **A**, **B** or **C**.

Example

How long has Sally been waiting?

- A** five minutes
- B** twenty minutes
- C** thirty minutes

- 1 What does Peter want to drink?
A tea
B coffee
C a cold drink
- 2 What caused Peter problems at the bank?
A The exchange rate was down.
B He was late.
C The computers weren't working.
- 3 Who did Peter talk to at the bank?
A an old friend
B an American man
C a German man
- 4 Henry gave Peter a map of
A the city.
B the bus routes.
C the train system.
- 5 What do Peter and Sally decide to order?
A food and drinks
B just food
C just drinks

Questions 6–8

Complete the notes below using words from the box.

Art Gallery

Cathedral

Castle

Gardens

Markets

Tourist attractions open all day: **6** and Gardens

Tourist attractions NOT open on Mondays: **7** and Castle

Tourist attractions which have free entry: **8** and Markets

Questions 9 and 10

Complete the sentences below.

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

9 The first place Peter and Sally will visit is the.....

10 At the Cathedral, Peter really wants to

TEST 3

Question 1-4

Complete the notes below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

Accommodation Request Form

Example Answer
Name: Sara Lim
Age: 23

Length of time in Australia: **1**.....

Present address: Flat 1,

539, **2**..... Road
Canterbury 2036

Present course: **3**English

Accommodation required from: **4**7th September

Question 5-7

Choose the correct letter, **A, B or C**.

5 Sara requires a

- A single room
- B twin room
- C triple room

6 She would prefer to live with a

- A family
- B single person
- C couple

7 She would like to live in a

- A flat
- B house
- C studio apartment

Question 8-10

Complete the sentences below.

Write **NO MORE THAN ONE WORD** for each answer.

8 The..... will be \$320.

9 She needs to pay the rent by cash or cheque on a..... basis.

10 She needs to pay her part of thebill.

TEST 4

GOODBYE PARTY FOR JOHN

Example

Date:

Answer

22nd December

Venue: 1

Invitations (Tony)

Who to invite:

- John and his wife
- Director
- the 2
- all the teachers
- all the 3

Date for sending invitations:

4

Present (Lisa)

Collect money during the

5

Suggested amount per person:

6 \$

Check prices for:

- CD players
- 7
- coffee maker

Ask guests to bring:

- snacks
- 8
- 9

Ask student representative to prepare a

10

TEST 5

Questions 1-6

Complete the notes below.

Write **NO MORE THAN TWO WORDS AND/OR A NUMBER** for each answer.

Dreamtime travel agency Tour information

<i>Example</i>	<i>Answer</i>
Holiday name	<u>Whale Watch</u> Experience
Holiday length	2 days
Type of transportation	1.....
Maximum group size	2.....
Next tour date	3.....
Hotel name	4 The.....

Questions 5 and 6

Choose **TWO** letters **A-E**.

Which **TWO** things are included in the price of the tour?

- A fishing trip
- B guided bushwalk
- C reptile park entry
- D table tennis
- E tennis

Questions 7-10

Complete the sentences below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

- 7 The tour costs \$.....
- 8 Bookings must be made no later than.....days in advance.
- 9 A.....deposit is required.
- 10 The customer's reference number is.....

TEST 6

Questions 1-10

Complete the notes below using **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

LIBRARY INFORMATION

<i>Example</i>	<i>Answer</i>
Minimum joining age:	18 years

For registration, must take

- two **1** and
- two forms of I.D. e.g. driving licence, **2** Cost to join per year (without current student card): **3** £

Number of items allowed: (members of public) **4**

Login times: four weeks

Fines start at **5** £

Computers can be booked up to **6** hours in advance

Library holds most national papers, all **7**, and magazines

Need **8** to use photocopier

Creative Writing class

- tutor is John **9** and
- held on **10** evenings

TEST 7

Questions 1-10

Complete the form below using **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

MINTONS CAR MART		Customer Enquiry
<i>Example</i>	<i>Answer</i>	
Make:	Lida	
Engine size:	(1)	
Model:	Max	
Type of gears:	(2)	
Preferred colour:	(3) blue	
FINANCE		
Customer wishes to arrange	(4)	
Part exchange?	yes	
PERSONAL DETAILS		
Name:	Wendy (5)	
Title:	(6)	
Address:	20, Green Banks (7) Hampshire	
Postcode:	GU8 9EW	
Contact number:	(for (8) only) 0798257643	
CURRENT CAR		
Make:	Conti	
Model:	Name: (9) Year: 1994	
Mileage:	maximum 70,000	
Colour:	metallic grey	
Condition:	(10)	

TEST 8

Questions 1-10

Complete the form below using **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

HOST FAMILY APPLICATION	
<i>Example</i>	<i>Answer</i>
Name:	Jenny Chan
Present address: Sea View Guest House, 1	
Daytime phone number: 2237676	
[NB Best time to contact is 2] Age: 19	
Intended length of stay: 3	
Occupation while in UK: student	
General level of English: 4	
Preferred location: in the 5	
Special diet: 6	
Other requirements:	
• own facilities	
• own television	
• 7	
• to be 8	
Maximum price: 9 £..... a week	
Preferred starting date: 10	

TEST 9

Questions 1-4

Complete the notes below.

Write **NO MORE THAN TWO WORDS** for each answer.

NOTES ON SPORTS CLUB	
<i>Example</i>	<i>Answer</i>
Name of club:	Kingswell
Facilities available:	Golf
	1
	2
Classes available:	Kick boxing
	3
Additional facility:	4

Questions 5-8

Complete the table below.

Write **NO MORE THAN TWO NUMBERS** for each answer.

MEMBERSHIP SCHEMES					
Type	Use of facilities	Cost of classes	Times	Joining fee	Annual subscription fee
GOLD	All	Free	Any time	£250	(5) £.....
SILVER	All	(6)£.....	from (7)..... to	£225	£300
BRONZE	Restricted	£3	from 10.30 to 3.30 weekdays only	£50	(8) £.....

Questions 9 and 10

Complete the sentences below.

Write **ONE WORD ONLY** for each answer.

9. To join the centre, you need to book an instructor's

10. To book a trial session, speak to David (0458 95311).

TEST 10

Questions 1-5

Complete the notes below.

Write **NO MORE THAN TWO WORDS AND/OR A NUMBER** for each answer.

CHILDREN'S ART AND CRAFT WORKSHOPS

- Adults must accompany children under **1**
- Cost: £2.50
- Workshops held in: Winter House, **2** Street
- Security device: must push the **3** to open door
- Should leave car behind the **4**
- Book workshops by phoning the **5** (on 200765)

Questions 6-10

Complete the table below.

Write **NO MORE THAN TWO WORDS** for each answer.

Next two workshops

Date	Workshop title	Children advised to wear:	Please bring (if possible):
16/11	Building 6.....	7	8
23/11	9	(Nothing special)	10

TEST 11

Questions 1-10

Complete the form below.

Write **ONE WORD AND/ OR A NUMBER** for each answer.

OPENING A BANK ACCOUNT

Example

Answer

Application for a

Current bank account

Type of current account:

The **1** ' ' account

Full name of applicant:

Pieter Henes

Date of birth:

2

Joint account holder(s):

No

Current address:

3 Exeter

Time at current address:

4

Previous address:

Rielsdorf 2. Utrecht. Holland

Telephone:

work **5**

Occupation:

6

Identity (security):

Name of his **7**.. : Siti

Opening sum:

8 € to be transferred
from Fransen Bank, Utrecht

Statements:

Every **9**

Requests:

Supply information about the
bank's **10** service.

TEST 12

(Questions 1-10)

Complete the notes below.

Write **NO MORE THAN TWO WORDS AND/OR A NUMBER** for each answer.

Example	Answer
Title of conference:	Future Direction in Computing
Three day cost:	
1\$	
Payment by 2.....or on arrival	
Accommodation:	
Conference Centre	
<ul style="list-style-type: none">• 3£.....per night• near to conference rooms	
Guest House	
<ul style="list-style-type: none">• 4 £.....per night• approximately 5.....walk from Conference Centre	
Further documents to be sent:	
<ul style="list-style-type: none">• 6• an application form	
Location:	
Conference Centre is on 7.....Park Road, next to the 8.....	
Taxi costs 9 £.....or take bus number 10.....from station.	

TEST 13

Questions 1-5

Complete the notes below.

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

Transport from Airport to Milton

Example Answer Distance: 147 miles

Options:

1 Car hire

-don't want to drive

1 1.....

-expensive

1 Greyhound bus

-\$15 single, \$27.5 return

-direct to the 2.....

-long 3.....

1 Airport Shuttle

-4service

-every 2 hours

-\$35 single,\$65 return

-need to 5.....

Questions 6-10

Complete the booking form below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

AIRPORT SHUTTLE BOOKING FORM To: Milton

Date: 6

No. of passengers: One

Bus Time: 7pm

Type of ticket: Single

Name: Janet 8.....

Flight No: 9.....

From: London Heathrow

Address in Milton: Vacation Motel,
24,Kitchener Street

Fare: \$35

Credit Card No: (Visa)10.....

TEST 14

Questions 1-10

Complete the form below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

CAR INSURANCE

Example

AnswerName:

Patrick Jones

Address: 1....., Greendale **Contact number:** 730453

Occupation: 2.....

Size of car engine: 1200cc

Type of car:

Manufacturer: Hewton

Model: 3.....

Year: 1997

Previous insurance company:
last five years?

Any insurance claims in the

4.....

Yes ☒

No ☐

If yes, give brief details:

Car was 5.....in 1999

Name(s) of other driver(s):

Uses of car: –social

Simon 6.....

–8.....

Relationship to main driver:

7.....

Start date: 31 January

Recommended Insurance arrangement

Name of company: 9.....

Annual cost: 10\$.....

TEST 15

Questions 1 and 2

Complete the notes below:

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

Example	Answer
Type of job required:	Part-time
Student is studying 1	

Student is in the **2**.....year of the course.

Questions 3-5

Complete the table below:

Write **NO MORE THAN TWO WORDS** for each answer.

Position Available	Where	Problem
Receptionist	in the 3	evening lectures
4	in the Child Care Centre	too early
Clerical Assistant	in the 5	evening lectures

Questions 6-10

Complete the form below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

STUDENT DETAILS	
Name:	Anita Newman
Address:	6Room NO. 7
Other skills:	Speaks some Japanese
Position available:	8at the EnglishLanguage Centre
Duties:	Respond to enquiries and 9
Time of interview:	Friday at 10a.m.

TEST 16

Questions 1-6

Complete the form below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

HOMESTAY APPLICATION	
Example	Answer
Surname:	<u>Yuichini</u>
First name: 1.....	
Sex: female	Nationality: Japanese
Passport number: 2.....	Age: 28years
Present address: Room 21C, Willow College	
Length of homestay: approx 3.....	
Course enrolled in: 4.....	
Family preferences: no 5.....	
no objection to 6.....	

Questions 7-10

Answer the questions below.

Write **no more than two words** for each answer.

- 7 What does the student particularly like to eat?
- 8 What sport does the student play?
- 9 What mode of transport does the student prefer?
- 10 When will the student find out her homestay address?

TEST 17

Questions 1-2

Choose the correct letter, **A**, **B** or **C**.

Example In the library George found

A a book.

B a brochure.

C a newspaper

1 In the lobby of the library george saw

A a group playing music.

B a display of instruments

C a video about the festival.

2 George wants to sit at the back so they can

A see well.

B hear clearly.

C pay less.

Question 3-10

Complete the form below.

Write **NO MORE THAN TWO WORDS AND/OR A NUMBER** for each answer.

SUMMER MUSIC FESTIVAL BOOKING FORM			
NAME: George O'Neill			
ADDRESS: 3.....,Westsea			
POSTCODE: 4.....			
TELEPHONE: 5.....			
Date	Event	Price per ticket	No.of tickets
5 June	Instrumental group– <i>Guitarrini</i>	£7.50	2
17 June	Singer(price includes 6..... inthe garden)	£6	2
22 June	7.....(Anna Ventura)	£7.00	1
23 June	Spanish dance &Guitar Concert	8£	9.....
NB Children/ Students/ Senior Citizens have 10.....discount on all tickets.			

TEST 18

Questions 1-3

Complete the form below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

TOTAL INSURANCE INCIDENT REPORT	
<i>Example</i>	<i>Answer</i>
Name	<u>Michael Alexander</u>
Address	24 Manly Street, 1, Sydney
Shipping agent	2
Place of origin	China
Date of arrival	3
Reference number	601 ACK

Questions 4-10

Complete the table below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

Item	Damage	Cost to repair/replace
Television	The 4needs to be replaced	Not known
The 5cabinet	The 6of the cabinet is damaged	7 \$.....
Dining room table	A 8is split	\$200
Set of china	Six 9were broken	About 10 \$.....in total

TEST 19

Questions 1-3

Complete the form below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

Rented Properties Customer's Requirements	
Name:	Steven Godfrey
<i>Example</i>	<i>Answer</i>
No. of bedrooms:	<u>four</u>
Preferred location:	in the 1area of town
Maximum monthly rent:	2 £.....
Length of let required:	3
Starting:	September 1st

Questions 4-8

Complete the table below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

Address	Rooms	Monthly rent	Problem
Oakington Avenue	living/dining room, separate kitchen	£550	no 4
Mead Street	large living room and kitchen, bathroom and a cloakroom	£580	the 5is too large
Hamilton Road	living room, kitchen diner, and a 6	£550	too 7
Devon Close	living room dining room, small kitchen	8 £.....	none

Questions 9 and 10

Choose **TWO** letters, **A-E**.

Which **TWO** facilities in the district of Devon Close are open to the public at the moment?

A museum

B concert hall

C cinema

D sports centre

E swimming pool

TEST 20

Questions 1-10

Complete the notes below.

Write **NO MORE THAN TWO WORDS AND/OR A NUMBER** for each answer.

West Bay Hotel-details of job

Example

Answer * Newspaper advert for temporary staff

1 Vacancies for **1**.....

1 Two shifts

1 Can choose your **2**(must be the same each week)

1 Pay: £5.50 per hour, including a **3**.....

1 A **4**.....is provided in the hotel

1 Total weekly pay: £231

1 Dress: a white shirt and **5**..... trousers (not supplied)a **6**.....(supplied)

1 Starting date: **7**.....

1 Call Jane **8**(Service Manager)

before **9**tomorrow (Tel: 832009)

1 She'll require a **10**.....

TEST 21

Section 1

Questions 1-10

Complete the notes below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

JOB ENQUIRY

Example

I Work at:a restaurant.....

I Type of work: 1

I Number of hours per week: 12 hours

I Would need work permit

I Work in the: 2branch

I Nearest bus stop: next to 3

I Pay: 4 £ an hour

I Extra benefits:

— a free dinner

— extra pay when you work on **5**

— Transport home when you work **6**

I Qualities required:

— **7**

— ability to **8**

I Interview arranged for: Thursday **9** at 6 p.m.

I Bring the names of two referees

I Ask for: Samira **10**

TEST 22

Questions 1-10

Complete the form below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

Accommodation Form — Student Information	
<i>Example</i>	
Type of accommodation:	<u>hall</u> of residence
Name:	Anu 1 _____
Date of birth:	2 _____
Country of origin:	India
Course of study:	3 _____
Number of years planned in hall:	4 _____
Preferred catering arrangement:	Half board
Special dietary requirements:	No 5 _____ (red)
Preferred room type:	A single 6 _____
Interests:	the 7 _____ badminton
Priorities in choice of hall:	To be with other students who are 8 _____ To lie outside the 9 _____ To have a 10 _____ area for socializing
Contact phone number:	667549

TEST 23

Questions 1-5

Complete the table below

Write **ONE WORD AND/OR A NUMBER** for each answer

Apartments	Facilities	Other information	Cost
Rose Garden Apartments	Studio flat	Example Entertainment programme: Greek.....dancing.....	£219
Blue Bay Apartments	Large salt-water swimming pool	-Just 1 meters from beach -Near shops	£275
2 Apartments	terrace	water sports	£490
The Grand	Greek paintings 3	- Overlooking 4 -Near a supermarket and a disco	5 £.....

Questions 6-10

GREEK ISLAND HOLIDAYS	
Insurance Benefits	Maximum Amount
Cancellation	6. £.....
Hospital	£600 Additional benefit allows a 7to travel to resort..
8departure	Up to £1000. Depends on reason
Personal belongings	Up to £3000, £500 for one 9
Name of Assistant Manager: Ben 10	
Direct phone line: 543216	

TEST 24

Section-1

Questions 1-4

Complete the table below

Write **ONE WORD ONLY** for each answer

Health Centers		
Name of centre	Doctor`s name	Advantage
The Harvey Clinic	Example Dr,,,,,,,,,,,,,Green.....	Especially good with 1
The 2health practice	Dr. Fuller	Offers 3appointments
The Shore Lane Health Centre	Dr 4	

Questions 5-6

Choose TWO letters, A-E.

Which TWO of the following are offered free of charge at Shore Lane Health Centre?

A acupuncture

B employment medicals

C sports injury therapy

D travel advice

E vaccinations

Questions 7-10

Complete the table below

Write **NO MORE THAN TWO WORDS AND/OR A NUMBER** for each answer

Talks for patients at Shore Lane Health Centre			
Subject of talk	Date/Time	Location	Notes
Giving up smoking	25 th Februar at 7pm	Room 4	Useful for people with asthma or 7problems
Healthy eating	1 st March at 5 pm	The 8 (shore lane)	anyone welcome
Avoiding injuries during exercise	9 th March at 9	Room 6	For all 10

TEST 25

Questions 1-6

Complete the notes below.

Write **ONE WORD** for each answer.

SELF-DRIVE TOURS IN THE USA

Example

Name: ...**Andrea** Brown.....

Address: 24 **1**Road

Postcode: BH5 20P

Phone: (mobile) 077 8664 3091

Heard about company from: **2**

Possible self-drive tours

Trip One:-

- Los Angeles: customer wants to visit some **3**..... parks with her children
- Yosemite Park: customer wants to stay in a lodge, not a **4**.....
- Customer wants to see the **5**.....on the way to Cambria
- At Santa Monica: not interested in shopping
- At San Diego, wants to spend time on the **6**.....

Questions 7-10

Complete the table below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

	Number of days	Total distance	Price (per person)	Includes
Trip One	12 days	7km	£525	<ul style="list-style-type: none"> • accommodation • car • one 8.....
Trip Two	9 days	980 km	9 \$	<ul style="list-style-type: none"> • accommodation • car • 10.....