

IELTS General Practice Test 1

READING

SECTION 1

Notice of Office Relocation

We are pleased to inform you that with effect from 12 December, our company has been relocated to a new building at the below addresses, the main telephone and facsimile numbers remain unchanged.

Our new building location for the head office is:

Level 3, 21 Maki Place HL Techno Building.

Singapore 416216

Code for the new building is: zsfy2

Note: please pick up your new building pass at reception on the ground floor this Monday.

Our new building location for the sales and customer support team is:

Level 15, 21 Maki Place HL Techno Building.

Singapore 416216

Code for the new building is: vtug2

Note: please pick up your new building pass at reception on the ground floor this Saturday.

Tel No. +65 4664-2200(Main Line)

Fax No. +65 4664-3330

We look forward to your continued support.

We will strive for providing the excellent service in appreciation of your support.

Hotel Mclover

Hotel Mclover has been one of the leading Hotels in Ireland for many decades. The Hotel caters to the needs of all types of travellers. It offers 20 well-furnished rooms,

all having attached bathrooms with running hot and cold water, TV, Wi-Fi and personalised services round the clock. A restaurant having a sitting capacity of 80 people serves a wide range of authentic Irish homemade meals.

Room Tariff

<u>No. of rooms</u>	<u>Category</u>	<u>Type</u>	<u>Rate (in Rs.)</u>
7	Deluxe	Twin	300 pounds
7	Semi-Deluxe	Twin	200 pounds
6	Standard	Twin	190 pounds

Reservation policy

- Reservations should be made individually or through correspondence. We do not entertain reservation by phone.
- Reservations should be made one month in advance, with an advance remittance of 50% for the duration of stay.
- 25% of the advance is refundable if the booking is cancelled 15 days before the scheduled check-in time.
- The advance is non-refundable if the booking is cancelled after 15 days from the date of booking.
- There is no charge for children below 6 years of age.
- One night's tariff will be applied, if the client does not check in on the booking date.
- We provide 20% commission to the travel agents on the room tariff.
- We do not accept credit exchange vouchers.
- Full payment must be made at checkout time by the client or the agent.
- All Government taxes are applicable.
- 10% luxury tax is applicable on room tariffs.
- Checkout time: 12.00 noon

Contact

a: Hotel Mclover, Smith Road, Rafriand, N.Ireland

e: hotelmclover@gmail.com

SECTION 2

What not to do in an interview

There is plenty of information out there about what to do when you go for a job interview. But what about advice on what not to do? Here are some tips.

Job Interview Don'ts:

- Don't answer questions with a simple 'yes' or 'no'. Share things about yourself relating to the position.
- Don't Lie. Always answer questions honestly, and as concisely as possible.
- Never make derogatory remarks about your present or former employers, colleagues or companies.
- Try not to 'over-answer' questions. The interviewer may steer the conversation into politics or economics. It is best to answer the questions directly, saying no more than is necessary.
- If you get the impression the interview is not going well and you have already been rejected, don't show discouragement or alarm. Occasionally an interviewer who is genuinely interested in you may seem to discourage you in order to test your reaction.
- Avoid asking about salary, bonuses or holidays at the first interview - unless you are positive the employer is interested in hiring you and raises the issue first. However, know your market value and be prepared to specify your required salary or range.
- And last but not least, don't worry too much. Just believe in yourself and you will be fine!

Managing stress at work

Workplace stress is a major risk factor for anxiety and depression. Most jobs have some degree of stress, and this is often beyond our control – we can't always set our own workloads and deadlines, or change the workplace culture. However, there are some strategies everyone can adopt to manage and reduce their own stress levels, as well as finding a positive work-life balance.

What do we mean by 'work stress'? Everyone knows what stress feels like and we've probably all experienced it at some stage – at home, school or work, or while getting outside our comfort zone. But when we talk about work or job-related stress, we're referring to situations where there's a mismatch between the requirements of your job, and your capabilities or available resources. As a result, you're put under an unsustainable level of pressure.

A range of factors can contribute to job stress, including:

- working long hours or overtime, working through breaks or taking work home
- time pressure, working too hard or too fast, or unrealistic targets
- work that's monotonous and dull, or which doesn't use your range of skills or previous training roles.

Stress is a normal response to the demands of work. It can be beneficial in short bursts, helping you stay alert and perform at your best. However, prolonged or excessive job stress can be damaging to your mental health. Stress can be a trigger for someone with depression and/or anxiety, and may cause an existing condition to worsen. And it's not just your health that can suffer – as well as affecting your relationships and life outside work, stress can increase your risk of injury, fatigue and burnout.

With busy schedules, it's easy to become overwhelmed with work and not find time for anything else. The trick is achieving a balance that promotes your overall health and the success of your career or business – often easier said than done.

If you're feeling stressed or anxious, try and postpone major life changes such as moving house or changing jobs. Finding someone to talk to can help – either a close friend, a family member, counsellor or psychologist. Learn to relax. Make sure you set aside time for the things you enjoy, such as exercising, meditating, reading, gardening or listening to music. When it comes to work related stress, always be aware of it and do something about it as soon as possible.

SECTION 3

The importance of believing in yourself

A Find me an extremely successful person who doesn't greatly believe in themselves. It's not going to happen. Steve Jobs, Martin Luther King, Jr., Michael Jordan are just a few highly successful individuals who benefited greatly from this confidence. However, it's not their levels of success that this article will look at. It's their willingness to get up again and again when they failed or experienced a setback while in pursuit of creating the life of their dreams.

B They were only able to keep going and achieve success because of the level of belief in themselves despite the enormous amount of failures they had experienced for years leading up to their big breakthroughs. Their belief is what created a vision so big that they didn't care how many times they failed at something. They were eventually going to get to where they wanted to go.

C As human beings we naturally have the tendency to get stuck on the negative and think about all of our losses for the day, instead of counting our wins and finding all of the good that took place.

D Write in a journal every now and then to capture your wins at the end of each day. This can be the wins from today, last week, last month or even last year. It doesn't really matter when, but the key is to just get in the habit of capturing all of your wins. This will bring you a complete sense of joy that will let you know that you have done some incredible things in the past and remind you that even bigger things can happen in the future.

E Talk to yourself like a champion. Just for one week, try talking to yourself like a champion instead of listening to yourself as a victim. I guarantee that you will be blown away by the results. It may seem weird to talk to yourself but give it a try and then see if it's worth the "weirdness."

F Thinking positive and empowering thoughts is one thing, but talking to yourself like a champion reconditions your thought process in an instant. When you form the habit of talking to yourself like a champion you don't give the negative and discouraging thoughts the time of day. With power and conviction, repeat phrases such as, "I am the greatest at what I do," "There is nothing that I can't do when I fully commit myself," and "There is nothing ordinary about me. I am a champion."

G If you don't have a huge amount of belief in yourself, then there is no way you can expect anyone else to believe in you. If you are an employee, you can't expect your boss to fully believe in you if you don't even believe in yourself. The men and women that change the world all understand the incredible power of belief. You can do it!