

IELTS GENERAL 16

SECTION 1 Questions 1-13

Questions 1-3

There are 6 office messages A- F on the next page. Answer Questions 1 -3 by writing the appropriate letter A-F in boxes 1 -3 on your answer sheet.

1. Which message changes the time and place of a meeting?
2. Which message is probably personal?
3. Which message is from a company which is trying to sell something?

A Please call Nancy. She will be at 818 7546 if you miss her at home	B INTEROFFICE MEMO Meeting in the boardroom on Friday, July 10 at 10 am has been changed to Monday, July 13. Same time, same place. Please bring the notes of the previous meeting.
C You are invited to a demonstration of our new audio-visual office products at 10 Barry Avenue Queenstown, 5 pm, July 28. RSVP. Refreshments will be served.	D MEMO TO: C. Gates Please confirm your flights with Qantas. We have you booked to depart August 21 at 10 am and to return a week later, arriving August 28 at 7 pm. The company will pay all expenses of this trip.

<p>E Please note:</p> <p>10.30 12.30</p> <p>July 27</p> <p>Websters Trading Company meeting,</p> <p>30 Barrow Street.</p> <p>12 Jones Road</p>	<p>F MEMO TO: C. Gates</p> <p>Check amendments to the Ling Kee contract. Do we really want to offer 10%?</p> <p>Please see me this morning at 10 in my office.</p>
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Questions 4 -13

Read the Daily Work Record form below. It records a week's work by Amanda Lee, a temporary typist, who has been sent on a job by her employer, J & B Office Temps Pty Ltd. Some sections of the Daily Work Record form are marked with the letters A – O.

A	J & B Office Temps Pty Ltd Temporary Office Staff - no job too small	B																																																						
	Level 4, 356 Elizabeth Street, Elswick Telephone 390 5647 Facsimile 390 7733																																																							
	DAILY WORK RECORD																																																							
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CLIENT SIGNATURE			ASSIGNMENT DETAILS		
Please sign and also print name (BLOCK CAPITALS PLEASE) <i>Kate Shea</i> KATE SHEA I certify that the above hours, including any overtime, are a true and correct record of hours worked.			PLEASE TICK Completed <input type="checkbox"/> Continuing <input checked="" type="checkbox"/> J & B TEMP SIGNATURE <i>Amanda Lee</i> I certify that the above hours, including any overtime, are a true and correct record of hours worked.		
INSTRUCTIONS					
1. Complete this Daily Work Record using the format hh:mm (nine-fifteen in the morning = 9:15 am). If you do not use this format your hours may not be entered properly and your pay may be delayed. Work to the nearest 15 minutes. 2. Sign the completed Daily Work Record as a correct record of your hours worked. 3. When you have completed the Work Record, ask your Supervisor to check and sign. Your pay will not be processed until this is done. 4. Make a copy of the Daily Work Record for your own records. 5. Fax the Work Record back to J & B Pty Ltd., on 390 7733, by 10:00 am Monday.					
TO PROCESS YOUR PAY WE REQUIRE: Your bank details to be completed on the enclosed Banking Form.		DETAILS REQUIRED ARE: Bank Code (BSB), Account Number, Account Name. A completed Employment Declaration Form including		your Tax Number, to ensure you are taxed correctly. Tax Certificates are sent out at the end of the financial year to your home address.	

Questions 4 -7

Using the information in the daily work record form and the instructions, answer the questions below by writing the letter of the appropriate section A to O in boxes 4 -7 on your answer sheet.

4. Which section has the address of the company to which Amanda has been sent?
5. Which daily time record shows the longest working day?
6. Which daily time record shows the longest break?
7. In which section did Amanda indicate whether the job is still going on?

Questions 8-12

Using NO MORE THAN THREE WORDS, answer the following questions. Write your answers in boxes 8-12 on your answer sheet.

8. What format must be used to record the hours worked?
9. What should employees copy for their own records?
10. Who must check and sign the work record before payment will be processed?

11. What day must the work record be received?
12. What must be written on the Employment Declaration form?

Question 13

Using NO MORE THAN THREE WORDS, complete the following sentence. Write your answer in box 13 on your answer sheet.

13. Tax certificates are sent to_____

SECTION 2 Questions 14 – 27

Here and on the next page are several passages giving information for overseas students at the Language and Culture Center in Houston in the USA.

INFORMATION FOR STUDENTS AT THE LANGUAGE AND CULTURE CENTER

STUDENT INFORMATION

Campus Activities

LCC students can enjoy many sports at the university. You will find tennis and handball courts, gymnasiums, and indoor and outdoor swimming pools. At the University Center (UC), you can play pool or table tennis. LCC student teams compete in university intramural sports. The LCC has one of the best soccer teams on campus! Please sign up and play.

You can also see films and plays, attend lectures, and go to concerts on campus. There are many international clubs where you can meet other students from your home country.

EMERGENCIES

Weather Emergency

If the University of Houston closes because of emergency weather conditions, the LCC will also close. In the event of an emergency, all LCC students are advised to listen to major radio or television stations for announcements regarding cancellation of classes or the closing of the campus.

Teacher Emergency

Always wait in the classroom 15 minutes for your teacher. If the teacher does not come after 15 minutes, you may leave. Please go to your next scheduled class on time.

Withdrawing from the LCC

You may withdraw from the LCC if you have a medical emergency, a family emergency, or if you wish to return to your home country. If you withdraw for one of these reasons, you may receive a partial refund of your tuition. The LCC cannot refund your application fee, contract fee, insurance fee, or late registration fee.

A tuition refund must be approved by the director and will be given according to the following schedule:

Time of Withdrawal	Amount of Refund
Registration week	90%
First week of classes	75%
Second week of classes	50%
Third week and after	No refund

Health Care

If you are ill, see a doctor at the University Health Center first. LCC students can visit a doctor at the Health Center. Medicines are available through the pharmacy. You should use the Health Center as often as you need to. The Health Center is located behind the Student Service Center.

For some health problems, you may need to see an outside doctor. The Health Center can help you find one. There are many clinics in Houston for minor emergencies. Some of them are open 24 hours a day. For big emergencies there are good hospitals in Houston.

All LCC students must have health insurance. You must buy health insurance through the LCC unless you have proof of another health insurance plan or financial responsibility for at least \$50,000.

LCC policies

Attendance and Academic Progress

The best way to learn English is to come to class regularly and to do your homework. If you miss several days of classes, for any reason, you cannot keep up with the other students. The Language and Culture Center is a serious academic program in intensive English and wants all of its students to succeed. Therefore, students are expected to attend all classes regularly, do all classroom assignments, meet all class requirements, and make academic progress. Students who do not meet these standards may be placed on academic probation. Students placed on academic probation will meet with their teacher(s) and with either or both the associate director and foreign student advisor. Students will be informed in writing of the terms and length of their probation.

Students who have 30 hours of absences are in danger of being placed on academic probation. Students failing to meet the terms of their probation will be terminated from the LCC for the remainder of the semester. This will also likely result in loss of student status with the US Immigration and Naturalization Service.

Students who have 50 hours of absences will not receive a Certificate of Successful Completion and will be terminated from the program.

If a student is absent for ten consecutive days with no explanation, the student will be terminated automatically from the program.

Questions 14 – 20

Complete the sentences below with words taken from “Information for Students at the Language and Culture Center” on the previous pages. Use NO MORE THAN THREE WORDS for each answer. Write your answers in boxes 14-20 on your answer sheet.

14. In the UC students can play _____ or _____

15. You can meet students from your own country at _____

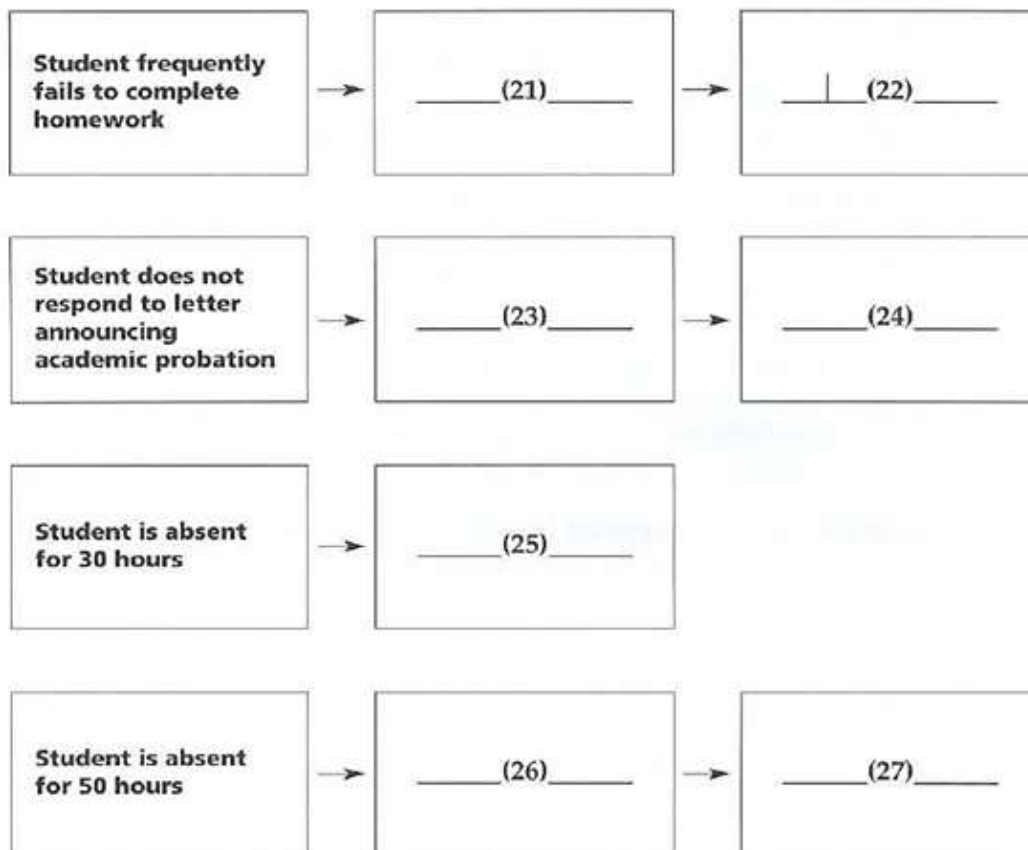
16. You should go first to the _____ if you are sick.

17. _____ must be held by every student.
18. Cancellation of classes due to _____ is announced on radio and television.
19. If your teacher is late you should wait for _____
20. If you withdraw in the second week of classes you may receive _____ of your tuition fees.

Questions 21 – 27

Complete the following flow-charts of actions and their consequences by choosing the appropriate consequence from the list in the box. N.B. You may use any consequence more than once.

- A. terminated from the program
- B. may lose student status with US Immigration and Naturalization Service
- C. receives advice and counselling
- D. may be put on academic probation



SECTION 3

QUESTION 28-40

Questions 28-31

The Reading Passage has four sections A-D. Choose the most suitable heading for each section from the list of headings below. Write the appropriate numbers i-viii in boxes 28-31 on your answer sheet.

List of Headings

- i. Global warming
- ii. The dangers of the coal industry
- iii. Superclean coal
- iv. Environment protection measures
- v. Coal as an energy source
- vi. Coal and the enhanced greenhouse effect
- vii. Research and development
- viii. Mining site drainage

28. Section A

29. Section B

30. Section C

31. Section D

A Coal is expected to continue to account for almost 27 per cent of the world's energy needs. However, with growing international awareness of pressures on the environment and the need to achieve sustainable development of energy resources, the way in which the resource is extracted, transported and used is critical.

A wide range of pollution control devices and practices is in place at most modern mines and significant resources are spent on rehabilitating mined land. In addition, major research and development programmes are being devoted to lifting efficiencies and reducing emissions of greenhouse gases during coal consumption. Such measures are helping coal to maintain its status as a major supplier of the world's energy needs.

B The coal industry has been targeted by its critics as a significant contributor to the greenhouse effect. However, the greenhouse effect is a natural phenomenon involving the increase in global surface temperature due to the presence of greenhouse gases - water

vapour, carbon dioxide, tropospheric ozone, methane and nitrous oxide - in the atmosphere. Without the greenhouse effect, the earth's average surface temperature would be 33-35 degrees C lower, or -15 degrees C. Life on earth, as we know it today, would not be possible.

There is concern that this natural phenomenon is being altered by a greater build-up of gases from human activity, perhaps giving rise to additional warming and changes in the earth's climate. This additional build-up and its forecast outcome has been called the enhanced greenhouse effect. Considerable uncertainty exists, however, about the enhanced greenhouse effect, particularly in relation to the extent and timing of any future increases in global temperature.

Greenhouse gases arise from a wide range of sources and their increasing concentration is largely related to the compound effects of increased population, improved living standards and changes in lifestyle. From a current base of 5 billion, the United Nations predicts that the global population may stabilise in the twenty-first century between 8 and 14 billion, with more than 90 per cent of the projected increase taking place in the world's developing nations. The associated activities to support that growth, particularly to produce the required energy and food, will cause further increases in greenhouse gas emissions. The challenge, therefore, is to attain a sustainable balance between population, economic growth and the environment.

The major greenhouse gas emissions from human activities are carbon dioxide (CO₂), methane and nitrous oxide. Chlorofluorocarbons (CFCs) are the only major contributor to the greenhouse effect that does not occur naturally, coming from such sources as refrigeration, plastics and manufacture. Coal's total contribution to greenhouse gas emissions is thought to be about 18 per cent, with about half of this coming from electricity generation.

C The world-wide coal industry allocates extensive resources to researching and developing new technologies and ways of capturing greenhouse gases. Efficiencies are likely to be improved dramatically, and hence CO₂ emissions reduced, through combustion and gasification techniques which are now at pilot and demonstration stages.

Clean coal is another avenue for improving fuel conversion efficiency. Investigations are under way into super clean coal (3-5 per cent ash) and ultraclean coal (less than 1 per cent ash). Superclean coal has the potential to enhance the combustion efficiency of conventional pulverised fuel power plants. Ultraclean coal will enable coal to be used in advanced power systems such as coal-fired gas turbines which, when operated in combined cycle, have the potential to achieve much greater efficiencies.

D Defendants of mining point out that, environmentally, coal mining has two important factors in its favour. It makes only temporary use of the land and produces no toxic chemical wastes. By carefully pre-planning projects, implementing pollution control measures, monitoring the effects of mining and rehabilitating mined areas, the coal industry minimises the impact on the neighbouring community, the immediate environment and long-term land capability.

Dust levels are controlled by spraying roads and stockpiles, and water pollution is controlled by carefully separating clean water runoff from runoff which contains sediments or salt from mine workings. The latter is treated and re-used for dust suppression. Noise is controlled by modifying equipment and by using insulation and sound enclosures around machinery.

Since mining activities represent only a temporary use of the land, extensive rehabilitation measures are adopted to ensure that land capability after mining meets agreed and appropriate standards which, in some cases, are superior to the land's pre-mining condition. Where the mining is underground, the surface area can be simultaneously used for forests, cattle grazing and crop raising, or even reservoirs and urban development, with little or no disruption to the existing land use. In all cases, mining is subject to stringent controls and approvals processes.

In open-cut operations, however, the land is used exclusively for mining but land rehabilitation measures generally progress with the mine's development. As core samples are extracted to assess the quality and quantity of coal at a site, they are also analysed to assess the ability of the soil or subsoil material to support vegetation. Topsoils are stripped and stockpiled prior to mining for subsequent dispersal over rehabilitated areas. As mining ceases in one section of the open-cut, the disturbed area is reshaped. Drainage within and off the site is carefully designed to make the new land surface as stable as the local environment allows: often dams are built to protect the area from soil erosion and to serve as permanent sources of water. Based on the soil requirements, the land is suitably fertilised and revegetated.

Questions 32-36

Choose the appropriate letters A-D and write them in boxes 32-36 on your answer sheet.

32 The global increase in greenhouse gases has been attributed to

- A. industrial pollution in developing countries.
- B. coal mining and electricity generation.
- C. reduced rainfall in many parts of the world.
- D. trends in population and lifestyle.

- 33 The proportion of all greenhouse gases created by coal is approximately
- A. 14 per cent.
 - B. 18 per cent.
 - C. 27 per cent.
 - D. 90 per cent.
- 34 Current research aims to increase the energy-producing efficiency of coal by
- A. burning it at a lower temperature.
 - B. developing new gasification techniques.
 - C. extracting CO₂ from it.
 - D. recycling greenhouse gases.
- 35 Compared with ordinary coal, new, 'clean' coals may generate power
- A. more cleanly and more efficiently.
 - B. more cleanly but less efficiently.
 - C. more cleanly but at higher cost.
 - D. more cleanly but much more slowly.
- 36 To control dust at mine sites, mining companies often use
- A. chemicals which may be toxic.
 - B. topsoil taken from the site before mining.
 - C. fresh water from nearby dams.
 - D. runoff water containing sediments.

Questions 37-40

Do the following statements reflect the opinions of the writer in the Reading Passage?

In boxes 37—40 on your answer sheet write:

- | | |
|------------------|---|
| YES | if the statement reflects the opinion of the writer |
| NO | if the statement contradicts the writer |
| NOT GIVEN | if it is impossible to say what the writer thinks about this |

37. The coal industry should be abandoned in favor of alternative energy sources because of the environmental damage it causes.

38. The greatest threats to the environment are the gases produced by industries which support the high standard of living of a growing world population.

39. World population in the twenty-first century will probably exceed 8 billion.
40. CFC emissions have been substantially reduced in recent years.