

General Training Reading and Writing Test A

READING

SECTION 1 Questions 1–14

Read the text below and answer Questions 1–6.

A

HELP – snack bar serving person

Bright, friendly, experience not essential
Energy and enthusiasm an absolute must
Sat & Sun only

Call or drop in at Kingsway Centre, Melbourn/Royston.
Tel: 01763 24272 and ask for the Manager.

B

Granta Hotel

**requires a part-time silver
service waiter/waitress.**

Only applicants with experience
and good references need apply.

Excellent wages, meals on duty.

Tel: 01223 51468 (office hours)

C

WANTED from January till July, a nanny/carer for
Toby, 2 yrs. Formal qualifications not as important
as a sensible, warm and imaginative approach.

Hours: 8.30-5.00 Mon-Fri

Car driver essential, non smoker

References required

For further details phone: 01480 88056 after 6pm.

D **Cleaner required for 12-floor modern office block in the Station Road area, St Ives.**

2 hours per day. Mondays to Fridays – to finish work before the offices open

Wages: £80 per week

Tel: 01223 93292

E **Mature, experienced Administrator/Secretary**

for soft furnishing company, working within the hotel industry

Hours: 1pm – 5pm, Mon – Fri

Phone: Mr S Quinn 01353 71251

F **FULL-TIME COOK for a new and exciting café venture. Good conditions. Pay and hours can be negotiated.**

Apply Red Cafe (01863) 72052

G **50-Seater Restaurant
TO LET**

Ideal for very experienced person looking to start up on their own.

Located on busy A10 road.

Reply Box No. P762, Newmarket Newspapers Ltd.,
51 Cambridge Road, Newmarket, CB8 3BN

Questions 1–6

Look at the seven job advertisements, **A–G**, on page 104 and read the descriptions of people below.

Which is the most suitable job for each person?

Write the correct letter, **A–G**, in boxes 1–6 on your answer sheet.

- 1 a person with two small children who wants a few hours a week of unskilled work in the early mornings
- 2 a person with no experience or qualifications who is looking for a short term full-time job, Monday to Friday
- 3 a lively student with no experience, who cannot work on weekdays
- 4 a person with more than 20 years' experience in catering who would like to run a business
- 5 a catering college graduate who is now looking for his first full-time job
- 6 a person with many years' experience working in hotels who is now looking for well-paid part-time employment in a hotel

Read the text below and answer Questions 7–14.

INTERCITY Sleeper between London and Scotland

Most tickets may be used for travel by *Sleeper*, subject to availability, and a reservation in a two-berth cabin can be made for £25, except in the case of Solo and Special tickets, which include *Sleeper* reservations in the fare. The price includes early morning tea or coffee and biscuits. A continental or hot breakfast can be ordered if you wish.

Choose from a range of tickets to suit your journey.



A – SuperApex

Only available for travel after 9am. Book at least 2 weeks ahead and travel between Edinburgh or Glasgow and London for the unbeatable price of £59 return. This ticket is non-refundable unless the service is cancelled.

B – Apex

A real bargain fare. Only £69 return between Edinburgh or Glasgow and London. Great value *Sleeper* travel available by booking at least a week before outward travel. Ticket refundable on payment of a 25% administrative charge.

C – SuperSaver

Available right up to the day of travel and valid any day except these peak days: all Fridays, also 18-30 December, 31 March and 28 May. Departures between midnight and 2am count as previous day's departures. London to Glasgow or Edinburgh £82.

D – Saver

This flexible ticket is valid every day and can be bought on the day of travel. Your ticket allows standard class travel on any train between 10am and midnight. No seat reservations available. London to Glasgow or Edinburgh £95.

E – Solo

Treat yourself and enjoy exclusive use of a Standard cabin. Solo is an inclusive return travel ticket with *Sleeper* reservations for one or both directions. Outward and return reservations should be made at the time of booking. The journey must include a Saturday night away. £140-£160 London to Edinburgh/Glasgow return.

F – Special

Special is an inclusive return travel package for two people including sleeper reservations for one or both directions. It can mean savings for both of you. Outward and return reservations should be made at the time of booking. From £120.

G – Standard

Not the cheapest option but available up to the time of travel and valid for all trains and at all times. You are advised to turn up early for travel on a Friday.

Questions 7–14

Look at the seven types of train ticket, **A–G**, on page 107.

For which type of train ticket are the following statements true?

Write the correct letter, **A–G**, in boxes 7–14 on your answer sheet.

NB You may use any letter more than once.

- 7 There are advantages if you book a journey with a friend.
- 8 You cannot use this on a Friday.
- 9 This can be used without restriction.
- 10 This can only be booked up to 7 days before departure.
- 11 It's the cheapest ticket available but there is a restriction on departure time.
- 12 If you decide not to travel after you have bought the ticket, you cannot get your money back.
- 13 This is not available if you're travelling out on a Monday and back the next day.
- 14 You cannot use this ticket for departures between midnight and 10am.

SECTION 2 Questions 15–27

Read the text below and answer Questions 15–21.

FORMAL DRESS CODE FOR COMPANY EMPLOYEES

At TransitEuropean, the company's objective in establishing a formal dress code is to enable our employees to project the professional image that is in keeping with the needs of our clients and customers who seek our guidance, input, and professional services. Because our industry requires the appearance of trusted business professionals and we serve clients at our site on a daily basis, a more formal dress code is necessary for our employees.

Formal Dress Code Guidelines

In a formal business environment, the standard of dressing for men and women is a suit. Alternatively a jacket may be worn with appropriate accessories. Torn, dirty, or frayed clothing is unacceptable. Clothing should be pressed and never wrinkled. No dress code can cover all contingencies so employees must exert a certain amount of judgement in their choice of clothing to wear to work. If you experience uncertainty, please ask your supervisor for advice.

Shoes and Footwear

Conservative walking shoes, dress shoes, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Not wearing stockings or socks is inappropriate. Tennis shoes and any shoe with an open toe are not acceptable in the office.

Accessories and Jewellery

The wearing of ties, scarves, belts, and jewellery is encouraged, provided they are tasteful. Items which are flashy should be avoided.

Makeup, Perfume, and Cologne

A professional appearance is encouraged and excessive makeup is unprofessional. Remember that some employees may have allergic reactions to the chemicals in perfumes and makeup, so wear these substances in moderation.

Hats and Head Covering

Hats are not appropriate in the office. Head covers that are required for reasons of faith or to honour cultural tradition are permitted.

Dress Down Days

Certain days can be declared dress down days, generally Fridays. On these days, business casual clothing is allowed. Clothing that has our company logo is strongly encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable. However, you may wish to keep a jacket in your office in case a client unexpectedly appears.

Violation of Dress Code

If clothing fails to meet these standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee will receive a verbal warning and may be sent home to change clothes.

Questions 15–21

Complete the notes below.

Choose **NO MORE THAN TWO WORDS** from the text for each answer.

Write your answers in boxes 15–21 on your answer sheet.

NOTES ON COMPANY DRESS CODE

Aim of formal dress code: to present a **15** to clients

Acceptable types of formal clothing: jacket or suit

State of clothes: they must be **16** and in good condition

Footwear: tennis shoes and open toe shoes are not allowed

Accessories: ties, scarves, belts and jewellery may be worn

– these must be **17** and not brightly coloured

Make up: avoid wearing too much make up and perfume

– these sometimes cause **18**

Hats: hats should not be worn

– head covers in line with religious reasons or **19** are allowed

Dressing down: casual clothing is allowed on some Fridays

– clothing with the **20** on it is recommended

Breaking the dress code: if advice is repeatedly ignored, a **21** is given

Read the text below and answer Questions 22–27.

JLP RETAIL: STAFF BENEFITS

Whatever your role, your pay range will be extremely competitive and reviewed in the light of your progress. In addition to your salary, you will enjoy an array of excellent benefits from the moment you join the company.



Paid holiday

The holiday entitlement is four weeks per year, rising to five weeks after three years (or in the case of IT graduate trainees, after promotion to programmer or trainee analyst). There are further long-service increases for most staff after ten or fifteen years. Managers, including graduate trainees, receive five weeks' holiday from the outset.

Pension scheme

We offer a non-contributory final salary pension scheme, payable from the age of 60, to most staff who have completed the qualifying period of five years.

Life assurance

Our life assurance scheme pays a sum equivalent to three times your annual salary to your nominated beneficiary.

Discounts

After three months' service, all staff are entitled to a 12% discount on most purchases from the company's stores. This rises to 25% after one year's service.

Subsidised dining room

In most sites, we provide a dining room where you can enjoy excellent food at very reasonable prices.

Holiday and leisure facilities

The business owns a number of residential clubs which offer subsidised holiday accommodation for staff with at least three years' service.

Sports clubs

We support an extensive range of sports activities including football, netball, golf, skiing, sailing, squash, riding and gliding.

Ticket subsidies

Ticket subsidies of 50% of the cost of plays or concerts are available. Staff may also take advantage of corporate membership to bodies such as the Science Museum.

Education subsidies

We give generous financial support to staff who wish to acquire leisure skills or continue their education, e.g. through the Open University or evening classes.

Extended leave

Staff who complete 25 years' service can enjoy paid sabbatical leave of up to six months.

Health services

We have an occupational health service staffed by full-time doctors and health advisers.

Financial help, benefits and discounted deals

In cases of particular hardship, we will help staff with a loan. We have also negotiated a range of benefits for staff such as discounted private healthcare and a car purchase scheme, along with a number of one-off deals with hotels and amusement parks.

Questions 22–27

Complete the sentences below.

Choose **NO MORE THAN TWO WORDS AND/OR A NUMBER** from the text for each answer.

Write your answers in boxes 22–27 on your answer sheet.

- 22 Pay increases depend on the that each member of staff makes.
- 23 Employees must work a minimum of to be eligible for a pension.
- 24 Staff may take a holiday at one of the provided by the company.
- 25 The company pay half the seat price for and plays.
- 26 The company gives financial assistance for both educational courses and as part of staff development.
- 27 Employees may be entitled to a if they find themselves in difficult circumstances.

SECTION 3 Questions 28–40

Read the text on pages 113 and 114 and answer questions 28–40.

OUT OF THE ASHES

A On the afternoon of 30th August 1989, fire broke out at Uppark, a large eighteenth-century house in Sussex. For a year builders had been replacing the lead on the roof, and by a stroke of irony, were due to finish the next day, on August 31st. Within fifteen minutes of the alarm being sounded, the fire brigade had arrived on the scene, though nothing was to survive of the priceless collection on the first floor apart from an oil painting of a dog which the firemen swept up as they finally retreated from the blaze. But due to the courage and swift action of the previous owners, the Meade-Featherstonhaugh family, and the staff, stewards and visitors to the house, who formed human chains to pass the precious pieces of porcelain, furniture and paintings out on to the lawn, 95 per cent of the contents from the ground floor and the basement were saved. As the fire continued to rage, the National Trust's conservators were being mobilised, and that evening local stationers were especially opened to provide the bulk supplies of blotting paper so desperately needed in the salvage operation.

B The following morning, Uppark stood open to the sky. A sludge of wet charcoal covered the ground floor and basement, and in every room charred and fallen timbers lay amongst the smoke. It was a scene of utter devastation.

C After the initial sense of shock, the days which followed the fire were filled with discoveries. Helped by volunteers, the National Trust's archaeologists and conservators swung into action, first of all marking the site out into a grid and then salvaging everything down to the last door handle. The position of each fragment was recorded, and all the debris was stored in countless dustbins before being sifted and categorised.

D There was great excitement as remnants of the lantern from the Staircase Hall were pulled out from the debris of two fallen floors, and also three weeks later when the Red Room carpet, thought to have been totally lost, was found wrapped around the remains of a piano. There was a lucky reprieve for the State Bed too. Staff who had left the scene at 3am on the night of the fire had thought its loss was inevitable, but when they returned the next morning it had escaped largely undamaged. Firemen, directed by the National Trust's conservators from outside the Tapestry Room window, dismantled the silk-hung bed and passed it out piece by piece. Twenty minutes later the ceiling fell in.

E The scale of the task to repair Uppark was unprecedented in the National Trust. The immediate question was whether it should be done at all. A decision had to be

taken quickly, as the building was unsound and whatever had not been damaged by the fire was exposed to the elements. Within a month, after consulting many experts and with the agreement of the National Trust's Executive Committee, the restoration programme began. It was undertaken for three main reasons. After the fire it had become apparent just how much remained of the structure with its splendidly decorated interiors; to have pulled the house down, as one commentator suggested, would have been vandalism. Also the property was covered by insurance, so the repairs would not call upon the National Trust's own funds. Lastly, much had been saved of the fine collection acquired especially for Uppark from 1747 by Sir Matthew Featherstonhaugh and his son Harry. These objects belonged nowhere else, and complete restoration of the house would allow them to be seen and enjoyed again in their original setting.

F The search for craftsmen and women capable of doing the intricate restoration work was nation-wide. Once the quality and skill of the individual or company had been ascertained, they had to pass an economic test, as every job was competitively tendered. This has had enormous benefits because not only have a number of highly skilled people come to the fore – woodcarvers for example, following in the footsteps of Grinling Gibbons – but many of them, for example plasterers, have relearned the skills of the seventeenth and eighteenth centuries which can now be of use to other country house owners when the need arises.

G In June 1994 the building programme was completed, on time and on budget. The total cost of the work to repair the house and its contents came to be nearly £20 million, largely met from insurance. In addition, it made economic sense for the National Trust to invest time and money in upgrading water and heating systems, installing modern environmental controls, and updating fire and security equipment.

H The final stages of restoration and the massive programme of reinstallation took eight months. The family and the room stewards were visibly moved when returning to their old haunts, perhaps the best testament that the spirit of Uppark had not died. But the debate will no doubt continue as to whether or not it was right to repair the house after the fire. The National Trust has done its best to remain true to Uppark; it is for others to judge the success of the project.

Note: The National Trust is a charitable organisation in Britain set up over a hundred years ago to preserve the national heritage.

Questions 28–33

The text on pages 113 and 114 has eight paragraphs, **A–H**.

Which paragraphs contain the following information?

*Write the appropriate letters, **A–H**, in boxes 28–33 on your answer sheet.*

- 28** the procedure for sorting through the remains of the fire
- 29** how Uppark looked after the fire
- 30** improvements made to the rebuilt Uppark
- 31** the selection of people to carry out the repair work
- 32** why the National Trust chose to rebuild Uppark
- 33** how people reacted to the rebuilt Uppark

Questions 34–37

Answer the questions below.

Choose **NO MORE THAN THREE WORDS** from the text for each answer.

Write your answers in boxes 34–37 on your answer sheet.

- 34** On what date in 1989 should the original repairs to the roof have been completed?
- 35** By what method were things rescued immediately from the burning house?
- 36** After the fire, what did the conservators require large quantities of immediately?
- 37** Into what did the conservators put material recovered from the fire?

Questions 38–40

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

Write the correct letter in boxes 38–40 on your answer sheet.

- 38** The fire destroyed
- A** all the contents of the ground floor.
 - B** most of the contents of the basement.
 - C** the roof of the house.
 - D** all the contents of the first floor.
- 39** One of the reasons the National Trust decided to rebuild Uppark was that
- A** the Meade-Featherstonhaugh family wanted them to.
 - B** the building as it stood was unsound.
 - C** they wouldn't have to pay for the repairs.
 - D** nothing on this scale had been tried before.
- 40** Some of the craftsmen and women employed in the restoration of Uppark have benefited because
- A** they were very well paid for doing intricate work.
 - B** their businesses have become more competitive.
 - C** they were able to work with Grinling Gibbons.
 - D** they acquired skills they didn't have previously.

WRITING**WRITING TASK 1**

You should spend about 20 minutes on this task.

You are working for a company. You need to take some time off work and want to ask your manager about this.

Write a letter to your manager. In your letter

- ***explain why you want to take time off work***
- ***give details of the amount of time you need***
- ***suggest how your work could be covered while you are away***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Being a celebrity – such as a famous film star or sports personality – brings problems as well as benefits.

Do you think that being a celebrity brings more benefits or more problems?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

General Training Reading and Writing Test B

READING

SECTION 1 Questions 1–14

Read the text below and answer Questions 1–7.

The Young Person's Railcard

A Young Person's Railcard gives young people the opportunity to purchase discounted rail tickets across Britain. Just imagine where it could take you – to festivals, to see distant friends or to London for a weekend break.

Who can apply?

Absolutely anybody between 16 and 25 can apply. You will need to provide proof that you are under 26 years of age. For this, only your birth certificate, driving licence, passport or medical card will be acceptable. Alternatively, if you are a mature student over this age but in full-time education, you can also apply. In order to prove your eligibility, you will need to get your headteacher, tutor, or head of department to sign the application form as well as one of your photos, the latter also needing to be officially stamped. 'Full-time education' is defined as over 15 hours per week for at least 20 weeks a year.

Then go along to any major railway station, rail-appointed travel agent or authorised student travel office with your completed application form from this leaflet, together with £28, two passport-sized photos and proof of eligibility.

Using your railcard

You can use it at any time – weekends, Bank Holidays or during the week. But if you travel before 10 am Monday to Friday (except during July and August) minimum fares will apply. For full details of these, please ask at your local station or contact a rail-appointed travel agent.

Conditions

In cases where a railcard does not bear the user's signature, it will be treated as invalid. Neither your railcard nor any tickets bought with it may be used by anybody else. Unless there are no purchase facilities available at the station where you began your journey, you will be required to pay the full fare if you are unable to produce a valid ticket for inspection during a journey.

Reduced rate tickets are not available for first-class travel or for Eurostar links to France and Belgium. Passengers will be charged the full rate if they want to use these services.

Questions 1–7

Complete the sentences below.

Choose **NO MORE THAN THREE WORDS** from the text for each answer.

Write your answers in boxes 1–7 on your answer sheet.

- 1 Railcard applicants over 25 need to be involved in
- 2 For mature, full-time students, one of the photographs submitted must be signed and
- 3 At certain times of the year, there are no for railcard holders at any time of day.
- 4 If your railcard doesn't have your it will be impossible to use it for travel.
- 5 The benefits of a railcard are not transferable to
- 6 If you have no ticket but boarded a train at a station without any you will still be eligible for a discounted ticket.
- 7 If railcard holders wish to use the Eurostar network they must pay the

Read the text below and answer Questions 8–14.

TRAIN TRAVEL INFORMATION



We offer several distinct options for you to choose the ticket that suits you best.

TICKET TYPE	DISCOUNT*	NOTES
standard returns	20%	return within 60 days of outward trip
same day returns	25%	ticket cannot be altered or refunded
children	40%	children between 4 and 11
students	25%	student card must be shown
senior citizens	25%	seniors card must be shown
groups (10–25 people)	15%	discount on each section of the trip
globe-trotter tickets	according to ticket	Railpass, Tourist Card, Econopass

* Only one discount may apply to each fare.

CHANGES AND REFUNDS

Tickets may be refunded not later than 5 minutes before the departure of the train for a charge of 15% of the ticket price, or the journey may be changed to another day for a charge of 10% of the ticket price. (Not applicable to same day returns.)

CHANGES FOR SAME DAY TRAVEL

You may change your ticket once without charge for a journey on the same day as the original ticket.

INFORMATION OF INTEREST TO TRAVELLERS

- When you buy your ticket it is up to you to check that the dates and times of the journey on it are exactly as you requested.
- Ticket control and access to each train platform will be open until 2 minutes before departure of the train.
- Each traveller may take one suitcase and one item of hand luggage. You may also check in 15kgs. of luggage not later than 30 minutes before departure, at no extra charge.
- If you would like to charter a train, or make reservations for over 25 passengers travelling together, call the Sales Department.

OUR TIMETABLE IS GUARANTEED

If the arrival of your train at your destination is delayed by more than 5 minutes according to the timetable, we will refund the full price of your ticket if the delay is caused by our company

Questions 8–14

Complete the summary below.

Choose **NO MORE THAN THREE WORDS** from the text for each answer.

Write your answers in boxes 8–14 on your answer sheet.

An elderly person who is also studying full-time receives a concession of **8**

Large groups people who want to reserve seats should get in touch with the **9**

If travellers cancel their trip, they will usually receive back the ticket price less **10**, or they may change the date of their trip by paying **11** of the original value. These concessions do not apply in the case of **12** It is the passenger's responsibility to make sure the **13** and are correct.

Travellers should ensure they are ready to board the train with at least **14** to spare. They may take a suitcase with them in the carriage as well as hand luggage. A traveller may check in 15 kilos maximum weight of luggage but this must be done at least 30 minutes before the train leaves.

SECTION 2 Questions 15–27

Read the text below and answer Questions 15–20.

Professional Credentials: Advice for Immigrants

As an immigrant to North America, you will need to ensure that employers and organisations such as colleges and universities properly recognise your international credentials. These may be trade certificates, but also educational qualifications such as degrees or diplomas, that you have completed or partially-completed.

It is common for hiring personnel to have little or no training in evaluating an academic background earned outside of North America. But at the same time, employers see formal education as very important when hiring. Education is a hiring requirement for 60% of employment opportunities, but 40% of human resources staff say that if they do not know a lot about the value of documents attained elsewhere, they will not recognise them.

Research has shown that sometimes immigrants start with a lower salary level than people who have completed their training in North America. You may want to apply for employment opportunities with companies whose staff understands your situation or, more importantly, who know where to send you to get your North American qualifications. If you need to complete your training in North America, apprenticeships leading to skilled trades are in high demand. Apprenticeship training is a hands-on program where about 10% is in a classroom setting at community colleges, and 90% of the training is on-the-job. The training involves working for an employer and earning income during the training period. Sometimes there is a limit of 5 years for training. You may be able to use this training toward college or university credits or education. There is a good potential for long-term job security after completion of apprenticeship training.

If you earned your papers outside of North America, you will need to get them translated if you want to work or study. It is important for you that your education is assessed by an accredited assessment service when you are applying for jobs, and particularly if the job posting has an education requirement. As well, it is recommended that you include a copy of the report with your cover letter. It is suggested that you provide this information early and do not wait until the time you actually meet with the employer. Getting job interviews is more than 50% of the whole process of securing employment; and with an evaluation report, you want to make sure that employers are screening you 'in' rather than 'out'.

Establishing yourself in North America is a difficult process, but companies do consider integrating immigrants into the workforce important to the workplace mosaic. Employers are making significant progress in improving diversity at work.

Questions 15–20

Complete the sentences below.

Choose **NO MORE THAN TWO WORDS** from the text for each answer.

Write your answers in boxes 15–20 on your answer sheet.

- 15 New arrivals to North America need to make sure that their academic qualifications or their are accepted.
- 16 A significant number of companies view as a major requirement.
- 17 People educated in North America may initially be offered a higher than immigrants.
- 18 courses often provide more job stability.
- 19 Most of the effort to find work is spent trying to obtain
- 20 As more newcomers enter the workforce, increases.

Read the text below and answer Questions 21–27.

How to Prepare for a Presentation

The first time your boss suggests that you formally present something to your department or a client, your reaction may be to panic. But remember that being asked to present is a compliment. Someone believes that you have valuable information to share with the group, and wants to listen to your ideas.

You need to decide exactly what you will say during the allotted time. Condense your topic into one sentence. What do you want your audience to remember or learn from your talk? This is your 'big idea'. Remember that you are dealing with the short attention spans of individuals who tend to have many things on their minds.

Think of three main points you want to make to support your overall topic. Develop a story to demonstrate each of those concepts. This could be something that happened to you or someone you know, or something you read in a newspaper or magazine.

We have all heard the saying *A picture is worth a thousand words*. Think about how your presentation can be more interesting to watch. Props are a wonderful way to make your talk come alive. You could do something as simple as holding up a toy phone receiver when talking about customer service or putting on a hat to signal a different part of your talk.

Think of a dynamic and unusual way to start your presentation. This might involve telling anecdotes that relate to your topic. Never begin with, 'Thank you for inviting me here to talk with you today.' You will put your audience to sleep right away. Start off enthusiastically so they will listen with curiosity and interest. After your energetic introduction, identify yourself briefly and thank the audience for taking the time to listen to you.

Plan your ending, and finish in a memorable way. Your listeners remember best what they hear at the beginning and end of a speech, so conclude with a game in which they can participate, or tell a humorous story and your audience will leave laughing.

Don't try to memorise your talk or read it word-for-word. It will sound stilted and boring. Instead, practise your dynamic introduction and conclusion until you can deliver them effortlessly. If you do this you'll feel a burst of confidence that will help you sail through the whole of the speech.

Questions 21–27

Complete the sentences below.

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

Write your answers in boxes 21–27 on your answer sheet.

How to Prepare for a Presentation

- You should regard an invitation to speak as a **21**
- Express your main idea in a **22**
- Try using a **23** to support the major points you are making.
- Add visual excitement to your talk by using **24**
- Express appreciation to your listeners for their **25**
- A **26** will get the audience to interact.
- It is important to prepare well as this will increase your **27**

SECTION 3 Questions 28–40

Read the text below and answer Questions 28–40.

The Birdmen

Will people finally be able to fly long distances without a plane?

John Andres investigates

People have dreamt of flying since written history began. In the 1400s, Leonardo da Vinci drew detailed plans for human flying machines. You might have thought the invention of mechanised flight would have put an end to such ideas. Far from it. For many enthusiasts, the ultimate flight fantasy is the jet pack, a small piece of equipment on your back which enables you to climb vertically into the air and fly forwards, backwards and turn. Eric Scott was a stuntman in Hollywood for about a decade and has strapped jet packs to his back more than 600 times and propelled himself hundreds of metres into the air. Now he works for an energy-drink company that pays him to travel around the world with his jet pack. As Scott says: 'I get to do what I love and wherever I go I advertise Go Fast drinks. Existing packs work for little more than 30 seconds, but people are working on designs which let you fly around for 20 minutes. That would be amazing,' says Scott.

Paramotoring is another way of getting into the air. It combines the sort of parachute used in paragliding with a small engine and propeller and is now becoming popular. Chris Clarke has been flying a paramotor for five years. 'Getting about is roughly comparable with driving a petrol-powered car in terms of expense. The trouble is that paramotoring is ill-suited to commuting because of the impossibility of taking off in strong winds,' says Clarke.

Another keen paramotorist recently experienced a close call when in the air. 'I started to get a warm feeling in my back,' says Patrick Vandenbulcke. 'I thought I was just sweating. But then I started to feel burning and I realized I had to get to the ground fast. After an inspection of the engine later, I noticed that the exhaust pipe had moved during the flight and the harness had started melting.' This hasn't put Vandenbulcke off, however, and he is enthusiastic about persuading others to take up paramotoring. However he warns: 'Although it seems cheaper to try to teach yourself, you will regret it later as you won't have a good technique.' A training course will cost over £1,000, while the equipment costs a few thousand pounds. You may pick up cheaper equipment secondhand, however. There was one pre-used kit advertised on a website, with a bit of damage to the cage and tips of the propellers due to a rough landing. 'Scared myself to death,' the seller reported, 'hence the reason for this sale.'

Fun though it is, paramotoring is not in the same league as the acrobatics demonstrated by Yves Rossy. He has always enjoyed being a daredevil showman. He once parachuted from a plane above Lake Geneva and, intentionally skimming the top of a fountain as he landed, he descended to the lake where he grabbed some water ski equipment and started waterskiing while the crowd watched open-mouthed.

Rossy, who has been labelled 'the Birdman', was born in 1959 in Switzerland. After flying planes for the air force from the ages of 20 to 28, he went on to do a job as a pilot with a commercial airline from 1988 to 2000. 'The cockpit of a plane is the most beautiful office in the world,' he says, 'but I didn't have any contact with the air around me. It was a bit like being in a box or a submarine under water.' From then on, he therefore concentrated on becoming the first jet-powered flying man.

In May 2008, he stepped out of an aircraft at about 3000 metres. Within seconds he was soaring and diving at over 290 kph, at one point reaching 300 kph, about 104 kph faster than the typical falling skydiver. His speed was monitored by a plane flying alongside. Rossy started his flight with a free fall, then he powered four jet turbines to keep him in the air before releasing a parachute which enabled him to float to the ground. The jet turbines are attached to special wings which he can unfold. The wings were manufactured by a German firm called JCT Composites. Initially he had approached a company called Jet-Kit which specialised in miniature planes, but the wings they made for him weren't rigid enough to support the weight of the engines. Rossy says he has become 'the first person to maintain a stable horizontal flight, thanks to aerodynamic carbon foldable wings.' Without these special wings, it is doubtful he would have managed to do this.

Rossy's ambitions include flying down the Grand Canyon. To do this, he will have to fit his wings with bigger, more powerful jets. The engines he currently uses already provide enough thrust to allow him to climb through the air, but then he needs the power to stay there. In terms of the physical strength involved, Rossy insists it's no more difficult than riding a motorbike. 'But even the slightest change in position can cause problems. I have to focus hard on relaxing in the air, because if you put tension in your body, you start to swing round.' If he makes it, other fliers will want to know whether they too will some day be able to soar. The answer is yes, possibly, but it is unlikely to be more than an expensive hobby.

Questions 28–30

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

Write the correct letter in boxes 28–30 on your answer sheet.

- 28** What information is given about Vandembulcke in paragraph 3?
- A** He narrowly avoided a dangerous situation.
 - B** He did not understand the equipment he was using.
 - C** He did not react fast enough to the situation.
 - D** He was fortunate to get the help he needed.
- 29** When the writer refers to some second-hand paramotoring equipment which was for sale, he is emphasising that
- A** paramotoring equipment is in short supply.
 - B** paramotoring equipment needs to be carefully tested.
 - C** paramotoring is a very expensive hobby.
 - D** paramotoring can be a dangerous pastime.
- 30** The description of what happened at Lake Geneva is given to suggest that Rossy
- A** frequently changes his plans.
 - B** likes to do what appears impossible.
 - C** is an excellent overall sportsman.
 - D** knows the area very thoroughly.

Questions 31–35

Complete the summary below.

Choose **ONE WORD AND/OR A NUMBER** from the text for each answer.

Write your answers in boxes 31–35 on your answer sheet.

Yves Rossy

Yves Rossy was born in 1959. He worked as both a military and **31** pilot before focusing on his ambition of becoming a jet-powered flying man. First he asked a firm which made **32** planes to construct some **33** for him, but these proved unsuitable. The second company he approached was able to help him, however. On a flight in May 2008, he managed to achieve a top speed of **34** easily exceeding the speed achieved by the average **35** He had engines to keep him in the air and then used a parachute when it was time to come down.

Questions 36–40

Look at the following statements (Questions 36–40) and the list of people below.

Match each statement with the correct person, **A, B, C** or **D**.

Write the correct letter, **A, B, C** or **D**, in boxes 36–40 on your answer sheet.

- 36** He acknowledges the role of his equipment in enabling him to set a flying record.
- 37** He explains how he uses his flying expertise to promote a product.
- 38** He explains what led him to experiment with different ways of flying.
- 39** He describes a mistake some beginners might make.
- 40** He mentions circumstances which prevent you from leaving the ground.

People	
A	Eric Scott
B	Chris Clarke
C	Patrick Vandembulcke
D	Yves Rossy

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

On a recent holiday you lost a valuable item. Fortunately you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company. In your letter

- ***describe the item you lost***
- ***explain how you lost it***
- ***tell the insurance company what you would like them to do***

Write at least 150 words.

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You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Some people think that the teenage years are the happiest times of most people's lives. Others think that adult life brings more happiness, in spite of greater responsibilities.

Discuss both these views and give your own opinion.

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

GENERAL TRAINING TEST A

Section 1, Questions 1–14

- 1 D
- 2 C
- 3 A
- 4 G
- 5 F
- 6 B
- 7 F
- 8 C
- 9 G
- 10 B
- 11 A
- 12 A
- 13 E
- 14 D

Section 2, Questions 15–27

- 15 professional image
- 16 pressed
- 17 tasteful
- 18 allergic reactions
- 19 cultural tradition

- 20 company logo
- 21 verbal warning
- 22 progress
- 23 five years
- 24 (residential) clubs
- 25 concerts
- 26 leisure skills
- 27 loan

Section 3, Questions 28–40

- 28 C
- 29 B
- 30 G
- 31 F
- 32 E
- 33 H
- 34 August 31st
- 35 human chain/chains
- 36 blotting paper
- 37 (countless) dustbins
- 38 C
- 39 C
- 40 D

If you score...

0–19	20–32	33–40
you are unlikely to get an acceptable score under examination conditions and we recommend that you spend a lot of time improving your English before you take IELTS.	you may get an acceptable score under examination conditions but we recommend that you think about having more practice or lessons before you take IELTS.	you are likely to get an acceptable score under examination conditions but remember that different institutions will find different scores acceptable.

GENERAL TRAINING TEST B

Section 1, Questions 1–14

- 1 full-time education
- 2 (officially) stamped
- 3 minimum fares
- 4 signature
- 5 anybody else
- 6 purchase facilities
- 7 full fare/rate
- 8 25 per cent/%
- 9 Sales Department
- 10 15 per cent/%
- 11 10 per cent/%
- 12 same day returns
- 13 **IN EITHER ORDER; BOTH REQUIRED
FOR ONE MARK**
- 14 2 minutes

Section 2, Questions 15–27

- 15 trade certificates
- 16 (formal) education
- 17 salary (level)
- 18 apprenticeship (training)

- 19 (job) interviews
- 20 (workforce/workplace) diversity
- 21 compliment
- 22 sentence
- 23 story
- 24 props
- 25 time
- 26 game
- 27 confidence

Section 3, Questions 28–40

- 28 A
- 29 D
- 30 B
- 31 commercial
- 32 miniature
- 33 wings
- 34 300 kph
- 35 skydiver
- 36 D
- 37 A
- 38 D
- 39 C
- 40 B

If you score...

0–19	20–31	32–40
you are unlikely to get an acceptable score under examination conditions and we recommend that you spend a lot of time improving your English before you take IELTS.	you may get an acceptable score under examination conditions but we recommend that you think about having more practice or lessons before you take IELTS.	you are likely to get an acceptable score under examination conditions but remember that different institutions will find different scores acceptable.