

GT Reading Mock Test 41:

Part 2: Question 15-27

Read the text below and answers questions **15-27** on your answer sheet.

You should take around **20 minutes** to complete this task.

GT Reading Sample - "GZJ TRAVEL – Recruitment Info" & "Hilton Laboratory"

Read the text below and answer **Questions 15–21**.

GZJ TRAVEL – Recruitment Info

We're looking for keen and effective people who are passionate about travel to work as Travel Sales Consultants in our rapidly-growing team. Our recruitment process has five stages. Here's how it works:

The first stage is to use our online application form to apply for a current vacancy.

This is your chance to tell us about yourself, and the qualities and experience you have that make you the ideal person for the job. For the Travel Sales Consultant role, you'll need to provide us with evidence that you have extensive experience in a marketing environment, as well as a solid academic background. If you're interested in a career as

a Corporate Travel Consultant, you'll need at least one year's experience as a Travel Consultant.

If you reach Stage Two, we'll arrange a telephone discussion, where you can find out more about us, including the rewards on offer. For instance, once a year we like to acknowledge outstanding efforts and celebrate successes with our co-workers, and we have prize-giving ceremonies designed to do just this.

In Stage Three we'll be able to give you more information about GZJ Travel and find out more about you, at an interview which you'll attend with a small group of other applicants. We'll be asking you about your ambitions and of course your sales ability, the most vital quality for our business. You'll also be required to complete a psychometric test so we can find out more about your working style and characteristics. We'll also tell you about some of the perks – for example, as a Flight Center employee you can take advantage of the free consultations conducted by our in-house health and wellbeing team, Healthwise.

Next, in Stage Four, you'll be introduced to the Area Leader and you'll also visit one of our shops, where you'll meet the team and find out more about the sort of work that's involved. If you successfully pass Stage Four, you've reached the final stage of the process and we'll be in touch with a job offer! And if you accept, we'll book you into our Learning Center to get your training underway as soon as possible. Careerwise, the department responsible for the training, will then organise individual coaching to assist in setting goals for your career path.

Questions 15–21

Complete the process below.

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

*Write your answers in boxes **15-21** on your answer sheet.*

GZJ Travel – Recruitment Process

Stage One – Application form

- Go online and apply for jobs advertised.
- Give proof of achievement so far both in education and in a **15**

(Note: additional requirements for applicants interested in the role of **16**)

Stage Two – Telephone discussion

- More information is given about company and the **17** you could receive.

- Information about the annual event, where the prizes are given to those who have made **18**

Stage Three – Group interview

- Chance to tell us about how good you are at selling, and also about the **19** you have.

- Take part in a **20** (used to learn about your way of working)

- Information given on benefits (e.g. health consultations)

Stage Four – Individual interview

- Meet a manager, and the **21** working in a particular store.

Stage Five – Job offer

- Job offer sent out to successful applicants.

*Read the text below and answers **Questions 22-27**.*

Hilton Laboratory

Health and safety in the workplace

Personal safety

You must be familiar with the emergency procedures in your building so that you know what to do in the event of fire, spillages or other accidents. Do not enter restricted areas without authorisation, and at all times observe the warnings given. Do not wedge open fire doors or tamper with door closures, and do not block doorways, corridors or stairs, as obstructions may affect access in the event of a fire. Avoid leaving drawers and doors open unnecessarily and do not trail cables or flexes across the floor.

How to dispose of rubbish safely

We aim to protect the environment by saving and recycling glass, waste paper, and an increasing range of other materials. It is important to check materials carefully for contamination before placing them in recycling containers. Never put sharp objects such as razor blades or broken glass into waste bins without having wrapped the items carefully to protect those emptying the bins. Other waste procedures may vary – contact your Building Manager or Divisional Safety Officer for advice with regard to your particular department.

How to handle heavy objects

Make sure that shelves are not overloaded and that glass and heavy objects are stored at working height where they will be easier to reach. Use steps or ladders to reach items at height; never climb on benches, tables or chairs. Never move anything that is beyond your capability. Wherever possible you should use the trolleys provided in the workplace to do the job for you. If repetitive manual operations are routine in your work, your department will ensure you receive appropriate instruction on safe working practices and posture.

Staying alert

If you become mentally or physically tired during the working day, and find that you're feeling drowsy or not concentrating properly, you could be at risk of causing an accident or making a mistake that could harm you or your colleagues. To prevent this, make sure that you take regular breaks when necessary.

Questions 22-27

Complete the sentences below.

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

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

22. There are certain places in the building that staff should avoid unless they have

23. To ensure people can get out easily, it is important that there are no to exits.

24. Items which could cause injury must be before they are disposed of.

25. Not all departments have the same system for dealing with so you need to check before throwing things away.

26.are available to make tasks, which require moving objects easier.

27. You should have while you are working.

ANSWER
15. marketing environment 16. Corporate Travel Consultant 17. rewards 18. outstanding efforts 19. ambitions 20. psychometric test 21. team 22. authorization/authorisation 23. obstructions 24. wrapped (carefully) 25. waste/rubbish 26. Trolleys 27. (regular) breaks