

## General Training

### PART 3

Questions	Task	Skills tested
30-36	Summary completion	<ul style="list-style-type: none"> <li>• skimming for information</li> <li>• understanding paraphrase</li> <li>• rewording text</li> </ul>
37-41	Flow chart completion	<ul style="list-style-type: none"> <li>• skimming for specific information</li> <li>• following a process</li> <li>• summarising ideas</li> </ul>

#### Questions 30-36

##### **Suggested approach**

- Read the task rubric carefully.. You have to complete the summary by filling in the spaces with *words from the passage*. The words must fit in meaning and also be grammatically correct.
- Read the summary to familiarise yourself with it. It may be possible to find words without reading the original text, but if you do this you may pick words which are not in the text, in which case your answer will be *incorrect*. So you must look for a word within the passage which has the right meaning and which is the correct part of speech for the space.
- Read the first item in the summary.
- Look at the text and see if you can find the same information there. For item 30, the first sentence discusses the qualities of paper that make it different from other waste products. The text states that paper comes from a “sustainable resource”. So “sustainable” is a correct answer.
- Sometimes there are alternative answers that are correct in this type of question. For item 30, “replaceable” is also a possible answer because it says a little further on in the text, “trees are replaceable”.
- Note however that “renewable” is not an acceptable answer because although it is a synonym and makes sense, it is not in the original text.

Question	Answer	Location of answer in text
30	sustainable//replaceable	“Paper ... comes from a sustainable resource ...”
31	biodegradable	“Paper is also biodegradable, so it does not pose as much threat to the environment when it is discarded.”
32	virgin fibre/pulp	“... the rest comes directly from virgin fibre ...”
33	governments //the government	“Governments have encouraged waste paper collection and sorting schemes ...”
34	advances	“... advances in the technology required to remove ink ...”
35	quality	“We need to accept a change in the quality of paper products”
36	contaminants	“... it also needs to be sorted from contaminants

#### Questions 37-41

Question	Answer
37	offices
38	sorted
39	(re)pulped
40	de-ink/remove ink//make white
41	refined