SECTION 2   *Questions 11–20*

Questions 11–16

Choose the correct letter, A, B or C.

Information on company volunteering projects

11   How much time for volunteering does the company allow per employee?

A   two hours per week
B   one day per month
C   8 hours per year

12   In feedback almost all employees said that volunteering improved their

A   chances of promotion.
B   job satisfaction.
C   relationships with colleagues.

13   Last year some staff helped unemployed people with their

A   literacy skills.
B   job applications.
C   communication skills.

14   This year the company will start a new volunteering project with a local

A   school.
B   park.
C   charity.

15   Where will the Digital Inclusion Day be held?

A   at the company's training facility
B   at a college
C   in a community centre

16   What should staff do if they want to take part in the Digital Inclusion Day?

A   fill in a form
B   attend a training workshop
C   get permission from their manager

Questions 17 and 18

*Choose **TWO** letters, **A–E**.*

What **TWO** things are mentioned about the participants on the last Digital Inclusion Day?

    A   They were all over 70.
    B   They never used their computer.
    C   Their phones were mostly old-fashioned.
    D   They only used their phones for making calls.
    E   They initially showed little interest.

Questions 19 and 20

*Choose **TWO** letters, **A–E**.*

What **TWO** activities on the last Digital Inclusion Day did participants describe as useful?

    A   learning to use tablets
    B   communicating with family
    C   shopping online
    D   playing online games
    E   sending emails