

## READING PASSAGE 2

You should spend about 20 minutes on **Questions 14-27**, which are based on Reading Passage 2 on the following pages.

### Questions 14-18

Reading Passage 2 contains six Key Points,

Choose the correct heading for Key Points **TWO** to **SIX** from the list of headings below.

Write the correct number, **i-viii**, in boxes 14-18 on your answer sheet.

#### List of Headings

- i Ensure the reward system is fair
- ii Match rewards to individuals
- iii Ensure targets are realistic
- iv Link rewards to achievement
- v Encourage managers to take more responsibility
- vi Recognise changes in employees' performance over time
- vii Establish targets and give feedback
- viii Ensure employees are suited to their jobs

*Example*

Key Point One

*Answer*

**viii**

14 Key Point Two

15 Key Point Three

16 Key Point Four

17 Key Point Five

18 Key Point Six

### Questions 19-24

Do the following statements agree with the views of the writer in Reading Passage 2?

*In boxes 19-24 on your answer sheet, write*

YES                      if the statement agrees with the claims of the writer  
NO                        if the statement contradicts the claims of the writer  
NOT GIVEN            if it is impossible to say what the writer thinks about this

- 19 A shrinking organisation tends to lose its less skilled employees rather than its more skilled employees.  
20 It is easier to manage a small business than a large business.  
21 High achievers are well suited to team work.  
22 Some employees can feel manipulated when asked to participate in goal-setting.  
23 The staff appraisal process should be designed by employees.  
24 Employees' earnings should be disclosed to everyone within the organisation.

### Questions 25-27

*Look at the following groups of worker (Questions 25-27) and the list of descriptions below*

*Match each group with the correct description, A-E.*

*Write the correct letter, A-E, in boxes 25-27 on your answer sheet.*

- 25 high achievers  
26 clerical workers  
27 production workers

#### List of Descriptions

- A They judge promotion to be important.  
B They have less need of external goals.  
C They think that the quality of their work is important.  
D They resist goals which are imposed.  
E They have limited job options.