

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** Some people choose expensive premises because they want to create an impressive for their company.
- 16** Businesses which depend on need to be on or near the principal shopping areas.
- 17** Businesses which produce goods must check there is to the premises for delivery vehicles.
- 18** When choosing a building for your premises, find out whether could be removed to create more room.
- 19** Make sure that the states what type of building alterations might be permitted.
- 20** If business premises are located close to , extensions may not be allowed.

Questions 21–27

Answer the questions below.

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

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

- 21 Where do most employees collect their wages?
- 22 Who has to authorise any overtime an employee wishes to do?
- 23 Who is not paid extra for working more than 40 hours a week?
- 24 Where should employees go if they wish to have the parking charge taken off their salary?
- 25 What method is used to calculate part-time employees' holidays?
- 26 Which documents must employees fill in to select their Personal Holiday?
- 27 What is the name of the special entitlement provided to employees with birthdays in the second half of December?