

General Training Reading and Writing Test A

READING

SECTION 1 Questions 1–14

Read the text below and answer Questions 1–6.

A

HELP – snack bar serving person

Bright, friendly, experience not essential
Energy and enthusiasm an absolute must
Sat & Sun only

Call or drop in at Kingsway Centre, Melbourn/Royston.

Tel: 01763 24272 and ask for the Manager.

B

Granta Hotel

**requires a part-time silver
service waiter/waitress.**

Only applicants with experience
and good references need apply.
Excellent wages, meals on duty.

Tel: 01223 51468 (office hours)

C

WANTED from January till July, a nanny/carer for
Toby, 2 yrs. Formal qualifications not as important
as a sensible, warm and imaginative approach.

Hours: 8.30-5.00 Mon-Fri

Car driver essential, non smoker

References required

For further details phone: 01480 88056 after 6pm.

D **Cleaner required for 12-floor modern office block in the Station Road area, St Ives.**

2 hours per day. Mondays to Fridays – to finish work before the offices open

Wages: £80 per week

Tel: 01223 93292

E **Mature, experienced Administrator/Secretary**

for soft furnishing company, working within the hotel industry

Hours: 1pm – 5pm, Mon – Fri

Phone: Mr S Quinn 01353 71251

F **FULL-TIME COOK** for a new and exciting café venture. Good conditions. Pay and hours can be negotiated.

Apply Red Cafe (01863) 72052

G **50-Seater Restaurant
TO LET**

Ideal for very experienced person looking to start up on their own.

Located on busy A10 road.

Reply Box No. P762, Newmarket Newspapers Ltd.,
51 Cambridge Road, Newmarket, CB8 3BN

General Training Reading and Writing

Questions 1–6

Look at the seven job advertisements, A–G, on page 104 and read the descriptions of people below.

Which is the most suitable job for each person?

Write the correct letter, A–G, in boxes 1–6 on your answer sheet.

- 1 a person with two small children who wants a few hours a week of unskilled work in the early mornings
- 2 a person with no experience or qualifications who is looking for a short term full-time job, Monday to Friday
- 3 a lively student with no experience, who cannot work on weekdays
- 4 a person with more than 20 years' experience in catering who would like to run a business
- 5 a catering college graduate who is now looking for his first full-time job
- 6 a person with many years' experience working in hotels who is now looking for well-paid part-time employment in a hotel

Read the text below and answer Questions 7–14.

INTERCITY Sleeper between London and Scotland

Most tickets may be used for travel by *Sleeper*, subject to availability, and a reservation in a two-berth cabin can be made for £25, except in the case of Solo and Special tickets, which include *Sleeper* reservations in the fare. The price includes early morning tea or coffee and biscuits. A continental or hot breakfast can be ordered if you wish.



Choose from a range of tickets to suit your journey.

A – SuperApex

Only available for travel after 9am. Book at least 2 weeks ahead and travel between Edinburgh or Glasgow and London for the unbeatable price of £59 return. This ticket is non-refundable unless the service is cancelled.

B – Apex

A real bargain fare. Only £69 return between Edinburgh or Glasgow and London. Great value *Sleeper* travel available by booking at least a week before outward travel. Ticket refundable on payment of a 25% administrative charge.

C – SuperSaver

Available right up to the day of travel and valid any day except these peak days: all Fridays, also 18-30 December, 31 March and 28 May. Departures between midnight and 2am count as previous day's departures. London to Glasgow or Edinburgh £82.

D – Saver

This flexible ticket is valid every day and can be bought on the day of travel. Your ticket allows standard class travel on any train between 10am and midnight. No seat reservations available. London to Glasgow or Edinburgh £95.

E – Solo

Treat yourself and enjoy exclusive use of a Standard cabin. Solo is an inclusive return travel ticket with *Sleeper* reservations for one or both directions. Outward and return reservations should be made at the time of booking. The journey must include a Saturday night away. £140-£160 London to Edinburgh/Glasgow return.

F – Special

Special is an inclusive return travel package for two people including sleeper reservations for one or both directions. It can mean savings for both of you. Outward and return reservations should be made at the time of booking. From £120.

G – Standard

Not the cheapest option but available up to the time of travel and valid for all trains and at all times. You are advised to turn up early for travel on a Friday.

General Training Reading and Writing

Questions 7–14

Look at the seven types of train ticket, **A–G**, on page 107.

For which type of train ticket are the following statements true?

Write the correct letter, **A–G**, in boxes 7–14 on your answer sheet.

NB You may use any letter more than once.

- 7 There are advantages if you book a journey with a friend.
- 8 You cannot use this on a Friday.
- 9 This can be used without restriction.
- 10 This can only be booked up to 7 days before departure.
- 11 It's the cheapest ticket available but there is a restriction on departure time.
- 12 If you decide not to travel after you have bought the ticket, you cannot get your money back.
- 13 This is not available if you're travelling out on a Monday and back the next day.
- 14 You cannot use this ticket for departures between midnight and 10am.

SECTION 2 Questions 15–27

Read the text below and answer Questions 15–21.

FORMAL DRESS CODE FOR COMPANY EMPLOYEES

At TransitEuropean, the company's objective in establishing a formal dress code is to enable our employees to project the professional image that is in keeping with the needs of our clients and customers who seek our guidance, input, and professional services. Because our industry requires the appearance of trusted business professionals and we serve clients at our site on a daily basis, a more formal dress code is necessary for our employees.

Formal Dress Code Guidelines

In a formal business environment, the standard of dressing for men and women is a suit. Alternatively a jacket may be worn with appropriate accessories. Torn, dirty, or frayed clothing is unacceptable. Clothing should be pressed and never wrinkled. No dress code can cover all contingencies so employees must exert a certain amount of judgement in their choice of clothing to wear to work. If you experience uncertainty, please ask your supervisor for advice.

Shoes and Footwear

Conservative walking shoes, dress shoes, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Not wearing stockings or socks is inappropriate. Tennis shoes and any shoe with an open toe are not acceptable in the office.

Accessories and Jewellery

The wearing of ties, scarves, belts, and jewellery is encouraged, provided they are tasteful. Items which are flashy should be avoided.

Makeup, Perfume, and Cologne

A professional appearance is encouraged and excessive makeup is unprofessional. Remember that some employees may have allergic reactions to the chemicals in perfumes and makeup, so wear these substances in moderation.

Hats and Head Covering

Hats are not appropriate in the office. Head covers that are required for reasons of faith or to honour cultural tradition are permitted.

Dress Down Days

Certain days can be declared dress down days, generally Fridays. On these days, business casual clothing is allowed. Clothing that has our company logo is strongly encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable. However, you may wish to keep a jacket in your office in case a client unexpectedly appears.

Violation of Dress Code

If clothing fails to meet these standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee will receive a verbal warning and may be sent home to change clothes.

Questions 15–21

Complete the notes below.

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

Write your answers in boxes 15–21 on your answer sheet.

NOTES ON COMPANY DRESS CODE

Aim of formal dress code: to present a **15** to clients

Acceptable types of formal clothing: jacket or suit

State of clothes: they must be **16** and in good condition

Footwear: tennis shoes and open toe shoes are not allowed

Accessories: ties, scarves, belts and jewellery may be worn

– these must be **17** and not brightly coloured

Make up: avoid wearing too much make up and perfume

– these sometimes cause **18**

Hats: hats should not be worn

– head covers in line with religious reasons or **19** are allowed

Dressing down: casual clothing is allowed on some Fridays

– clothing with the **20** on it is recommended

Breaking the dress code: if advice is repeatedly ignored, a **21** is given