

## Part 1

In part 1 of the test you:

- **read** either four short texts on a related topic or one text divided into four sections
- **match** seven statements to the text or section where you can find the information

**Finding evidence**      Avoiding incorrect answers

**1 Study the seven statements 1 – 7 and extract B from a Part 1 text about a small publishing company called Pink Fish below. Match the underlined text with the correct statement.**

1. Pink Fish have resisted the temptation to move to city offices.
2. It's harder for new authors to get published these days.
3. Celebrities have too much influence on book sales.
4. Major publishers base decisions on who they choose to sign on popularity.
5. Book awards are aimed primarily at rewarding established writers.
6. How well-known a writer is does not truly reflect how good they are.
7. Books are precious objects as well as entertaining stories.

When setting up Pink Fish, Carla and Simon Winchester were well aware that the likelihood of a first-time novelist ever getting into print had been diminishing for some time. They feel that this trend has changed little since Pink Fish came into being. "This is incredibly unfair," says Carla. "Several of the relatively new and unknown authors we work with are more highly skilled at creating stories than many highly popular authors I could mention." Part of the problem is that presenters of chat shows and other TV programmes invite only established authors onto their shows, because no one wants to take the risk of putting someone no one's ever heard of on a popular television show. This means less well-known writers miss out.

A .....

B .....

C .....

**2. Look at statements 1, 4, 5 and 7. Which two statements match with extract C below?**

With all of this in mind, Carla and Simon set out to make a publishing house with a difference. It's primary aim was to find and nurture great new writers, rather than making huge sums and trying to keep shareholders happy. "We don't go chasing after folk who've already written five or more financially successful novels, like many big city-based publishers," comments Simon. "And we often don't rate their work particularly highly anyway, so we try to find lesser-known authors whose writing we really admire. It won't win us or them many literary prizes, as these are unfairly weighted towards those who are already famous, but we can live with that."

**3. Which sections of text match with the two statements you chose?**

**Part 2**

**In part 2 of the test you:**

- **read** a long text with six gaps in it (including an example), followed by seven sentences
- **decide** which of the seven sentences goes in each gap in the text

**Predicting text content**                  Finding clues

**1. Read the title and the text just below it. What do you think the text will be about?**

**Should we change to a four-day working week?**

***Trial finds lower stress and increased productivity***

**2. Study the extract and the two sentences below it.**

The founder of one of the first big companies to switch to a four-day week has called on others to follow, claiming it has resulted in a 20% rise in productivity, appeared to have helped increase profits and improved staff wellbeing. **(1)** ..... These positive findings are fuelling hopes that a better work-life balance for millions could be in sight.

- A    Analysis of the trial into this reduced working pattern also revealed no fall in output, reduced stress and increased staff engagement.
- B    So although the results are perhaps far better than many expected, they are clearly not impressive enough to expect others to follow their example.

1. Which sentence, A or B, fits into gap 1?
2. Which parts of this sentence helped you to identify the correct answer?
3. Which parts of the text before and after helped you to identify the correct answer?
4. Why is the other sentence quite tempting?
5. Why is it wrong?

**3. Now look at the next section of the same text and the sentences that follow.**

Perpetual Guardian, a New Zealand financial services company, switched its 240 staff from a five-day to a four-day week last November and maintained their pay. Productivity increased in the four days they worked so there was no drop in the total amount of work done, a study of the trial has revealed. **(2)** ..... They found that scores given by Perpetual Guardian workers about leadership, stimulation, empowerment and commitment all increased compared with a previous survey.

- A This suggests that achieving similar productivity gains in industries such as retail will be challenging.
- B Smaller companies experimenting with the four-day week have also found that performance only improved in the first few weeks
- C Academics at two universities in Auckland monitored the investigation and analysed the results.

1. Which sentence, A, B or C fits into gap 2?
2. Which parts of this sentence helped you to identify the correct answer?
3. Which parts of the text before and after helped you to identify the correct answer?
4. Why are the other sentence quite tempting?
5. Why are they wrong?

**4. Now look at another extract and choose the correct sentence for gap (3).**

"We've been treated like adults and I think as a result everyone is behaving like adults," said Tammy Barker, a Perpetual Guardian branch manager who was part of the trial that cut the working week from from 37.5 hours to 30. **(3)** ..... For example, in the UK, the Wellcome Trust, a science funding body, is considering switching its 800 head office staff to a four-day week. In fact, Perpetual Guardian has been inundated with more than 350 requests for information about the trial from 28 countries.

- A She has this week released a how-to-guide for other organisations, including findings from the trial and implementation.
- B The eight-week experiment was closely watched by employers and policymakers around the world.
- C Questions remain about how far people working in frontline occupations such as nursing or the police could cut their hours.

### Part 3

In part 3 of the test you:

- **read** a long text
- **choose** the correct answer to six multiple-choice questions

**Reading skills** Dealing with distraction

**1. Quickly read the exam instructions and first paragraph.**

1. What kind of text is it?
2. What kind of business do the two young entrepreneurs run?

**Read the article below about two young entrepreneurs and the questions.**

**For each question 1 – 6, mark one letter (A, B, C or D) on your Answer Sheet for the answer you choose.**

“Most people are surprised to learn that (i) half of all food waste occurs in the home, compared to (ii) less than 5% at the retail level,” says Saasha Celestial-One, the US born co-founder of British food-sharing app, Olio. (iii) “The average family throws away £800 of food each year that could’ve been eaten. Collectively that adds up to £15bn per year.” Adding insult to injury, (iv) we have 8.4 million people living in food poverty in the UK.”

**2. Look at exam question 1 below.**

**1. What do we learn about food waste in the first paragraph?**

- A 8.4 million people throw away food in the UK each year.
- B Only 5% of retailers waste significant amounts of food each year.
- C Families are responsible for 50% of all food wasted each year.
- D In the UK, £15 billion worth of food is wasted each year.

**A** The sections of text that relate to options A – D have been underlined and labelled (i) – (iv) in the first paragraph above. Which option does each underlined section relate to?

**B** Try to explain why each option is correct or incorrect.

**C** What is the correct answer to question 1?

**3. Now look at exam question 2 below and the section of text that follows.**

**2. One advantage of Olio is that it**

- A** is relatively quick and easy to learn to use.
- B** can easily be used to exchange food between different countries.
- C** has reduced food waste in areas where it's used by half.
- D** contains a means of contacting anyone interested in your waste food.

Celestial-One and her business partner Tessa Clarke started Olio in 2015, and it has grown from a local initiative in north London to a company with a presence in 46 countries and more than 900,000 users. The premise is simple: users snap a picture of their food items that would otherwise go to waste, and add them to Olio. Neighbours then receive customised alerts and can request anything that takes their fancy. Pick-up is arranged via private messaging within the app. According to Olio, 50% of all food listings added to the app are requested in less than two hours.

**A** Try to identify the sections of text which each option relates to?

**B** Try to explain why each option is correct or incorrect.

**C** What is the correct answer to question 2?

**Part 4**

**In part 4 of the test you:**

- **read** a medium-length text
- **choose** the correct word to put into fifteen gaps in the text

**Useful language** Collocations

**1. Match each word or expression in the box with the verbs below.**

changed	a mistake	a holiday	your best	bankrupt
a break	on foot	the paperwork	a habit of	into trouble
business with	a letter	a difference	abroad	advantage of
an effort	someone a favour	fired	ages	your job well
missing	place	smoothly	angry	a prediction

make	take	get	go	do

**2. Note down as many words or expressions as you can that often go with these verbs.**

lose: .....  
 catch: .....  
 earn: .....  
 hold: .....  
 book: .....  
 keep: .....  
 miss: .....  
 save: .....  
 spend: .....

**Vocabulary** Collocation and complementation

**3. Match a word or expression from Column A with a word or expression from Column B.**

Column A		Column B	
1	depend	A	to
2	as a	B	attention
3	get someone's	C	satisfied
4	software	D	on
5	tend	E	announced
6	in spite	F	packages
7	extremely	G	of
8	recently	H	rule

**4. Write each of the adjectives and verbs in the box on the correct line or lines.**

succeed	involved	keen	aware	afraid	happy
belong	pleased	interested	apply	familiar	unsure
bound	object	agree	famous	rely	related

1. .... to
2. .... with
3. .... for
4. .... of
5. .... in
6. .... on

**5. For each of the sentences 1 – 10, choose the correct word, A, B, C or D.**

1. My manager really doesn't ..... of staff making personal phone calls at work.  
A respect                  B like                  C approve                  D admire
2. The Despatch Manager accepted that he was ..... for the mistake with the order.  
A responsible              B guilty                  C wrong                  D likely
3. As she started at the company after me, I was very ..... of her promotion.  
A angry                  B jealous                  C annoyed                  D insulted
4. I work for a tech company that ..... in computer and phone software.  
A concentrates          B dedicates              C focuses                  D specialises
5. The company finally ..... to make a profit after three years in business.  
A achieved                  B succeeded              C managed                  D fulfilled
6. The MD ..... on employing the applicant, despite their lack of experience.  
A insisted                  B demanded              C required                  D requested
7. The projected end-of-year profit is ..... on sales figures for the year to date.  
A decided                  B fixed                  C set                          D based
8. The directors were ..... with the Sales Manager's explanation for the drop in sales.  
A keen                      B satisfied                  C positive                  D glad
9. Due to the supplier's unreliability, we no longer have ..... in their ability to deliver on time.  
A certainty                  B assurance              C loyalty                  D confidence
10. The company developed a ..... as the most innovative in its field.  
A reputation              B status                  C character                  D quality

## Part 5

In part 5 of the test you:

- **read** A text in which some lines are correct and others contain an extra word
- **write** 'CORRECT' or the extra word on your answer sheet

**Useful skills** Identifying extra words

### 1. Identify the extra words in each of the sentences below.

- Recent studies indicate it that R&D budgets should increase, which is also what the consultants suggested.
- In fact, effective communication is consisting one of the most important skills a good manager can have.
- In seeking to maximise with profits, the company neglected the importance of good customer relations.
- Many experienced staff find that it difficult to accept being told what to do by someone who is new to the company.
- One company that is helping to meet what this demand is XT Energy, a power supplier that provides electricity solely from renewable sources.
- Perhaps some smaller enterprises fear that they may tend become unable to change sufficiently rapidly.
- The Hollytree Hotel is totally dedicated to providing of a perfect venue for business conferences and AGMs.
- The Production Manager wanted to know why the batch that was completed two days ago had not been to despatched.

### 2. Look at this text. Decide if each line is CORRECT or if there's an extra word. Type CORRECT or the extra word on the right of the text. There are two examples at the beginning to help you.

Effective Quality Control		
0	One of the most essential processes in manufacturing is quality	CORRECT which
00	control. It makes sure that customers receive products which free	
1	from defects and meet their expectations and needs. When quality	
2	control goes out wrong, it can lose you future sales and damage your	
3	company's reputation and even put consumers health or lives at the	
4	risk. For example, a recent defect found in such a well-known brand	
5	of motor car resulted in one of the most biggest automotive recalls in	
6	the history of car manufacturing. The recall affected every thousands	
7	of vehicles and cost the company involved many millions of dollars.	
8	The recall also resulted in to the company having to slow its	
9	production of new cars whilst it was resolving the issue. Major	
10	recalls like these can almost always be therefore prevented through	
11	implementing rigorous and effective quality control measures. Some	
12	of common tools used to support quality control include computer-	
13	controlled monitoring and tracking completely of the entire	
14	production process. This has helps quality control managers identify	
15	and solve problems before any product even leaves from the factory.	