

Key

Reading Part 1

1. A; a noun; to reserve a place
2.
 - 1 A
 - 2 B
 - 3 B
 - 4 A
 - 5 B
 - 6 A
 - 7 A
 - 8 B
3.
 - 1 is
 - 2 is
 - 3 will
 - 4 be
 - 5 the
 - 6 She
 - 7 the
 - 8 is
 - 9 her
 - 10 for
 - 11 the
 - 12 on
4.
 - 1 C – The job is for a salesperson so they must have experience of selling things.
 - 2 A – Maria wants to know if the meeting is still on or not so she's checking an arrangement.
 - 3 B – Companies can advertise for half price next month so this is a special offer.

Reading Part 2

1.
 - 1 F
 - 2 J
 - 3 B
 - 4 H
 - 5 D
 - 6 A
 - 7 I
 - 8 C
 - 9 E
 - 10 G

Preliminary: Reading Key

2. 1 premises – These are the buildings a company uses, which they can rent or buy.
- 2 system – There's a new way of claiming expenses – a new system.
- 3 catering – Catering companies provide food for people and businesses.
- 4 legal – They needed advice about the law, which is legal advice.
- 5 schedule – A schedule shows what will happen at each stage of a process.
- 6 software – You install software onto a computer or computer network.

Reading Part 3

1.

| ↑ | ↓ | → | at the top | at the bottom |
|-----------------|------------------|---------------|--------------|---------------|
| Rise | fall | stay steady | maximum | minimum |
| Increase | decrease | stay the same | reach a peak | a low point |
| go up | go down | | a high | |
| improve | decline | | | |
| an upward trend | a downward trend | | | |

2. 1 rose/increased/went up
2 maximum/peak/high
3 stayed steady
4 fell/decreased/went down/declined
5 rose/increased/went up
6 a downward trend
3. 1 G – Because premises spending rose and staff spending fell.
2 H – Because spending on staff was at a maximum in this year, while spending on supplies and premises both fell.
3 C – Because spending on supplies was at a minimum while spending on staff and premises both rose.
4 E – Because both premises and staff spending stayed the same then increased for three years in a row.
5 D – Because spending went up on staff, premises and supplies.

Reading Part 4

2. A

The friends hoped that their business would be an immediate success, as every new business owner does. It took a number of years, however, to develop their profile and reputation and it wasn't until some three years after it was established that the company started to make money.

B Right, because it took three years before the business made any money. In the text this is: "it wasn't until some three years after it was established that the company started to make money".

Preliminary: Reading Key

3. A

"We immediately expanded our production facilities," says one of Soul Food Whole Food's owners, Claire Manningham. "This meant that all the profit went straight back into the company, but we knew it would mean bigger profits a couple of years into the future."

B Doesn't say, because there's no mention of any problems with the premises.

4. 1 – Wrong – It's shared amongst all of the staff.

2 – Doesn't say – It doesn't mention that they are all called directors.

3 – Wrong – The share that each person gets is not equal.

4 – Right – The sickness rates are very low and everyone feels involved in the running of the company.

Reading Part 5

1. 1 – whilst – *rather* is usually followed by *than*, so this isn't the answer.

2 – despite – *despite* is followed by a noun, so this is the answer.

3 – because – *because* is followed by a reason, so this is the answer.

4 – in order to – *in order to* is followed by a reason for a certain action so this is the answer.

5 – rather than – *rather than* is used to show you chose one thing instead of another.

6 – as – *as* is used in a similar way to *because* – before giving a reason.

2. 1 E

2 G

3 A

4 H

5 C

6 B

7 D

8 F

3. 1 as – You use *as* in the same way as *because* in this sentence.

2 so – You use *so* when you want to link a reason and a result.

3 despite – You use *despite* to link something that you don't expect.

4 because of – You use *because of* to add a reason why something happened.

5 although – You use *although* to make a contrast between two parts of a sentence.

6 rather than – You use *rather than* to show a choice between two options.

4. A TRUE – She got a degree in Business.

B FALSE – She completed her degree.

C TRUE – She thought it was too much of a risk without getting some experience first.

Preliminary: Reading Key

5. 1 Although Tina had spent four years at university getting a degree in business, starting her own company immediately after leaving seemed too much of a risk without getting some experience first. She therefore spent several years working for a recruitment agency to develop the skills and knowledge she felt she'd need in order to make any business she established a success.

A

B

C

2 B

3 B is correct because she says that working for the recruitment agency will give her the skills and knowledge she needs to make her own business successful.

A is incorrect because she hasn't opened her own business yet.

C is incorrect because she's gaining skills and knowledge at the agency rather than passing these onto others.

Reading Part 6

1

1. c
2. d
3. a
4. e
5. b

2

6. must – Because this is an obligation.
7. could – Because this is something you were allowed to do in the past.
8. can't – Because this is something you are not allowed to do.
9. should – Because it's a good idea to do this.
10. might – Because this is about a future possibility.

3

1. for – You are responsible **for** something.
2. in – A company specialises **in**
3. on – Depend is always followed by **on**.
4. wide – We say a **wide** variety, rather than a **big** variety. **Big** does not collocate with variety.
5. paying – If you **pay attention**, it means you listen carefully.
6. made – If something **makes a big difference**, it has a large effect on something.

4

1. which – relates to a thing
2. whose – relates to something that belongs to someone
3. that/which – relates to a thing or things
4. where – relates to a place
5. who – relates to a person

Reading Part 7

1

- a. Jones
- b. Carter (in either order)
- c. \$557-89
- d. fourteen euros (in either order)
- e. City Hotel
- f. New Delhi (in either order)
- g. flat-screen TV
- h. phone case (in either order)
- i. fast delivery
- j. very reliable (in either order)
- k. poor communication
- l. slow service (in either order)
- m. call back immediately
- n. refund customer (in either order)
- o. box was dropped
- p. fire (in either order)

2

- 1 Rebecca Hill
- 2 26.06.19
- 3 Hibiscus Shirt
- 4 EDG239199
- 5 £24-99
- 6 its colour changed when washed