

**ĐỀ CHÍNH THỨC**

Môn thi: TIẾNG ANH - BẢNG B

Ngày thi: 12/12/2018

(Đề thi có 13 trang)

Thời gian làm bài: 180 phút (không kể thời gian giao đề)

**Lưu ý: Thí sinh không được ghi bất kỳ thông tin gì vào phần này.  
Thí sinh làm bài trực tiếp trên đề thi. (Hãy đọc kỹ các phần hướng dẫn làm bài)**

Điểm bài thi	Họ tên và chữ kí giám khảo	Mật mã
Bảng số: .....	GK1: .....	
Bảng chữ: .....	GK2: .....	

**I. LISTENING (4 points)**

**HƯỚNG DẪN PHẦN THI NGHE HIỂU**

- Bài nghe gồm 3 phần, mỗi phần được nghe 2 lần
- Giữa các phần và các lần nghe ở mỗi phần đều có âm báo
- **Thí sinh đọc kỹ hướng dẫn cho mỗi phần nghe trong hướng dẫn ở từng phần**

**PART 1: You will hear a conversation between an English teacher called Paul and his former student called Kira. Listen and choose the best answer for each of the following questions.**

1. In her home country, Kira had \_\_\_\_\_.  
A. completed a course                      B. done two years of a course      C. found her course difficult
2. To succeed with assignments, Kira had to \_\_\_\_\_.  
A. read faster.                                  B. write faster                              C. change her way of thinking
3. Kira says that lecturers are \_\_\_\_\_ those in her home country.  
A. easier to approach than                      B. not so easy as                              C. more difficult to understand than
4. Paul suggests that Kira may be \_\_\_\_\_ than when she was studying in her home country before.  
A. younger    B. more mature                                C. less assertive
5. Kira says that students want to discuss things that worry them or that \_\_\_\_\_.  
A. they don't want to specialise in      B. set them aside                              C. interest them very much

**PART 2: You will hear five different people talking about short courses they have attended. Choose from the list (A-E) what each speaker says about their course, USE THE LETTER ONLY ONCE**

- |  |                     |
|--|---------------------|
| A. I was encouraged by the teachers to continue developing my skill. | 6. Speaker 1 _____  |
| B. I thought the course was good value for money.                    | 7. Speaker 2 _____  |
| C. I preferred the social life to the course content.                | 8. Speaker 3 _____  |
| D. I intend doing a similar course again.                            | 9. Speaker 4 _____  |
| E. I found out something about myself.                               | 10. Speaker 5 _____ |

**PART 3: You will hear part of a presentation of a history student about the history of coffee. Listen**

and fill in the missing information on the note below. Write **ONE WORD ONLY** for each answer.

## THE HISTORY OF COFFEE

### Coffee in the Arab world

There was small-scale trade in wild coffee from Ethiopia.

1522: Coffee was approved in the Ottoman court as a type of medicine.

1623: In Constantinople, the ruler ordered the (11) \_\_\_\_\_ of every coffee house.

### Coffee arrives in Europe (17th century)

Coffee shops were compared to (12) \_\_\_\_\_.

They played an important part in social and (13) \_\_\_\_\_ changes.

### Coffee and European colonisation

European powers established coffee plantations in their colonies.

Types of coffee were often named according to the (14) \_\_\_\_\_ they came from.

In Brazil and the Caribbean, most cultivation depended on (15) \_\_\_\_\_.

In Java, coffee was used as a form of (16) \_\_\_\_\_.

Coffee became almost as important as (17) \_\_\_\_\_.

The move towards the consumption of (18) \_\_\_\_\_ in Britain did not also take place in the USA.

### Coffee in the 19th century

Prices dropped because of improvements in (19) \_\_\_\_\_.

Industrial workers found coffee helped them to work at (20) \_\_\_\_\_.

## II. USE OF ENGLISH (5 points)

**PART 1: Choose the word or phrase that best completes each of the following sentences. Write your answer (A, B, C, or D) in the corresponding numbered boxes provided.**

- Are you still bearing a \_\_\_\_\_ against Peter because of his criticism about your singing?  
A. dislike      B. grudge      C. contempt      D. scorn
- Mrs McCarthy was given a hard \_\_\_\_\_ by her husband who left her with four children to look after.  
A. problem      B. worry      C. time      D. deal
- The inaccurate information \_\_\_\_\_ us into thinking that it was a half-price flight to Chicago.  
A. misdirected      B. misled      C. misinformed      D. misled
- She doesn't \_\_\_\_\_ to be an expert, but certainly she knows a lot.  
A. claim      B. impress      C. inform      D. argue
- You may think I am an old man, but I can assure you I am still \_\_\_\_\_ strong.  
A. doing      B. running      C. going      D. making
- Don't push me into helping you in the garden now. I'm completely \_\_\_\_\_ and feel like having a short nap.  
A. filled up      B. done in      C. let out      D. worn off
- I was awfully tired. However, I made up my mind to \_\_\_\_\_ myself to the tedious task once again.  
A. involve      B. absorb      C. engross      D. apply

8. Interpreting is not a mechanical process of converting a sentence in language A into a sentence in language B. \_\_\_\_\_, it is a complex art.  
A. But                      B. In addition                      C. Rather                      D. However
9. Mark think there are problems in the contract and he is set \_\_\_\_\_ our signing it.  
A. off                      B. against                      C. at                      D. up
10. The President resigned; the whiff of scandal remained \_\_\_\_\_.  
A. otherwise                      B. therefore                      C. immediately                      D. nevertheless
11. British and Australian people share the same language, but in other aspects they are as different as \_\_\_\_\_.  
A. cats and dogs                      B. chalk and cheese                      C. salt and pepper                      D. foods and drinks
12. Turn to page 35 to find out at a \_\_\_\_\_ which courses are available to you.  
A. glance                      B. stare                      C. glimpse                      D. look
13. We can't admit a person who hasn't \_\_\_\_\_ the required number of points at the entrance examination.  
A. scored                      B. assessed                      C. settled                      D. qualified
14. These two items don't differ much. The \_\_\_\_\_ is even more apparent when you put them together.  
A. similarity                      B. likelihood                      C. coincidence                      D. analogy
15. I wouldn't \_\_\_\_\_ their position in the market. They may appear to be very influential one day in the future.  
A. undertake                      B. underestimate                      C. underwrite                      D. undercharge
16. I cannot think of the correct answer. Could you drop me a small \_\_\_\_\_ please?  
A. tip                      B. idea                      C. hint                      D. word
17. It was \_\_\_\_\_ time we went home after having spent the whole afternoon in the neighbour's garden.  
A. only                      B. just                      C. near                      D. about
18. His parents have always wanted Phillip to set a good \_\_\_\_\_ to his younger brothers both at school and at home.  
A. form                      B. model                      C. pattern                      D. guidance
19. Ann's encouraging words gave me \_\_\_\_\_ to undertake the demanding task once again.  
A. a point                      B. an incentive                      C. a resolution                      D. a target
20. I was tough. They had a hard time of persuading me \_\_\_\_\_ changing my mind about the weekend plans.  
A. on                      B. to                      C. into                      D. in

**Your answers:**

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.

**PART 2: Fill in the blanks with the words or phrases given in the box below. You can change their form if necessary. Write your answer in the corresponding numbered boxes provided.**

<b>world</b>	<b>wall</b>	<b>go for a song</b>	<b>cake</b>	<b>corner</b>
<b>turn away</b>	<b>wear off</b>	<b>flight</b>	<b>come by</b>	<b>thick and thin</b>

- These laser printers are brand new. They sell like hot \_\_\_\_\_.
- Parents may sometimes get a little angry at their children, but on most occasions they think the \_\_\_\_\_ of their offspring.
- Were these photographs easy to \_\_\_\_\_ or did you have to stick out your neck to get them ?
- Somebody pushed Eric in the crowd and the boy fell down the \_\_\_\_\_ of stairs and broke his leg.

5. Several drunken hooligans were \_\_\_\_\_ from the stadium gates by the security officers.
6. At first, I felt a horrible pain in my throat, but now this unpleasant feeling is gradually \_\_\_\_\_.
7. The company that he set up a year ago has recently gone to the \_\_\_\_\_ because of the huge financial losses it had made
8. We don't want to continue our business any longer. All the goods will \_\_\_\_\_ so that we can close at the end of this month.
9. Betty has always stood by me. We have been together through \_\_\_\_\_.
10. My bills are overdue and all my money's gone. I'm really in a tight \_\_\_\_\_ these days.

**Your answers:**

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

**PART 3: Read the text below. Use the word in CAPITALS at the end of some of the lines to form a word that fits in the space in the same line. Write your answer in the corresponding numbered boxes provided. The first word (0) has been done as an example.**

### TAKE A DEEP BREATH

Since this time yesterday, you've (0) **BREATHED** in and out approximately 20,000 times. Over a lifetime you'll take in more than a hundred million breaths. And like every other living (1) \_\_\_\_\_ you will have taken them completely (2) \_\_\_\_\_. Our lives are (3) \_\_\_\_\_ on breathing, but, even so, most of us do it (4) \_\_\_\_\_.

To see the best, really (5) \_\_\_\_\_ breathing, watch how a baby's stomach rises and falls. It's extremely (6) \_\_\_\_\_ to see poor breathing among children, but by the time most reach secondary school, they're breathing in a shallow and (7) \_\_\_\_\_ way.

According to American (8) \_\_\_\_\_, poor breathing plays a role in seventy-five percent of health problems. Their (9) \_\_\_\_\_ show that correct breathing increases your oxygen intake and the (10) \_\_\_\_\_ of your body. This makes energy levels rise and stress levels fall.

**BREATH**

**CREATE  
INSTINCT**

**DEPEND**

**APPROPRIATE**

**HEALTH**

**COMMON**

**RESTRICT**

**RESEARCH**

**INVESTIGATE**

**EFFICIENT**

**Your answers:**

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

**PART 4: Read the text below carefully. Some lines are correct but some have a word which should NOT be there. Tick (✓) the correct line. If a line has a word which should NOT be there, underline the word and write it in space on the right. There are two examples at the beginning.**

**REPORT ON AN ENGLISH LANGUAGE COURSE**

In July of this year I am spent one month on an intensive English language course in 0. am  
 Melchester, in the north of England. The course was held in a modern building which 00. ✓  
 was equipped with a new language laboratory and a library. There were being also good 1. ....  
 sports facilities. Lessons began at 9.00 in every morning and finished at 12.00. There 2. ....  
 was an hour's lunch break, after which we had the choice of working in the library, 3. ....  
 going on a visit to somewhere of interest in Melchester or joining one of the optional 4. ....  
 afternoon classes. The class I went to which was the Business English course, and I 5. ....  
 would say that it certainly helped me to write either letters and reports in English. Every 6. ....  
 weekend, excursions there were arranged to other parts of Britain, including a long 7. ....  
 weekend in York, which was very enjoyable despite of the poor weather. The month was 8. ....  
 certainly useful not only because my spoken English having improved, but also because 9. ....  
 I learned many things about English life and culture. Everyone who uses English in his 10. ....  
 or her work would benefit from this course.

**III. READING (5 points)**

**PART 1: Read the passage and fill in each numbered blank with ONE suitable word. Write your answer in the corresponding numbered boxes provided.**

**The Sahara Marathon**

One of the (0) \_\_\_\_\_ amazing marathon races in the world is the Marathon of the Sands. It takes place (1) \_\_\_\_\_ April in the Sahara Desert in the south of Marocco, a part of the world where temperature can reach forty degrees centigrade. The standard (2) \_\_\_\_\_ of a marathon is 42.5 kilometers but (3) \_\_\_\_\_ is 230 kilometers long and takes seven days to complete. It began in 1986 and now attracts about 200 runners, the majority of whose ages (4) \_\_\_\_\_ from 17 to 47. About half of (5) \_\_\_\_\_ come from France and the rest from all over the world. From Britain, it costs £1,750 to enter, (6) \_\_\_\_\_ includes return air fares. The race is rapidly (7) \_\_\_\_\_ more and more popular (8) \_\_\_\_\_, or perhaps because of, the harsh conditions that runner must endure. They have to carry food and anything else they need (9) \_\_\_\_\_ seven days in a rucksack weighing no more than twelve kilograms. In (10) \_\_\_\_\_ to this, they are given a litre and a half of water every ten kilometers. Incredibly, nearly all the runners finish the course. Runners do (11) \_\_\_\_\_ terrible hardship. Sometimes they lose toenails and skin peels off their feet. However, doctors are always (12) \_\_\_\_\_ hand to deal with minor injuries and to make sure that runners do not push (13) \_\_\_\_\_ too far.

**Your answers:**

0. most	1.	2.	3.	4.
5.	6.	7.	8.	9.
10.	11.	12.	13.	

**PART 2: Read the passage and choose the correct word/phrase (A, B, C, or D) that best fits each blank. Write your answer (A, B, C, or D) in the corresponding numbered boxes provided.**

Sport as a spectacle and photography as a way of recording action have developed together. At the (0) \_\_\_\_\_ of the 20th century, Edward Muybridge was experimenting with photographs of movement. His pictures of a runner feature in every history of photography. Another milestone was when the scientist/photographer Harold Edgerton (1) \_\_\_\_\_ the limit of photographic technology with his study of a (2) \_\_\_\_\_ of milk hitting the surface of a dish of milk. Another advance was the development of miniature cameras in the late 1920s which made it possible for sport photographers to (3) \_\_\_\_\_ their cumbersome cameras behind.

The significance of television as a transmitter of sport has (4) \_\_\_\_\_ the prospects of still photographers. All those people who watch a sports event on TV, with all its movement and action, value the still image as a reminder of the game. The (5) \_\_\_\_\_ majority of people do not actually attend sports events, but see them through the eyes of the media. And when they look at sports photography, they look not so much for a (6) \_\_\_\_\_ of the event as for emotions and relationships with which they can identify.

Looking back, we can see how (7) \_\_\_\_\_ sports photography has changed. (8) \_\_\_\_\_ sports photographers were as interested in the stories behind the sport as in the sport itself. Contemporary sports photography (9) \_\_\_\_\_ the glamour of sport, the colour and the action. But the best sports photographers today still do more than (10) \_\_\_\_\_ tell the story of the event. They capture in a single dramatic moment the real emotions of the participants.

- |                    |              |               |                 |
|--------------------|--------------|---------------|-----------------|
| 0. A. turn         | B. opening   | C. origin     | D. introduction |
| 1. A. enlarged     | B. extended  | C. prolonged  | D. spread       |
| 2. A. splash       | B. drop      | C. dash       | D. drip         |
| 3. A. put          | B. keep      | C. lay        | D. leave        |
| 4. A. improved     | B. aided     | C. benefited  | D. assisted     |
| 5. A. high         | B. wide      | C. main       | D. vast         |
| 6. A. preservation | B. store     | C. mark       | D. record       |
| 7. A. highly       | B. radically | C. extremely  | D. severely     |
| 8. A. Initial      | B. First     | C. Early      | D. Primary      |
| 9. A. outlines     | B. signals   | C. emphasises | D. forms        |
| 10. A. simply      | B. alone     | C. singly     | D. only         |

**Your answers:**

0. A	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
------	----	----	----	----	----	----	----	----	----	-----

**PART 3: Read the passage and choose the correct answer (A, B, C, or D) to each question. Write your answer (A, B, C, or D) in the corresponding numbered boxes provided.**

The word *synthesize* means to produce by combining separate elements. Thus, synthesized sound is sound that a musician builds from component elements. A synthesized sound may **resemble** a traditional acoustic musical timbre, or it may be completely novel or original. One characteristic is common to all synthesized music, however. The sound qualities themselves, as well as the relationships among the sounds have been “designed,” or “composed,” by a musician.

Many people believe that synthesized music imitates traditional music instruments and ensembles. They believe that synthesized music is created mechanically without control by a musician. These ideas are not true.

A builder of a traditional musical instrument assembles a collection of acoustic elements whose interrelationships cannot change. For example, a violin has four strings positioned over a fingerboard and

**coupled** through the bridge to the violin’s body. Violinists bring the strings into contact with the fingerboard and a bow to cause the strings to vibrate. The resultant sound is resonated by the hollow body of the violin. However, violinists do not change the relationship of the strings to the bridge, or that of the bridge to the body. Nor, do they reconfigure **its** slightly hour-glass shape.

Synthesists, on the other hand, view their instrument as a collection of parts that they configure to produce the sounds they want. They call this “programming,” or “patching,” and they may do this before or during performance. The parts that synthesists work with depend on the design of the instruments that they are using. In general, synthesizers include elements that generate and combine waveforms and that shape loudness of the sounds. Other sound-producing and -processing elements, which can exist as electronic circuits or as built-in computer programs, may also be available. To control these elements, a synthesist may use a combination of conventional keyboard and other manual control devices, such as wheels, sliders, and joysticks.

1. Which answer choice is closest in meaning to the word “**resemble**” in the first paragraph?  
 A. recreate                      B. put together                      C. sound like                      D. take apart
2. According to the passage, what do component elements of synthesizers include?  
 A. Computer programs and hollow bodies.                      B. Bridges and electronic circuits  
 C. Fingerboards and patchers                      D. Computers and electronic keyboards
3. It can be inferred from the passage that many people \_\_\_\_\_.  
 A. dislike synthesized music because it lacks harmony and beauty  
 B. enjoy imitating the sounds and musical instruments  
 C. build musical instruments in their home  
 D. believe that synthesized music is created by a machine, not by a musician
4. According to the passage, the interrelationships of acoustical elements in traditional musical instruments \_\_\_\_\_.  
 A. comprise wood and horsehair                      B. cannot be changed  
 C. resonate musical notes                      D. resemble a hour glass
5. Which answer choice is the closest in meaning to the word “**coupled**” in the third paragraph?  
 A. connected                      B. performed                      C. folded                      D. vibrated
6. All of the following contribute to the sound of a violin EXCEPT \_\_\_\_\_.  
 A. a bridge                      B. a fingerboard                      C. a keyboard                      D. a bow
7. Where in the passage would the following sentence best fit?  
**This, in turn, vibrate the air and sends the sound to the listener’s ears.**  
 A. After the word “original” in the first paragraph  
 B. After the word “ensemble” in the second paragraph  
 C. After the phrase “hollow body of a violin” in the third paragraph  
 D. After the end of the fourth paragraph
8. The word “**its**” in the third paragraph refers to which of the following words or phrases from the preceding sentences?  
 A. violinists                      B. the body                      C. the bridge                      D. strings
9. What are the main idea of the passage?  
 A. Synthesized music combines separate elements and changes the relationship of those elements.  
 B. Synthesized music cannot resemble traditional musical instruments.  
 C. Synthesized music is loved by everyone who enjoys rock and popular music.  
 D. Synthesized music is used mostly in films and TV.
10. According to the passage, what are the wheels, sliders and joysticks?  
 A. Relationships among elements                      B. Parts of computer game boards  
 C. Manual control devices on sound synthesizers                      D. Sound qualities designed by a synthesist

**Your answers:**

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
----	----	----	----	----	----	----	----	----	-----

**PART 4: Read the article and sentences again. Seven sentences have been removed from the article. Choose from sentences A-H the one which best fits each gap (1-7). There is one extra sentence which you do not need to use. Write your answer (A, B, C, or D) in the corresponding numbered boxes provided.**

- A. They throw away perfectly decent things that look good and feel comfortable, and replace them with the latest designer items.
- B. They will go out in the latest spring fashions even if it is snowing or wear high-heeled shoes to a picnic in the woods.
- C. There are limits though and if you want to avoid going over them, here's what you should do.
- D. Fashion victims don't care if they're fat or thin, short or tall.
- E. They often have favourite styles and are reluctant to give them up even if the trend faded decades earlier.
- F. This is fine if you happen to have a lot of money, of course.
- G. In their desperate bid to be in style, they completely miss the most important aspect of being stylish.
- H. If you wear them all at once, they just compete for attention.

### **HOW TO SPOT A FASHION VICTIM (AND HOW TO AVOID BECOMING ONE YOURSELF)**

You've probably heard the term "fashion victim" on TV and in magazines, but who are these critics referring to and why do they call these people "victims"?

Fashion victims are people who take a fashion trend and follow it slavishly. They don't care whether it looks good on them or not, whether it is appropriate or whether they are wearing it in excess. (1)\_\_\_\_\_ . This is to customize trends to suit their own body and circumstances.

So what are some telltale signs of a fashion victim? Number one on my list is wearing clothing and accessories that do not suit their body shape. (2) \_\_\_\_\_ . They will snap up the latest trends and wear them proudly to show the world that they know what's in style. Meanwhile, everyone is thinking, "You may be very trendy, but do you own a mirror?"

Wearing too much of one thing is never a good idea whether it is jewellery, make up, designer clothes or perfume. This is the second area where fashion victims often get it wrong. The right style tactic is to create a single focal point. It might be a designer T-shirt or some unusual boots or perhaps a trendy jacket. (3) \_\_\_\_\_ . Wear one fashion item at a time and keep the rest simple.

A third trap that victims fall into is being so into fashion that they are completely out of touch with the world around them. For these people fashion sense is always more important than common sense. (4) \_\_\_\_\_ . Make sure that you don't sacrifice safety and comfort for the sake of looking good.

Fashions date very quickly and this presents fashion victims with another problem. (5) \_\_\_\_\_ . If you really want to be fashionable, it is important to be alert to the fact that others have stopped dyeing their hair red or wearing long strings of beads or low-rise jeans, and change your style accordingly. At the other extreme are people who buy a completely new wardrobe every season. (6) \_\_\_\_\_ . However, this costs them a fortune and makes it obvious to everyone else that they have fallen prey to an obsession with fashion. Instead, look critically at your clothes and only throw or give away what you haven't worn for over twelve months.

Most people want to look good and for almost everyone this means following fashion trends to some extent. (7) \_\_\_\_\_ . Buy cheap, wear often and invest in classic items that never go out of fashion. Follow the trends that really suit you rather than forcing yourself to fit into them. That way you won't run the risk of becoming a fashion victim.

**Your answers:**

1.	2.	3.	4.	5.	6.	7.
----	----	----	----	----	----	----

**PART 5: You are going to read a magazine article in which various women are interviewed about their jobs. For the following questions, choose from the women (A-D). Write your answer (A, B, C, or D) on the blanks in front of the statements**

1. \_\_\_\_\_ She accepts failure as an inevitable part of her job.
2. \_\_\_\_\_ It is very important that she gives people the right instructions.
3. \_\_\_\_\_ She dislikes some of the people she deals with.
4. \_\_\_\_\_ She has to be available for contact outside working hours.
5. \_\_\_\_\_ She sometimes eats and works at the same time.
6. \_\_\_\_\_ She finds that every day is differently organised.
7. \_\_\_\_\_ She sometimes refuses to answer questions.
8. \_\_\_\_\_ She feels she needs more time for a particular aspect of her work.
9. \_\_\_\_\_ She values the approval of her customer.
10. \_\_\_\_\_ She obtains most of her work by following up earlier jobs.

### TAKE FIVE CAREERS

**Rebecca Cripps meets five women who discuss their different professions: the highlights, the drawbacks and their typical working day.**

#### A. THE BRAIN SURGEON

Name: Anne

Age: 34

##### ANNE'S DAY

"I get up at 6.30 a.m, go the gym at 7 a.m, get to work by Sam and start operating at 8.30 a.m. I operate all Monday and Wednesday, as well as some Friday afternoons. Most standard head operations take three hours, but some operations take all day. I've worked ten hours straight through on occasion without eating or going to the loo.

Deciding when to operate, and what to do, can be stressful. I don't feel particularly stressed when operating, but sometimes I worry about what I'm going to do the next day. Brain surgery tends to be a last resort for a patient, but when it works it's tremendous, and more than makes up for the unsuccessful times. From 10 a.m to 1 p.m I hold an out-patients' clinic, when I explain the operations. I enjoy this and find it quite easy to talk to the patients. If they get upset, I comfort them, but time pressure can make this difficult.

I leave work between 6 p.m and 8 p.m Some nights and weekends I'm on call, and I always carry my bleeper. On holidays, I worry for the first three days about the people I've left behind, and at night I dream I'm operating. I'm hopeless at switching off."

#### B. THE SENIOR DESIGNER

Name: Marita

Age: 31

##### MARITA'S DAY

"I get up at 7.45 a.m, leave the house by 8.20 a.m, take the train to work and arrive at 9.15 a.m. At 10.30 a.m on Monday we meet to discuss what we're doing, any problems or whether anyone needs help. We work in teams - in my team there are three senior designers, a company partner who oversees everything, and a junior designer. The work usually involves ten to fifteen percent design: the rest is production. I'll be given a brief by the client - with luck the company will have clear ideas about what they want to say, their target market and the form of the project. I then spend three or four weeks designing, researching and developing the project.

After this I present my ideas to the client and once they've agreed to them, we work out estimates and budgets, and I start commissioning photographers and illustrators. I liaise with the printers and make sure the needs of the job are being met, and on time. I spend a lot of time managing people. I have to be able to communicate with a broad range of people, and briefing them correctly is essential.

When their work comes in, I assemble everything and send it to the printers. Keeping several jobs going at once can send stress levels sky-high. Deadlines are always looming, and no day has a set structure. Lunch is at 1 p.m for an