

EXERCISE 08 ►

Cambridge IELTS 15 – Test 1 – Part 1

PART 1 Questions 1–10

Complete the notes below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

Bankside Recruitment Agency

- Address of agency: 497 Eastside, Docklands
- Name of agent: Becky 1
- Phone number: 07866 510333
- Best to call her in the 2

Typical jobs

- Clerical and admin roles, mainly in the finance industry
- Must have good 3 skills
- Jobs are usually for at least one 4
- Pay is usually 5 £ per hour

Registration process

- Wear a 6 to the interview
- Must bring your 7 to the interview
- They will ask questions about each applicant's 8

Advantages of using an agency

- The 9 you receive at interview will benefit you
- Will get access to vacancies which are not advertised
- Less 10 is involved in applying for jobs

EXERCISE 09 ►

Cambridge IELTS 15 – Test 3 – Part 1

PART 1 Questions 1–10

Complete the notes below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

Employment Agency: Possible Jobs

First Job

Administrative assistant in a company that produces 1 (North London)

Responsibilities

- data entry
- go to 2 and take notes
- general admin
- management of 3

Requirements

- good computer skills including spreadsheets
- good interpersonal skills
- attention to 4

Experience

- need a minimum of 5 of experience of teleconferencing

Second Job

Warehouse assistant in South London

Responsibilities

- stock management
- managing 6

Requirements

- ability to work with numbers
- good computer skills
- very organised and 7
- good communication skills
- used to working in a 8
- able to cope with items that are 9

Need experience of

- driving in London
- warehouse work
- 10 service

EXERCISE 10 ►

Cambridge IELTS 15 – Test 4 – Part 1

PART 1 Questions 1–10

Complete the form below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

Customer Satisfaction Survey

Customer details

Name: Sophie Bird

Occupation:

1

Reason for travel today:

2

Journey information

Name of station returning to:

3

Type of ticket purchased:

standard 4 ticket

Cost of ticket:

5 £

When ticket was purchased:

yesterday

Where ticket was bought:

6

Satisfaction with journey

Most satisfied with: the wifi

Least satisfied with: the 7 this morning

Satisfaction with station facilities

Most satisfied with: how much 8 was provided

Least satisfied with: lack of seats, particularly on the 9

Neither satisfied nor dissatisfied with: the 10 available