

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 <ul style="list-style-type: none">• data entry• go to 2 _____ and take notes• general admin• management of 3 _____
Requirements <ul style="list-style-type: none">• good computer skills including spreadsheets• good interpersonal skills• attention to 4 _____
Experience <ul style="list-style-type: none">• 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