

SECTION 1**Questions 1-10**

Complete the form below

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

Morgan Recruitment Agency- Request for new staff	
Example Name : Peter <u>Smith</u>	
Phone number:	1.....
Company name:	2..... Transport
Type of company:	trucking company-.....
	transports a lot of 3..... food
Date employees required:	from 4.....
Details of Jobs	
Office Manager	
• experience working with supermarkets is needed • must have a 5.....	
Mechanic	
• duties involve repairing trucks and waiting a 6.....for every vehicle • the job will not involve much travelling	
Truck Driver	
• will cover long distances • will need to transport 7.....,so experience handing them is preferred • all drivers also have to 8.....their truck	
Warehouse Supervisor	
• managing the warehouse near the • they need their own 10.....	

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SECTION 2

Questions 11-20

Questions 11-17

Complete the notes below.

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

Barton House

Before Barton bought this house, it was a 11.....

The Chinese wallpaper was painted in the 12..... century.

Barton died in the 13.....room.

The dining room has many antiques such as the 14..... sold by Japanese.

Backyard Garden

15..... plants that have been there for years.

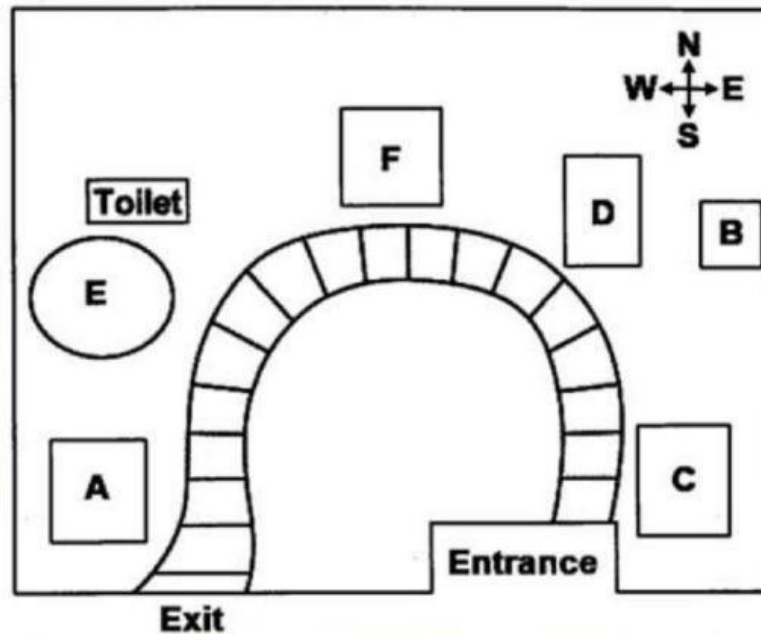
16..... were introduced by the government.

The most popular animal is the 17.....

Questions 18-20

Label the map below.

Write the correct letter, **A-F**, next to Questions 8-10



18 gallery

19 woodland

20 gift shop

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SECTION 3

Questions 21-30

Questions 21-23

Choose *THREE* letters, A-G.

Which *THREE* kinds of help did both Tim and Alice get from their mentor?

- A building up confidence
- B preparation for exams
- C preparation for seminars
- D course selection
- E information about the subjects
- F advice about future career
- G suggestions on conducting experiments

Questions 24-25

Choose the correct letter, A, B or C.

24 What do they think about the essay writing?

- A It's easier than expected.
- B It's as difficult as they have expected.
- C It's harder than expected.

25 Why does Alice think it is difficult to learn economics?

- A because it's her first time to learn economics
- B because she is not good at numbers
- C because she is not interested in it

Questions 26-30

What do Alice and Tim think of the course?

Write the correct letter, A, B, or C, next to questions 26-30.

- A Only Alice
- B Only Tim
- C Both Alice and Tim

- 26 put theory into practice
- 27 have networking opportunity
- 28 have experience of working in large organizations
- 29 have communication skills
- 30 identify a career plan



SECTION 4

Questions 31-40

Complete the notes below.

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

Introduction to Taxation

To certify income

- enough **31**..... is needed, including:
 - wage statements
 - independent freelancer statements
 - invoices
 - **32**..... statements

A tax year

- starts from **33**.....
- requires a statement of employment from **34**.....

Penalty for failing to pay tax

- the maximum amount is **35** \$.....

Tips

- Tax rate will be changed when buying a **36**.....
- **37**..... for one single kind of tax is easier.

Online tax service

- Information occupies small **38**..... space.
- Fewer **39**..... are made.
- A **40**..... is helpful to find the right kind of form.

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