SECTION 1

Questions 1-10
Complete the form below.
Write ONE WORD AND/OR A NUMBER for each answer.

CRIME REPORT FORM

Type of crime:	theft
Personal information	
Example	
Name	Louise …Taylor…
Nationality	**(1) …….**
Date of birth	14 December 1977
Occupation	interior designer
Reason for visit	**business (to buy antique (2)…….)**
Length of stay	two months
Current address	**(3) ……. Apartments (No 15)**
Details of theft	
Items stolen	**–a wallet containing approximately (4) £ …….**
	–a (5) …….
Date of theft	**(6) …….**
Possible time and place of theft	
Location	**outside the (7)……. at about 4 pm**
Details of suspect	**–some boys asked for the (8)……. then ran off**
	–one had a T-shirt with a picture of a tiger
	–he was about 12, slim build with (9)……. hair
Crime reference number allocated	
	(10)…….

SECTION 2

Induction talk for new apprentices

Questions 11 and 12
Choose TWO letters, A-E.
Which TWO pieces of advice for the first week of an apprenticeship does the manager give?

A get to know colleagues
B learn from any mistakes
C ask lots of questions
D react positively to feedback
E enjoy new challenges

LIVEWORKSHEETS

Questions 13 and 14

Choose TWO letters, A-E.

Which TWO things does the manager say mentors can help with?

A confidence-building
B making career plans
C completing difficult tasks
D making a weekly timetable
E reviewing progress

Questions 15-20

What does the manager say about each of the following aspects of the company policy for apprentices?

Write the correct letter, A, B or C, next to Questions 15-20.

A It is encouraged.
B There are some restrictions.
C It is against the rules.

Company policy for apprentices

15 Using the internet ……..
16 Flexible working ……..
17 Booking holidays ……..
18 Working overtime ……..
19 Wearing trainers ……..
20 Bringing food to work ……..

LIVEWORKSHEETS