# KEY READING AND WRITING | PART 1 | 1

## Daily life

### Exam task

**1** **Which notice (A–H) says this (1–5)? For questions (1–5), write the correct answer.**

1. You can have this meal at any time.
2. You can only leave your car here in the afternoon or evening.
3. This place is cheaper in the evening.
4. There is someone here to help all day and night.
5. You must get to this place early.

**A**
*Travel information office*
Open 24 hours

**B**
Please arrive at least
**10 minutes before**
the time of your appointment.

**C**
Staff restaurant
***Sorry – we've closed early this afternoon. Open normal time tomorrow.***

**D**
NO PARKING
between midnight and midday.

**E**
**Drive-through restaurant**
*Open Thursday, Friday and Saturday 8 pm to midnight*

**F**
**CAFÉ**
Our popular breakfasts are available all day at excellent prices!

**G**
**SHORT-STAY CAR PARK**
£2.50 for two hours

**H**
All drinks half-price
**AFTER 5 PM.**

**2a** **Put the adverbs in the box in the correct order, from the most frequent (5) to the least frequent (1).**

sometimes ..... never ..... often .....
always ..... usually .....



**2b** **Rewrite the sentences with the words or expressions in brackets in the correct place.**

1. I have a meeting with my boss. (weekly)

.....

2. My brother plays tennis. (once a week)

.....



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3. Do you have breakfast? (always)

.....

4. I drive to work. (every day)

.....

5. I visit my sister at the weekend. (often)

.....

6. I go to bed before midnight. (never)

.....

7. My family eat dinner at 6 pm. (usually)

.....

8. I have lunch at my desk. (sometimes)

.....

**3a** **Write the questions.**

1. time | usually | get up? .....
2. get up | different | time | at the weekend? .....
3. what | eat | for breakfast? .....
4. how | get | university? .....
5. time | lessons | start? .....
6. where | have | lunch? .....
7. how many | lessons | each day? .....
8. time | get | home? .....
9. what | usually | do | evening? .....
10. time | go | bed? .....

**3b** **Write your answers to five questions from Activity 3a. Use adverbs of frequency.**

1. .....
2. .....
3. .....
4. .....
5. .....

***Exam facts***

- In this part, you read seven short texts. These are usually signs or notices.
- There are also five sentences.
- For each sentence, you have to choose the text that means the same thing.
- There are three texts that you don't need.

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# KEY READING AND WRITING | PART 1 | 2

## Places and buildings

**1** **Read the descriptions. Choose the correct answer, a, b or c.**

1. You go here if you want to catch a plane.
   a station b airport c motorway
2. People go here to watch sports such as football.
   a roundabout b theatre c stadium
3. You can park your car in one of these.
   a garage b lift c underground
4. Businessmen and businesswomen work at desks in this place.
   a elevator b pharmacy c office
5. Parents take their children here so they can have fun.
   a playground b market c car park
6. Doctors and nurses work in this place.
   a guest-house b hospital c factory
7. You can study lots of different subjects in this place.
   a college b supermarket c hotel
8. People work in this place and make things such as cars.
   a museum b cafeteria c factory

## Exam task

**2** **Which notice (A–H) says this (1–5)?**
**For questions (1–5), write the correct answer.**

1. Everyone needs to wear a hat in this place.
2. Speak to this person if you would like to work here.
3. You can only go out this way if you work here.
4. To get to other floors, you need to walk.
5. You should not take these with you when you go out.

**A**
**Swimming pool**
Take off shoes please!
Children don't need hats in pool

**B**
**Lift not working**
*Please use stairs*

**C**
**Guests**
Give room keys to receptionist before leaving the hotel

**D**
Door on this floor for staff only
**NO EXIT FOR VISITORS**

**E**
Factory staff and visitors
Keep hair covered at all times

**F**
**Visitors**
Walk this way around the top floor of the castle

**G**
SPORTS CENTRE
New staff needed. Phone manager for more information.

**H**
***Please do not make calls***
while in the hospital building


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**3** **Complete the dialogue with your own words. Put ONE word in each space.**

**Receptionist:** Good morning. Can I **(1)** ..... you?

**Nikki:** Yes please. I **(2)** ..... love to go to a museum. Is there one **(3)** ..... this hotel?

**Receptionist:** Yes. You can walk to it from here. Just go out of the hotel, **(4)** ..... left, walk for about ten minutes, and you will see it on your right.

**Nikki:** Thank you. **(5)** ..... it a big museum?

**Receptionist:** Yes, it's the national museum. It's very large, and there's a lot to see there.

**Nikki:** That's great. I want to buy some postcards. **(6)** ..... the museum have a shop?

**Receptionist:** Yes, it has a very nice shop. It **(7)** ..... books, and gifts – and postcards, of course.

**Nikki:** Thank you very much for your help.

**Receptionist:** You're **(8)** ..... ! Just ask me if you need anything else while you're staying here.




### *Exam tips*

- Quickly read the seven short texts and think about where you might see them.
- Look for words or phrases in the sentences and the short texts that have the same meaning.
- Compare each sentence with each text before you choose an answer.



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# KEY READING AND WRITING PART 1 3

## Services

**1** **Complete the sentences below using words from the box.**

| bank | café | chemist | dentist | hotel |
|---|---|---|---|---|
| library | post office | tourist information | | |

1. I'm going to the ..... to buy a stamp.
2. Is the ..... open today? I need to get some cash.
3. My tooth hurts. I think I should make an appointment with my ..... .
4. I'm going to the ..... to borrow a book about insects.
5. I've got my flight, but I still need to book a room in a ..... for my holiday.
6. Is there a ..... near here? I need to buy some medicine.
7. I booked a tour of the city at the ..... centre.
8. Let's go to that new ..... . They make great hot chocolate.

**2** **Read the signs. Put the number in the correct part of the table.**

| Bank | Tourist information centre | Library |
|---|---|---|
| ..... | ..... | ..... |

1 *Please try to return books to the correct shelf. Thank you.*

2  *Need to find a room in a hotel? We can book one for you.*

3  Information about train and bus times at this desk only.

4 *Need to borrow money today?* Speak to a member of staff. 

5  *DVDs £1.50 for one week.*

6  *Computer course for beginners. Starts Monday.*

7 Lost your credit card? Call this number immediately.  ☎ 970097 86809

8 *Please pay for maps in cash.* 



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## Exam task

**3** **Which notice (A–H) says this (1–5)?**

**For questions (1–5), write the correct answer.**

1. Speak to this person if you want to know how much you will pay.
2. You don't have to pay for information at this place.
3. Be careful that you have enough money for this.
4. You have to pay if you don't take these back at the right time.
5. Customers can't pay with credit cards here.

**A**
**Cinema**
We cannot change your seats after you've paid for tickets.

**B**
**Library members**
*It will cost you £1 for books you return late.*

**C**
**Tourist Office**
Free maps and guidebooks – come inside and ask.

**D**
**DENTIST**
Ask the receptionist for our price list.

**E**
**Post office**
You can pay bills here. Ask staff for more information.

**F**
**Café**
Cash only at this desk, please.

**G**
TOURISTS
Need dollars or euros?
Buy them here – cash or credit cards

**H**
***Petrol station***
Make sure you can pay before filling your car!

## Get it right!

**Look at the sentence below. Then try to correct the mistake.**

The weather is very beautiful and I stay often on the beach.



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