

TEST 15

Questions 1 and 2

Complete the notes below:

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

Example	Answer
Type of job required:	Part-time

Student is studying **1**.....

Student is in the **2**.....year of the course.

Questions 3-5

Complete the table below:

Write **NO MORE THAN TWO WORDS** for each answer.

Position Available	Where	Problem
Receptionist	in the 3	evening lectures
4	in the Child Care Centre	too early
Clerical Assistant	in the 5	evening lectures

Questions 6-10

Complete the form below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

STUDENT DETAILS	
Name:	Anita Newman
Address:	6Room NO. 7
Other skills:	Speaks some Japanese
Position available:	8at the EnglishLanguage Centre
Duties:	Respond to enquiries and 9
Time of interview:	Friday at 10a.m.

TEST 20

Questions 1-10

Complete the notes below.

Write **NO MORE THAN TWO WORDS AND/OR A NUMBER** for each answer.

West Bay Hotel-details of job

Example

Answer * Newspaper advert for temporary staff

1 Vacancies for **1**.....

1 Two shifts

1 Can choose your **2**(must be the same each week)

1 Pay: £5.50 per hour, including a **3**.....

1 A **4**.....is provided in the hotel

1 Total weekly pay: £231

1 Dress: a white shirt and **5**..... trousers (not supplied)a **6**.....(supplied)

1 Starting date: **7**.....

1 Call Jane **8**(Service Manager)

before **9**tomorrow (Tel: 832009)

1 She'll require a **10**.....