B Mini-test

Now apply what you have learnt at the actual test speed with questions 1–12.

Recommended Time: 12 minutes (or less)
Try to spend no more than about 60 seconds on each item; if you don't know the answer, guess and move on. If you have time at the end review any answers you weren't sure about.

Questions 1–2 refer to the following bill.

La Traviata Restaurant

Cole Road,
Baton Rouge, LA

Spaghetti with Meat Sauce		$14.95
Seafood Spaghetti		$15.95
Pizza with Italian Sausage		$16.95
Pizza with Mushrooms and Pineapple		$18.95
Sparkling Mineral Water	2 @ $03.50 =	$07.00
Tropical Fruit Punch – house carafe	2 @ $12.85 =	$25.70
Desserts		
Ice Cream		$03.99
Cheesecake	2 @ $05.99 =	$11.98
Fruit Salad		$04.50
Coffee	4 @ $04.95 =	$19.80
Sub Total		$139.77
Tax @ 12.5%		$17.47
Total		$157.24

Service not included

1. What can be inferred from this bill?
   (A) Spaghetti is more expensive than pizza.
   (B) Three of the customers drank mineral water.
   (C) Four people ate a meal.
   (D) Only two of the guests had dessert.
2. What single menu item on the bill is the most expensive?
   (A) Spaghetti with Meat Sauce
   (B) Coffee
   (C) Tropical Fruit Punch
   (D) Pizza with Mushrooms and Pineapple

LIVEWORKSHEETS

Questions 3–4 refer to the following form.

Holiday Booking Form

Mr/Mrs/Ms	Given name	Surname	Dep. Date	From	To	Class	Holiday insurance
Mr	Sam	Fletcher	April 25	London	Barbados	Economy	(Y)/ N
Mrs	Ana	Fletcher	April 25	London	Barbados	Economy	(Y)/ N
							Y / N
							Y / N
							Y / N

Hotel	Room type	No. of rooms	No. of nights	Meals (Full/Half/BnB)	Check in	Check out
Montego Bay	Twin	1	9	Full	April 26	May 5

Special Requests	Contact details:
balcony, private bath	Address: 3, Victor Louis Avenue, Lyon Tel: (+33 47) 555 1566 Email: sam_fletcher@apex.com

For office use only	Booking agent: Jim Ng	Package code:	A	1	2	3	C

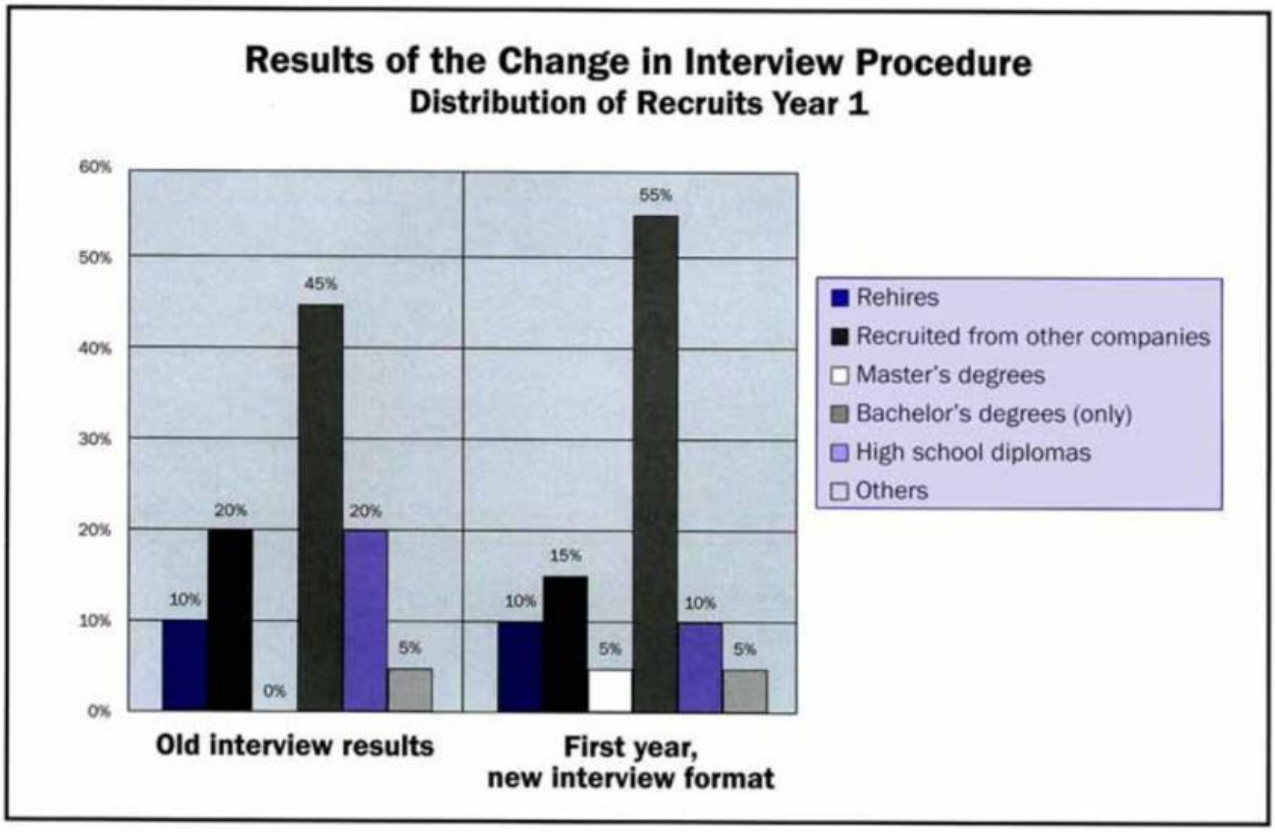
unit 28

3. What kind of room do the guests wish to stay in?
   (A) A double room with a balcony
   (B) A twin room with a shared bathroom
   (C) A twin room with a balcony
   (D) A double room with a private bathroom
4. What is the name of the agent who booked the tour?
   (A) Sam Fletcher
   (B) Jim Ng
   (C) Ana Fletcher
   (D) Victor Louis

LIVEWORKSHEETS

Questions 5–7 refer to the following report and chart.

> The results in the chart below show that, as predicted, the new interview procedure has shown a significant increase in the level of education of our new recruits, at no additional cost. As we refine the procedure it is expected that this positive trend will become even more pronounced over the coming years.



5. What does the writer note about the changes?
   (A) They need to be refined.
   (B) They will be expensive to implement.
   (C) They meet expectations.
   (D) They are insignificant.

6. Which group provided the fewest new employees over both years?
   (A) Candidates with Master's degrees
   (B) Recruits from other companies
   (C) Candidates who have only completed high school
   (D) Former employees

7. What is NOT indicated in the chart?
   (A) The percentage of university graduate recruits increased.
   (B) The percentage of rehires remained constant.
   (C) The percentage of recruits from other companies dropped.
   (D) In the old interview results most recruits were high school graduates.

LIVEWORKSHEETS

Questions 8–12 refer to the following memo and e-mail.

MEMORANDUM

To: All members of the sales department
Re: Year-end party
From: Annette Derringer
Date: November 26

This is just a quick note to let you all know the arrangements for next week's year-end party. As you know, the party will be held at the Green Vale Country Club, which we have reserved between 7:30 P.M. and 10:00 P.M. on the evening of December 21st. I've received replies from almost all of you confirming attendance, but if you haven't let me know yet, please do so in the next day or two. Tickets for all employees have been covered by the company.

The Green Vale management have asked me to explain one or two things to those of you who have not been there before. Basically, there is sufficient parking space for only 100 vehicles, so they would like to ask those of you planning to drive, to try to car-pool as much as possible. Also, the number of lockers available is limited, so guests should try to keep belongings to a minimum.

Thanks in advance,

Annette

To: Annette Derringer aderringer@Belway.com
From: Kyle Berwick
Date: Nov 28
Subject: Year-end party

Annette,

This is to let you know that I will be able to attend the year-end party at the Green Vale Country Club on the 21st although I don't think I will be able to arrive before 8:30. I was wondering if it would also be possible to bring a couple of guests? I know it is a bit of a last minute request, but my brother and his wife are planning to visit us at that time, and I know they'd love to see the Green Vale. If it is not a problem, then can you let me know how much I should pay for their tickets? Also, assuming this is OK, I was planning to drive down in a single car, to reduce the need for parking and also to allow us to keep our belongings in the car.

I have a couple of days off before the party but I'll be in my office until the 17th, so could you get back to me before then?

Thanks a lot,

Kyle

8. What is the main purpose of the memorandum?
(A) To explain the arrangements for a special event
(B) To encourage people to travel by car
(C) To ask for help arranging a party
(D) To thank people for attending the party

9. Why does Kyle Berwick write to Annette Derringer?
(A) To ask the price of movie tickets
(B) To explain why he cannot come
(C) To request directions to a hotel
(D) To ask if he may bring guests to the party

10. Which of Kyle's points is NOT mentioned in the memo?
(A) Payment for extra guests
(B) Storage of personal items
(C) Parking restrictions
(D) Timing for the evening

11. What information does Kyle require?
(A) The date of the party
(B) The location of the Green Vale Country Club
(C) The price of additional tickets
(D) The name of the organizer

12. By when does Kyle ask Annette to contact him?
(A) By November 26
(B) By November 28
(C) By December 17
(D) By December 21

LIVEWORKSHEETS