

Outcome 1 Practice Test

Analyze and evaluate complex written business information.

Where provided, read the two sample answers to each Question and choose the best one.

Then answer each question using your own words as far as possible. Do not copy the sample answer.

You must answer all the Questions correctly to achieve the Outcome.

1. People interested in reading this article would be:
(Mark any correct answer.)

| | |
|--------------------------|--|
| Office Managers | |
| Chief Executive Officers | |
| Business Owners | |

2. The purpose of this article is to:
(Mark any correct answer.)

| | |
|---|--|
| Give information about the benefits of recycling. | |
| Present a point of view about the environment. | |
| Give advice on how to recycle at work. | |

3. Using your own words as far as possible, describe the advantage of commercial recycling.

When your office recycles and uses recycled paper, you help promote a more sustainable corporate climate and a healthier earth for decades to come. Among other benefits, recycling your paper and using recycled paper may: save forests and reduce environmental degradation, reduce landfill waste, reduce pollution, Save energy.

According to the article there are a number of advantages of commercial recycling with include saving forests, reducing landfill waste and pollution, as well as saving energy. By making these changes, companies will help make the earth a healthier place to live for all of us.

Your Answer:

4. Describe in your own words the steps that can be taken to set up an office recycling plan.

To be successful at effectively recycling in the office you need a plan. A good plan will have many aspects including: a responsible team to set up everything. That team will need to know what is in your waste, research the options, decide what to collect, provide bins that are labeled well and may even hire a company to help.

An office recycling plan is very important and has many steps.

Your Answer:

5. Describe 4 ways in which your company can save money by recycling.

Investing in paper recycling may make your office eligible for tax credits.

Recycling can save a company money through tax credits. A company may even gain new customers because of their “green” reputation. The cost of recycled items will go down as demand goes up, and the cost of non-recycled items will go up as the supply is reduced.

Your Answer:

6. In about 60 words of your own, summarize the section, 'Save forests and reduce environmental degradation'.

Recycling paper allows your used paper to be repurposed. This article from Small Biz Trends shows that paper products can typically be recycled into additional paper products seven times before the materials start to degrade. This highlights how recycling dramatically reduces the need for raw materials needed to make new paper products. Many people think saving trees isn't a huge concern since it's always possible to plant more trees.

By recycling you can reuse your paper and make it into new things. This can be done "seven times" before it is useless. Some people think recycling is not so important because you can always plant more trees. However, destroying forests destroys more than just the trees. Replanting is not the best option. By recycling paper people can make all our forests healthier for us and the animals who live there.

Your Answer:

For the remaining questions which test your skills in evaluation, your answers should be about 350 words in total.

7. The article contains a chart showing the content of people's waste. Give at least two reasons why this **does / does not** support the writer's purpose?

8. The original article was published by a recycling company for a website. How appropriate is this format for achieving the writers purpose? Consider two features of format that might be helpful to the reader and explain why.

9. How effective is the writer's use of bullet points? Give two reasons why they might help the reader to make sense of the subject.

10. The writer uses “**you / your**” throughout the article, e.g. **“By utilizing recycled paper and recycling your office’s paper products, you can help reduce these numbers and maintain healthier forests.”** Why do you think the writer addresses the readers in this way? Consider whether the style helps to convey the message.

11. How does the writer's use of sub-headings help to make the structure clear for the reader?

12. In what ways could the article be enhanced to better suit the purpose and readership?