

Complete the form below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

Oz Housesitters-home Owner Registration Form	
Name:	Jenny Hall
Address:	14 1 St Greenfield
Mobile no:	2
Date required from:	3
Length of time required:	4 weeks
House features:	<ul style="list-style-type: none">• it has a new 5• it is near a station.• there is room for the housesitter's 6
Special duties required:	<ul style="list-style-type: none">• water the 7 tree
Housesitter requirements:	<ul style="list-style-type: none">• the house is large so a 8 is preferred.• no 9 allowed• would like a check carried out by the 10

PART 2 Questions 11-20

Questions 11-16

Choose the correct letter A, B, or C

Becoming a millionaire

11 Arthur feels that when starting a business, mistakes should be

- A seen as an opportunity to learn.
- B predicted and minimised.
- C avoided at all costs

12 Recent American studies found that confidence will

- A sometimes reduce people's chances of success.
- B be increased by reading self-help books.
- C ensure good results on business courses.

13 The American studies recommended that new entrepreneurs

- A listen to their colleagues' advice.
- B get professional help when things go wrong.
- C remain concentrated on their aims.

14 What does Arthur say about his own experience of marketing?

- A He relied on what he already knew.
- B He hired an expert to take care of it.
- C He realised its importance too late.

15 What does Arthur think is an important quality shared by good leaders?

- A They are ambitious for their company.
- B They can deal with difficult people.
- C They earn the respect of their workforce.

16 What does Arthur say about taking risks?

- A He advises being cautious.
- B He favours a long-term view.
- C He believes it is financially advantageous.

Questions 17 and 18 Choose TWO letters, A-E

Which TWO things does Arthur say people should focus on when developing their business idea?

- A making sure the idea is original
- B offering a better deal than competitors
- C being committed to it
- D paying attention to detail
- E fixing realistic prices

Questions 19 and 20 Choose TWO letters A-E

Which TWO things does Arthur say helped him get his business started?

- A family support
- B getting a loan from a bank
- C good business advice
- D a favourable economic climate
- E an effective approach to business

SECTION 3**Questions 21-30**

Questions 21-26

What is said about each of the following experiments?

Choose **SIX** answers from the box and write the correct letter, **A-H** next to questions 21-26

Comments

- A** very boring
- B** too difficult
- C** specialised equipment needed
- D** very expensive
- E** immediate results
- F** useful practice for maths
- G** cheap to do
- H** takes longer than usual to do

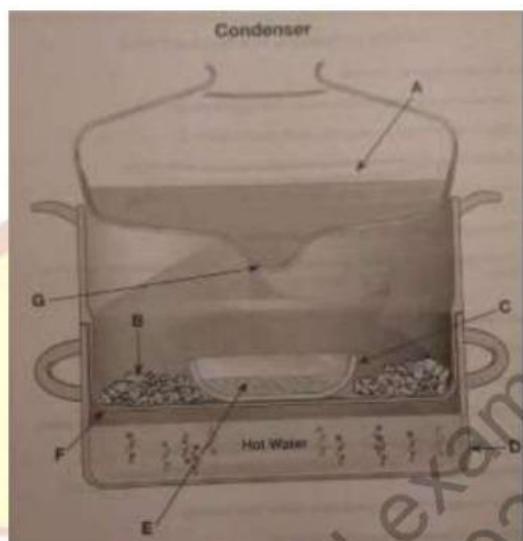
Subject of Experiments

21	Steam engine
22	Breakfast cereals
23	Bouncing balls
24	Making paper
25	tie-dyeing
26	Glue from milk

Questions 27-30

Label the diagram below.

Write the correct letter, **A-G**, next to questions 27-30.



27 Metal container
28 Integral strainer
29 Drip to
30 Pottery container

PART 4**Questions 31-40**

Complete the notes below.

Write **ONE WORD ONLY** for each answer.

Office Design

Early 20th Century

- workers employed to do 31 were arranged in rows

1960s to present

Variations in design of open-plan offices:

- first, workers had individual 32
- later, they had cubicles with high or low 33
- nowadays, workers may have to 34 a work area

Survey results

Attitudes of employees to open-plan designs:

- there is a lack of 35 and 36
- they pose a risk to our 37 (staff records support this)

Attitudes of employers to open-plan designs:

- they significantly reduce rent and 38 costs
- they improve teamwork and communication
- they can make 39 staff easier

In reality, employees are unhappy and they are often distracted by the 40 the office.