

**PART 1****Questions 1 - 10**

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: it has a new 5.....
it near a station
there is room for the housesitter's 6

Special duties required:
water the 7..... trree.

Housesitter require

- 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 20Choose 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

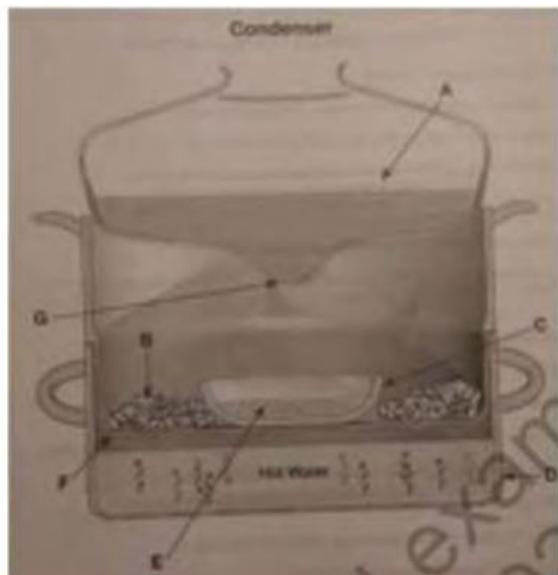
Subject of Experiments

- 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.