

PART 1: QUESTIONS 1-10

Questions 1-8

Complete the form below.

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

DENHAM'S SHIPPING AGENCY customer quotation form

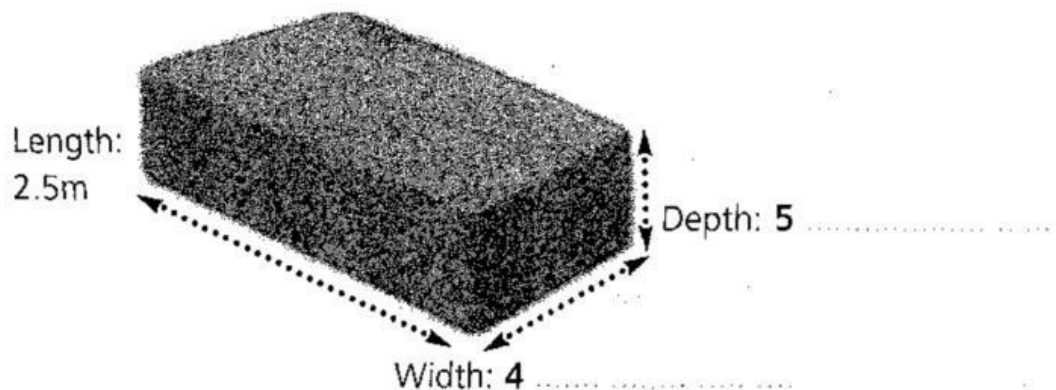
Name: Tim **1** _____

Address to be collected from: **2** _____ University

Town: Brighton

Postcode: **3** _____

Size of container:



Contents: books

6 _____

7 _____

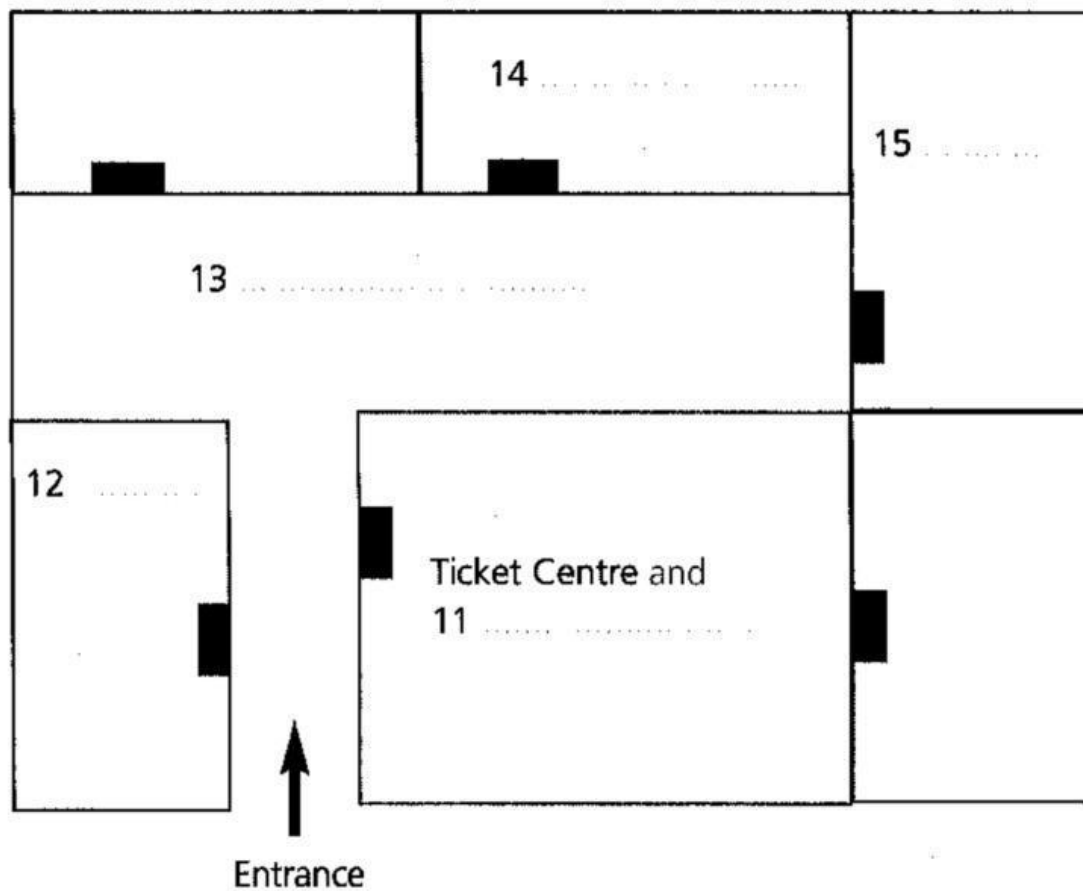
Total estimated value: £ **8** _____

PART 2: QUESTIONS 11-20

Questions 11-15

Label the plan below.

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



Questions 16-20

What does the tour guide tell her tour group about each of the following places on the day's itinerary?

Write the correct letter, A, B, or C next to questions 16 - 20 below.

A	They'll definitely go there.
B	They might go there if time allows.
C	They certainly won't go there

NB You may choose any **letter more than once**.

- 16 The Aquarium
- 17 Solheim Country Club
- 18 Milltown Winery
- 19 The Zoological Gardens
- 20 The Stout Brewery

PART 3: QUESTIONS 21-30

Questions 21-25

Complete the sentences below.

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

Gyroscopes are used in laser devices and are found in many consumer

21 _____

The purpose of the project is to design a functional,

22 _____ and beneficial consumer product.

The gyroscopic exercise ball can be set in motion by movements of the

23 _____ and wrist together in synch.

The gyroscopic ball could help people in 24 _____ who have lower-arm injuries.

The product could also be aimed at 25 _____ for whom lower-arm strength is very important.

Questions 26-30

Complete the table below.

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

	PROTOTYPE DESIGN	TESTING
Estimated Cost:	£3,000	£ 26 _____
Numbers of Weeks:	27 _____	6
	Numbers of test subjects:	28 _____
	Breakdown of test subjects:	5 professional athletes
		5 29 _____ 30 _____

PART 4: QUESTIONS 31-40

Questions 31-35

Choose the correct letter, A, B or C.

31 Speakers have to know

- A** ☐ their material.
- B** ☐ their audience.
- C** ☐ their limitations.

32 Experienced speakers

- A** ☐ always try to wing it.
- B** ☐ never arrive unprepared.
- C** ☐ give the best presentations.

33 You should always rehearse

- A** ☐ with friends who can advise you.
- B** ☐ with all the equipment you plan on using.
- C** ☐ more than once.

34 It is a good idea to

- A** ☐ be discreet with your audience.
- B** ☐ meet your fans.
- C** ☐ meet and welcome your audience.

35 Taking a few deep breaths before you begin

- A** ☐ will stop you having a panic attack.
- B** ☐ will guarantee that you feel more relaxed.
- C** ☐ will help turn your tension into enthusiasm.

Questions 36-40

Complete the sentences below.

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

Useful Tips for a Successful Presentation

- Try to **36** _____ yourself making a speech and imagine your voice loud and confident.
- Even if you make mistakes avoid making **37** _____
- Pay attention to your **38** _____ - your words carry less meaning than your delivery.
- People usually remember less than **39** _____ of what they hear.
- Be **40** _____ about yourself; you don't become a perfect speaker overnight.