PLACEMENT TEST
READING

Time: 45 minutes
Total Score: ___/40

PART ONE
Questions 1 – 5

- Look at questions **1 – 5**.
- In each question, which sentence is correct?
- For each question, mark one letter (**A**, **B** or **C**) on your Answer Sheet.

Example

Telephone message

Bill Ryan caught 9.30 flight - due here 11.30 now, not 12.30.

When does Bill Ryan expect to arrive?

A 9.30
B 11.30
C 12.30

The correct answer is B, so mark your Answer Sheet like this:

1

Office Staff Required

Experience essential
Full training given (leading to recognised qualifications)

Applicants must have

A relevant qualifications.
B previous experience.
C recognised training.

LIVEWORKSHEETS

2

SPORTMASTER

Pakistan-based manufacturer of sports items wishing to do business in Europe is looking for importers

TEL: 92 555 4321

Sportmaster wants to

A sell its products abroad.
B import products into Pakistan.
C manufacture in Europe.

3

NOTICES FOR DISPLAY ABOVE THIS
PHOTOCOPIER MUST FIRST BE
HANDED TO RECEPTION

A You can photocopy notices at Reception for display here.
B Photocopied notices can only be displayed at Reception.
C Take your notice to Reception if you want it displayed here.

4

THE AIRPORT EXPRESS DEPARTS FROM PLATFORM 3 EVERY 20 MINUTES
DURING THE DAY (EVERY 30 MINUTES AT NIGHT)

A The train service to the airport runs 24 hours a day.
B Airport trains leave Platform 3 at 20 minutes past the hour.
C The airport express takes half an hour at night.

5

Goods not normally dispatched unless paid for at time of ordering – payment on delivery by special arrangement only

Customers should normally pay for goods

A when their order is processed.
B when the goods are delivered.
C when they place an order.

LIVEWORKSHEETS

PART TWO
Questions 6 – 10

- Look at the advertisement below. It shows services offered by a business consultancy.
- For questions **6 – 10**, decide which service (**A – H**) would be suitable for each person.
- For each question, mark one letter (**A – H**) on your Answer Sheet.
- Do not use any letter more than once.

THINKING OF STARTING A BUSINESS?

Need expert advice and/or assistance in one or more of the following areas?

A Market Research

B Constructing a schedule

C Calculating costs

D Meeting legal requirements

E Obtaining finance

F Renting or purchasing premises

G Recruiting and training staff

H Promoting products and services

LIVEWORKSHEETS

6 Margaret Williams needs help in choosing the business loan with the most competitive terms.

7 Ibrahim Shah wants to be sure that there will be enough demand for his product.

8 Maria Fernandez would like some advice about where to advertise a new line of goods.

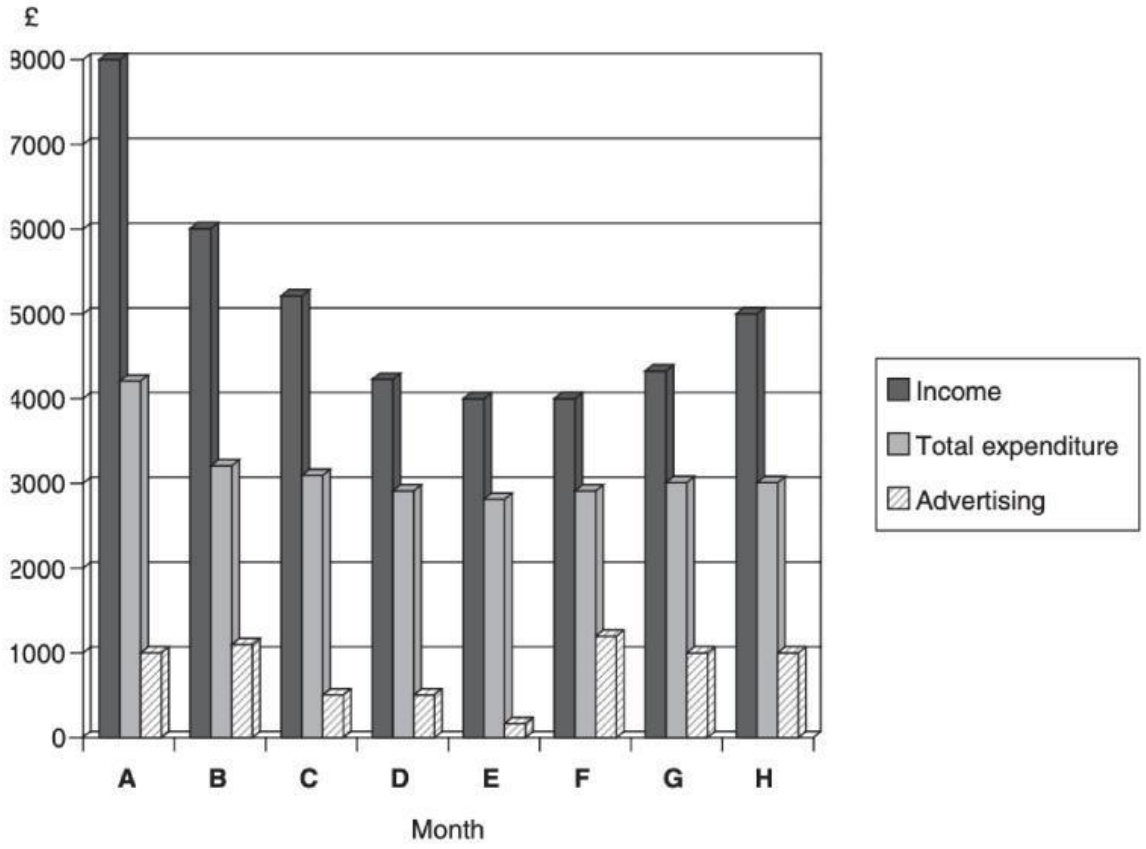
9 Kim Seng wants to research new laws on constructing buildings.

10 Peder Andersen needs to know whether his existing funds are enough to set up his business.

LIVEWORKSHEETS

PART THREE
Questions 11 – 15

- Look at the chart below. It shows a restaurant's income, total expenditure and advertising costs during an eight-month period.
- Which month does each sentence (**11 – 15**) on the opposite page describe?
- For each sentence, mark one letter (**A – H**) on your Answer Sheet.
- Do not use any letter more than once.



LIVEWORKSHEETS

11 In this month, total expenditure, like income, showed a fall, while spending on advertising demonstrated the opposite trend.

12 Total expenditure rose slightly in this month, while advertising costs reached their peak, leading to a higher income in the following month.

13 Despite a decline in advertising costs in this month, expenditure as a whole rose.

14 This month's improvement in income was particularly welcome, as it was not matched by an increase in expenditure.

15 While this month saw a low point in the restaurant's income, expenditure continued to fall.

LIVEWORKSHEETS

PART FOUR

Questions 16 – 22

- Read the advertisement below for a hot drinks machine.
- Are sentences **16 – 22** on the opposite page 'Right' or 'Wrong'? If there is not enough information to answer 'Right' or 'Wrong', choose 'Doesn't Say'.
- For each sentence **16 – 22**, mark one letter (**A**, **B** or **C**) on your Answer Sheet.

ADVERTISING FEATURE

Save money and keep your staff happy

It can be expensive to keep the canteen open to serve drinks to your staff through the day. Our QVM hot drinks machine replaces this service, so that you can close the canteen between mealtimes.

You can install the QVM hot drinks machine anywhere in the building. One machine is suitable for a staff of ten to fifteen people. It costs £1300 to buy, or £11.00 per week to rent over 60 months. It is not expensive to operate: for example, the cost of power for one day is 30p, nearly as cheap as the price of one hot drink from the machine.

Our company will carry out a weekly service, at a charge of £10.00. We can also refill the machine with drinks ingredients for an extra charge of £8.00. Some customers prefer to do this themselves, however.

There are eight choices of hot drink available from the QVM machine, and our company offers one month's trial free of charge, so that you can estimate how popular the machine will be and see what the actual savings are.

LIVEWORKSHEETS

16 With a QVM machine, companies can avoid having a canteen altogether.

A Right **B** Wrong **C** Doesn't say

17 The QVM machine provides enough hot drinks for up to fifteen people.

A Right **B** Wrong **C** Doesn't say

18 Most customers prefer to rent the QVM machine over sixty months.

A Right **B** Wrong **C** Doesn't say

19 The electricity used daily by the machine costs less than the price of a hot drink.

A Right **B** Wrong **C** Doesn't say

20 The machine company empties the money from the machine as part of its service agreement.

A Right **B** Wrong **C** Doesn't say

21 Customers can refill their machines with drinks ingredients, if they want to.

A Right **B** Wrong **C** Doesn't say

22 During the trial period, the customer pays a reduced amount to rent the machine.

A Right **B** Wrong **C** Doesn't say

LIVEWORKSHEETS

PART FIVE
Questions 23 – 28

- Read the following review of a book called *The Bosses Speak*.
- For each question **23 – 28** on the opposite page, choose the correct answer.
- Mark one letter (**A**, **B** or **C**) on your Answer Sheet.

The Bosses Speak

John Stuart is an executive recruitment specialist who has turned to writing. The result is this book, based on interviews with twenty Chief Executives.

Each top manager – none of them famous names, surprisingly – is given a short chapter, and there is some introductory material and a conclusion. This means you can jump from one person to another, in any order, which is good for people who are too busy to read a book from cover to cover. For a management book it isn't expensive, although whether it's good value for money is doubtful.

Some of the twenty interviewees started their own businesses, while others joined a company and worked their way up. Some are fairly new in their position, and others have had years of experience, though, strangely, Stuart doesn't seem interested in these differences. The interviewees work in everything, from retailing to airlines to software, and it is this variety that forms the main theme of Stuart's book.

I have to say that Stuart's approach annoys me. He rarely stays at a distance from his interviewees, who are mostly presented in their own, positive words. If this were always the case, at least you would know where you were. But he seems to dislike certain interviewees. As a result, I don't know whether to accept any of his opinions.

It also means that the book gives no clear lessons. At the very least, I expected to learn what makes a successful Chief Executive. But these people seem to share two types of qualities. Some of them are very common, suggesting that *anyone* can be equally successful, which is definitely not the case. And the other qualities are ones which most successful bosses I've seen definitely do *not* have. So in the end I'm no wiser about what really goes on.

Perhaps I'm being unfair. As long as you don't think about whether you'd like them as friends, and pay no attention to most of the advice they give, the most readable parts are where the bosses describe their route to their present position.

Stuart seems to think that his book would be useful for people aiming for the top, and that it might even make a few want to start their own company; but, in fact, what they could learn here is very limited. Seen as light business reading for a doctor or teacher, though, this book would provide some good entertainment.

LIVEWORKSHEETS

23 The reviewer suggests that one advantage of the book is that

A it is better value than other management books.
B it does not need to be read right through.
C it is about well-known people.

24 The book concentrates on the fact that the twenty executives who are interviewed

A work in a number of different industries.
B started their companies.
C have worked for different lengths of time.

25 The reviewer cannot accept Stuart's opinions because Stuart

A makes unreasonable complaints about the interviewees.
B writes too positively about the interviewees.
C has different attitudes towards different interviewees.

26 Reading the book made the reviewer think that

A there are certain qualities which all Chief Executives need.
B it is difficult to discover how people really run a company.
C running a company is easier than many people think.

27 Which parts of the book did the reviewer most enjoy reading?

A how the interviewees became Chief Executives
B what sort of people the interviewees are
C the advice given by the interviewees

28 The reviewer recommends the book for people who

A intend to set up in business.
B want to become senior managers.
C are outside the field of business.

LIVEWORKSHEETS

PART SIX
Questions 29 – 40

- Read the article below about team-building.
- Choose the correct word to fill each gap, from **A**, **B** or **C** on the opposite page.
- For each question **29 – 40**, mark one letter (**A**, **B** or **C**) on your Answer Sheet.

TEAM-BUILDING THROUGH ACTIVITIES

Nowadays, company bosses are increasingly trying to find unusual team-building events as part of their training programme. An activity park **(29)** ..... Fast-track has just opened to offer **(30)** ..... events. It specialises **(31)** ..... events to attract the corporate entertainment market, **(32)** ..... is growing all the time.

The park is situated just a few kilometres outside the city centre **(33)** ..... it provides events that **(34)** ..... entertain as well as train.

Clients can try outdoor attractions such as sailing or climbing, **(35)** ..... availability clearly depends entirely **(36)** ..... the weather. Activities of **(37)** ..... kind are perfect team-building exercises.

'I'd **(38)** ..... been to an activity park before,' explained James Black, a company manager. 'Before we came, I didn't think we **(39)** ..... enjoy ourselves so much and I didn't expect the huge difference that Fast-track's programme has **(40)** ..... to my team. Now we work better together than we did before.'

LIVEWORKSHEETS

29	**A**	calling	**B**	calls	**C**	called
30	**A**	such	**B**	like	**C**	so
31	**A**	at	**B**	for	**C**	in
32	**A**	who	**B**	which	**C**	what
33	**A**	and	**B**	but	**C**	or
34	**A**	ought	**B**	will	**C**	shall
35	**A**	because	**B**	although	**C**	since
36	**A**	on	**B**	of	**C**	with
37	**A**	a	**B**	these	**C**	this
38	**A**	still	**B**	ever	**C**	never
39	**A**	must	**B**	would	**C**	might
40	**A**	made	**B**	had	**C**	done

LIVEWORKSHEETS