Test 4

Section 1 *Questions 1-10*

Questions 1-5

Complete the form below.

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

Example	*Answer*
Aim:	protecting environment through recycling

Type of group:	non-profit
Frequency of newspaper collection:	1 .....
Name:	2 .....
Address:	3 .....
E-mail:	4 .....
Postcode:	5 .....

LIVEWORKSHEETS

Questions 6-10

Complete the form below.

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

Recycling	
Ways of recycling	Newspaper: in a 6 ..... box
Nearest rubbish collection centre	On the East Side of 7 .....
Rubbish that can be recycled	Blue box: 8 ..... Green box: glass and plastics Yellow box: paper
Rubbish that cannot be recycled	9 .....
Name of a booklet	10 .....

LIVEWORKSHEETS

Section 2 *Questions 11-20*

Questions 11-17

Complete the notes below.

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

'CV and Interview Skills' Seminar

- The speaker suggests that the students use the 11 ..... when they begin writing résumés.
- The students should be sure not to keep the CV 12 .....
- A 13 ..... cover letter is useful when applying for a job and should be included.
- The speaker believes the CV should have a beautiful 14 .....
- The CV should not have any spelling and grammar 15 .....
- The words in a CV can describe your 16 .....
- Don't forget to put down a 17 ..... on the CV.

LIVEWORKSHEETS

Questions 18-20

*Choose **THREE** letters, A-G, and write them next to questions 18-20.*

*What **THREE** details should job applicants know in the interview?*

A Working hours
B Promotion prospect
C Salary range
D Pension contribution bonus
E Training
F Holidays
G Location

LIVEWORKSHEETS

Section 3 *Questions 21-30*

Questions 21-24

Complete the sentences below.

Write NO MORE THAN THREE WORDS for each answer.

21 The research topic should come from one of the headings in the .....

22 At least one reference needs to be from .....

23 The data Julie found on past experiments is in .....

24 Ricky has pointed out that aside from journals, he can also use ..... about scientific experiments.

Questions 25-30

Complete the table below.

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

The format of papers	
The paper should be written in:	25 .....
The title should be in:	26 .....
The report has to be:	27 .....
Number the page on the:	28 ..... corner
The margin should be:	29 ..... pixels wide
Students should write down their:	30 .....

LIVEWORKSHEETS

Section 4 *Questions 31-40*

Questions 31-34

Complete the sentences below.

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

31 The university uses ..... as their teaching method.

32 Research skills include writing and .....

33 Books of Economics are kept in the .....

34 Maths books are kept in the ..... Building.

Questions 35 and 36

Choose the correct letter, A, B, or C.

35 Which is NOT provided for students in most of the large buildings?

A Printing
B Photocopying
C Typing

36 Which of the following can be used when you want to print?

A Computer printers
B Prepaid cards
C Laser printers

LIVEWORKSHEETS

Questions 37-40

Choose FOUR answers from the box and write the correct letter, A-G, next to questions 37-40.

A	Student Union Building
B	Nursery
C	Media Centre
D	Medical Services Centre
E	Maths Department Building
F	new library
G	old library

37 If you go straight out those doors, the ..... is directly opposite this building.

38 If you make a right turn outside the door and go to the second building, that's the .....

39 You can see the ..... if you look out of that window.

40 The Media Centre is in front of the .....

LIVEWORKSHEETS