

# 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 .....

### 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 .....

## 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.

### 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

### 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 .....

## 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

### 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 .....