

## TEST 15

### Questions 1 and 2

Complete the notes below:

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

Example	Answer
Type of job required:	<b>Part-time</b>

Student is studying **1**.....

Student is in the **2**.....year of the course.

### Questions 3-5

Complete the table below:

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

Position Available	Where	Problem
Receptionist	in the <b>3</b> .....	evening lectures
<b>4</b> .....	in the Child Care Centre	too early
Clerical Assistant	in the <b>5</b> .....	evening lectures

### Questions 6-10

Complete the form below.

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

STUDENT DETAILS	
<b>Name:</b>	Anita Newman
<b>Address:</b>	<b>6</b> .....Room NO. <b>7</b> .....
<b>Other skills:</b>	Speaks some Japanese
<b>Position available:</b>	<b>8</b> .....at the EnglishLanguage Centre
<b>Duties:</b>	Respond to enquiries and <b>9</b> .....
<b>Time of interview:</b>	Friday at <b>10</b> .....a.m.

## TEST 20

### Questions 1-10

Complete the notes below.

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

#### West Bay Hotel-details of job

*Example*

*Answer* \* Newspaper advert for temporary staff

1 Vacancies for **1**.....

1 Two shifts

1 Can choose your **2** .....(must be the same each week)

1 Pay: £5.50 per hour, including a **3**.....

1 A **4**.....is provided in the hotel

1 Total weekly pay: £231

1 Dress: a white shirt and **5**..... trousers (not supplied)a **6**.....(supplied)

1 Starting date: **7**.....

1 Call Jane **8** .....(Service Manager)

before **9** .....tomorrow (Tel: 832009)

1 She'll require a **10**.....