

LTE Practice Test – Reading Part 3

Tip!

In Reading Part 3, some sentences focus on the meaning of individual words while others focus more on grammar.

Read the sentences. Choose the correct word to fill the space.

1. Martin has several personal that he is dealing with at the moment.
 - a) points
 - b) issues
 - c) situations

2. "I'll your idea to the CEO, but I'm not sure what she'll say," said Nicky's manager.
 - a) mention
 - b) tell
 - c) advise

3. "Sorry, I don't want to you all up, but I do have one more point," said Theo.
 - a) put
 - b) take
 - c) hold

4. it will be a really useful and interesting meeting.
 - a) Hopefully
 - b) Excitedly
 - c) Kindly

5. "I hate to say this, but Eleanor's performance at work is me some concern," said the manager.
 - a) making
 - b) causing
 - c) leading

6. "Did any of the points we'd discussed actually up at the department meeting?" asked Julia.
 - a) bring
 - b) clear
 - c) come

7. An 'eye-catcher' is an advertising which means something that immediately attracts your attention.
 - a) term
 - b) mark
 - c) note

LTE Practice Test – Reading Part 4a

Tip!

In Reading Part 4, you are asked to read longer texts and choose the correct answers. Some questions focus on the main idea and others on specific details or on the writer's opinion.

Read the text and the questions. Choose the correct answer for each question.

Advertising Department Newsletter

- This month we feature David Rathbone. David has been with us for six months now. He studied Business at university. Then he worked for two years as a graduate assistant for Queens International before joining us. He loves travelling and has been to 35 countries! He's enjoying life in our city, and has joined the sports centre.
- Jenny Davies and Mark Croft went to Brazil for ten days to meet Silvio Tostao's team, and they also did a presentation together at a marketing conference. Mark has written a report about it and you can read this on the main website. There are also pictures of the visit.
- Senior management have introduced a change in work instructions. You now have an extra day for sending in your customer feedback reports every month. Many of you asked for this extra day, and management have said that this will be useful.
- Congratulations from all in the department to Ian Webster, our IT assistant, who was the winner of the company's annual chess tournament. Ian's prize is a trip to Denmark for two nights in the summer! Ian's been in the competition many years, but this is the first time he was the winner.
- And finally, there are plans to change the way of paying in the restaurant. You will all get an email about this, but the plan is to introduce a payment card by November. Please email Maria de Sante to find out more or give your opinion.

1. What do we learn about David Rathbone?

- a) He is in his second job.
- b) He travels a long way to work.
- c) He uses the company's exercise room.

2. Jenny Davies and Mark Croft both

- a) wrote reports.
- b) spoke at an event.
- c) enjoyed Silvio's presentation.

3. What do we learn about the change mentioned in the third paragraph?

- a) Customers are happy with it.
- b) Most employees don't support it.
- c) Management agree with the workers' request.

4. A member of the advertising staff

- a) went to Denmark.
- b) won a competition.
- c) joined another department.

5. Who is Maria de Sante?

- a) A manager who wrote to all staff.
- b) An employee in a financial company.
- c) Someone to contact for further information.

LTE Practice Test – Reading Part 4b

Tip!

It's always a good idea to quickly read the text once to get the general idea. Then read carefully to find specific details that answer the questions.

Read the text and the questions. Choose the correct answer for each question.

Ashya at the reception desk

I'm a receptionist at the headquarters of a large international charity. I work front-of-house, which means that I'm the first person everyone sees when they come in the building. I used to work in a hospital department, so then I had other responsibilities, like keeping patient information and doing office jobs when I wasn't busy. But now, I welcome guests, clients and other visitors. I give out visitor passes and check employee identification. I make sure everyone knows exactly where to go to in the building. I have to watch whatever goes on and if necessary call security. I deal with general enquiries from the public and with lost property. I don't have to answer outside calls – we have a switchboard for that.

In a way, therefore, I'm the face of the company! It's me who affects how a visitor feels about the place from the beginning. Many people don't realise just how big this role is. I have to be positive, helpful and friendly, while at the same time being efficient and professional.

I think I'm useful to the company. In my last performance review, my line manager told me that in most companies, individuals are hired for their technology skills or their communication skills and also how well organised they are. Then he pointed out that receptionists require all of these skills, and that I've shown I've got them and more.

I have to be able to look at a situation quickly and know what to do. For example, if a really important client is visiting, but the manager they're supposed to meet is running late, I have to take control. I might begin a conversation with the client, offer them a drink, or attempt to provide help to the manager who's delayed.

1. As part of her job, Ashya has to

- a) take phone calls from the public.
- b) keep information about clients.
- c) direct each visitor to the right place.

2. What is Ashya saying about her role in the second paragraph?

- a) It's more important than it may seem.
- b) It can be hard to explain to people.
- c) It's impossible to do it perfectly.

3. Ashya says that her line manager

- a) is glad she intends to stay with the company.
- b) thinks it's time that she taught her skills to others.
- c) respects the wide range of abilities she has.

4. Ashya describes a situation where she

- a) listens to the complaints of a client.
- b) has to take action in solving a problem.
- c) corrects the mistake of a member of staff.

5. What is Ashya telling us in this text?

- a) her opinions about her company
- b) the facts and details of her job
- c) how to become a receptionist