

Task 1

Read the information about the job in the Post Office.

Answer questions 1 – 7.

Post Office Customer Assistant



You **don't** need to know about the Post Office to work here but you must have a good standard of English and Maths. You need to pass a test in these subjects to work for the Post Office.

As an assistant, your job includes:

- Selling stamps and checking letters and parcels
- Paying benefits
- Taking money to pay bills
- Checking passport and driving licence forms
- Selling travel cover and **foreign** money

Hours

You will work between 38 and 40 hours a week, from Monday to Saturday. We also have part-time work, early morning and night work.

Pay

The Post Office pays around £15,000 a year for a full-time job.

Circle the letter of the correct answer.

1. What test do you have to do?

- A English and foreign money
- B English and writing letters
- C English and driving
- D English and Maths

2. Which words mean the same as **don't** in the text?

- A Does not
- B Did not
- C Do not
- D Is done

3. The word **foreign** means from

- A one country
- B another country
- C the Post Office
- D the customer

4. What is the purpose of the text?

- A To entertain
- B To inform
- C To give advice
- D To ask for money

5. What two things does the Post Office Assistant check?

1. _____

2. _____

6. Look at the picture. The Post Office is opposite the shop.

Is this true or false? Tick (✓) the correct box.

True False

7. Put the words in alphabetical order.

people

money

bills

letters

Task 2

Read the texts.

Answer questions 8 – 14.

A

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questions:

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B

S W Connor and Sons

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building work.

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visit, please ring 0766 542 5421.

NO JOB TOO SMALL

C

Iceland

Iceland is in the North Atlantic Ocean.

Only about 320,000 people live in
Iceland.

300,000 people visit Iceland every
year.

Weather



The temperature in Jan is 2°C.



The temperature in Apr is 6°C.



The temperature in Jul is 14°C.

D

Land Rover Jobs

There are 250 new jobs in Merseyside
at the Jaguar Land Rover car factory.

The factory in Halewood is building
new cars called Discovery Sport. It's
costing 200 million pounds to make
the new cars.

The Halewood factory is employing
new workers for the factory and
the offices.

8. Read Text D. What is Jaguar Land Rover doing?

- A** Building new cars
- B** Building a new factory
- C** Borrowing £200 million
- D** Paying money for new offices

9. In Text D, Halewood is the name of a place.

Is this true or false? Tick (✓) the correct box.

True False

10. Which word in Text B means the same as "doesn't cost anything"?

Circle the letter of the correct answer.

11. The purpose of Text C is to

- A** inform
- B** entertain
- C** advise
- D** advertise

12. Which text is about booking a flight?

Circle the letter of the correct answer.

13. Read Text C. What is the weather like in Iceland in April?

- A Snowing
- B Sunny all the time
- C Cloudy with sun and rain
- D Raining all the time

14. Put the words in alphabetical order in the boxes below.

Atlantic

Japan

Merseyside

Discovery
