

PART1**Questions 1-10**

Complete the form below.

Write **ONE WORD AND/OR A NUMBER** for each answer.

Oz Housesitters-home Owner Registration Form	
Name:	Jenny Hall
Address:	14 1 St Greenfield
Mobile no:	2
Date required from:	3
Length of time required:	4 weeks
House features:	● it has a new 5 ● it is near a station ● there is room for the housesitter's 6
Special duties required:	● water the 7 tree
Housesitter requirements:	● the house is large so a 8 is preferred. ● no 9 allowed ● would like a check carried out by the 10

PART 2 Questions 11-20

Questions 11-16

Choose the correct letter A, B, or C

Becoming a millionaire

- 11** Arthur feels that when starting a business, mistakes should be
- A seen as an opportunity to learn.
 - B predicted and minimised.
 - C avoided at all costs
- 12** Recent American studies found that confidence will
- A sometimes reduce people's chances of success.
 - B be increased by reading self-help books.
 - C ensure good results on business courses.
- 13** The American studies recommended that new entrepreneurs
- A listen to their colleagues' advice.
 - B get professional help when things go wrong.
 - C remain concentrated on their aims.
- 14** What does Arthur say about his own experience of marketing?
- A He relied on what he already knew.
 - B He hired an expert to take care of it.
 - C He realised its importance too late.
- 15** What does Arthur think is an important quality shared by good leaders?
- A They are ambitious for their company.
 - B They can deal with difficult people.
 - C They earn the respect of their workforce.
- 16** What does Arthur say about taking risks?
- A He advises being cautious.
 - B He favours a long-term view.
 - C He believes it is financially advantageous.

Questions 17 and 18 Choose TWO letters, **A-E**

Which TWO things does Arthur say people should focus on when developing their business idea?

- A making sure the idea is original
- B offering a better deal than competitors
- C being committed to it
- D paying attention to detail
- E fixing realistic prices

Questions 19 and 20 Choose TWO letters **A-E**

Which TWO things does Arthur say helped him get his business started?

- A family support
- B getting a loan from a bank
- C good business advice
- D a favourable economic climate
- E an effective approach to business

SECTION 3

Questions 21-30

Questions 21-26

What is said about each of the following experiments?

Choose **SIX** answers from the box and write the correct letter, **A-H** next to questions 21-26

Comments

- A** very boring
- B** too difficult
- C** specialised equipment needed
- D** very expensive
- E** immediate results
- F** useful practice for maths
- G** cheap to do
- H** takes longer than usual to do

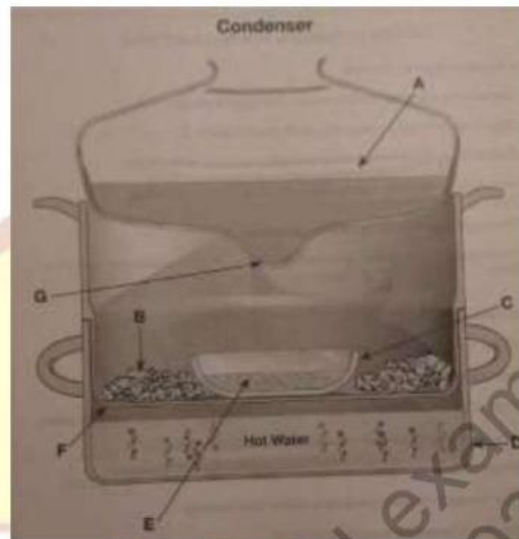
Subject of Experiments

- 21** Steam engine
- 22** Breakfast cereals
- 23** Bouncing balls
- 24** Making paper
- 25** tie-dyeing
- 26** Glue from milk

Questions 27-30

Label the diagram below.

Write the correct letter, **A-G**, next to questions 27-30.



- 27 Metal container
- 28 Integral strainer
- 29 Drip to
- 30 Pottery container

PART 4

Questions 31-40

Complete the notes below.

Write **ONE WORD ONLY** for each answer.

Office Design

Early 20th Century

- workers employed to do **31** were arranged in rows

1960s to present

Variations in design of open-plan offices:

- first, workers had individual **32**
- later, they had cubicles with high or low **33**
- nowadays, workers may have to **34** a work area

Survey results

Attitudes of employees to open-plan designs:

- there is a lack of **35** and **36**
- they pose a risk to our **37** (staff records support this)

Attitudes of employers to open-plan designs:

- they significantly reduce rent and **38** costs
- they improve teamwork and communication
- they can make **39** staff easier

In reality, employees are unhappy and they are often distracted by the **40** the office.