

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