

B Mini-test

Now apply what you have learnt at the actual test speed with questions 1–12.



Recommended Time: 12 minutes (or less)

Try to spend no more than about 60 seconds on each item; if you don't know the answer, guess and move on. If you have time at the end review any answers you weren't sure about.

Questions 1–3 refer to the following advertisement.

Printing for your personal & small business needs

Gaines Bros Printing

A commitment to quality and service since 1959

New opening hours:
Monday to Saturday from 9 A.M. to 7 P.M.

• Business Forms • Business Cards • Envelopes • Folders • Letterhead • Menus	• Full Color Printing • Graphic Design • Digital Copying • Invitations • Graduation and Wedding Announcements
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June-only special offers:

- Order 10 sets of letterhead and get matching envelopes at a 50% discount
- Place an order worth over \$100 and receive 2 business cards or invitations for the price of 1
- Make a purchase over \$250 and you will receive a voucher worth 10% off your next order during the coming year

Order by phone, fax or in person.

555-3467 • FAX 555-3478

458 Notting Drive Unit 119 • Alansburg

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- Who would NOT be a potential customer for this company?
(A) A couple planning a wedding
(B) A major corporation
(C) A local real estate agent
(D) A restaurant in need of new menus
- What could customers who spend \$150 get?
(A) A 10% discount
(B) Double the number of invitations
(C) A discount on envelopes
(D) Two free sets of business cards
- What will happen from July 1?
(A) The time the shop opens will change.
(B) Fax orders will not be allowed.
(C) Discount vouchers will become invalid.
(D) No bonus will be given for large letterhead orders.

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Questions 4–6 refer to the following notice.

Welcome to the Groveland library service

We would like to invite all Groveland residents to become members of the public library system.

Interested applicants should follow the procedure below to receive their library card promptly and make use of the full range of facilities.

Please complete the accompanying personal information form and submit it to the applications desk in any of the Groveland branch libraries or to your local ward office community service desk.

Within two working days (Monday–Friday) of the application being submitted:

- You will receive a library barcode number via e-mail (enabling you to place reservations and access online databases before collecting your card).
Note: You will require a PIN to place reservations and to access your record online. Please note that the default PIN number is the last four digits of your telephone number. If you would prefer to specify a different number please do so on the application form.
- Your card will be available for collection at the branch library you have nominated.

If you are under the age of 18, we require a parent or guardian's signature on a permission letter (Form 103) which will need to be brought into the library when you are collecting your card.

4. Who would be most interested in this notice?
(A) Members of the public library
(B) Staff at the applications desk
(C) People who wish to borrow books
(D) All residents of Groveland
5. What will NOT be possible two working days after submitting the application?
(A) Reserving books
(B) Picking up a card
(C) Checking book availability online
(D) Changing a PIN number
6. According to the notice, what special condition applies to children?
(A) They need an adult to collect their card.
(B) They must wait until they are 18.
(C) They must bring proof of age.
(D) They must sign a form.

Questions 7–9 refer to the following notice.

Online water/sewer payment

Welcome to the Worthwood Water/Sewer Account Payment System. You can now pay your bill online via credit card using the most secure online payment system available.

Please enter your Worthwood Water/Sewer account number below, then click “Submit”. Your account number can be found in the upper left-hand corner of your bill. If you do not know your account number, please call 555-8375.

If your door has been tagged for non-payment, you must call 555-0874 to stop termination of water service.

Please do not use this Web site if your payment is intended for overdue sewer charges related to sewer certification. If you recently received a notice about unpaid sewer charges, please follow the payment instructions on the notice.

Sewer payments can be mailed to Division of Water, P.O. Box 139012, Worthwood, South Dakota 57248. Payments must be received by Feb 16.

A two dollar (\$2.00) or two percent (2%) processing fee (whichever is GREATER) will be added to your payment.

All general inquiries should be addressed to the Information Section, Worthwood Public Works Section, P.O. Box 138976, Worthwood, South Dakota 57248, or call 555-2378 (ext. 124).

7. Who would be most interested in this notice?
- (A) People who need sewer certification
 - (B) People who don't wish to pay additional processing charges
 - (C) People who want to pay by computer
 - (D) People who wish to receive a Water/Sewer account number
8. How can customers find their account number?
- (A) By calling 555-0874 for information
 - (B) By clicking a button on the Web site
 - (C) By checking the corner of their bill
 - (D) By looking on their sewer certificate
9. What must people with overdue sewer bills do?
- (A) Call the Division of Water
 - (B) Pay an additional processing fee
 - (C) Address their inquiries to the Information Section
 - (D) Follow the instructions given

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Questions 10–12 refer to the following agenda and letter.

Walken Student Empowerment Conference

Schedule of Events

Thursday, November 10

- 2:00 P.M. Open Registration – *Walken University Park*
3:30 P.M. Welcome and Introductions by Dean Alison Murret– *Griffen Hall*
4:15 P.M. First speaker: Harry Lothian – *St. Exupery Auditorium*
Chair of Economics, Senior Student Advisor
"Transition from lecture hall to boardroom"
5:00 P.M. Main speaker: Horst Van Buren – *St. Exupery Auditorium*
Chairman of Alliance Department Stores
"Making your way in the real world – struggles and successes"
6:00 P.M. Reception with Horst Van Buren – *Vimy Atrium*
7:00 P.M. Dinner at the Brownville Inn

Dear Mr. Van Buren,

I would like to take this opportunity to thank you for the very interesting and motivational talk at our conference last Thursday. I am sure the students found it particularly inspirational as they prepare to make their way in the working world.

Thank you also for the generous award donation that you made and for agreeing to present the grand prize during the reception after your talk.

I am sure I speak for the rest of the faculty and the student council when I say we would be honored if you would consider speaking at future conferences.

With sincerest appreciation and best wishes,

Yours,

Alison Murret

Alison Murret

10. For whom was the conference probably intended?
- (A) High school students applying for university
 - (B) Students who will soon graduate from university
 - (C) Former university students who are now working
 - (D) Company workers taking university night school courses
11. What is suggested about Mr. Van Buren?
- (A) He has spoken at the university before.
 - (B) He is a teacher of economics.
 - (C) He attended Walken University as a student.
 - (D) He has given some money to the university.
12. In the letter, the word "rest" in paragraph 3, line 1 is closest in meaning to
- (A) relaxation
 - (B) gathering
 - (C) remainder
 - (D) excess