

OXFORD CAMBRIDGE AND RSA EXAMINATIONS
ASSET LANGUAGES
INTERMEDIATE
READING (WORLD OF WORK)
SAMPLE PAPER

Additional materials:
Answer sheet
Soft pencil (type B or HB)
Soft clean eraser

40 minutes

TIME 40 minutes

INSTRUCTIONS TO CANDIDATES

Do not open this booklet until you are told to do so.

Answer **all** questions.

Write your name, Centre number and candidate number in the spaces on this page. Write these details on your answer sheet if they are not already printed.

Write your answers on the **separate answer sheet**.

Use a pencil.

You may write on the question paper but you must transfer your answers to the separate answer sheet **within the time limit**.

At the end of the test you must hand in both the question paper and the answer sheet to your supervisor.

Dictionaries must not be used.

Candidate Name _____

| Centre Number | Candidate Number |
|---------------|------------------|
| | |

This question paper consists of 11 printed pages.

Part 1

Questions 1–5

Look at the text in each question.

What does it say?

Mark the correct letter, **A**, **B** or **C** on your answer sheet.

1

Westfield Traders

International business requires part-time secretary (contract 20 hours a week, timetable according to demand).

Computer training provided if necessary.

To be suitable for this job you need to be able to

- A** speak a foreign language.
- B** work flexibly when required.
- C** give training to other staff.

2

*To: Pablo
From: Alicia*

José called – he'll be late for the 3:30pm meeting today. Terrible traffic – he left at 2:30pm. Better reschedule for 4:30pm.

The meeting will have to start at

- A** 2.30pm.
- B** 3.30pm.
- C** 4.30pm.

3

Proxco Building Supplies

New branch: first day's trading this Saturday

Bring this advert and claim your free gift.

- A** This store is normally closed on Saturdays.
- B** Show this advert to get a discount.
- C** This store will open shortly.

4

Read manufacturer's instructions before replacing empty cartridge. Store printer cartridges in a dry, cold place. Return empty cartridges to supplier.

This product should be

- A** kept away from water.
- B** protected from freezing.
- C** destroyed when empty.

5

If you hear the fire alarm (including practice alarms), leave the building immediately by the main door. Close all windows.

What does this notice tell you?

- A** No action is needed during test alarms.
- B** Ensure fire doors are always closed.
- C** If the alarm sounds use the main exit.

Part 2

Questions 6–10

The 5 statements below are by people who are looking for a conference centre. At the bottom of the page are descriptions of 6 conference centres. Decide which conference centre (**A–F**) would be the most suitable for each person (**6–10**).

For questions **6–10**, mark the correct letter **A–F** on your answer sheet. There is one extra letter you do not need to use.

Which conference centre will each person choose?

6 I'm organising a very large international conference.

7 I need somewhere to relax after a day at the conference.

8 I want to make sure the venue is easy to get to.

9 I'm looking for a modern venue to hold the event.

10 I'm working to a strict budget.

A **Grove Conference Centre**

Our outstanding conference centre is set in 5000 acres of countryside. It offers a peaceful location for delegates and a chance to rest in our brand new health and leisure club.

B **Hatwell Conference Centre**

We offer a newly built centre, specifically designed for conferences. Perfect for impressing delegates with the very latest facilities.

C **Stewart Conference Centre**

This leading venue is set in a castle and beautiful grounds, yet it is located only ten minutes from the city centre, with excellent transport links. Prices on request.

D **West Conference Centre**

Located by the sea, this is a luxury venue for your event. Why economise, when you can have meeting rooms with great views and facilities? Audiovisual facilities in every room.

E **Angus Conference Centre**

Perfect for your business event. With three vast auditoriums, and several generous seminar rooms, we welcome groups of any size. Fantastic facilities, e.g. translation, video conferencing and IT services.

F **Spencer Conference Centre**

Popular conference venue offering the best value in the area. Book now to take advantage of our special prices. Top quality cuisine in relaxing restaurant.

Part 3

Questions 11–15

Read the text below about an exhibition and look at the statements.

Are sentences 11–15 'Right' (A) or 'Wrong' (B)?

If there is not enough information to answer 'Right' (A) or 'Wrong' (B), choose 'Not in text' (C).

For questions 11–15, mark A, B or C on your answer sheet.

International Construction Exhibition

The International Construction Exhibition is an important event to put in your calendar. You can find out everything you need to know about the latest building ideas. There will be many things on display from new products like self-cleaning glass to innovative building designs.

This event is sure to awaken great interest in the press and public. However, the exhibition is exclusively for people working in the building industry, or planning new buildings such as schools, hospitals and housing developments.

Visitors to the exhibition need to register and pay online. Your tickets will then be sent to you by post. If you are a company who would like to exhibit, you should request an application form and return it by post at least three months before the date of the exhibition.

The seminar programme goes on throughout the day. It is always popular and all five sessions are free of charge. You can collect tickets from the ticket desk, located at stand D122.

We hope that you leave the exhibition with new ideas and knowledge. If you have any questions, feedback or requests do not hesitate to get in touch via email.

11 A range of products from the construction industry will be exhibited.

A Right B Wrong C Not in text

12 Members of the public are invited to attend.

A Right B Wrong C Not in text

13 Exhibitors need to apply through the internet.

A Right B Wrong C Not in text

14 Seminar tickets are limited to five per company.

A Right B Wrong C Not in text

15 Follow-up information can be obtained via email.

A Right B Wrong C Not in text

Part 4

Questions 16–20

Read the text below about shopping and the environment.

For each question 16–20, mark the correct letter **A**, **B** or **C** on your answer sheet.

Supermarkets try to save the planet

Nowadays, people and governments are more aware of environmental issues and supermarkets are also finding different ways of being more environmentally friendly, one of which is by showing where things come from on food-product packaging. However, being green is not always that simple.

We are used to having fruit and vegetables all year round and many supermarkets stock food from around the world, instead of buying from local producers. It takes tons of aviation fuel, however, to get food to the shelves while it's still fresh. Nowadays supermarkets are under pressure to reduce the distance food travels. This shouldn't impact upon quality, but it will mean that products are only available in season, at which time; the locally grown food can be cheaper than the imported versions.

Reducing packaging is another way supermarkets are trying to help. Under pressure from green-minded customers, some stores are starting to sell fresh goods loose, without any packaging. Customers are also being encouraged to bring their own shopping bags from home and therefore reduce the use of plastic.

Are there reasons for optimism? A lot of people think so, although many journalists maintain that the main motive of these big supermarkets is to increase sales by making their businesses look good; and that in the end they are more concerned about profit than about the environment. But does this matter, if they do a little to save the planet?

- 16** Supermarkets are responding to environmental concerns by
- A** following official guidelines.
 - B** finding “green” suppliers for their products.
 - C** giving more information to their customers.
- 17** According to the writer, what is the main problem with importing food?
- A** There may be a drop in quality.
 - B** Some local farmers go out of business.
 - C** Large quantities of fuel are used.
- 18** The writer says that if supermarkets buy from local farms, their products
- A** won't be available all year.
 - B** would be more expensive.
 - C** will have more flavour.
- 19** Some customers are showing their environmental awareness by
- A** leaving packaging at the checkout.
 - B** shopping more selectively.
 - C** supplying their own shopping bags.
- 20** Many journalists say that the supermarkets' green initiatives are
- A** setting a good example.
 - B** misleading their customers.
 - C** doing too little too late.

Part 5**Questions 21–25**

You are going to read an article about writing a CV.

Choose from the list **(A–F)** the sentence which best summarises each part **(21–25)** of the article.

Mark the correct letter **A–F** on the separate answer sheet.

There is one extra sentence you do not need to use.

- A** The appearance of a CV is very important.

- B** Make sure information is accurate and correct.

- C** Each job you apply for needs an updated CV.

- D** An impressive CV is the first step towards getting a job.

- E** Information should not be restricted to previous jobs.

- F** A brief CV is more attractive to employers.

Writing a CV

- 21 *The CV has one main purpose, which is to get you invited for interview. If the reader doesn't feel interested enough from reading your CV to invite you to interview, you cannot hope to get the job.*
- 22 *Remember that the CV should never be a generalised all-purpose application. Each time you apply for a job you should re-write your CV. It should specifically target the organisation in question, and show how your skills and qualifications match the job requirements.*
- 23 *Be aware that the employer may get hundreds of applications, and so the ones which are well organised and concise will hold his/her attention more. Two sides of paper is long enough. Don't go into lots of detail about each job you have had, as no one wants to read pages of information.*
- 24 *Make sure that the presentation of the CV is neat and tidy. Don't staple extra documents or certificates to it. It should be typed and in an easy-to-follow format. Use headings to make different sections stand out.*
- 25 *It's also a good idea to include some personal information as well as employment history. Give brief details of your hobbies and interests and anything else you think is important, such as your driving licence. Good luck!*

Part 6

Questions 26–30

Read the questions in the table below which were asked in an interview with a financial executive called Samantha Jones.

Choose from the list (A–F) which is the best answer to each question (26–30).

Mark the correct letter (A–F) on the separate answer sheet.

There is one extra letter you do not need to use.

| Samantha Jones – Financial Executive | |
|---|--|
| <p>26 Can you describe a typical day in your professional life? <input type="checkbox"/></p> | <p>A <i>I think building good relationships with clients is vital - more important than just being ambitious and wanting to succeed.</i></p> |
| <p>27 What makes you get up and go to work every day? <input type="checkbox"/></p> | <p>B <i>It's very useful. I get about 80 messages a day from clients all over the world. It never stops but we couldn't function without it.</i></p> |
| <p>28 How does technology affect the way you work? <input type="checkbox"/></p> | <p>C <i>I learnt a lot when I did my degree. However, I have always wanted to better myself professionally, doing different courses throughout my life.</i></p> |
| <p>29 What do you need to be successful in your industry? <input type="checkbox"/></p> | <p>D <i>Personally, I'm motivated by helping others to succeed. Successful business people are well paid, true, but for me it has never been about the money.</i></p> |
| <p>30 Has higher education been important to your career? <input type="checkbox"/></p> | <p>E <i>I used to be unrealistic, but I have learned that I don't have to do everything myself, both at home and at work.</i></p> |
| | <p>F <i>Well, I take an early train and I do paperwork during the journey. Then it is non-stop meetings until I return home late in the evening.</i></p> |

Answer key Intermediate Reading Sample Test

| Question | Answer |
|-----------------|---------------|
| 1 | B |
| 2 | C |
| 3 | C |
| 4 | A |
| 5 | C |
| 6 | E |
| 7 | A |
| 8 | C |
| 9 | B |
| 10 | F |
| 11 | A |
| 12 | B |
| 13 | B |
| 14 | C |
| 15 | A |
| 16 | C |
| 17 | C |
| 18 | A |
| 19 | C |
| 20 | B |
| 21 | D |
| 22 | C |
| 23 | F |
| 24 | A |
| 25 | E |
| 26 | F |
| 27 | D |
| 28 | B |
| 29 | A |
| 30 | C |