

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS  
ASSET LANGUAGES  
PRELIMINARY  
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 clearly **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 may not be used.

	Centre Number	Candidate Number
Candidate Name _____	<input type="text"/>	<input type="text"/>

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**This question paper consists of 9 printed pages.**

## Part 1

## Questions 1–5

Which notice (A–F) says this (1–5)?

For questions 1–5, mark the correct letter A–F on your answer sheet.

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

1 You can have a coffee this afternoon.

A *All visitors must report to reception.*

2 Your hearing could be damaged here.

B **New Homes here soon**  
**You must wear a safety helmet at all times**

3 You must not leave this open.

C **DANGER!**  
*Hot surface. Do not touch.*

4 You should report in on arrival.

D **FIRE DOOR**  
*Keep closed except in emergencies.*

5 You must wear protection on site.

E *Hot drinks served from 12pm*

F *Warning: risk of high noise levels in the laboratory*

## Part 2

## Questions 6–10

The 5 statements below are by people who are looking for a training course. At the bottom of the page are descriptions of 6 training courses. Decide which course (**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 training course will each person choose?

- 6 I want to help my staff if they are under pressure.
- 7 I need to know how to get more done at work.
- 8 I'd like to improve my first-aid skills.
- 9 I've just got a job as a sales representative.
- 10 I'd like to change my career.

**A Course number A100**

*Health and Safety course – second level. Learn how to respond quickly to accidents in the workplace. Certificate at end of course.*

**B Course number B760**

*This course gives information about stress in the workplace. It helps managers to look after their workers and provide support when needed.*

**C Course number C235**

*Worried you're missing out on opportunities? Why not come and join our complete beginners' course for new computer users?*

**D Course number D523**

*These days most jobs have very heavy workloads. Do you use your time well? This course shows you how to work more effectively.*

**E Course number E186**

*Choosing the right job for you. How to identify your strengths. How to write applications and prepare for interviews.*

**F Course number F901**

*This course is an essential introduction to sales. It will show you how to identify new customers and promote products.*

## Part 3

## Questions 11–15

Read the email from Señora Pardo to Sara.  
Sara is asked to complete a meeting request form.

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

<u>Admin Team</u>	
<i>From:</i>	<i>María Pardo &lt;m.pardo@assetmail.es&gt;</i>
<i>Sent:</i>	<i>18 June 2007 11.16</i>
<i>To:</i>	<i>sara@assetmail.co.uk</i>
<i>Subject:</i>	<i>Meeting request</i>
<i>I am coming to head office next week for the monthly meeting on the 26<sup>th</sup> June. Please book the meeting room. I will arrive in England on the 22<sup>nd</sup>, but I am taking two days' holiday first. I will phone the office on the 25<sup>th</sup> to confirm everything. For the meeting, we will need copies of the May report in the room so we can study it.</i>	
<i>We will need lunch. As it is a director's meeting, we will eat in the 'Paradise' restaurant near the office; I did not like the food we had in the canteen last time. I do not need accommodation for my visit because my sister lives nearby and I will stay with her. I will drive my sister's car to the meeting so can you reserve a space in our car park, please?</i>	
<i>Thanks for your help</i>	
<i>María Pardo</i>	
<i>Sales Director</i>	

Meeting Request	
Date of meeting:	(11)
Required in room:	(12)
Catering requirements:	(13)
Accommodation booking:	(14)
Parking:	(15)

- |           |                                |                                |                                |
|-----------|--------------------------------|--------------------------------|--------------------------------|
| <b>11</b> | <b>A</b> 22 <sup>nd</sup> June | <b>B</b> 25 <sup>th</sup> June | <b>C</b> 26 <sup>th</sup> June |
| <b>12</b> | <b>A</b> report                | <b>B</b> diary                 | <b>C</b> files                 |
| <b>13</b> | <b>A</b> canteen               | <b>B</b> restaurant            | <b>C</b> buffet                |
| <b>14</b> | <b>A</b> none needed           | <b>B</b> hotel twin room       | <b>C</b> hotel single room     |
| <b>15</b> | <b>A</b> none needed           | <b>B</b> office car park       | <b>C</b> public car park       |

**Part 4****Questions 16–20**

Read the company Staff Policy below and look at the statements.

Are sentences **16–20** '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 **16–20**, mark **A**, **B** or **C** on your answer sheet.

**Company Policy for Staff**

- 1. You will work 36 hours a week. You can choose the hours you work between 7.30am and 6.30pm. All staff must be present, however, between 9.30am and 4.00pm. All employees must tell their managers their chosen working hours*
- 2. If we are busy, overtime hours are offered to all employees. These hours are optional and can be paid or taken as holiday, this has to be agreed in advance with your manager.*
- 3. All employees have 25 days holiday each year. This is in addition to public holidays. You must let your manager know at least 1 month in advance if you want to take some holiday.*
- 4. If you are ill, you must telephone your manager before 9 am. You must do this every day that you are going to be absent. This is to make sure that other people know about any urgent work you have.*
- 5. All staff must wear a uniform, which will be given to you on your first day. Staff are responsible for the cleaning of their company uniforms. All staff are expected to be well presented at all times.*

- 16 In this company, working hours are flexible.  
A Right    B Wrong    C Not in text
- 17 Overtime working is often compulsory.  
A Right    B Wrong    C Not in text
- 18 You can take time off work at a week's notice.  
A Right    B Wrong    C Not in text
- 19 All absences due to illness must be supported by a doctor's note.  
A Right    B Wrong    C Not in text
- 20 You have to clean your own uniform.  
A Right    B Wrong    C Not in text

**Part 5****Questions 21–25**

Read the text about a nurse called James Robinson and then answer the questions. For questions **21–25**, mark the correct letter **A**, **B** or **C** on your answer sheet.

***A day in the life of a nurse***

*James Robinson works as a nurse in Bristol Hospital seeing people who need medical attention immediately, for a wide variety of reasons.*

*The work is sometimes stressful and tiring, but James loves his job because no two days are alike. He never has time to be bored, and thinks it's an important job.*

*Yesterday, James arrived at work at 7am to get ready for his ten-hour shift. To begin with he went to see the other nurses who were going home after a night shift. This was to get information about patients he had to look after in the hospital.*

*There were more than twenty patients waiting in the department and he saw them with the help of a colleague. He examined the patients and treated them. He thought the majority were well enough to leave the hospital, but had to send five to be examined by a doctor.*

*The only thing James doesn't like about his job is that patients move from his department very quickly. This means he doesn't see them get better. He's going to apply for a post as a community nurse next year so that he can spend more time with his patients.*

- 21** Which area does James work in?
- A** the emergency department
  - B** the children's clinic
  - C** the maternity ward
- 22** Why does James like his job?
- A** because it's well paid
  - B** because the work is varied
  - C** because he's learning new things
- 23** Yesterday, James's first job was to
- A** talk to the nurses who were leaving.
  - B** see the patients who had been there all night.
  - C** get his instructions from the doctors.
- 24** Yesterday in his department, James
- A** helped do a minor operation.
  - B** had to work on his own all day.
  - C** sent most of the patients home.
- 25** What does James hope to do in the future?
- A** further study
  - B** work abroad
  - C** change his role

## Part 6

## Questions 26–30

Read the questions in the table below, which were asked in an interview with a hairdresser called Maria Girard.

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.

<b>Maria Girard - Hairdresser</b>	
<p><b>26</b>    <i>What are the good things about hairdressing?</i>    <input type="checkbox"/></p>	<p><b>A</b>    <i>You have to be friendly, so that you can talk to all kinds of people.</i></p>
<p><b>27</b>    <i>Are there any bad things?</i>    <input type="checkbox"/></p>	<p><b>B</b>    <i>I started as a trainee at the salon just after I left school.</i></p>
<p><b>28</b>    <i>What is a typical day for you?</i>    <input type="checkbox"/></p>	<p><b>C</b>    <i>Not many, but I get tired, because I stand up all day.</i></p>
<p><b>29</b>    <i>How did you start off in this career?</i>    <input type="checkbox"/></p>	<p><b>D</b>    <i>Meeting interesting customers and working flexible hours. One day I'll have my own salon.</i></p>
<p><b>30</b>    <i>What sort of personality does a hairdresser need?</i>    <input type="checkbox"/></p>	<p><b>E</b>    <i>The salon is in the centre of town and I usually come by bus.</i></p>
	<p><b>F</b>    <i>We always have a lot of appointments in the morning – but the afternoon is quieter.</i></p>

### Answer key Preliminary Reading Sample Test

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