
GENERAL TRAINING MODULE
READING
WRITING
PRACTICE TEST 1

SECTION 1 QUESTIONS 1–14

*You are advised to spend 20 minutes on Questions 1–14.
Read the text below and answer Questions 1–7.*

**Barchester Office Towers
Visitor Information**

Welcome to Barchester Office Towers. Visitors must register with the Security Desk in order to obtain a visitor's badge and be allowed entrance to the building. The Security Desk is located on the ground¹ floor lobby near the main entrance. The security officer on duty will direct you to the office you are visiting. In addition, a map of the building is displayed near the main elevators,² located behind the Security Desk.

To reach the rooftop parking area, take the elevator to the fourth floor, then follow the signs. Also located on that floor is the City View Restaurant, serving three meals a day, Tuesday–Sunday.

Barchester Office Towers offers a number of business services for the convenience of tenants and visitors. The Copy Center³ is located on the second floor. Photocopy and fax services are available here. Computers with Internet access are also available. The Copy Center is open twenty-four hours a day. You must show your visitor's badge when requesting services.

A small branch post office is located down the hall from the Copy Center. Envelopes and stamps are sold here. Mail pickup is twice a day, at 7:30 A.M. and 5:00 P.M. On the third floor, you will find a branch of the National Bank. All basic banking services are offered. Next to the bank is the Barchester Coffee Shop. Coffee, tea, and snacks are sold here, and most major daily newspapers and business magazines are available for perusal. The coffee shop is open from 7:00 A.M. until 4:30 P.M. Monday–Saturday.

¹In the United States., the ground floor is considered the first floor; the next floor up is the second floor, and so on.

²British: lifts

³British: Centre

Questions 1–7

*On which floor of the office complex can you do each of the following activities?
On lines 1–7 on your answer sheet, write:*

- A** if you can do this on the ground floor
- B** if you can do this on the second floor
- C** if you can do this on the third floor
- D** if you can do this on the fourth floor

- 1 have lunch
- 2 cash a check
- 3 mail a letter
- 4 get a pass to enter the building
- 5 read a newspaper
- 6 fax a document
- 7 look at a map of the building

Questions 8–14

Read the text below and answer Questions 8–14.

Spring Willow Farm Museum and Education Center

Spring Willow Farm is a fully operating farm designed to educate the public about farm operation, farming history, and issues facing farmers today.

Schedule

We are open to the public year-round, with reduced hours during the winter months. Closed Mondays and holidays.

Visiting the Farm

Visitors are free to tour the farm on their own. Please note that children must be accompanied by an adult at all times. Maps are available at the information desk in the Main Building. Guided tours are included in the cost of admission. Tours leave from the Main Building front entrance at 10:00 A.M. and 2:00 P.M. daily.

The ground floor of the Main Building is open to visitors. It contains exhibits explaining daily farm life in different periods of history, with displays showing farm implements, kitchen and other household utensils, photographs, and more. The information desk is also located here, as well as the Farm Museum Gift Shop.

Classes

The museum offers classes on various aspects of farming and farm history two evenings a week throughout the year. Ask at the information desk for a schedule of upcoming classes. In addition, classes on special subjects related to farming can be arranged for your club or group. Please contact the Education Office for further information. All classes take place in the classrooms located on the second floor of the Main Building.

Do the following statements agree with the information given in the text about the Spring Willow Farm Museum and Education Center? On lines 8–14 on your answer sheet, write:

TRUE	if the statement agrees with the information
FALSE	if the statement contradicts the information
NOT GIVEN	if there is no information on this

- 8 Spring Willow Farm is closed during the winter months.
- 9 Children are not allowed to visit the farm.
- 10 Spring Willow Farm charges visitors an admission fee.
- 11 The guided tours last two hours.
- 12 The museum has gifts for sale.
- 13 Farmers are offered a special discount on classes.
- 14 The museum buildings are open in the evening.

SECTION 2 QUESTIONS 15–27

You are advised to spend 20 minutes on Questions 15–27.

Questions 15–20

*The following reading passage has six sections A–F. Choose the correct heading for sections A–F from the list of headings below. Write the correct number, **i–viii**, on lines 15–20 on your answer sheet. There are more headings than sections, so you will not use them all.*

15 Section A

16 Section B

17 Section C

18 Section D

19 Section E

20 Section F

LIST OF HEADINGS

- i** Feeling Confident
- ii** Solving Problems
- iii** Room Arrangement
- iv** Equipment
- v** Defining Your Purpose
- vi** Using Visuals
- vii** Your Audience
- viii** Speaking Well

How to Give an Effective Presentation

When planning an effective presentation, there are a number of things to keep in mind.

A

First ask yourself, “Why am I giving this presentation?” The point of your presentation may be to outline a project plan, report on work that has been done, solve a problem, provide training, or generate support for an idea. Once you are clear on the reason for your presentation, it will be easier to organize¹ your information.

¹British: *organise*

B

If you are not used to giving presentations, you may feel nervous. There are a few things you can do to counteract this. The most important thing is to rehearse your presentation several times until you feel comfortable with it. Before you begin speaking, take a few deep breaths. This will help you relax. Stand up straight and look your audience in the eye. Most of all, don't try to be perfect. This is an impossible goal.

C

Even though you may be using a microphone, you still need to pay attention to your voice. Talk slowly and clearly. Pause often to give your audience time to absorb the information. Do not garble your words or talk so quickly that no one can follow you.

D

There is no better way to lose your audience than to stand at the front of the room and talk on and on but give them nothing to look at. Plan to use presentation software to show charts and graphs, photographs, maps, or other graphics that will make your ideas clearer. This is particularly important for numbers, but it is also useful for other kinds of information.

E

Before you begin your presentation, remember to check the microphone, computer, and any other special tools you may be using. Make sure everything is in working order before you start talking so that there will be no interruptions due to breakdowns.

F

Something that is often overlooked but that is very important for an effective presentation is the location setup. Make sure that the seating is placed so that it allows everyone to see your slides and hear your voice. The chairs should be comfortable, too.

Questions 21–27

Read the text below and answer Questions 21–27.

The Marcy Corporation
Information for New Employees

All new employees at the Marcy Corporation are required to attend an orientation session during their first month of employment. The next orientation session will be held on March 21 in the company conference room. Employee benefits, payment policies, employee responsibilities, and other personnel matters will be discussed. Employees are requested to read the employee manual and submit the signed statement prior to attending the orientation.

The Marcy Corporation Employee Manual has been provided to inform our employees about the company's procedures and policies. We ask each employee to take the time to read the manual carefully. After a thorough review of the manual, the statement below should be signed and returned to the employee's supervisor by the date noted below. Every effort has been made to present the information in the manual in a clear and concise manner. If there are any questions regarding the content of the manual, they should be submitted in writing to Human Resources.

.....
Statement

I, _____, have read a copy of the Marcy Corporation Employee Manual and am familiar with its contents. By signing below, I certify that I understand and accept the information contained in the Marcy Corporation Employee Manual and agree to abide by the Marcy Corporation's policies.

 (Employee signature)

Please submit by: March 15

Questions 21–27

Complete the sentences below.

*Choose **NO MORE THAN THREE WORDS** from the text for each answer.*

Write your answers on lines 21–27 on your answer sheet.

- 21 All _____ must participate in an orientation session.
- 22 The _____ will take place in the company conference room.
- 23 The manual should be read before _____.
- 24 The employee manual contains information about the company's _____.
- 25 The signed statement should be submitted to _____.
- 26 _____ will answer questions about the content of the manual.
- 27 The due date for the signed statement is _____.

SECTION 3 QUESTIONS 28–40

You should spend 20 minutes on Questions 28–40, which are based on the reading passage below.

Canoes Around the World

Many cultures throughout the world have developed some form of canoe—a long, slender, open boat powered by handheld paddles. In each case, the technologies and materials used to construct the canoe reflect the resources available to that particular culture. There are three basic types of canoe: the frame-and-bark canoe, the dugout, and the plank canoe. Developed by cultures on every continent since prehistoric times, canoes continue to be used today both for survival and for recreation.

The birch-bark canoe, an example of the frame-and-bark type of construction, was developed in the region that is now the northeastern United States and eastern Canada. Native Americans constructed birch-bark canoes by building a frame from spruce wood and then using roots to stitch pieces of birch bark over the frame. In areas where birch was not available, bark from elm or spruce trees was used instead. After the bark was sewn to the frame, the canoes were then sealed with a mixture of spruce gum and bear grease. These substances worked very well to make the boat watertight. Birch-bark canoes were lightweight and thus easily portaged around waterfalls or from lake to lake. Most were designed to hold no more than two or three people and were used for lake and river travel. When Europeans opened up the fur trade in North America in the seventeenth century, the French traders used larger versions (30 to 40 feet in length) to transport furs in large quantities across the Great Lakes for shipment back to Europe.

The dugout—a canoe created from a single tree trunk—has been used in many areas throughout the world. Simple versions of hollowed-out logs were used by native peoples throughout much of North America. Coastal groups such as the Haida and Tlinglit in the Pacific Northwest developed large dugout crafts 60 feet or longer that could carry large numbers of people on the ocean for trade, warfare, fishing, whaling, and travel to ceremonial gatherings. First, the outer and inner bark around the entire circumference of a tall, straight tree, often a cedar or redwood, was removed. This process, called girdling, cuts off the flow of sap, thus killing the tree and making it easier to chop down. Then the tree was felled and cut to the appropriate length. The opening of the dugout was created by repeatedly burning the wood, then carving it out with tools. In early times, stone tools were used, but later metal tools came into use. Once the canoe was carved out, the boat builders filled it with water and brought the water to a boil using stones heated on a fire. This softened the wood and the weight of the water caused the walls of the canoe to bow outward, giving it more width than the original girth of the tree.

The ocean-going Chumash people of what is now southern California developed the *tomol*, or plank canoe. They created their canoes by cutting planks from redwood trees, carving and shaping them into a canoe without any frame. They lashed the planks together by drilling holes and tying them with cords. Pitch from pine trees and tar, also found locally, were used between the planks and over the entire hull for waterproofing.

The canoe played a major role in the spread of all the Pacific Island cultures. These cultures developed outrigger and double-hulled dugout canoes. Outriggers have one or more parallel floats attached to a dugout canoe with poles for increased stability in ocean waves. Double-hulled canoes have a platform between two parallel dugouts. These highly stable designs, combined with sails, enabled the Polynesians to go on epic ocean journeys and to inhabit far-flung islands. Several families (or as many as 200 people in the largest vessels), could sail in each of these double-hulled canoes with food, water, and domesticated plants and animals across huge expanses of ocean, and in this way the Polynesian people spread throughout the Pacific, establishing new communities on previously uninhabited islands.

In areas of dense rain forest throughout the world, including the Amazon basin, and parts of Africa and Asia, river travel with dugouts was, and in many cases still is, the primary means of transportation. In West Africa, large war canoes capable of transporting many fighters were carved from single trees.

Descendants of the ancient canoes are still widely used today. Traditional cultures around the world still use dugout canoes for fishing and transportation. Today's modern recreational canoes, while now often constructed with aluminum,¹ fiberglass,² wood, and canvas, plastic, and other synthetic materials, still retain the shape and basic design of the birch-bark canoes developed in the distant past. The catamaran sailboat, widely used in racing, is a direct descendant of the double-hulled sailing canoe used thousands of years ago by the Polynesian cultures.

¹British: aluminium

²British: fibreglass

Questions 28–34

Look at the following descriptions, Questions 28–34, of the different types of canoes. Match each description with the correct canoe, **A**, **B**, or **C**.

Write the correct letter, **A**, **B**, or **C**, on lines 28–34 on your answer sheet.

- 28 held together with rope
- 29 made from a hollowed-out log
- 30 made waterproof with gum and grease
- 31 constructed with the use of both fire and water
- 32 easy to carry over land
- 33 sealed with pitch and tar
- 34 made to carry just a few people

TYPES OF CANOES

- A** birch-bark
- B** dugout
- C** plank

Questions 35–40

Complete the summary below.

Choose **NO MORE THAN TWO WORDS** from the text for each answer.

Write your answers on lines 35–40 on your answer sheet.

Polynesians turned dugout canoes into outrigger canoes by attaching

- 35 _____ to them. Double-hulled canoes were made by connecting two outrigger canoes with 36 _____. Because they could travel over 37 _____ of ocean in these canoes, Polynesians were able to inhabit islands all across the Pacific Ocean. In West Africa, large war canoes were used to carry 38 _____. Today, 39 _____ canoes are made of modern materials such as aluminum, fiberglass, and plastic. These modern canoes are similar in form to 40 _____ canoes.

Answer Key

PRACTICE TEST 1—GENERAL TRAINING MODULE

Reading

- | | | | |
|----------|---------------|---------------------------------|---------------------------|
| 1. D | 11. Not Given | 21. new employees | 31. B |
| 2. C | 12. True | 22. next orientation session | 32. A |
| 3. B | 13. Not Given | 23. (attending) the orientation | 33. C |
| 4. A | 14. True | 24. procedures and policies | 34. A |
| 5. C | 15. v | 25. the employee's supervisor | 35. parallel floats |
| 6. B | 16. i | 26. Human Resources | 36. a platform |
| 7. A | 17. viii | 27. March 15 | 37. huge expanses |
| 8. False | 18. vi | 28. C | 38. many fighters |
| 9. False | 19. iv | 29. B | 39. (modern) recreational |
| 10. True | 20. iii | 30. A | 40. birch-bark |

SECTION 1 QUESTIONS 1–14

You are advised to spend 20 minutes on Questions 1–14.

Questions 1–4

The following text has four sections A–D. Choose the correct heading for each section from the list of headings below. Write the correct number i–vii on lines 1–4 on your answer sheet. There are more headings than sections, so you will not use them all.

LIST OF HEADINGS

- i** Other Uses for Your Machine
- ii** Baking Bread
- iii** The Science of Bread Dough
- iv** Customer Assistance
- v** Ingredients for Bread
- vi** Caring for Your Machine
- vii** Equipment Included

- 1** Section A
- 2** Section B
- 3** Section C
- 4** Section D

Presto Bread Machine

Thank you for buying a Presto Bread Machine. You and your family will enjoy delicious homemade bread for years to come.

A

Please check the contents of the box to make sure they are complete. Your Presto Bread Machine comes with a removable baking pan, a measuring cup, a measuring spoon, and a recipe booklet. You may also wish to have on hand an extra measuring cup and several other measuring spoons in different sizes. Ingredients for the bread recipes are not included.

B

Choose a recipe from the enclosed recipe booklet. Each recipe lists the ingredients in the order they are to be added to the machine. Liquid ingredients should be added to the machine before dry ingredients. Place all the ingredients in the removable pan, place the pan inside the machine, and close the lid. Push the *menu* button and the type of bread you are making—white, whole wheat, or raisin. If you are making rolls, select *dough*. Push the *start* button. Your bread will be ready in three hours for white or raisin bread or four hours for whole wheat bread. Dough takes two hours.

C

It is important to clean the inside of the machine after each use. Small bits of dough may fall out of the pan and burn during baking. Over time this may build up and become hazardous. For cleaning, remove the bread pan from the machine and let the machine cool down. Wipe the inside of the machine with a damp sponge. To clean the bread pan, let it soak in warm, soapy water. Then wipe gently with a damp sponge. Do not use a brush or scouring pad as these may damage the stick-free coating.

D

If you have any questions or require help using your bread machine, please call our twenty-four-hour help line: 800-555-9845. A list of frequently asked questions and answers is available on the website: *www.prestobread.com*. Also available on the website is a variety of international bread recipes. If you are dissatisfied with your Presto Bread Machine for any reason, simply return it, in its original box, to the store where you purchased it. A complete refund will be sent to you within thirty days of purchase.

Questions 5–7

Answer the questions below. Choose **NO MORE THAN THREE WORDS** from the text for each answer. Write your answers on lines 5–7 on your answer sheet.

- 5 How long does it take to bake raisin bread? _____
- 6 How often should you clean the inside of the machine?

- 7 According to these instructions, where can you find bread recipes from around the world? _____

Questions 8–14

Read the text below and answer **Questions 8–14**.

Regional Share-Your-Ride**Information for Commuters**

Regional Share-Your-Ride is a free service offered to all commuters in our area. We help you save costs on commuting by matching you up with other commuters who travel the same route. When you share your daily ride to work with other commuters, you save on transportation costs and help reduce traffic congestion and air pollution.

Carpool

Share your ride to work with one or more other commuters. You can choose to carpool daily or just a few days a week, whatever suits your schedule best.

Vanpool

Using your van to share your ride with four or more people will save you even more on commuting costs. Regional Share-Your-Ride is available to help you keep your van running smoothly and filled with riders. According to state law, vanpools are permitted to travel in special high-occupancy vehicle (HOV) lanes located on highways in urban areas throughout the region.

Matching

Log on to our website at *www.rsyrp.net*. Type in your location, destination, and work schedule. Our system will generate a list of other commuters whose route and schedule match yours. The website also has maps of the region to help you plan the most efficient route for your commute. These are available for free download.

Contact

Contact the commuters on the list, and arrange a ride-sharing schedule and route with them. You can also discuss how you want to share the responsibility of driving. When you have arranged a carpool or vanpool group, return to our website and register your group with us.

Benefits

Registered participants in Regional Share-Your-Ride can sign up to receive daily traffic and weather reports by e-mail. As a participant, you are also eligible for the Urgent Ride service, which provides you with free transportation to your house in case you or your carpool or vanpool driver has an emergency.

Complete each sentence with the correct ending, A–M, below.

Write the correct letter, A–M, on lines 8–14 on your answer sheet.

- 8 Regional Share-Your-Ride provides
- 9 By using a carpool or vanpool, commuters can save
- 10 Commuters who travel by van receive
- 11 Commuters can get free maps by
- 12 Commuters should register with the program¹
- 13 After signing up for the program, participants can receive by e-mail
- 14 In case of emergency, program participants can get

¹ British: programme

- A money on traveling¹ costs.
- B participating in the program for one month.
- C a free ride home.
- D a reduced-cost Regional Share-Your-Ride program membership.
- E wear and tear on their cars.
- F permission to use certain highway lanes.
- G rentals of cars and vans for commuting purposes.
- H after forming a carpool or vanpool group.
- I if interested in learning more about carpools.
- J information to commuters who want to share rides.
- K daily information on road conditions.
- L a trip to the hospital.
- M visiting the website.

SECTION 2 QUESTIONS 15–27

You are advised to spend 20 minutes on Questions 15–27.

Questions 15–20

Read the text below and answer Questions 15–20.

Job Interview Success

When you apply for a job, the impression you create during the interview is just as important as the skills and background you bring to the table. The following suggestions will help you prepare for a successful interview.

Before You Leave Home

Dress appropriately. This means the attire you choose should be the same as what you would wear for work once you are hired. Conservative colors² and styles always convey a more trustworthy image.

Rehearse the interview at home. Think of questions that you will probably be asked, and prepare answers for them. This will help you be calm when you are at the actual interview.

Don't be late for your interview. The best way to avoid this problem is to decide ahead of time how you want to get there. If by bus or subway, check the schedules the day before. If by car, plan your route carefully and figure out how long it will take. Careful planning will ensure that you will make a good impression by arriving on time.

¹British: travelling

²British: colours

During the Interview

Speak clearly. Look the interviewer in the eye when speaking and use clear, confident tones. Do not speak too quickly or nervously. Rather, pronounce your words carefully and pause when searching for ideas. Speaking with a firm, clear voice is one of the best ways to give an impression of self-assurance.

Ask questions. Do not be afraid to do this. It will not make you appear unprepared or stupid. On the contrary, asking the right questions shows that you are knowledgeable about the company and conveys the impression that you are interested and enthusiastic.

Complete the sentences below.

*Choose **NO MORE THAN THREE WORDS** from the text for each answer. Write your answers on lines 15–20 on your answer sheet.*

- 15 Wearing _____ clothes makes a better impression during the job interview.
- 16 Practice answering questions ahead of time so that you feel _____ during the interview.
- 17 If traveling to the interview by bus, make sure you know _____ ahead of time.
- 18 You will be _____ for the interview if you plan your trip beforehand.
- 19 Use your _____ to convey an attitude of confidence.
- 20 Show what you know by asking _____.

Questions 21–27

Read the text below and answer Questions 21–27.

Five Reasons Your Business Needs a Website

All businesses, large or small, need a website. Here are several reasons a website can help a company of any size improve its business.

A

A website is the most important tool a business has for maintaining contact with customers. The website gives customers a way to know what services or products you sell and how to contact you. By offering an e-newsletter sign-up on your website, customers can stay informed about events related to your business and your products, and you save on printing costs. A link to your blog keeps customers up-to-date on what is happening with your business, and keeps them coming back.

B

A website allows you to expand your customer base beyond your immediate community, and even to other countries. Anyone in the world can have access to your services and products through your website, at no extra cost.

C

No matter what the size of your business, it is not hard to afford a website. It is easy to set up, and it does not have to break your budget. There are templates available if you want to create a website yourself. Or, you can hire a Web designer for a more professional look. Depending on what you need, using the services of a professional does not necessarily cost huge amounts of money. The hosting fees you pay to keep your website up and running are minimal.

D

You can save on expenses by keeping your website simple. Even just a few pages can be enough to provide your customers with the necessary information to keep them interested in what your business has to offer. A large website with lots of pages is not always necessary. The most essential facts to include in any website—your business name and location, your products, and your contact information—can be contained on just one page.

E

Your website can be a place for your customers to buy your products. You may still do most of your selling at your physical place of business, but the website is another opportunity to sell, and you can reach more customers this way, too.

The text contains five sections, A–E. In which section can information about the following be found? Write the correct letter, A–E, on lines 21–27 on your answer sheet. You may use any letter more than once.

- 21 finding international customers
- 22 the cost of maintaining a website
- 23 ways to communicate with customers
- 24 selling your products online
- 25 the size of your website
- 26 website design
- 27 the most important information to include

SECTION 3 QUESTIONS 28–40

You are advised to spend 20 minutes on Questions 28–40, which are based on the reading passage below.

Phases of the Moon

Traveling a distance of approximately 382,400 kilometers, the moon takes just over twenty-nine days to complete its orbit around the Earth. During this lunar cycle, many different phases of the moon are visible from Earth, even though the moon itself never changes shape. The cyclic period of the moon is determined by the extent to which the sun illuminates the moon on the side that is facing Earth. Just like Earth, the moon is sphere shaped, and thus always half illuminated by the sun. However, because the moon and the Earth are in synchronous rotation, we can see only the near side of the moon. The side we do not see is called the far side, or the *dark side*, a term that is often misunderstood. The dark side refers to the mysteriousness of this unseen side, not the amount of light it receives. Both the near and the far sides of the moon receive approximately the same amount of sunlight. Though we see a slightly different moon from Earth each day, its repetitive cycle is both predictable and functional.

There are eight phases of the moon, each with a unique name that signifies how much of the moon is visible from Earth. In the early phases, the moon is said to be *waxing*, or gradually getting larger. The first phase is called *new moon*. In this phase, the moon is lined up between the Earth and the sun. The illuminated side of the moon is facing the sun, not the Earth, so from Earth, there appears to be no moon at all. As the moon begins to move slowly eastward away from the sun, it becomes slightly more visible.

After new moon, the *waxing crescent* phase begins. During this phase, the moon appears to be less than half illuminated. *First quarter* occurs when one-half of the moon is visible. It is called first quarter, not because of its size, but because it represents the end of the first quarter of the moon's cycle. The next phase is called *waxing gibbous* and represents a moon that is larger than half a sphere, but not quite a whole. This phase is followed by *full moon*, which occurs when the moon's illuminated side is directly facing Earth.

As the moon begins to get smaller again, it is said to be *waning*. The phases in the second half of the cycle appear the same as the first, except that the opposite half of the near side of the moon is illuminated, thus the moon appears to be shrinking rather than growing. *Waning gibbous* is followed by *last quarter*, when one-half of the moon is visible, and finally *waning crescent*. In the Northern Hemisphere, when the moon is waxing, the light of the moon increases from right to left. The opposite occurs in the Southern Hemisphere.

Like the sun, the moon is an accurate tool for measuring time. A complete cycle of the moon is called a *lunation*. A full cycle of the moon typically lasts just under one calendar month, therefore, the phase of the moon that starts a month

usually repeats just before the month is through. When two full moons occur in one calendar month the second one is called a *blue moon*. This phenomenon occurs about once every 2.7 years. Within one cycle, the moon's "age" is calculated from the last day of the new moon. For example, the moon is approximately fifteen days old during the full moon phase.

The moon can also be used to calculate the time of day. Just like the sun, the moon rises and sets each day and is visible on the Earth's horizon. At new moon, the moon and sun rise and set at almost the same time. As the moon begins to wax, or move farther in its orbit, it rises approximately one hour later each day. By full moon, the moon rises at about the same time the sun sets and sets when the sun rises. Therefore, the moon is out in the daytime as often as it is at night even though it is not always as easy to see in the daylight. The Islamic calendar is based on the phases of the moon. The beginning of each new month in the Islamic calendar begins when the waxing crescent first appears in the night sky.

The primary phases of the moon, which include new moon, first quarter, full moon, and last quarter are published in almanacs for each month. The phases can also be found on many calendars in the Western world. Despite the world's fascination with the moon, its phases are not entirely unique. The planets Venus and Mercury have similar phases; however, unlike the moon, these planets can never be on the opposite side of the Earth from the sun. To see the equivalent of the "full moon" phase of these planets, we would need to have the capacity to see through the sun.

Questions 28 and 29

Write the correct letter A, B, or C, on lines 28 and 29 on your answer sheet.

- 28 It takes the moon approximately twenty-nine days to
- A orbit the sun.
 - B travel 382,400 kilometers.
 - C become fully illuminated.
- 29 The dark side of the moon
- A receives a lot of light.
 - B faces the Earth during the day.
 - C is never visible from the Earth.

Questions 30–33

Label the diagram below. Choose **NO MORE THAN TWO WORDS** from the reading passage for each answer. Write your answers on lines 30–33 on your answer sheet.

The Primary Phases of the Moon

1st of the month

30 _____ 31 _____ 32 _____ 33 _____

Questions 34–40

Do the following statements agree with the information given in the passage? On lines 34–40 on your answer sheet, write:

- | | |
|------------------|--|
| YES | if the statement agrees with the information |
| NO | if the statement contradicts the information |
| NOT GIVEN | if there is no information on this |

- 34 A lunation takes a little more than one month to complete.
- 35 The term *blue moon* refers to the color of the moon at certain times of the year.
- 36 It takes about fifteen days for the moon to move from new moon to full moon.
- 37 At certain times of the month, the moon rises at the same time as the sun.
- 38 There are twelve months on the Islamic calendar.
- 39 Some planets have phases similar to the moon's phases.
- 40 The moons of Venus and Mercury are visible from Earth.

Answer Key

PRACTICE TEST 2—GENERAL TRAINING MODULE

Reading

- | | | | |
|-------------------|---------------------------|--------------|-------------------|
| 1. vii | 11. M | 21. B | 31. first quarter |
| 2. ii | 12. H | 22. C | 32. full moon |
| 3. vi | 13. K | 23. A | 33. last quarter |
| 4. iv | 14. C | 24. E | 34. No |
| 5. three hours | 15. conservative | 25. D | 35. No |
| 6. after each use | 16. calm | 26. C | 36. Yes |
| 7. on the website | 17. the schedule(s) | 27. D | 37. Yes |
| 8. J | 18. on time | 28. B | 38. Not Given |
| 9. A | 19. voice | 29. C | 39. Yes |
| 10. F | 20. (the right) questions | 30. new moon | 40. Not Given |

SECTION 1 QUESTIONS 1–14

*You are advised to spend 20 minutes on Questions 1–14.
Read the text below and answer Questions 1–8.*

AREA HOTELS**A**

Rosewood Hotel. Spend your vacation with us. We offer luxury suites, an Olympic-sized pool, a state-of-the-art fitness center,¹ and a beauty spa. Leave business cares behind while you relax in luxury at the Rosewood. You'll never want to leave! Call 800-555-0942 for reservations.

B

The Woodside Motel is the place to stay while visiting our city. After a day of sightseeing, relax in the comfort of your luxury room. All our rooms have king-sized beds, free movies, and minibars. Our outdoor playground and indoor recreation room mean the little ones will never be bored. Babysitting service available. Enjoy your next family vacation at the Woodside Motel.

C

The Columbus Hotel is conveniently located in the heart of the city's theater² district and close to the city's finest restaurants and clubs. Enjoy the spectacular view of the city skyline from the Columbus Rooftop Restaurant. Host your next conference or banquet with us. We have a selection of reception rooms and banquet rooms suitable for conferences and parties. Call 245-555-0982 to speak to our banquet coordinator, 245-555-0987 for dinner reservations at the Rooftop Restaurant, and 245-555-0862 to reserve a room.

D

Next time you're in town, stay at the City View Suites. Whether you're here to shop, play, or work, City View's location can't be beat. We're close to all major bus lines and right next to the city's business district. All rooms include kitchenettes. Call 492-555-5932 for reservations. Don't forget to ask about our special weekly and monthly rates.

E

Sunflower Motel offers reasonable rates, a convenient location, and cable TV in every room. Pets are welcome (extra charge applies). Special weekend rates. Call 488-555-0821 for reservations.

¹British: centre

²British: theatre

Look at the five hotel advertisements, A–E. Which hotel is appropriate for each of the following people? Write the correct letter, A–E, on lines 1–8 on your answer sheet. You may use any letter more than once.

Which hotel is most appropriate for a person who

- 1 plans to stay for over a month?
- 2 is traveling¹ with children?
- 3 always travels with a dog?
- 4 plans to go out for entertainment in the evenings?
- 5 is on a business trip?
- 6 likes to exercise every day?
- 7 is looking for a place to hold a wedding reception?
- 8 prefers cooking to eating in restaurants?

Questions 9–14

The following reading passage has six sections, A–F. Choose the correct heading for each section from the list of headings below. Write the correct number, i–ix, on lines 9–14 on your answer sheet. There are more headings than sections, so you will not use them all.

LIST OF HEADINGS

- i Pool User Fees
- ii Lifeguard Training
- iii Pool Schedule
- iv Equipment Rental
- v Pool Rules
- vi Individual Membership Benefits
- vii Food
- viii Parking
- ix Classes

- 9 Section A
- 10 Section B
- 11 Section C
- 12 Section D
- 13 Section E
- 14 Section F

¹British: travelling

Welcome to the Riverdale City Pool

The following information is provided for your convenience.

A

The Riverdale City Pool is for everybody's enjoyment. To make sure that all pool users have a pleasant experience, please observe the following:

- All children under twelve must be accompanied by an adult.
- Running and shouting in the pool area are not allowed.
- Diving is permitted only in the designated area at the deep end of the adult pool.
- Please shower before entering the pool.

Thank you for your cooperation.

B

The pool is open for the summer season from May 15 through September 15. Hours are Monday–Thursday, noon until 7:30 P.M.; Friday, noon until 9:30 P.M.; Saturday and Sunday, 9:30 A.M. until 9:30 P.M. During the week, the pool will be open for classes only from 8:30 until 11:30 A.M. Three trained lifeguards will be on duty at all times that the pool is open.

C

The pool garage will be closed from June 1 to August 31 for renovations. We are sorry for any inconvenience this may cause. Pool users can leave their cars in the area behind the pool office during this time. A bicycle rack is also located there. There is no fee for using this area.

D

For Riverdale residents, charges for using the pool are \$5 per individual per visit, \$250 for an individual season pass, and \$500 for a family season pass. For non-residents, the charge is \$7 per individual per visit. Season passes are not available to pool users who are not residents of Riverdale.

E

This summer we are offering swimming lessons for children, teens, and adults, as well as diving lessons and water aerobics. Morning lessons are from 9:30 to 10:30 and afternoon lessons are from 2:00 to 4:00. Fees start at \$75 a week. The Riverdale swim team will continue this season as well. Please visit the pool office for a complete schedule of this summer's lessons and swimming meets.

F

The new snack bar is now open. The hours are 11:30–5:00 daily. It serves a variety of inexpensive drinks and snacks, including cold and hot sandwiches, ice cream treats, and homemade cookies. All items purchased at the snack bar as well as snacks, drinks, and lunches brought from home must be consumed in the picnic area.

SECTION 2 QUESTIONS 15–27

You are advised to spend 20 minutes on Questions 15–27.

Questions 15–20

Read the information below and answer Questions 15–20.

**Lakeville College
Employee Benefits**

Vacations¹

All employees are entitled to a minimum of two weeks paid vacation time annually. The actual days to be used as vacation are subject to approval by the individual employee's supervisor.

Insurance

All employees are eligible for any of the health insurance plans offered by the college. Information on the various plans are available from Human Resources. This benefit is extended to members of the employee's immediate family. Part-time employees may apply for this benefit but will pay a higher percentage of the premium.

Use of College Facilities

All employees, full and part time, may use any of the college facilities, including the library, gym, swimming pool, and tennis courts, free of charge. A faculty or staff ID card must be shown when requesting access to these facilities. Immediate family members are also entitled to this benefit, but must obtain an ID card from Human Resources before using college facilities.

Parking

Free parking is available on campus for all college employees; however, a parking sticker must be obtained from Human Resources. The sticker must be displayed on the windshield² at all times when parked on campus. The sticker is valid for parking in specially designated employee parking areas as well as in any parking space marked "Visitor." Student parking areas are reserved for student parking only.

Taking Classes

Employees may take classes in any department at the college. Show your faculty or staff ID when registering for the class. Employees may enroll³ in up to three classes per year free of charge. Any additional classes beyond that must be paid for at the full tuition rate. In addition, any employee wishing to pursue a degree must apply for and be accepted into the program of his or her choice before being considered a degree candidate. In this case, student service fees will apply.

¹ British: holiday; in the United States, holiday refers to a specific date on which a special event, such as Thanksgiving, is observed

² British: windshield

³ British: enrol

Write the correct letter, A, B, or C, on lines 15–20 on your answer sheet.

- 15 How much annual vacation time are employees allowed?
- A No more than two weeks
 - B Exactly two weeks
 - C At least two weeks
- 16 Who is qualified for health insurance benefits?
- A Full-time employees only
 - B All employees and their spouses and children
 - C All employees, but not their family members
- 17 What must an employee's family member do in order to use the library?
- A Get an ID card
 - B Apply for a job at Human Resources
 - C Pay a fee
- 18 Where can employees park their cars?
- A In the employee parking areas only
 - B Anywhere on campus
 - C In both employee and visitor parking areas
- 19 If an employee takes one class in a year, how much will he or she have to pay?
- A Nothing
 - B The full tuition rate
 - C A student service fee
- 20 What is required of employees who want to study for a degree?
- A Permission of their supervisors
 - B Application for admission into a program
 - C Payment of full tuition

Questions 21–27

Read the text below and answer Questions 21–27.

**Long Mountain Learning Center
Writing Courses**

A**The Art of Correspondence**

Have you always wished you could write more elegantly? This course will help you develop your own style when writing letters of friendship, condolence, congratulations, and so on.

Mondays, 5–7 P.M.

B**Client Communication**

The success of any business depends on clear communications with clients. This course will show you the essentials of letter, e-mail, and fax writing to help you enhance those all-important business relationships with clients.

Tuesdays, 1–3 P.M.

C**Rules of Communication**

Do you wonder where to place commas or when to use exclamation points? Do you know when it is appropriate to use apostrophes and when it is not? This course will clear up any confusion you may have about the rules for using commas, periods, semicolons, and so on, and it will help you to make your writing clear and correct.

Wednesdays, 9:30–10:30 A.M.

D**Fiction Workshop**

This course is for writers who are currently working on a novel or short story. Class time will be spent reading and critiquing classmates' work.

Saturdays, 9:30–11:30 A.M.

E**What Do You Mean?**

Finding the exact words to express your ideas is an art in itself. In this course, you will learn about words, what they mean, how to avoid confusing similar words, and how to choose just the right words in your writing.

Thursdays, 7:30–9:30 P.M.

F**Write It Right**

Writing a research paper involves more than gathering information. Knowing how to organize¹ your information, express your ideas clearly, and document your sources are essential. This course is specifically designed for students preparing to enter college.

Tuesdays, 3:30–5:00 P.M.

¹British: *organise*

G**Express Your Opinion**

The Letters to the Editor column in your local paper is a public forum for expressing opinions on matters of interest to all citizens. In this course, you will learn how to develop and eloquently express your opinions and improve your chances of getting your letter published.

Fridays, 8:45–10:00 P.M.

H**Report It**

Have you always dreamed¹ of being a correspondent for a newspaper or magazine? This course will cover the basics of gathering news and turning it into interesting newspaper and magazine articles.

Wednesdays, 1–3 P.M.

I**Retelling Old Favorites²**

Do you remember the traditional folktales and fairy tales that you loved as a child? In this course, you will rewrite some of your favorite old tales in new ways that will delight the youngsters in your life.

Tuesdays, 5–7 P.M.

J**Writing to Sell**

In this course, you will learn to write advertisements that will attract more clients to your product or business. Previous business writing experience is required.

Thursdays, 9:30–11:30 A.M.

K**Selling for Poets**

Don't let anyone tell you there aren't any good markets for poetry. In fact, there are hundreds of places, both online and in print, that publish poetry and pay good money for it, too. Find out about how to sell your poetry in this course.

Look at the descriptions of the writing courses, A–K. For which descriptions are the following statements true? Write the correct letter, A–K, on lines 21–27 on your answer sheet.

- 21 This course helps you with academic writing.
- 22 This course shows you how to write personal letters.
- 23 This course helps you improve your vocabulary.
- 24 This course is about writing stories for children.
- 25 This course teaches you about journalism.
- 26 This course teaches you how to use punctuation.
- 27 This course is about business marketing.

¹British: dreamt

²British: Favourites

SECTION 3 QUESTIONS 28–40

You are advised to spend 20 minutes on Questions 28–40, which are based on the reading passage below.

Questions 28–34

The following passage has seven paragraphs, A–G. Choose the most suitable heading for each paragraph from the list of headings below. Write the correct numbers, i–x, on lines 28–34 on your answer sheet. There are more headings than paragraphs, so you will not use them all.

LIST OF HEADINGS

- i The Neoclassical Architectural Style
- ii Choosing a Location
- iii Naming the President's House
- iv First Ladies and Interior Design
- v A Designer Is Chosen
- vi Reconstruction of the President's House
- vii The President's House Burns Down
- viii Funding the Construction
- ix Renovation and Modernization¹
- x Completion of the First President's House

- 28 Paragraph A
- 29 Paragraph B
- 30 Paragraph C
- 31 Paragraph D
- 32 Paragraph E
- 33 Paragraph F
- 34 Paragraph G

The Construction of the White House**A**

Located at 1600 Pennsylvania Avenue in Washington, DC, the White House was originally designed by James Hoban, an Irish-born American architect. In 1792, after defeating eight other entrants, Hoban won a contest to design a

¹ British: Modernisation

mansion for the president of the United States. President George Washington oversaw the original construction, which began on October 13, 1792. Prior to the design contest, engineer Pierre Charles L'Enfant had worked with President Washington to design the capital city. L'Enfant's vision of the president's house was four times larger than the mansion Hoban built. Labor¹ and material expenses required Hoban to build the house on a much smaller scale, with only two main floors instead of three. In addition, rather than using the expensive imported stone of his original plan, the majority of the brick he used was made right on site. Hoban employed builders and craftsmen from overseas as well as local slaves and laborers. The total expenditure for the project was \$232,372. This was just a fraction of what L'Enfant's proposed palace would have cost.

B

James Hoban's design was a near copy of a residence in James Gibbs's *Book of Architecture*, published in 1728. Neoclassicism, influenced by the Greco-Roman style, was the popular choice for architects throughout Europe during that time. When Napoleon became emperor, he employed the best architects he knew to transform Paris into a classical Roman capital. Roman triumphal arches and Corinthian columns adorned all of Paris's major structures. Architects in Germany built monuments, halls, and theaters inspired by classic Greek structures such as the Acropolis in Athens. The popularity of the neoclassical style grew internationally, spreading as far as America. Though the architectural styles were borrowed from classical designs, each country added a unique flair in order to achieve a sense of nationalism in its capital.

C

The house that James Hoban designed was not completed until after the second president of the United States took office. Despite the unfinished interior, President John Adams and his family moved from the temporary capital in Philadelphia, Pennsylvania, into the president's house on November 1, 1800. Throughout his term, Adams lived in the mansion with half-finished walls, no heating, and no running water. The interior of the building was completed in 1801 during Thomas Jefferson's term. Before Jefferson moved in, he hired architect Benjamin Latrobe to install coal-burning fireplaces and two water closets. Latrobe also created two terraces on the east and west sides of the building and installed a furnace that relied on kettles and pipes in the basement.

D

Just over twenty years after the construction of the president's house began, the building was burned down during the War of 1812. After British troops torched the house on August 25, 1814, rumors² surfaced as to whether the capital would be moved inland. However, the Battle of New Orleans, an encounter in which the Americans came out victorious over Britain, evoked a sense of nationalism in the country's heart. The victory inspired the rebuilding of the president's house, a task that was once again handed over to James Hoban.

¹British: Labour

²British: rumours

E

Hoban worked on the rebuilding for two years before President James Monroe moved into the unfinished home and purchased a number of furnishings. Benjamin Latrobe, who later built the Capitol building, designed large porticos for the house with columns that supported the roof. In 1824, his south portico was completed with a double staircase leading up to the new porch. The north portico was completed in 1830 during the presidency of Andrew Jackson. Though these columns give the White House its distinguishing features today, there was some criticism at the time that they overshadowed the intricate stone carvings on the house. During Jackson's term, running water was installed, though a furnace and gas lighting were not introduced until the 1840s.

F

Major renovations on the president's house continued through the 1800s, including modern innovations such as the telephone and electric wiring. A hot water system, a greenhouse, a private bath, and a number of conservatories were also added. The conservatories, including the rose and orchid houses were removed in 1902, when construction began on the West Wing. The president's Oval Office was added to the West Wing at the order of President Taft in 1909. Each succeeding president and first lady contributed to the interior and its furnishings. Inspectors ordered a full renovation of the White House after the building almost collapsed while a balcony was being added for Harry Truman in the late 1940s. During the temporary closure, all of the modern conveniences, including central air conditioning were added. The last major modification to the White House was the removal of over forty layers of paint from the exterior walls in 1978.

G

For over 100 years, the White House was only a nickname associated with the presidents' home. This term was likely related to the whitewashed exterior that stonemasons completed in 1798. The home was either referred to as the "President's House" or the "Executive Mansion" until Theodore Roosevelt formally established it as the White House soon after taking office in 1901.

Questions 35–40

Choose the correct letters, **A–C**, and write them on lines 35–40 on your answer sheet.

- 35 Pierre Charles L'Enfant was
A an importer of stone.
B the designer of the capital city.
C the winner of a contest to build the president's house.
- 36 The influential *Book of Architecture* was written by
A James Hoban.
B James Gibb.
C Napoleon.
- 37 The first president to live in the original president's house was
A John Adams.
B Thomas Jefferson.
C George Washington.
- 38 The White House burned down in
A 1800.
B 1812.
C 1814.
- 39 The Oval Office was built during the presidency of
A Taft.
B Truman.
C Jackson.
- 40 In 1901,
A the White House was repainted.
B the first lady bought new furniture.
C Theodore Roosevelt became president.

Answer Key

PRACTICE TEST 3—GENERAL TRAINING MODULE

Reading

- | | | | |
|---------|----------|-------|---------|
| 1. D | 11. viii | 21. F | 31. vii |
| 2. B | 12. i | 22. A | 32. vi |
| 3. E | 13. ix | 23. E | 33. ix |
| 4. C | 14. vii | 24. I | 34. iii |
| 5. D | 15. C | 25. H | 35. B |
| 6. A | 16. B | 26. C | 36. B |
| 7. C | 17. A | 27. J | 37. A |
| 8. D | 18. C | 28. v | 38. C |
| 9. v | 19. A | 29. i | 39. A |
| 10. iii | 20. B | 30. x | 40. C |

SECTION 1 QUESTIONS 1–14

You are advised to spend 20 minutes on Questions 1–14.

Questions 1–7

Read the text below and answer Questions 1–7.

Volunteer Opportunities for Redux, Inc. Employees

You can give back to the community through the company's Volunteer Program. By signing up for the program, you can spend up to five hours a month of company time volunteering in an approved community program. This program is open to all Redux, Inc. employees. The following opportunities are currently available:

A

Nursing home residents are usually unable to get out to see plays, movies, and concerts. They count on your generosity to bring entertainment to them. Do you like to perform? Do you have a special talent that's just waiting for an audience? An appreciative audience is guaranteed if you can give just one afternoon a week to share your special talent with these special people.

B

The Citizen's Park Cleanup Committee needs more help. Committee members spend the last Saturday of each month at a different city park, picking up trash, repairing equipment, pulling weeds, and planting flowers.

C

Mayfield Elementary School needs people to help with their afterschool program. Volunteers will tutor children in reading and math. Must be able to commit to one afternoon a week for the entire school year.

D

The Mayfield Free Clinic is open every weekend and is looking for people willing to spend two days a month assisting the clinic staff. Volunteers will complete patient intake forms, educate the patients about clinic services, and provide assistance contacting other medical providers.

E

The Mayfield Shelter serves hot dinners to the homeless every evening. The shelter needs volunteers to help with preparing and serving meals. If you can volunteer one evening a week, the shelter needs you.

Look at the volunteer opportunities, A–E. Which volunteer opportunity is appropriate for each of the following people? Write the correct letter, A–E, on lines 1–7 on your answer sheet. You may use any letter more than once.

Which opportunity is most appropriate for a person who

- 1 is only free in the evening?
- 2 is interested in health care?
- 3 plays the guitar and sings?
- 4 enjoys spending time outdoors?
- 5 likes to cook?
- 6 only has one day a month free?
- 7 enjoys young children?

Questions 8–14

Read the text below and answer Questions 8–14.

Summer Classes at the Community Center¹

The Community Center is offering adult summer classes again this year. The schedule includes classes in basic computer skills, martial arts, painting and drawing, and dance.

Registration

There are two ways to register for classes:

1. Go to our website: www.cc.org/classes/winterschedule. Click on “Class Descriptions” to see a full listing of the classes that are available this winter. Decide which class or classes you are interested in.

Then click on “Register Now” and a registration form will appear.* Complete the form and calculate the amount of money you owe. This will include the cost of your classes plus a \$15 registration fee. Any materials fees will be payable to the instructor on the first day of class. In addition, if your address is outside of the city, you will pay a nonresident fee of \$25 per class.

Fill in your credit card information and click “Send Now.” You will receive registration confirmation by e-mail.

2. If you do not have access to a computer, you can call the Community Center at 872-555-5068 to request a class catalog² and registration form. Select your classes from the catalog, complete the form, and return it by mail with your check or credit card information.

¹British: Centre

²British: catalogue

Withdrawal Policy

Full refunds, minus the \$25 registration fee, will be given for any withdrawals made up to one week before the class begins. Withdrawals made before the start of the second class will receive a 50 percent refund, minus the registration fee. No refunds will be made after the start of the second class.

Classes offered by the Community Center are for adults only. You must be eighteen years of age or older to participate. Classes for children and teens are offered through the City Department of Recreation.

Do the following statements agree with the information given in the text? On lines 8–14 on your answer sheet, write:

TRUE	if the statement is true
FALSE	if the statement is false
NOT GIVEN	if the information is not given in the text

- 8 You must visit a website in order to sign up for classes.
- 9 A registration fee is required for all classes.
- 10 Dance classes cost less than computer classes.
- 11 People who live outside of the city pay an extra fee.
- 12 You are allowed to register for only two classes at a time.
- 13 You will not get your money back if you withdraw after the second class.
- 14 Classes at the Community Center are for people of all ages.

SECTION 2 QUESTIONS 15–27

You are advised to spend 20 minutes on Questions 15–27.

Questions 15–20

Read the text below and answer Questions 15–20.

**The Murgatroyde Corporation Employee Manual
Chapter 8: Professional Development Requirements**

All employees of the Murgatroyde Corporation are required to attend fifteen hours of professional development workshops or classes in each calendar year. While there are many opportunities provided by the company, professional development hours can also be earned externally at local training centers, colleges, and other locations.

Listings of upcoming professional development opportunities offered by the company are posted on the company website and updated frequently. Employees can register for these workshops online. Before signing up for a particular workshop, employees should check with their supervisors to make sure they can be excused from their duties on the date of the workshop.

Employees who wish to receive professional development credit for attending workshops or courses offered elsewhere should provide their supervisor with materials describing the opportunity. The supervisor will determine whether the workshop or course is pertinent to the employee's work. After obtaining the supervisor's approval, the employee can apply to the Human Resources Office for tuition reimbursement if tuition is to be paid.

Employees attending any workshop offered by the company will receive a certificate of attendance. The number of professional development hours earned will be reported to the Human Resources Office by the workshop organizer.¹ In order to receive professional development credit for a course or workshop offered outside the company, the employee must have the workshop organizer complete a company Proof of Attendance form, and the employee must then submit the form to the Human Resources Office within one month of the end date of the course. Timely submission of this form is required in order for credit to be granted. There will be no exceptions.

¹ British: organiser

Complete the sentences below.

Choose **NO MORE THAN THREE WORDS** from the text for each answer.

Write your answers on lines 15–20 on your answer sheet.

- 15 Employees can choose from professional development workshops and classes offered _____ or at local training centers or colleges.
- 16 Employees can find out which workshops will be offered by looking at _____.
- 17 It is the responsibility of _____ to decide whether a workshop is relevant.
- 18 Employees who need help paying for a class or workshop can ask the Human Resources Office for _____.
- 19 The workshop presenter will let the Human Resources Office know how many _____ the employee should be credited with.
- 20 Professional development credit will be granted for workshops taken outside of the company if a special form is filled out by _____.

Questions 21–27

Read the text below and answer Questions 21–27.

Hampford College Work–Study Program

Certain students at Hampford College may be eligible for the college Work–Study Program. To determine eligibility and to apply for the program, read the information below.

* The Hampford College Work–Study Program is open to all full-time Hampford College students, regardless of the particular study program in which they are enrolled. The program is not open to part-time students. Information on financial support programs for part-time students is available in the Counseling¹ Center.

* Before applying for a work–study position, the student must demonstrate financial need. To do this, complete the Statement of Financial Need Form, available in the Counseling Center.

¹British: Counselling

* To apply for a work–study position, submit a letter of interest to the Work–Study Program Office, describing your skills and interests. You may also, but are not required to, submit a résumé describing any previous jobs you may have held. Students both with and without an employment history are eligible for the program.

* Once you have been approved for the program, look at the help-wanted ads posted on the Counseling Center website. All of the jobs are located at the college. You may apply for any job that you are interested in. Please note that job placement is subject to job availability. While we make every effort to place all Work–Study Program students in a job, there are no guarantees.

* All work–study students must be students in good standing at the college; that is, they must receive passing grades in all their courses in order to continue in the program the following semester.

* Work–study positions are generally for one year. Students wishing to continue in the program after one year must resubmit their applications.

Questions 21–27

Do the following statements agree with the information given in the text about the Hampford College Work–Study Program? On lines 21–27 on your answer sheet, write:

TRUE	if the statement agrees with the information
FALSE	if the statement contradicts the information
NOT GIVEN	if there is no information on this

- 21 The Work–Study Program is available to all students at the college.
- 22 Work–study students must prove that they require monetary support.
- 23 Work–study students must choose a job that is related to their study program.
- 24 Previous work experience is required to participate in the Work–Study Program.
- 25 All students in the Work–Study Program will be given a job.
- 26 Work–study students cannot stay in the program if they receive failing grades.
- 27 Work–study students have to apply for the program every year.

SECTION 3 QUESTIONS 28–40

You are advised to spend 20 minutes on Questions 28–40, which are based on the reading passage below.

Seasonal Affective Disorder**A**

When fall¹ days shorten and winter is around the corner, many people start to feel sluggish, moody, antisocial, or irritable. Like bears, they may feel as though they want to hibernate for the winter. But these symptoms may be more than the winter blues; they could indicate seasonal affective disorder (SAD). This is a form of depression that appears in the early fall and lasts through the first month or so of spring. It is triggered by the shortened daylight of the colder months and then dissipates as the days get longer and the warmer months approach.

B

Because a decrease in the number of daylight hours is a significant contributor, geographic location is an important factor in the incidence of the disorder. Residents of Canada and the northern United States, for example, are eight times more likely to suffer from SAD than are residents of sunny regions of the southern United States and Mexico. SAD is also more common in countries in arctic latitudes, such as Finland, where the rate of SAD is nearly 10 percent. It is seldom found in countries within 30 degrees of the equator, where there are long, constant hours of sunlight throughout the year.

C

As with other forms of depression, serious SAD may be accompanied by suicidal thoughts. One study of suicides in Japan examined a multitude of variables for each suicide, including hours of sunlight in the latitude, temperature, and economic factors, among others. Researchers found that yearly total sunshine was the only individual variable that correlated to a significant difference in the suicide rate. Thus, the study suggested that one's latitude can have a significant effect on mental health and even on tendencies toward suicidal thoughts.

D

SAD usually begins in adults between the ages of eighteen and thirty, and it is four times more prevalent in women than men. The disorder also tends to run in families. Some people suffer debilitating symptoms that interfere with interpersonal relationships and careers. Others with SAD experience mild symptoms. For people with this milder version of SAD, the winter may bring increased sadness or irritability, but they remain fully functional.

¹British: autumn

E

SAD's symptoms include many that are common in other forms of depression. SAD sufferers, like people who suffer from depression, experience fatigue, decreased levels of energy, and difficulty concentrating. Increased appetite, especially a craving for carbohydrates, and weight gain, as well as an increased need for sleep and a desire to be alone are other common symptoms of depression that are seen among SAD sufferers as well.

F

The exact mechanism causing SAD is not known, but some researchers theorize¹ that SAD is related to hormonal changes. One theory is that reduced sunlight during fall and winter leads to reduced production of serotonin, a neurotransmitter with a calming effect, in the brain. Low levels of serotonin are associated with many forms of depression and can manifest in symptoms such as fatigue, carbohydrate craving, and weight gain. Because high-carbohydrate foods, such as chips, pretzels, and cookies,² boost serotonin, experts believe they have a soothing effect on the body and mind.

G

Others believe SAD is caused by the hormone melatonin, which is related to the body's circadian rhythms and can cause drowsiness. Plentiful light decreases the secretion of melatonin in the brain. However, during shorter and darker days more melatonin is produced, causing lethargy and other symptoms of depression.

H

The most common treatment for SAD is light therapy, in which patients expose themselves to full-spectrum lights, usually twenty times brighter than normal room lights, for fifteen to sixty minutes a day. Light helps to decrease the amount of melatonin and boost the serotonin in the brain. Thus, light therapy has an antidepressant effect. Sometimes, light therapy is used in combination with antidepressant medication and individual psychotherapy.

I

Experts also recommend some lifestyle changes that help to prevent SAD. People who have a tendency to suffer from SAD are encouraged to go outside every day during the winter months and to exercise regularly. Eating a well-balanced diet with plenty of vitamins and minerals is also important. Social support is extremely important for those with depression, so maintaining an active social life and regular activities is also recommended. For patients who use a light box, it is recommended to start using it in the early fall, before SAD symptoms appear.

J

Although some aspects of SAD are still being researched, experts agree that people who think they are suffering from SAD should see a doctor immediately. They do not advise using light therapy or any other treatment without the supervision of a physician.

¹British: *theorise*

²British: *biscuits*

Questions 28–31

The text has ten paragraphs, A–J. Which paragraph contains the following information? Write the correct letter, A–J, on lines 28–31 on your answer sheet.

- 28 a reason why certain types of food may alleviate the symptoms of SAD
- 29 types of people who tend to suffer from SAD
- 30 parts of the world where SAD is common
- 31 a study showing a relationship between sunlight and mental health

Questions 32–36

Choose FIVE letters, A–H. Write the correct letter on lines 32–36 on your answer sheet.

Which FIVE of the following symptoms of SAD are mentioned in the passage?

- A uncontrollable crying
- B feeling tired frequently
- C eating more than usual
- D thinking dark thoughts
- E increased weight
- F unhappy feelings
- G frequent bad temper
- H inability to sleep

Questions 37–40

Choose FOUR letters, A–G. Write the correct letter on lines 37–40 on your answer sheet.

Which FOUR of the following treatments for SAD are mentioned in the passage?

- A taking drugs
- B writing in a journal
- C attending a support group
- D using a light box
- E spending time outdoors
- F traveling¹ to a sunny location
- G talking with a therapist

¹British: travelling

Answer Key

PRACTICE TEST 4—GENERAL TRAINING MODULE

Reading

- | | | |
|---------------|------------------------------|-------|
| 1. E | 15. by the company | 28. F |
| 2. D | 16. the company website | 29. D |
| 3. A | 17. the supervisor | 30. B |
| 4. B | 18. tuition reimbursement | 31. C |
| 5. E | 19. professional development | 32. B |
| 6. B | hours | 33. C |
| 7. C | 20. the workshop organizer | 34. E |
| 8. False | 21. False | 35. F |
| 9. True | 22. True | 36. G |
| 10. Not Given | 23. Not Given | 37. A |
| 11. True | 24. False | 38. D |
| 12. Not Given | 25. False | 39. E |
| 13. True | 26. True | 40. G |
| 14. False | 27. True | |

SECTION 1 QUESTIONS 1–14

You are advised to spend 20 minutes on Questions 1–14.

Questions 1–7

Read the text below and answer Questions 1–7.

**Techno Institute of Training
Information for Students**

Welcome to the Techno Institute of Training. Please read the following information carefully.

All texts and manuals required in our classes are available for sale in the Main Office, Room 105. Please see the receptionist to purchase your reading materials. You must have all materials when you arrive at your first class meeting, so please plan to get them ahead of time.

If for any reason you need to withdraw from a class that you are enrolled in, please note the following policies. Tuition will be fully refunded if you withdraw from the class before the second class meeting. Withdrawals made after the second class meeting but before the third will receive a refund of 50 percent of the tuition. Refunds cannot be made after the third class meeting. To withdraw from a class, please visit the Registrar's Office in Room 103.

Tickets to our Friday night lecture series are available to all students free of charge. If you are interested in attending a lecture, please get your ticket from the Student Activities Office, Room 107. Each student is allowed only one free ticket per lecture. Also, visit the Student Activities Office to see a schedule of local field trips, student social hours, and other upcoming events.

The Counseling¹ Office, Room 109 is open Monday through Thursday from 3:00 to 9:00 P.M. Assistance is available for choosing classes, making future educational plans, and searching for employment.

Changes in your class schedule may be made during the first week of the semester only. Class change forms are available in the Counseling Office. You must obtain the instructor's signature to change classes.

¹*British: Counselling*

The passage mentions several different offices at the school. Which office would you visit in the following circumstances? You may use any office more than once.

On lines 14–20 on your answer sheet write:

- A** if you would visit the office in Room 103.
- B** if you would visit the office in Room 105.
- C** if you would visit the office in Room 107.
- D** if you would visit the office in Room 109.

- 1 You are looking for a job.
- 2 You want to attend a lecture.
- 3 You have decided not to take a class and you want your money back.
- 4 You have decided not to take a class and you want to take another class instead.
- 5 You need to buy books for your classes.
- 6 You want to visit a nearby museum with other students.
- 7 You are trying to decide which classes to take.

Questions 8–14

Read the text below and answer Questions 8–14.

Department of Motor Vehicles Applying for a Driver's License¹

The Department of Motor Vehicles (DMV) is located on the fourth floor of City Hall. Business hours are Monday through Thursday 9:00 A.M. to 5:30 P.M. and Friday 12 noon to 8:30 P.M. Closed on holidays.

New Drivers

The fee for a first-time driver's license is \$100, payable by check or credit card. You must take both a written test and a road test. Study manuals for the written test are available at the General Information desk in Room 400. Call the General Information desk at 473-555-7839 to make an appointment to take your tests. When you arrive for your appointment, you will take the written test first and then the road test. If you fail the written test, a thirty-day wait is required before taking the test again. You will not be permitted to take the road test until you have passed the written test. If you fail the road test, you must show a certificate of completion of a driver's education course given by an accredited institution before retaking the test. Driving courses are offered by the DMV. Ask for a course schedule at the General Information desk.

¹*British: Licence*

First-time applicants are required to present a valid form of identification with a photograph such as a passport, student identification card, work identification card, or military registration card when applying for a license. Citizens of other countries are asked to present a current visa in addition to one of the above-mentioned forms of identification.

License Renewals

You must renew a license no more than six months after the expiration date to avoid having to retake the written and road tests. You can renew your current driver's license in person or online. Bring your license and \$65 cash or a check made out to the Department of Motor Vehicles to Room 405 during business hours. Credit cards are also accepted. License renewals can be made online at the DMV website. A credit card is required for online payment.

Complete each sentence with the correct ending, A–L, from the box below. Write the correct letter, A–L, on lines 8–14 on your answer sheet.

- 8 People who work during the day can
- 9 People who fail the written test must
- 10 People who fail the road test must
- 11 People from other countries have to
- 12 People who want to renew their license can
- 13 People who apply for their first license must
- 14 People whose license has been invalid for a year have to

- A present their passport.
- B wait a month before retaking the test.
- C sign up for a course at the DMV.
- D make an appointment before 9 A.M.
- E show a valid visa.
- F retake the written and road tests.
- G visit the office on Friday.
- H visit the DMV website.
- I show a work or student I.D. card.
- J take a driver's education course.
- K pay \$100.
- L get a study manual from the DMV.

SECTION 2 QUESTIONS 15–27

You are advised to spend 20 minutes on Questions 15–27.

Questions 15–20

*The following reading passage has six sections, A–F. Choose the correct heading for each section from the list of headings below. Write the correct number, **i–viii**, on lines 15–20 on your answer sheet. There are more headings than sections, so you will not use them all.*

LIST OF HEADINGS

- i** Find Places for Everything
- ii** Organize¹ Your Mail
- iii** Empty Your Desk
- iv** Follow a Schedule
- v** Maintain Your Files
- vi** Why Is it Important?
- vii** Categorize² Supplies and Papers
- viii** Make It a Habit

15 Section A

16 Section B

17 Section C

18 Section D

19 Section E

20 Section F

Organizing Your Desk

Follow these easy steps to a clutter-free desk:

A

The best way to begin is with a clean slate. Remove everything from the top of the desk—office supplies, documents, computer, printer—everything. Then move on to the drawers. Take out everything, then wipe down all surfaces with a damp cloth. Now all is clean and you are ready to start anew.

B

Next, take all those supplies and materials and sort through them. Group similar items together. For example, you might have a pile for small supplies such as paper clips and rubber bands, one for filing materials such as folders and labels, one for

¹British: Organise

²British: Categorise

paperwork pertaining to current projects and another for paperwork to be filed, and so on. Group the items in a way that makes sense to you and the way you work.

C

Now, create an appropriate place for each group of items. A few items can be kept on the desktop, such as a pencil holder or a mail tray, but try to keep the desktop as clear as possible. Office supply stores sell a variety of trays, boxes, and other containers that are handy for storing everything from paper clips to large documents. They will help you keep both the drawers and the desktop organized.

D

Now you have completed the most important steps. Everything on your desk is organized. How will you keep it that way? The best way is to follow a routine. After you have finished using the paper clips or the scissors, put them back in their place. As soon as mail arrives on your desk, attend to it instead of letting it pile up. By developing regular practices like these, you will find it much easier to keep your desk organized.

E

Even when you have become accustomed to the routine of putting everything back in its place after use, you may still find that over time the organization starts to break down. This is why it is a good idea to develop a schedule. If you spend a short while reorganizing your desk at the end of every week or every month, you can keep the clutter from becoming overwhelming.

F

It is worth the small amount of time and effort it takes to keep your desk organized. Why? Psychologists tell us that an organized work space leads to more efficient and productive work.

Questions 21–27

Read the text below and answer Questions 21–27.

Telecommuting

Telecommuting, defined as working from home at least part of the time, is an increasingly common way to work. It has many benefits for employees. The fact that a telecommuter does not have to spend time each day traveling¹ to and from work is one obvious advantage. Working from home can mean significant savings in time and money that was formerly spent on daily travel. The telecommuter no longer has to spend part of his or her salary just to get to work in order to earn that salary. Not having to deal with traffic, bus schedules, or other logistics of travel also saves the telecommuter a good deal of unnecessary stress. As a result, the telecommuter can approach work with more energy and more positive feelings. There can

¹ British: travelling

also be a similar positive effect on the telecommuter's personal life, as there will be more energy and time left to devote to family.

Telecommuting is not for everyone. It works best for people who are able to manage their own time and work independently. Unfortunately, even the most independent worker can start to feel isolated over time. This can be managed, however, by creating a schedule that balances work hours spent at home with work hours spent at the office. Many telecommuters, for example, go into the office periodically in order to attend staff meetings or work with colleagues. Another issue many telecommuters face is the distractions of home life. It can be hard to concentrate on work when family members are demanding attention. Therefore, it is important for telecommuters to establish a work plan that is satisfactory to all members of the family. In addition, some telecommuters find that spending their workday at home results in higher costs for electricity and heating. They may also have new expenses, such as paying for an Internet connection, that they did not have before.

Questions 21–24

Choose **FOUR** letters, **A–G**. Write the correct letter on lines 21–24 on your answer sheet.

Which **FOUR** of the following advantages of telecommuting are mentioned in the passage?

- A reduced travel expenses
- B salary increases
- C a better employer–employee relationship
- D more time to spend with the family
- E a more relaxed life
- F more time for personal business
- G an improved attitude toward work

Questions 25–27

Choose **THREE** letters, **A–E**. Write the correct letter on lines 25–27 on your answer sheet.

Which **THREE** of the following disadvantages of telecommuting are mentioned in the passage?

- A feeling lonely
- B missed staff meetings
- C interruptions of work
- D problems with colleagues
- E more expenses at home

SECTION 3 QUESTIONS 28–40

You are advised to spend 20 minutes on Questions 28–40, which are based on the reading passage below.

The Power of Earthquakes

Earthquakes have inspired both fear and curiosity in people throughout history. While ancient peoples used myths to explain earthquakes, modern scientists have developed the theory of plate tectonics. According to this theory, the Earth's surface is broken into many pieces that can move against each other, causing tremors at the Earth's surface. To better understand these events, scientists have developed sophisticated equipment to measure, record, and even begin to predict future earthquakes. While the scientists of today may understand a great deal more than our ancestors did, they also recognize that there is still much to learn about the destructive powers held deep within the Earth.

Before scientific explanations were established, many cultures explained earthquakes by attributing them to the movements of mythical creatures, such as frogs, turtles, and even flea-infested dogs. Japanese mythology tells of a great catfish guarded by the deity Kashima. When Kashima let his guard down, the catfish thrashed about, causing the Earth to tremble. In India, myths tell of the Earth being held upon the shoulders of an elephant that shook its head when tired. The Greeks believed that the shaking of the Earth was the rumbling of the god Poseidon's horses traveling through the skies or across the Earth. Or it was caused by Poseidon pounding his trident on the ground. The number and variety of these mythological explanations for earthquakes show how important it has always been to people everywhere to understand what causes the mysterious shakings of the Earth.

Beginning in the early 1960s, many in the scientific community began espousing the theory of plate tectonics, which explains that the surface of the Earth, the crust, is broken into many pieces called tectonic plates. Some of these plates are extremely large, such as the Eurasian Plate, on which sits most of Europe and Asia. Others are smaller, such as the Caribbean Plate, which is mostly underwater in the Caribbean Sea. These plates float on the Earth's mantle, a bed of molten rock called magma. Deeper forces inside the Earth's core heat this magma and cause it to flow underneath the plates, pushing the plates. The tension created at the boundaries of opposing plates can often become strong enough to snap them past each other, sometimes with the violent force that we know as an earthquake.

Scientists describe the movement of the plates in relation to each other in three principal ways. First, when two plates are forced into each other, one plate slides below the other. This is known as a *convergent boundary*. As the lower plate goes down, the upper plate often rises, forming mountains. The Himalayas, for example, were formed by the Indian Plate crashing into the Eurasian Plate. The second type of boundary is where two plates move apart from each other. This is known as a *divergent boundary*. An example of this is the Mid-Atlantic Rift, found at the bottom of the Atlantic Ocean. At this boundary, the North American Plate and the Eurasian plate are being forced apart, at an average rate of 2.5 centimeters¹ per year. The third type is a *transform boundary*, where the edges of two plates slide in opposite directions parallel to each other. When the pressure between these plates is great enough, they snap violently past each other. This type of interaction between plates is the cause of many of the earthquakes felt in California.

Seismologists, the scientists who study earthquakes, use a device called a seismograph to measure the force of earthquakes and tremors. The most sophisticated of these are capable of measuring even the slightest tremor and locating its origin. The measuring system most commonly used is called the Richter Scale. It was invented in 1935 by a seismologist named Charles F. Richter. Because the difference in power between small and large earthquakes is so great, he developed a logarithmic scale in which an increase of one on the scale represents a tenfold increase in power. This means that an earthquake with a magnitude of 4.0, which would be easily felt at the Earth's surface, is ten times more powerful than a magnitude 3.0 quake and 100 times more powerful than a magnitude 2.0 quake, which often goes unnoticed. The data the scientists collect allow them not only to document past earthquakes, but to learn to predict future events.

While scientists today know much more about earthquakes than ever, there is still much to be learned. Seismologists have helped us understand more about how earthquakes happen and why they occur in some parts of the world but not others. All of this knowledge informs us about our Earth and protects us from some of the potential dangers. There are still, however, many forces in the Earth that we do not understand, with the potential to move, shake, and reshape the world.

¹ British: centimetres

Questions 28–33*Choose the correct letter, A, B, or C.*

- 28 Modern scientists are
- A uncertain about the cause of earthquakes.
 - B able to forecast some earthquakes.
 - C more curious about earthquakes than their ancestors were.
- 29 In ancient times, people explained earthquakes by
- A telling stories.
 - B developing scientific theories.
 - C watching the reactions of animals.
- 30 Kashima was a
- A king.
 - B catfish.
 - C god.
- 31 The ancient Greeks believed that earthquakes were caused by a god's
- A horses.
 - B elephants.
 - C frogs.
- 32 The quantity and diversity of explanations for earthquakes from ancient cultures show that
- A ancient people were not capable of understanding natural forces.
 - B people have always been interested in earthquakes.
 - C earthquakes were more common in ancient times.
- 33 The Caribbean Plate
- A sits next to a convergent boundary.
 - B forms part of the Mid-Atlantic Rift.
 - C lies mostly beneath the ocean.

Questions 34–40

Complete each sentence with the correct ending from the box. Write the correct letter, A–K, on lines 34–40 on your answer sheet.

- 34 A place where two plates slide in opposite directions is called
- 35 Tectonic plates lie on
- 36 An earthquake measuring 4.0 is ten times more powerful than
- 37 The Himalayas were caused by
- 38 The Mid-Atlantic Rift is an example of
- 39 A tectonic plate is
- 40 The machine used to measure the strength of earthquakes is known as

- A a transform boundary.
- B a seismograph.
- C an unnoticed tremor.
- D an earthquake measuring 2.0.
- E a logarithmic scale.
- F a divergent boundary.
- G a magnitude 3.0 earthquake.
- H a layer of magma.
- I a collision between two plates.
- J a piece of the Earth's crust.
- K a convergent boundary.

Answer Key

PRACTICE TEST 5—GENERAL TRAINING MODULE

Reading

- | | | | |
|-------|----------|-------|-------|
| 1. D | 11. E | 21. A | 31. A |
| 2. C | 12. H | 22. D | 32. B |
| 3. A | 13. K | 23. E | 33. C |
| 4. D | 14. F | 24. G | 34. A |
| 5. B | 15. iii | 25. A | 35. H |
| 6. C | 16. vii | 26. C | 36. G |
| 7. D | 17. i | 27. E | 37. I |
| 8. G | 18. viii | 28. B | 38. F |
| 9. B | 19. iv | 29. A | 39. J |
| 10. J | 20. vi | 30. C | 40. B |

SECTION 1 QUESTIONS 1–14

You are advised to spend 20 minutes on Questions 1–14.

Questions 1–7

Read the text below and answer Questions 1–7.

A**Good Deal Car Rentals**

Have we got a deal for you!

Compact cars only \$375/week

We offer:

- The lowest rates in town
- Two convenient locations
- Payment by cash or credit card

To reserve your car, call us at:

432-555-0943 (airport)

432-555-7118 (train station)

Open from 7:30 A.M. to 9:30 P.M.
every day of the week

B**Fast 'n Frugal Car Rental**

- Compact and mid-sized cars
- Vans
- Small trucks
- Rent by the day, week, or month

We have the best rates in town. Compact cars start at \$350/week.

Special prices for National Car Club members—10 percent off our usual low prices!

Reserve your vehicle today by calling our convenient downtown location:

921-555-9642

Open 6:30 A.M. to 10:30 P.M. every day.

Closed Sundays.

All major credit cards accepted. No cash, please.

C

Dollar Dan's Rent-a-Car

- Conveniently located next to the Hilltown Hotel
- Guaranteed lowest prices around. Compact cars only \$35/day.

We have hundreds of compact, mid-sized, and luxury cars to choose from, all right on our lot. So come on down and pick out your car. There's no need to reserve a car at Dollar Dan's because we guarantee that we'll always have a car available for you.

- Visit us anytime. We're open twenty-four hours/day, seven days/week.
- Payment by credit card only.

Look at the three advertisements for car rental agencies, A–C. Answer the questions by writing the letter of the appropriate car rental agency, A–C, on lines 1–7 on your answer sheet.

Which car rental agency

- 1 has the lowest price for a compact car?
- 2 accepts payments in cash?
- 3 offers a discount?
- 4 is convenient for people arriving by plane?
- 5 is always open?
- 6 does not require a reservation?
- 7 has vehicles suitable for moving furniture?

Questions 8–11

Read the text below and answer Questions 8–11.

The following text has four sections **A–D**. Choose the correct heading for each section from the list of headings below. Write the appropriate numbers, **i–vi**, on lines 8–11 on your answer sheet. There are more headings than sections, so you won't need to use them all.

LIST OF HEADINGS

- i** Instructor's Teaching Schedule
- ii** Assignments
- iii** Assistance Outside Class
- iv** Using the Language Lab
- v** Class Schedule
- vi** Grading

8 Section A

9 Section B

10 Section C

11 Section D

Spanish for Health-care Workers
Instructor: Dr. Lucia Mendez

A

Classes are held in Room 203. The class meets twice weekly, Monday and Wednesday evenings from 6:30 to 8:15 P.M. You are expected to attend every class and to arrive on time. Please speak with the instructor about any unavoidable absences.

B

We will use the text *Spanish for Health-care Workers*. Students are required to read one or more chapters before each class (see reading schedule below). In addition, each student will prepare an oral presentation to give to the class before the end of the semester. The Language Laboratory, Room 302, is open Monday–Friday from 9:30 A.M. until 8:30 P.M. In addition to attending class, each student must complete a weekly exercise in the lab.

C

There will be four to five quizzes throughout the semester in addition to a midterm and a final exam. Missed quizzes or exams will count against your grade; there will be no make-ups. The breakdown for calculating each student's final mark is as follows: quizzes and exams—50 percent; oral presentation—30 percent; class participation—20 percent. A grade of B or higher is required to pass this class.

D

If you need extra help or would like to discuss anything with the instructor, my office hours (Room 320) are 5:00–6:30 on Mondays and Wednesdays. The Language Lab staff is also available to help you with your assignments. In addition, individual Spanish tutors are available. Please talk to the staff in the Language Lab for more information about tutors.

Questions 12–14

Choose the correct answer. Write the correct letter, A–C, on lines 12–14 on your answer sheet.

12 Which of the following people would be most interested in this class?

- A A nurse
- B A tourist
- C A literature student

13 What is located in Room 302?

- A The classroom
- B The language lab
- C The instructor's office

14 How many exams will there be?

- A One
- B Two
- C Four or five

SECTION 2 QUESTIONS 15–27

You are advised to spend 20 minutes on Questions 15–27.

Questions 15–20

Read the text below and answer Questions 15–20.

Asking for a Raise

If you are thinking about asking for a raise in salary, there are several things to keep in mind. First, consider whether you deserve a higher salary. You probably do, but you should be able to explain exactly why to your boss. Sit down and make a list of your job accomplishments. Be as specific as possible. For example, think about important projects you have worked on, things you have done to improve

the organization¹ of work in your department, or how your efforts have brought more money to the company. Also include any professional development opportunities you have taken advantage of recently and be ready to explain how they have improved your performance on the job. By going through the process of listing your accomplishments, not only will you be better prepared when you meet with your boss, you will also feel more confident that you deserve what you are asking for.

Bear in mind that salary levels are based not only on performance but also on the market for your particular skills. Before you ask for a raise, you will need to do some research. You should investigate the industry standards for salaries for people in similar positions with similar levels of experience. This will help you determine what would be a reasonable amount of money to ask for. Your initial request should actually be slightly higher than the amount you want in order to leave some room for negotiation. Then, if you have to go lower than this amount, you still end up with something close to what you want.

A crucial point is the timing of your request. If you have recently been given new responsibilities, it makes sense to ask for a higher level of compensation. On the other hand, if the company is going through financial difficulties, a request for more money will probably not be met with a favorable² response. It would be better to wait until the company is in a better financial position. Finally, there is one thing you should never do: Never give personal reasons for wanting a higher salary. Your need to pay your child's college tuition or buy a bigger house is of no concern to your boss. Your salary level should be based on professional considerations alone, and that is where you need to keep the conversation.

¹British: *organisation*

²British: *favourable*

Choose the correct answer. Write the correct letter, A–C, on lines 15–20 on your answer sheet.

- 15 Before asking for a salary increase, you should
- A send your boss a list of your accomplishments.
 - B take some professional development courses.
 - C write down all the reasons you deserve a raise.
- 16 Preparing yourself before talking with your boss will help you
- A get the highest raise possible.
 - B feel more self-assured.
 - C improve your job performance.
- 17 You should find out
- A salaries of other people in your field.
 - B how much money your boss can offer you.
 - C what job openings are available in your company.
- 18 You should ask for
- A slightly more money than you want.
 - B the exact amount of money that you want.
 - C a little less money than you want.
- 19 A good time to ask for a salary raise is
- A when your boss is in a favorable mood.
 - B before discussing financial records.
 - C soon after you have taken on new duties.
- 20 While negotiating a salary raise, it is a good idea to
- A discuss professional topics only.
 - B mention your financial needs.
 - C ask your boss about his or her family.

Questions 21–27

Read the text below and answer Questions 21–27.

Hanson, Inc.**Employee Manual****Chapter V: Employee Benefits****Leave**

All full-time employees are entitled to a minimum of two weeks of annual leave time. Employees who have completed five years at Hanson are entitled to three weeks of annual leave. After completing ten years at Hanson, employees may have four weeks of annual leave. In order to take advantage of annual leave time, the employee must complete the Request for Annual Leave Form and submit it to his or her supervisor a minimum of thirty days in advance. The supervisor has the final decision about whether to grant the leave as requested. Any annual leave days not used in a calendar year may be rolled over and added to the leave days for the following year. In addition to annual leave, all full-time employees are entitled to ten personal leave days per year. Personal leave days must be used within the calendar year, or they will be forfeited. Part-time employees are entitled to five personal leave days per year.

Health Insurance

Employees may choose to sign up for a company-sponsored health plan. Complete information on the available plans can be requested from the Human Resources Department. Health benefits are also provided for the employee's spouse and children. The company pays 50 percent of the monthly premiums, with the other 50 percent being deducted from each paycheck. Part-time employees are also eligible for the company-sponsored health plans; the company pays 25 percent of the premiums.

Retirement

Employees may determine how much they wish to contribute to the company retirement fund, up to 5 percent of their salary. Contributions will be deducted from each paycheck. The company will contribute an equal amount to each employee's retirement fund. This benefit is available to both full-time and part-time employees.

Do the following statements agree with the information given in the text about employee benefits? On lines 21–27 on your answer sheet, write:

TRUE	if the statement agrees with the information
FALSE	if the statement contradicts the information
NOT GIVEN	if there is no information on this

- 21 All full-time employees are entitled to three weeks of annual leave.
- 22 Annual leave must be requested a month in advance.
- 23 Annual leave for part-time employees is half that of full-time employees.
- 24 Personal leave days not used before the end of the year will be lost.
- 25 The company pays half the monthly insurance charges for full-time employees.
- 26 Part-time employees do not receive health benefits.
- 27 Employees must contribute 5 percent of their salary to the retirement fund.

SECTION 3 QUESTIONS 28–40

You are advised to spend 20 minutes on Questions 28–40, which are based on the reading passage below.

Green Energy

As energy prices rise and the effects of greenhouse gas emissions become more widespread, people everywhere are becoming increasingly concerned about using fossil fuels. More and more people are turning to so-called “green technologies” as a way to reduce dependence on nonrenewable fossil fuels. The ideal alternative energy source would be sustainable (the supply will not be exhausted), clean (no emissions), and reliable. The three most popular alternative energy sources are geothermal power, solar power, and wind power.

Since geothermal energy taps heat from the earth, its resources range from water found just below the surface of the earth, to hot water and hot rock found a few miles below the surface, to even deeper rock of extremely high temperatures. In a process similar to drilling for oil, wells as deep as a mile or more can be drilled into underground reservoirs to tap steam and hot water that are used to run turbines and create energy. Power companies can then transmit this energy over power lines.

Geothermal power on a smaller scale can be used for heating and cooling houses or commercial buildings. Geothermal heat pumps, also known as ground-source heat pumps, rely on the fact that the earth beneath the surface

remains at a relatively constant temperature throughout the year. Like a cave, the ground is warmer than the air above it during the winter and cooler in the summer. The geothermal heat pump transfers the heat stored in the earth into the building during the winter, and transfers it out of the building and into the ground during the summer. The ground, in other words, acts as a heat source in winter and a heat sink in summer. While geothermal heat pumps are an emissions-free and reliable source of energy, the biggest disadvantage is that such systems are expensive to install.

Solar energy has come a long way from the clunky boxes of the 1970s. Today, solar energy is commonly collected by sleek and efficient photovoltaic (PV) panels. The photovoltaic cells convert sunlight directly into electricity and are made of semiconductors such as crystalline silicon or other thin-film materials. The benefits of solar power vary according to how much exposure a given building has to the sun. However, one does not need to live in the desert to take advantage of solar power. Cloudy Germany is the worldwide leader in the use of solar power.

Solar power is not as pricey as geothermal power, but having a panel professionally installed can still be costly. Some enterprising home-owners reduce the initial costs by purchasing inexpensive kits and setting up the system on their own. The biggest disadvantage of a solar power system is its dependence on the amount of sunlight collected, but some cutting-edge panels can generate energy even in the rain.

Wind power is created when wind is used to generate mechanical power or electricity. Most wind turbines convert the wind's kinetic energy into mechanical power. The wind turns the blades, which spin a shaft connected to a generator. A generator then converts this mechanical power into electricity. A group of wind turbines can produce electricity and feed it into the utility grid, where it is sent through transmission lines to homes and businesses. Like solar and geothermal energy, wind is a renewable resource that produces no emissions.

Small wind energy systems can be used by homes, farms, or communities. Such systems can be connected to the larger electrical grid or used for stand-alone energy generation—a particularly attractive option for anyone living far from power company lines. A grid-connected wind turbine can reduce one's reliance on the power company for electricity. If the turbine cannot deliver the needed energy, the power company then makes up the difference. However, in order to take advantage of wind energy, a turbine must be in an area with average wind speed of at least 10 miles an hour, and such systems can be very expensive.

Whether a given home or business uses wind, solar, or geothermal power depends on a variety of economic and environmental factors. However, experts agree that investing in alternative energy now—whether by individuals or power companies—will pay dividends in the future.

Questions 28–30

Complete the summary below. Choose **NO MORE THAN TWO WORDS** from the passage for each answer.

Write your answers on lines 28–30 on your answer sheet.

These days, people are interested in reducing their consumption of 28 _____. They are looking at sources of 29 _____ to supply their power needs. People want sources that are 30 _____, do not cause pollution, and can be consistently depended on.

Questions 31–33

Which of the following facts about geothermal energy are mentioned in the passage? Choose **THREE** answers from the list below and write the correct letters, **A–E**, on lines 31–33 on your answer sheet.

- A is easiest to use where there is a plentiful supply of groundwater
- B is used to run power plants
- C costs a good deal of money to set up
- D requires electricity to power the heat pump
- E is used for cooling as well as heating buildings

Questions 34–36

Which of the following facts about solar energy are mentioned in the passage? Choose **THREE** answers from the list below and write the correct letters, **A–E**, on lines 34–36 on your answer sheet.

- A can be used even in areas without intense sunlight
- B the panels are usually installed on the roof of the house
- C does not have to be installed by a professional
- D the amount of power generated fluctuates with the amount of exposure to the sun
- E is often used by farmers to power electric fences

Questions 37–40

*Which of the following facts about wind energy are mentioned in the passage? Choose **FOUR** answers from the list below and write the correct letters, **A–G**, on lines 37–40 on your answer sheet.*

- A** wind turbines are considered unsightly by many people
- B** is used by individual home-owners as well as by power companies
- C** the energy that it generates cannot be stored for later use
- D** must be installed in an area that receives a certain amount of wind
- E** wind turbines create a lot of noise
- F** can be used in conjunction with electricity supplied by a power company
- G** is as clean a source of energy as geothermal and solar systems

Answer Key

PRACTICE TEST 6—GENERAL TRAINING MODULE

Reading

- | | | | |
|---------|-----------|------------------------|-------|
| 1. C | 12. A | 23. Not Given | 34. A |
| 2. A | 13. B | 24. True | 35. C |
| 3. B | 14. B | 25. True | 36. D |
| 4. A | 15. C | 26. False | 37. B |
| 5. C | 16. B | 27. False | 38. D |
| 6. C | 17. A | 28. fossil fuels | 39. F |
| 7. B | 18. A | 29. alternative energy | 40. G |
| 8. v | 19. C | 30. sustainable | |
| 9. ii | 20. A | 31. B | |
| 10. vi | 21. False | 32. C | |
| 11. iii | 22. True | 33. E | |