



Business Preliminary

Reading and Writing

Sample Test 1

Time 1 hour 30 minutes

INSTRUCTIONS TO CANDIDATES

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

Write your name, centre number and candidate number on your answer sheets if they are not already there.

Read the instructions for each part of the paper carefully.

Answer all the questions.

Read the instructions on the answer sheets.

Write your answers on the answer sheets. Use a pencil.

You **must** complete the answer sheets within the time limit.

At the end of the test, hand in both this question paper and your answer sheets.

INFORMATION FOR CANDIDATES

READING

Questions **1 – 45** carry one mark.

WRITING

Part 1 (Question **46**) carries ten marks.

Part 2 (Question **47**) carries twenty marks.

READING
QUESTIONS 1 – 45

PART ONE

Questions 1 – 5

- Look at questions 1 – 5.
- In each question, which sentence is correct?
- For each question, mark one letter (**A**, **B** or **C**) on your answer sheet.

Example:

Telephone message

Claudia Lang caught 9.30 flight - due here 11.30 now, not 12.30.

When does Claudia Lang expect to arrive?

- A** 9.30
- B** 11.30
- C** 12.30

The correct answer is **B**, so mark your answer sheet like this:

0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
----------	--------------------------	-------------------------------------	--------------------------

1

Office Staff Required

Experience essential

Full training given (leading to recognised qualifications)

Applicants must have

- A** relevant qualifications.
- B** previous experience.
- C** recognised training.

2

SPORTMASTER

Pakistan-based manufacturer of sports items wishing to do
business in Europe is looking for importers

TEL: 92 555 4321

Sportmaster wants to

- A** sell its products abroad.
- B** import products into Pakistan.
- C** manufacture in Europe.

2

3

**NOTICES FOR DISPLAY ABOVE THIS
PHOTOCOPIER MUST FIRST BE
HANDED TO RECEPTION**

- A You can photocopy notices at Reception for display here.
- B Photocopied notices can only be displayed at Reception.
- C Take your notice to Reception if you want it displayed here.

4

**The airport express departs from Platform 3 every 20 minutes during the
day (every 30 minutes at night)**

- A The train service to the airport runs 24 hours a day.
- B Airport trains leave Platform 3 at 20 minutes past the hour.
- C The airport express takes half an hour at night.

5

**Goods not normally dispatched unless paid for at time of ordering -
payment on delivery by special arrangement only**

Customers should normally pay for goods

- A when their order is processed.
- B when the goods are delivered.
- C when they place an order.

PART TWO

Questions 6 – 10

- Look at the advertisement below. It shows services offered by a business consultancy.
- For questions **6 – 10**, decide which service (**A – H**) would be suitable for each person.
- For each question, mark **one** letter (**A – H**) on your Answer Sheet.
- Do not use any letter more than once.

THINKING OF STARTING A BUSINESS?

Need expert advice and/or assistance in one or more of the following areas?

Call us now on 331297 to make an appointment:

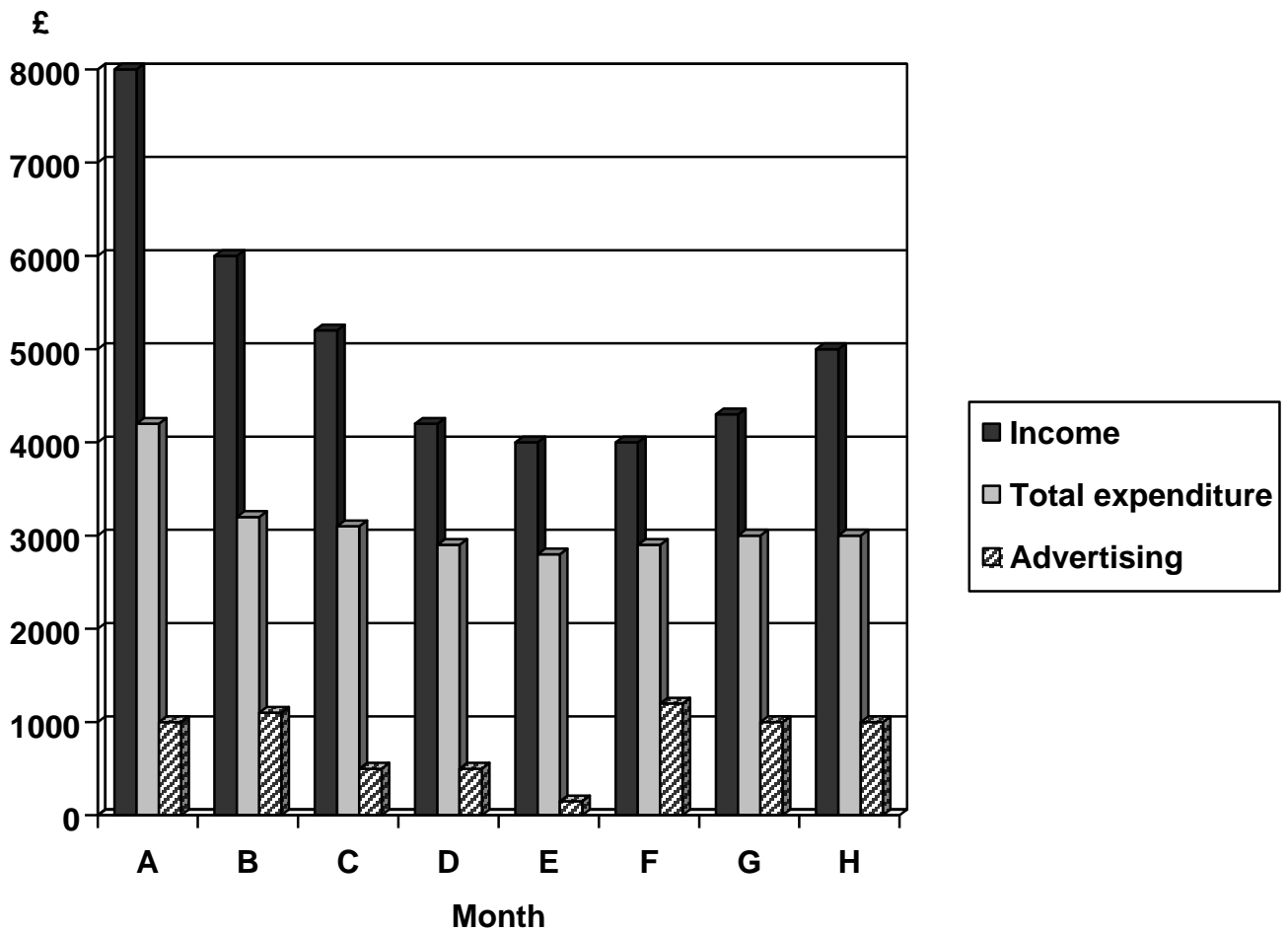
- A** Market Research
- B** Constructing a schedule
- C** Calculating costs
- D** Meeting legal requirements
- E** Obtaining finance
- F** Renting or purchasing premises
- G** Recruiting and training staff
- H** Promoting products and services

- 6 Margaret Williams needs help in choosing the business loan with the most competitive terms.
- 7 Ibrahim Shah wants to be sure that there will be enough demand for his product.
- 8 Maria Fernandez would like some advice about where to advertise a new line of goods.
- 9 Kim Seng wants to research new laws on constructing buildings.
- 10 Peder Andersen needs to know whether his existing funds are enough to set up his business.

PART THREE

Questions 11 – 15

- Look at the chart below. It shows a restaurant's income, total expenditure and advertising costs during an eight-month period.
- Which month does each sentence (11 – 15) on the opposite page describe?
- For each sentence, mark **one** letter (A – H) on your Answer Sheet.
- Do not use any letter more than once.



- 11** In this month, total expenditure, like income, showed a fall, while spending on advertising demonstrated the opposite trend.
- 12** Total expenditure rose slightly in this month, while advertising costs reached their peak, leading to a higher income in the following month.
- 13** Despite a decline in advertising costs this month, expenditure as a whole rose.
- 14** This month's improvement in income was particularly welcome, as it was not matched by an increase in expenditure.
- 15** While this month saw a low point in the restaurant's income, expenditure continued to fall.

PART FOUR

Questions 16 – 22

- Read the advertisement below for a hot drinks machine.
- Are sentences **16 – 22** on the opposite page 'Right' or 'Wrong'? If there is not enough information to answer 'Right' or 'Wrong', choose 'Doesn't say'.
- For each sentence **16 – 22**, mark **one** letter (**A, B or C**) on your Answer Sheet.

Save money and keep your staff happy

It can be expensive to keep the canteen open to serve drinks to your staff through the day. Our QVM hot drinks machine replaces this service, so that you can close the canteen between mealtimes.

You can install the QVM hot drinks machine anywhere in the building. One machine is suitable for a staff of ten to fifteen people. It costs £1300 to buy, or £11.00 per week to rent over 60 months. It is not expensive to operate: for example, the cost of power for one day is 30p, nearly as cheap as the price of one hot drink from the machine.

Our company will carry out a weekly service, at a charge of £10.00. We can also refill the machine with drinks ingredients for an extra charge of £8.00. Some customers prefer to do this themselves, however.

There are eight choices of hot drink available from the QVM machine, and our company offers one month's trial free of charge, so that you can estimate how popular the machine will be and see what the actual savings are.

- 16** With a QVM machine, companies can avoid having a canteen altogether.
A Right **B** Wrong **C** Doesn't say
- 17** The QVM machine provides enough hot drinks for up to fifteen people.
A Right **B** Wrong **C** Doesn't say
- 18** Most customers prefer to rent the QVM machine over sixty months.
A Right **B** Wrong **C** Doesn't say
- 19** The electricity used daily by the machine costs less than the price of a hot drink.
A Right **B** Wrong **C** Doesn't say
- 20** The machine company empties the money from the machine as part of its service agreement.
A Right **B** Wrong **C** Doesn't say
- 21** Customers can refill their machines with drinks ingredients, if they want to.
A Right **B** Wrong **C** Doesn't say
- 22** During the trial period, the customer pays a reduced amount to rent the machine.
A Right **B** Wrong **C** Doesn't say

PART FIVE

Questions 23 – 28

- Read the following review of a book called *The Bosses Speak*.
- Answer questions 23 – 28 on the opposite page.

THE BOSSES SPEAK

John Stuart is an executive recruitment specialist who has turned to writing. The result is this book, based on interviews with twenty Chief Executives.

Each top manager – none of them famous names, surprisingly – is given a short chapter, and there is some introductory material and a conclusion. This means you can jump from one person to another, in any order, which is good for people who are too busy to read a book from cover to cover. For a management book it isn't expensive, although whether it's good value for money is doubtful.

Some of the twenty interviewees started their own businesses, while others joined a company and worked their way up. Some are fairly new in their position, and others have had years of experience, though, strangely, Stuart doesn't seem interested in these differences. The interviewees work in everything, from retailing to airlines to software, and it is this variety that forms the main theme of Stuart's book.

I have to say that Stuart's approach annoys me. He rarely stays at a distance from his interviewees, who are mostly presented in their own, positive words. If this were always the case, at least you would know where you were. But he seems to dislike certain interviewees. As a result, I don't know whether to accept any of his opinions.

It also means that the book gives no clear lessons. At the very least, I expected to learn what makes a successful Chief Executive. But these people seem to share two types of qualities. Some of them are very common, suggesting that *anyone* can be equally successful, which is definitely not the case. And the other qualities are ones which most successful bosses I've seen definitely do *not* have. So in the end I'm no wiser about what really goes on.

Perhaps I'm being unfair. As long as you don't think about whether you'd like them as friends, and pay no attention to most of the advice they give, the most readable parts are where the bosses describe their route to their present position.

Stuart seems to think that his book would be useful for people aiming for the top, and that it might even make a few want to start their own company; but, in fact, what they could learn here is very limited. Seen as light business reading for a doctor or teacher, though, this book would provide some good entertainment.

- For questions **23** –**28**, choose the correct answer.
- Mark **one** letter (**A**, **B** or **C**) on your Answer Sheet.

- 23** The reviewer suggests that one advantage of the book is that
- A** it is better value than other management books.
 - B** it does not need to be read right through.
 - C** it is about well-known people.
- 24** The book concentrates on the fact that the twenty executives who are interviewed
- A** work in a number of different industries.
 - B** started their companies.
 - C** have worked for different lengths of time.
- 25** The reviewer cannot accept Stuart's opinions because Stuart
- A** makes unreasonable complaints about the interviewees.
 - B** writes too positively about the interviewees.
 - C** has different attitudes towards different interviewees.
- 26** Reading the book made the reviewer think that
- A** there are certain qualities which all Chief Executives need.
 - B** it is difficult to discover how people really run a company.
 - C** running a company is easier than many people think.
- 27** Which parts of the book did the reviewer most enjoy reading?
- A** how the interviewees became Chief Executives
 - B** what sort of people the interviewees are
 - C** the advice given by the interviewees
- 28** The reviewer recommends the book for people who
- A** intend to set up in business.
 - B** want to become senior managers.
 - C** are outside the field of business.

PART SIX

Questions 29 – 40

- Read the article below about team-building.
- Choose the correct word from **A**, **B** or **C** on the opposite page to fill each gap.
- For each question, mark **one** letter (**A**, **B** or **C**) on your Answer Sheet.

TEAM-BUILDING THROUGH ACTIVITIES

Nowadays, company bosses are increasingly trying to find unusual team-building events as part of their training programme. An activity park (29) Fast-track has just opened to offer (30) events. It specialises (31) events to attract the corporate entertainment market, (32) is growing all the time.

The park is situated just a few kilometres outside the city centre (33) it provides events that (34) entertain as well as train.

Clients can try outdoor attractions such as sailing or climbing, (35) availability clearly depends entirely (36) the weather. Activities of (37) kind are perfect team-building exercises.

'I'd (38) been to an activity park before,' explained James Black, a company manager. 'Before we came, I didn't think we (39) enjoy ourselves so much and I didn't expect the huge difference that Fastrack's programme has (40) to my team. Now we work better together than we did before.'

- 29 A calling B calls C called
- 30 A such B like C so
- 31 A at B for C in
- 32 A who B which C what
- 33 A and B but C or
- 34 A ought B will C shall
- 35 A because B although C since
- 36 A on B of C with
- 37 A a B these C this
- 38 A still B ever C never
- 39 A must B would C might
- 40 A made B had C done

PART SEVEN

Questions 41 – 45

- Read the memo and note below.
- Complete the claim form on the opposite page.
- Write a **word or phrase (in CAPITAL LETTERS)** or a **number** on lines **41 – 45** on your Answer Sheet.

MEMO

TO: Barbara Sinclair
FROM: Peter Rogers

Could you deal with this? It's our insurance claim, for the damage at the weekend. The insurance policy is in my name, and we bought the carpet for £300, although it will cost at least £500 to replace. Luckily our office carpets seem fine.

Thanks

BIGRIP INSURANCE COMPANY

Thank you for your recent phone call regarding flood damage in your photocopy room.

Could you please complete the attached form and return it to me as soon as possible.

Martin Morris

INSURANCE CLAIM

Name of policy holder: **41**

Policy Number: LD4756030C

Item(s) to be replaced: **42**

Location of item(s) **43**

Value when purchased **44**

Cause of damage **45**

Date of damage Sunday 15 September

WRITING
QUESTIONS 46 – 47

PART ONE

Question 46

- You are going to attend an engineering exhibition in Frankfurt soon.
- Write an **email** to your assistant:
 - explaining why you will be away
 - letting her know the dates you will be away
 - saying what work she should do while you are away.
- **Write between 30 and 40 words.**
- **Write on your Answer Sheet. Do not write in capital letters.**

To...	Sara Lyons
Cc...	
Subject:	My trip

PART TWO

Question 47

- Read this part of a letter from Mary Bennett applying for a job.

With reference to your advertisement in The Times, I am writing to apply for the post of training assistant.

I am moving to your country next month with my husband. As you will see from the enclosed CV, I have had a lot of experience in training and I feel that I have much to offer your company.

If I am selected for interview, please could you give me information about how to reach your offices by public transport?

- Write a letter to Mrs Bennett:
 - acknowledging her letter
 - offering her a date and time for an interview
 - requesting the names and addresses of two referees
 - telling her the best way to reach you by public transport.
- Write between 50 and 70 words.
- Write on your Answer Sheet. Do not write in capital letters. Do not include any postal addresses.

BLANK PAGE

BLANK PAGE

BLANK PAGE