

Reading 1

Fill in the appropriate word from the box.

Dear Mr. Jacobs,

Thank you very much for your letter (1) 5 March. (2)
answer to your request, we have (3) in enclosing our latest (4) and
price list.

I would like to (5) your attention to the special offers. These products are
available at a reduced price for a limited time only.

If you would like any (6) information, please get in (7) with me.

I look (8) to hearing from you.

Yours (9),

Howard Johnson

Sales Manager

(10): catalogue, price list, special offers supplement.

pleasure	touch	in	catalogue	of	further	forward
enclosed	draw	faithfully	from	delight	notice	sincerely

Reading 2

Choose one of the phrases from the boxes to complete these conversations.

Conversation 1

Bill: Hi, Sally. (1)..... changing the time of today's meeting? Some time this afternoon would be better for me.

Sally: (2)I've got to finish that report today. Perhaps we could fix something up for tomorrow?

Bill: (3)?

Sally: (4)Bill but I think (5)

Bill: O.K. Let's get together tomorrow.

if you need any help

would you mind

would you like a hand

do you think you could

that's very kind of you

I won't be able to

I'm sorry but

I'd prefer to do it myself

Conversation 2

Jim: Dr Henderson, (6) I go home early today?

Dr H.: (7) Are you feeling O.K.?

Jim: I'm fine but I've got a lot of preparation to do for that course I'm on. (8) take tomorrow morning off as well?

Dr H.: No, (9) The sales staff are coming in for a briefing.

Jim: Oh, yes. I'd forgotten.

Dr H.: What about taking some holiday next week?

Jim: No, thanks. (10) I'll need to take some holiday later.

I'm afraid you can't

I think I can manage

Do you mind if

Sure, go ahead

I'm sorry but

Yes, please. Thanks a lot

Do you think I could

Reading 3

Fill in the appropriate word in gaps 1-5 from the box. There are three words you do not need to use.

Thank you for your (1) enquiry about our AntiSpy SP 700 computer screen protector. This particular model is available from (2) at this time. The special (3) price is \$199 per unit or \$499 for six. The (4) price is \$499. Please let me know by fax or e-mail if you would like to (5) an order at these prices as this offer will end on 31 March.

introductory	regular	stock	warehouse
recent	confirm	place	return

Reading 4

Fill in the appropriate word in gaps 1-5 from the box. There are three words you do not need to use.

Dear Mr. Becker,

(1) our records your account is still overdue. We would like to remind you that our (2) of business are 30 days net. (3) unsettled debts, it is our (4) to take legal action. We would prefer not to take this course. May we ask you to settle your account by (5) I am enclosing a copy of your invoice for your information.

Yours sincerely,

Mrs. Jones

terms	in the case of	for example	now
according to	policy	instead of	return

Reading 5

Fill in the appropriate word in gaps 1-5 from the box. There are three words you do not need to use.

FAX

Dear Mr. North,

We very much regret the (1) about your order. There was a (2) fault that day which resulted in a number of errors being made. Unfortunately, your order was one of those (3) This error has now been (4) and you should be receiving the goods in the next few days.

We are very sorry about the (5) caused.

Yours sincerely,

Jill South

Customer Care Officer

electric	affected	put right	inconvenience
repaired	confusion	inefficient	computer

Reading 6

Choose one of the phrases from the boxes to complete these conversations. There are three phrases you do not need to use.

Conversation 1

Tourist: Excuse me. How do I get to the Europe Hotel?

Local person: Ah. It's (1)

Tourist: Oh, dear. Is it far?

Local Person: Not really. It'll (2) Now when you leave the station (3) and after about 500 meters you'll come to the town hall. (4) this road for another 300 meters till you come to a church on a big square. (5) is the Hotel Europe.

Tourist: Thanks a lot.

turn left	can't miss it	continue along	opposite the church
a bit complicated	take about 10 minutes on foot	just after	when you get to

Answer

1. a bit complicated; 2. take about 10 minutes on foot; 3. turn left;
4. Continue along; 5. Opposite the church.

Conversation 2

Host: What would you like to eat?

Guest: I'm not sure. (1) what this is?

Host: It's chicken with tomatoes. It's a (2)

Guest: (3) I'll have that, please.

Host: (4) I'll have the soup, (5) by the chicken.

specialty of the region	to start with	can you tell me	that sounds very nice
difficult to explain	followed by	I'll ask the waiter	I don't like the sound of that

Reading 7

Read this conversation and fill in the gaps by choosing phrases from the box.

There are two phrases you do not need to use.

A: (1) , collect all the things you need for the recipe.

B: I see.

A: (2) is to put all the ingredients in a bowl and mix them together.

B: I'm with you, so far.

A: (3) everything is blended well together. You don't want any lumps!

B: (4) to make the mixture as smooth as possible?

A: Yes, that's right. You then put the mixture into a greased cake tin and pop it in a preheated oven. (5) Not very difficult, is it?

B: I can't wait to try!

And then finally	First of all	So, is the basic idea	Make sure that
Be careful not to	So, there we are	The next thing you have to do	

Reading 8

*Complete this résumé by choosing headings from the box.
There are two headings you do not need to use.*

Name: Johanna Needham
Address: 27 Leys Road, London, SW1 5BW
Telephone: 0181 24567813
Date of Birth: 4 June 1968
(1) : Single
(2) : Hereward Comprehensive School 1979–1984
University of East Anglia 1984–1986
(3) : Marketing Assistant, Britannic Travel Ltd September
1986–July 1991
Sales Development Manager, Texington plc August
1991–present
(4) : Mountaineering, Painting, Reading
Languages: Spanish (good)
French (basic)
(5) : Derek Francis Jane Holgate
Marketing Executive Sales Director
Britannic Travel Ltd Texington plc
Britannic House Brentford
Dorking Middlesex
Surrey TW5 8ST
RH5 6BW

Interests	Professional Experience	Qualifications	
Marital Status	Education	References	Training

Reading 9

Fill in the gaps in the following texts using the words or phrases in the box. Do not use a word or phrase more than once.

It was agreed that the cause of the (1) was very simple. The equipment used to deliver the components to the (2) has been in need of an (3) for some time. We had decided to (4) a fully automated robot system but there were insufficient (5) engineers to run it if significant problems arose.

A good chairperson should start the meeting on time and (6) to the agenda. Everyone should be given a chance to (7) their views and individuals should not be allowed to (8) the discussion. It's not important for everyone to (9) the chair but order should be maintained. Allow time for (10)to be considered before the meeting is drawn to a close.

We are presently (11) new graduates as management trainees. Prospects for (12) on completion of the training programme are excellent. (13) will be selected for an initial assessment and those who are then (14) will be invited to return for a second interview.

If you are interested please submit a full C.V. including the names of three (15)

contribute	short-listed	stick	assembly line	dominate
promotion	install	any other business	overhaul	recruiting
referees	maintenance	breakdown	applicants	address

Reading 10

Interest in urban foraging has been growing in recent years. Urban foraging refers to the collection of fruits, vegetables and so on that grow wild in towns or cities. The idea of eating something which hasn't come from a restaurant or supermarket appeals to a lot of people, but can make others rather nervous.

Some people forage to save money; people who are really serious about this practice claim that they can save about 40% on their supermarket spending. Others forage mainly for the potential health benefits; a lot of food that grows in the wild is more nutritious than commercially-grown foods. In some cases, people forage primarily in order to establish a connection with the seasons and cycles of nature, which so many urban dwellers have completely lost or never had in the first place.

Most people are amazed by just how much food you can find in towns and cities, although you need to know where to look, of course. There are various useful online guides to help beginners find edible treasures. And, sometimes, experienced foragers will offer tours of urban areas, showing people what to look for and what to stay away from, such as poisonous berries and mushrooms. Another thing foragers need to be careful about is exactly where they forage. It's a good idea to do some research into the sites you plan to visit in order to make sure that they aren't known to be contaminated, as in the case of former landfills, for example.

Experienced foragers will tell you that the benefits of their practice outweigh the risks, as foraging not only teaches you about nature and saves you money, but it's also a great way to get some fresh air and exercise!

Questions:

1. *What does the writer say about popularity of urban foraging over the last few years?*

- a It has remained about the same.
- b It's been increasing.
- c It's been dropping off slowly but steadily.

d It's been decreasing rapidly.

2. *According to the passage, how much do dedicated foragers spend at the supermarket?*

- a. almost twice as much as others
- b. about 60% of the amount spent by others
- c. about a quarter less than others
- d. a bit more than others

3. *In the final sentence of the second paragraph, what does the word **which** refer to?*

- a. the seasons and cycles of nature
- b. certain cases (of foraging)
- c. foraging
- d. a connection with nature

4. *What is true about foraging in towns or cities?*

- a. There's a lot to find.
- b. There's no relevant information on the internet.
- c. There isn't much to collect.
- d. You can find food very easily.

5. *According to the writer, ...*

- a. no preparation is needed for a person to start foraging.
- b. the only dangers for foragers are poisonous foods.
- c. contaminated soil can be a problem for foragers.
- d. it's dangerous to rely on information from the internet.

6. *Which of these titles would be the best for this passage?*

- a. How to Become an Expert Forager
- b. The Many Dangers of Urban Foraging
- c. Going Out and About to Eat More Cheaply
- d. Take Control Over What You Eat