

SECTION 1

Questions 1 – 14

Read the advertisements below and answer Questions 1-4.

A

Restaurant Supervisor

Waiting Staff

Telephonist

The ideal candidates must have relevant experience gained in a high quality hotel. Please call Personnel on 020-7723-7723, or send your CV to: The Aylesbury, Hodge Road, London SE1 8RS

The Aylesbury
LONDON

B

**USE YOUR
LANGUAGES AND EARN
£450-£1200 P.W.**

We are one of the largest business publishers in Europe and have limited vacancies for intelligent young people in our London advertisement sales office. Enquiries from German, Spanish and Eastern European speakers especially welcome. Phone Steve Warburton on 020 7114 9610

C

SECRETARY

Busy Chartered Accountants require experienced/efficient secretary. Accounts experience, proficient typing, and an excellent telephone manner essential; shorthand useful.

**Please send CV to:
Box No. 9246
c/o Weekly Standard
Classified,
9 Berry Street,
Kensington W8 9LP**

D

**TRAVEL
COMPANY**

Vacancy for self-confident person to look after bookings for our Caribbean hotels. Salary based on applicant's experience & suitability.

**Please send CV to
Greg Taplin, KRI Ltd,
12 Galena Road, London,
W6 3XZ**

E

NANNY WANTED
for 9 month old handful.
Artistic/Prof household
Notting Hill, 3 days per
week. Some hours
flexibility req'd.
Knowledge
German/Hungarian
advantage, not essential
020 7221 6119

F

Hollywood World

LONDON

Join the Stars!

Food Servers

The biggest and busiest restaurant in London is seeking additional stars for its team of dedicated professionals. If you have experience in high volume restaurants and are looking for a challenge, then come on down for an audition.

Interview day is on Friday 6th May from 12 noon to 7pm.

Hollywood World is located at 29 Foster Street, London W1 6JZ

Questions 1 – 4

Look at the six job advertisements, **A-F**, on page 2.

For which advertisement are the following statements true?

Write the correct letter, **A-F**, in boxes 1-4 on your answer sheet.

NB You may use any letter more than once.

- 1 Which job is in a hotel?
- 2 Which job is for someone to look after a child?
- 3 Which **TWO** advertisements are for waiters?
- 4 Which **TWO** jobs would be particularly suitable for people who speak a language other than English?

Turn over ►

Read the text below and answer Questions 5-10.

LIST OF TELEPHONE SERVICES

SERVICE	NUMBER TO DIAL
<p>Operator Services The operator is there to help you if you have difficulty making a call or if you want to use any of our special call services. These include: ALARM CALLS * ADVICE OF DURATION CHARGE * CREDIT CARD CALLS * FIXED TIME CALLS * FREEFONE CALLS * PERSONAL CALLS * TRANSFERRED CHARGE CALLS * SUBSCRIBER CONTROLLED TRANSFER. For details of charges see our free leaflet. Dial 101 and ask for financial services.</p>	101
<p>International Operator See Section 3 (international) for details.</p>	123
<p>Directory Enquiries Tell the operator the town you require. Have paper and pencil ready.</p>	142
<p>International Directory Enquiries</p>	130
<p>Emergency Tell the operator what service you want.</p>	010
<p>Faults Any fault should be reported to the local fault repair service.</p>	166
<p>Sales For enquiries regarding other purchases.</p>	170
<p>Telemessage If you have something special to say and prefer to say it in writing.</p>	190
<p>International Telemessage</p>	191
<p>International Telegrams You can send a telegram to most other countries.</p>	192
<p>Maritime Services SHIP'S TELEGRAM SERVICE * SHIP'S TELEPHONE SERVICE * INMARSAT SATELLITE SERVICE. You can call or send a message to someone aboard ship by using our Maritime Services. For telephone calls to ships quote the name of the Coast Radio Station if known. For INMARSAT (Maritime Satellite) service dial 178. Give the ship's name, its identification number and ocean region, if known. International Directory Enquiries, code 130, can say if a ship is equipped for satellite service and provide the number.</p>	200
<p>Any Other Call Enquiries</p>	111

Questions 5 – 10

Answer the questions below.

Write the correct telephone numbers in boxes 5-10 on your answer sheet.

NB You may use any number more than once.

What number should you dial if

- 5 there is something wrong with your telephone?
- 6 there has been an accident and you want to call an ambulance?
- 7 you want to find out a number in a foreign country?
- 8 you want to know how much telephone calls cost?
- 9 you want to buy an answerphone machine?
- 10 you want to use a credit card to pay for a telephone call?

Turn over ►

Read the text below and answer Questions 11-14.

FIRE NOTICE

In the event of fire, the ALARM will ring. On hearing the fire alarm, all those in the West Wing should evacuate the building by staircase J. Rooms 1 to 199 are in the West Wing. All others should use staircase A. The assembly area for occupants of the West Wing is the staff car park at the rear of the building. All others assemble in the courtyard.

Evacuate the building even if the alarm stops.

If you discover a fire, shout "FIRE" and operate the nearest fire alarm. Attack the fire with an extinguisher but do not take any risks. Inform Reception by dialling 3333.

Questions 11 – 14

Answer the questions below.

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

Write your answers in boxes 11-14 on your answer sheet.

- 11 You are in room 101. Which staircase should you use to evacuate the building?
- 12 You are in room 201. Where should you wait outside after evacuating the building?
- 13 What should you do if the alarm stops?
- 14 Who should you contact if you discover a fire?

SECTION 2**Questions 15 – 27**

Questions 15 – 21

The text on page 8 has seven sections, **A-G**.

Choose the correct heading for each section from the list of headings below.

Write the correct number, **i-x**, in boxes 15-21 on your answer sheet.

List of Headings

- i** Standard procedure for disciplinary action
- ii** Reporting improper activities
- iii** Relationships with suppliers
- iv** Inventions and designs
- v** Company records
- vi** Confidential information
- vii** Promoting creativity
- viii** Respecting media copyright
- ix** Accessing legal information
- x** Relationships with competitors

- 15** Section **A**
- 16** Section **B**
- 17** Section **C**
- 18** Section **D**
- 19** Section **E**
- 20** Section **F**
- 21** Section **G**

Turn over ►

LGN Energy – Code of Conduct

The purpose of this Code of Conduct is to advise employees of LGN's expectations in respect of conduct, breach of which may lead to investigation and disciplinary action.

- A** The companies that provide goods and services to LGN Energy are an important resource and should be treated with fairness at all times. Employees should maintain the highest ethical standards in all dealings with them, and managers must act with integrity at all times and lead by example.

- B** LGN Energy aims to promote its products vigorously in the market place. None of its employees are allowed to collude with rival companies. It is LGN Energy policy to sell products and services on their merits. Therefore the products or services of rival companies should not be criticised.

- C** Employees should keep accurate, timely and reliable accounts, as these are critical to meeting the financial, legal and management obligations of the company. All reports, invoices and other essential data should be prepared promptly and honestly, and treated with discretion.

- D** Except as authorised by their manager or required by their duties under their employment contract, employees must not use for their own benefit or gain, or divulge to any person or organisation, any data belonging to the company, or relating to its affairs or dealings, which come to their knowledge during employment.

- E** Employees should not download or reproduce any material (e.g. music or text) without complying with licensing conditions. Such actions could result in criminal proceedings not only against the company but also against the individual concerned.

- F** LGN Energy wants to encourage employees to disclose information on any conduct within the company that is causing them concern. If an employee suspects fraud or other behaviour that contravenes this Code of Conduct, they should promptly inform their manager.

- G** If any employee makes any discoveries or developments capable of being patented during the course of, or in connection with, their employment at LGN, they must tell their manager. All works and intellectual property rights related to their employment will belong to LGN Energy.

Read the text below and answer Questions 22-27.

Maternity Leave

The purpose of this policy is to inform female employees of their entitlement to statutory and company-enhanced maternity rights.

Antenatal Care

All company employees are entitled to reasonable paid time off during working hours to enable them to receive antenatal care. To qualify, employees are required to produce a certificate from a registered medical practitioner stating that the employee is pregnant, together with an appointment card or other written confirmation of the appointment. However, these requirements do not apply to the first antenatal visit.

Employees are requested to give their immediate manager as much notice as possible and arrange appointments, insofar as is possible, so as not to disrupt the business of the company. Employees will be paid their basic salary in respect of attendance at these appointments.

Ordinary Maternity Leave (OML)

All employees, irrespective of their length of service, qualify for 26 weeks' OML. An employee must notify the company no later than 15 weeks prior to her Expected Week of Childbirth (EWC) of the date on which she intends to begin her OML.

An employee is not required to give notification if she is absent due to a pregnancy-related illness, or if the baby is born before the planned date for starting maternity leave. Please note that the employee must notify the company that she has given birth as soon as is reasonably practicable.

Returning from Maternity Leave

No employee is entitled to return from maternity leave until 2 weeks after the birth of the child. Within 28 days of receiving notification from the employee of the date she intends to start her OML, the company will advise her of the date her leave will end. An employee who intends to return to work at the end of her OML period does not have to notify the company in advance of her return.

If the employee wishes to use any annual leave she has accrued to delay her return, she is obliged to request authorisation from the company at least 28 days before she wishes to take it.

Turn over ►

Questions 22 – 27

Complete the notes below.

Choose **NO MORE THAN THREE WORDS AND/OR A NUMBER** from the text for each answer.

Write your answers in boxes 22-27 on your answer sheet.

Antenatal Care

- Obtain proof of pregnancy from a **22** and also an appointment card (NB not necessary for first antenatal visit)
- Tell your immediate manager as soon as you can
- You will receive your **23** from your company during antenatal care

Ordinary Maternity Leave

- Doesn't depend on your **24** (everyone gets same amount of OML)
- Tell your employer at least **25** before EWC about starting date of OML
- No need to tell your employer if you are off work because of **26**

Returning from Maternity Leave

- Cannot return to work until 2 weeks after birth
- No need to notify company if coming back when OML finishes
- Must ask for permission if choosing to postpone return by taking any **27** still owing to you

SECTION 3**Questions 28 – 40**

Read the text below and answer Questions 28-40.

WINTER GAMES

Ice, danger and exhilaration

The 17th Winter Games, held in Norway in 1994, were part of an Olympic tradition which goes back almost 3,000 years. For more than 1,000 years the ancient Games were held, every four years, on hallowed ground near Mount Olympus, where the Greek gods were said to live.

The 'Olympics' brought together men from war-torn tribes and states in Greece and its colonies. A sacred truce was declared to allow men to travel to the games in safety. Women could not take part and were forbidden, on pain of death, even to attend the Games.

The ancient Olympics were abolished by the Roman Emperor Theodosius in 393 AD, after Greece had lost its independence. But the idea never died and the Frenchman Baron Pierre de Coubertin, an educator and scholar, founded the modern Olympics. His aim was to bring together, once every four years, athletes from all countries on the friendly

fields of amateur sport. No account was to be taken of national rivalries, nor politics, race, religion, wealth or social status.

The first modern Games were held in Athens in 1896, and four years later, in Paris, women began to take part. Although the Winter Olympics did not begin until 1924, individual figure skating was part of the 1908 London Summer Olympics; both skating and ice hockey were successfully included in the Antwerp Games in 1920. But generally winter sports were felt to be too specialised. Only cold-weather countries had much experience of activities such as skiing – a means of transport overland across ice and snow during long winters.

The Scandinavians, for whom skiing is a part of everyday life, had objected to a Winter Games. They feared it would threaten their own Nordic Games, which had been held every four years since 1901. But the International Olympic Committee (IOC) agreed to stage an International Sports Week in Chamonix, France, in 1924. It was a success and the Scandinavians won 28 of the 43 medals, including nine golds. They dropped their objections and the event was

retrospectively named the First Winter Olympic Games.

Apart from the Second World War period, the Winter Olympics were held every four years, a few months before the Summer Olympics. But in 1986 the IOC changed the schedule so that the Summer and Winter Games would be held in different years. Thus, for the only time in history, the Lillehammer (Norway) Games took place just two years after the previous Winter Olympics, which were held in Albertville, France.

Since the Winter Games began, 55 out of 56 gold medals in the men's Nordic skiing events have been won by competitors from Scandinavia or the former Soviet Union. For teams from warm weather countries, cross-country skiing can pose problems. At the Calgary Games in 1988, one competitor in the 50-kilometre event was so slow that race officials feared he was lost and sent out a search party. Roberto Alvarez of Mexico had never skied more than 20 kilometres before and finished 61st and last – 52 minutes behind the 60th place.

Turn over ►

Questions 28 – 32

Complete the table below.

Choose **ONE NUMBER ONLY** from the text for each answer.

Write your answers in boxes 28-32 on your answer sheet.

YEAR	EVENT
28	Ancient Olympics came to an end
29	First women's events
30	First Nordic Games
31	First winter team game included in Olympics
32	First Winter Olympic Games

Questions 33 – 40

Do the following statements agree with the information given in the text?

In boxes 33-40 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

- 33 The spectators of the ancient Olympics, as well as the participants, were all male.
- 34 Only amateur athletes are allowed to compete in the modern Olympics.
- 35 The modern Olympics have always demonstrated the political neutrality intended by their founder.
- 36 The Antwerp Games proved that winter sports were too specialised.
- 37 One Winter Olympics has succeeded another every four years since 1924 with a break only for the Second World War.
- 38 The Albertville Winter Olympics took place in 1992.
- 39 Only Scandinavians have won gold medals in men's Winter Olympics Nordic skiing events.
- 40 Cross-country skiing events are a speciality of cold-weather countries.

Candidate Number

Candidate Name _____

INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM 0380/2

General Training Writing

PRACTICE MATERIALS

Example 1

1 hour

Additional materials:

Writing answer booklet



Time 1 hour

INSTRUCTIONS TO CANDIDATES

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

Write your name and candidate number in the spaces at the top of this page.

Read the instructions for each task carefully.

Answer both of the tasks.

Write at least 150 words for Task 1.

Write at least 250 words for Task 2.

Write your answers in the answer booklet.

Write clearly in pen or pencil. You may make alterations, but make sure your work is easy to read.

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

INFORMATION FOR CANDIDATES

There are **two** tasks on this question paper.

Task 2 contributes twice as much as Task 1 to the Writing score.



UNIVERSITY of CAMBRIDGE
ESOL Examinations

PV3

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WRITING TASK 1

You should spend about 20 minutes on this task.

There have been some problems with public transport in your area recently.

Write a letter to the manager of the public transport company. In your letter

- *describe the problems*
- *explain how these problems are affecting the public*
- *suggest what changes could be made*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Many people say that cooking and eating at home is better for the individual and the family than eating out in restaurants or canteens.

Do you agree or disagree?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.