**SECTION 1                    *Questions 1 – 10***

*Questions 1 – 7*
*Complete the table below.*
*Write****NO MORE THAN ONE WORD AND/OR A NUMBER****for each answer.*

**Details of accommodation from Stamford Properties**

*Example*

Staff member is called **........ Jack ........**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **House or flat** | **Details** | **Rent per month** | **Address** | **Location** |
| **house** | * garage has**1………..**
* and space for several
* **2………..**
 | **3**£ ……..   | **4** ………. Road | near the college  |
| **basement flat** | has shared**5** ……. , andon-street parking | £900 | Hartford Street | in old residential area, close to the centre |
| **house** | has garage, balcony, and bedroom that can be used as a**6** ……… instead | £1350 | Marsh Lane | close to**7** ……….   |

 *Questions 8 – 10*
*Complete the notes below.*

*Write****ONE WORD AND/OR A NUMBER****for each answer.*
**Viewing the properties:**

* June **8**…….
* at **9** ………  a.m.
* Stamford Properties, 61 Oxford Road, Stamford, **10** ……...
* Park outside

**SECTION 2 *Questions 11 – 20***

 Questions 11 – 14

Choose the correct letter, A, B or C.

**Clifton Furniture: talk to new staff**

11 How did the company begin?

**A** A young carpenter started selling his work.

**B** A young woodcutter decided to change his job.

**C** A young furniture salesman decided to switch to manufacturing.

12 Why has the company recruited extra staff?

**A** It has opened a new department.

**B** It has moved to a new location.

**C** It has had an increase in business.

13 For the first three months all new employees will

**A** be supported by a colleague.

**B** attend daily training sessions.

**C**  work in a large team.

14 What does Mike say about the Employee Handbook?

**A** It should be kept at work.

**B** It may need to be changed.

**C** It is already available online.

Questions 15 – 20

What aspect of the orientation programme will be covered by each of the following people?

Choose **SIX** answers from the box and write the correct letter, **A – G**, next to questions 15 – 20**.**

Aspects of orientation

 A          IT

 B          absenteeism

 C          complaints

 D          financial matters

 E          hours of work

 F          travel

 G         workplace safety

People

15 Philip May \_\_\_\_\_\_

16 Sally Graves \_\_\_\_\_\_

17 Ahmed Al Jefri \_\_\_\_\_\_

18 Caroline Brewer \_\_\_\_\_\_

19 Amina Ray \_\_\_\_\_\_

20 Terry Blaygrove \_\_\_\_\_\_

### **SECTION 3 *Questions 21 – 30***

Questions 21 – 23

Choose the correct letter, A, B or C.

21 What is Alex’s plan for his career?

A to work in a variety of fields

B to start his own business

C to run a major company

22 On his university course, Alex is learning more than he expected about

A marketing.

B human resources.

C finance.

 23 Alex hopes doing a work placement will give him insight into

A how a business operates.

B what a particular job involves.

C the challenges facing a company.

Questions 24 – 30
What comment is made about the following businesses?
Choose **SEVEN** answers from the box and write the correct letter, **A – H**, in boxes 24 – 30 below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Comments**

|  |  |
| --- | --- |
| **A** | supports local activities |
| **B** | has good customer service |
| **C** | provides good opportunities for career development |
| **D** | is growing constantly |
| **E** | designs innovative products |
| **F** | does effective marketing |
| **G** | adapts to suit changing conditions |
| **H** | attracts a large number of applicants |

 |

|  |
| --- |
| **Businesses**24 clothing chain \_\_\_\_\_\_\_25 furniture chain \_\_\_\_\_\_\_26 electronics manufacturer \_\_\_\_\_\_\_27 machine tool manufacturer \_\_\_\_\_\_\_28 book retailer \_\_\_\_\_\_\_29 leisure travel chain \_\_\_\_\_\_\_30 coffee shop chain \_\_\_\_\_\_\_ |