

GENERAL TRAINING READING & WRITING PRACTICE TEST 1

Reading Passage 1

Questions 1-14

Read the text below and answer Questions 1-7

VOLUNTEERS FOR TRAIN STATION HELPERS

Many thanks for offering your valuable time to volunteer as a train station helper to help those in need of assistance.

REGISTRATION

Please remember to sign in and sign out every time you work a shift. This is essential owing to insurance law and emergency situations. The book is located in the staffroom on the 'office on duty' desk. Please remember to collect an official 'volunteer' badge from the orange box on the desk, and you are reminded to return it promptly after your shift. It is policy that this badge must be worn and visible at all times.

GUIDELINES ON SMOKING

Smoking is banned entirely at all locations in and around the train station except for two clearly designated smoking rooms where it is permitted to smoke. Please note that this includes both real cigarettes and e-cigarettes.

REFRESHMENTS POLICY

As an official volunteer you are entitled to a complimentary meal voucher for each full 5-hour shift that you work. This can only be redeemed in the official staff canteen that is easily found towards the rear of the West building. Complimentary hot drinks and cold water is constantly available too in the staff changing rooms.

AVAILABILITY FOR WORK

It is understood that you are offering up your own free time to volunteer as a helper and therefore you are flexible. If anything should change in your availability please contact the volunteer coordinator directly on the phone number given (text or call). Your work shifts will be prepared a week in advance, and will be both emailed to you and posted on the staff notice board schedule.

ADVICE ON PERSONAL WELFARE

Your safety is the utmost importance when working in a busy and bustling station filled with trains and passengers coming and going regularly in peak hours. You are strongly urged always to remain alert and vigilant because of this. In addition, any existing health concerns and conditions you have must be notified to the coordinator for legal reasons.

ROLES AND RESPONSIBILITIES

To be situated in pairs at designated help desks located at certain points around the station to assist passengers with general enquiries and information.

Questions 1-7

Do the following statements agree with the information given in the reading passage?

In boxes 1 - 7 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

1. You are required to record your attendance at the beginning of your shift only.
2. The volunteer badges to be worn by the volunteers are bright orange.
3. The volunteer badges are optional to wear when working in the station.
4. Work schedules prepared seven days prior to the working week can be checked via a weekly email.
5. Current health issues should be passed on to the coordinator for reasons of good working practices.
6. Volunteers shall be placed individually at specific locations in and around the station to offer help to passengers.
7. Vigilance and alertness are essential characteristics for maintaining health and safety in the station for both staff and for passengers.

Read the text below and answer Questions 8-14

KITCHEN ACCIDENTS AND THEIR CAUSES

Over 90% of all accidents are preventable, and three basic rules of kitchen safety, if enforced, will significantly reduce the likelihood of kitchen mishaps.

1. Do not run. People who rush around in the kitchen tend to take chances that increase the likelihood of an accident.
2. Keep your mind on your work: People who let their attention wander are a hazard to themselves and others around them.
3. Observe all the rules for operating kitchen equipment. Never operate kitchen equipment until instructed in the correct procedures.

Cooking is considered a fairly safe occupation, but hazards certainly do exist, not only in food preparation but in other related tasks as well. The most common accidents in the kitchen are cuts, burns, falls, and strains.

CUTS

Cuts are all too common in commercial kitchens because knives and other cutting implements are constantly in use. These cuts, and the seriousness of the cuts, however, can be kept to a minimum by using ordinary good sense, by paying attention to the proper safety rules, and by practising proper cutting procedures.

BURNS

Two types of burns occur in the commercial kitchen: minor and serious. Minor burns are usually a result of wet or damp towels used to handle hot pots and pans, or from bumping an exposed area of your arm against a hot surface like and oven rack. More serious burns occur when grease is splashed, when steam escapes or is released too quickly, or when gas is turned on or released unknowingly.

FALLS

Falls can cause some of the most serious injuries in the commercial kitchen. They may disable or incapacitate a person for life. Falls are caused by extreme carelessness, wet floors and aisles, spilled food or grease, and by torn mats or warped floor boards.



STRAINS

Strains may not be as serious as other types of injuries, but they are painful and can result in the loss of many working hours. They are caused by carrying loads that are too heavy and by improper lifting practices. Most strains do not require medical attention, but they do require time and care to heal properly

Questions 8-14

Do the following statements agree with the information given in the reading passage?

In boxes 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. It is said that nine out of ten kitchen accidents can be avoided if three basic safety steps are followed.
9. Hurrying around the kitchen is a guaranteed way to cause an accident.
10. Because some tasks may be considered simple and straightforward, it is occasionally acceptable to use kitchen equipment when you have not read the instructions.
11. Cuts are definitely the most typical incident causing great harm to people in kitchens.
12. The unexpected release of very hot air when cooking is one of the ways to cause very bad burns.
13. In restaurant kitchens we see the most prolific instances of such things as broken bones through falling on food that hasn't been cleaned up.
14. Strains generally will involve the injured person to seek professional attention from a doctor at a hospital or clinic.

Reading Passage 2

Questions 15-27

Read the text below and answer Questions 15-20

POSITION AVAILABLE

The local education department is looking to recruit an additional two part-time employees to support its ongoing and expanding mobile library van project. The projected working hours shall be an average 23 hours per week spread out over 5 or 6 days from Tuesday to Sunday.

PAY RATES

Pay rates are competitive and are split in to three pays bands: Weekdays 9am-6pm paid at \$5 per hour, weekdays 6pm-9pm paid at \$7.50 per hour, and work on weekends anytime 8:00am-8:00pm will be paid at \$10 per hour.

QUALIFICATIONS

Qualifications for the position are minimal in that there are no specific qualifications required. However, regarding experience, previous library experience is preferred but not absolutely necessary. What is considered to be beneficial for the applicant is having good people skills and a strong desire to help people. A good knowledge of software programs and computers is required, so this position would favour an applicant with excellent computer literacy. A valid driving license is essential.

BENEFITS

The employee will also be eligible for certain other benefits, such as full health insurance, whilst pension contributions and paid annual leave will be calculated on a pro rata basis. Free access to all library materials both physical and digital will be offered to the employee with certain limits depending on customer demand.

WORKING DAYS

These could be scheduled anytime from 9am-9pm midweek and 8am-8pm over the weekends. Breaks (per day) will be calculated as follows: 0-3 hours = no break, 3-5 hours = 20 minutes, 5-7 hours = 40 minutes, 7-9 hours = 60minutes (taken as 2 x 30 minutes), and working 9-11 hours = 80 minutes (taken as 2 x 40 minutes). These breaks are mandatory by law.

SPECIAL REQUIREMENTS & NOTIFICATIONS

Firstly and most importantly is that the employee must be completely flexible to work any shifts as needed, and that work schedules will be planned monthly in advance. On Mondays the mobile library van is closed for regular maintenance and cleaning. The employee will never be asked to work over 30 hours per week unless agreed upon in advance with the employee.



Questions 15–21

Multiple Option Choice	
Chose the most suitable word	
A	Minimal
B	Competitive
C	Excellent
D	Advantageous
E	Valid
F	Complimentary
G	Obligatory
H	Flexible

- 15. Compared with similar jobs the salary is considered to be ____
- 16. Official requirements for the positions are considered to be ____
- 17. To obtain the position, if a person felt strongly about wanting to assist others it would be considered ____
- 18. For legal reasons, regular set rest periods are considered to be ____

Multiple Option Choice	
Chose the most suitable word	
A	Hired
B	Divided
C	Forecasted
D	Gifted
E	Questioned
F	Shared
G	Consulted
H	Given

- 19. A couple of new staff will be ____ by the relevant authority due to increased needs in staffing.
- 20. Payments will be ____ and calculated owing to the various hours worked on different days and times of the week as scheduled.
- 21. Complimentary books and magazines will be ____ to the staff member for a set period of time if customers are not using them.

Read the text below and answer Questions 22-27

A **CURRICULUM VITAE** (CV for short and Latin for “the story of your life”) is a detailed summary of your past experience. Its purpose is to set out your details in a precise, factual and interesting manner. It allows you to tell an employer what you can do and what skills you have, letting him or her know quickly and easily whether or not you have something to offer each other. First of all, we’ll outline some crucial data that should always be included in your CV. Information that should be included:

PERSONAL DETAILS:

These should include your full name, address, date and place of birth, telephone number, fax number, e-mail address and any other details you wish to include, eg. marital status, nationality.

EDUCATION, QUALIFICATIONS AND TRAINING:

As well as schools and any exams passed, mention any part-time courses you have been on. Accurate dates are very important. You can also include here the information concerning grants or awards you may have obtained during your academic life.

WORK EXPERIENCE (includes school work experience, part-time work, and voluntary work)

Put these in order starting with the first or last job you had. Say where the job was, give the job title and say briefly what you did. If you had any gaps, eg. because of unemployment or bringing up a family, include them. Try to highlight the experience you have had and try to be positive.

SKILLS:

This can be, for some people, a very important section because it tells the employer what you have learned from past experiences and what you can



bring to the new job.

LANGUAGE PROFICIENCY:

In this section you should list the languages you know and how well you know them. As a guide, you can use the following scale in order to rate your knowledge of those languages: basic, average, fluent, native. Example: Spanish: native, English: fluent, French: basic.

INTERESTS/ HOBBIES:

This area is important because it says a lot about the type of person you are. Try to include one where you mix with others.

REFEREES:

Always ask a person's permission to use his/her name. You usually need to supply two names, preferably including one who has known you in a work setting. Give their job titles and full address and telephone number.

Questions 22–27

Do the following statements agree with the information given in the reading passage?

In boxes 22 - 27 on your answer sheet write:
MUST DO if the statement agrees with the information
MAY NOT DO if the statement contradicts the information
MAY DO if there is no information on this

- 22. The Inclusion of being married.
- 23. Contact information so you can be contacted.
- 24. Describing part-time courses completed.
- 25. Being vague with dates for courses and exams taken.
- 26. Mentioning grants and awards given.
- 27. Order work experience from the very first to the most recent.

Reading Passage 3

Questions 28-40

Read the text below and answer Questions 28-35

MISSION TO MARS

SpaceX, a cutting edge rocket technology company recently managed to successfully land one of its rocket's spent boosters, achieving a monumental milestone in the quest for reusable rockets. A few minutes into a Falcon 9 rocket launch (built and designed by SpaceX), the boosters separated from the rest of the rocket as usual as thousands before have done, but on this occasion it flipped over and reignited auxiliary engines to slow and guide it to a nearby launch pad where it landed safely and successfully.

A.

NASA, landed men on the moon in the late 1960s, and has been sending exploratory satellites and robotic probes since that time too, and now it plans to send astronauts to the red planet sometime in the 2030s, but then only to orbit the planet. The ultimate goal of actually landing a spacecraft with confidence / success is the extremely dangerous and tricky feat to achieve some decades after that.

B.

Thus, NASA is now working with companies such as SpaceX and other private enterprises on projects such as a 'Mission to Mars' to develop the technology and expertise to consistently overcome such challenges that SpaceX recently triumphed at, and numerous other challenges too.

C.

Problems to face are not only technical in nature, they are physiological too, for instance the very real and well-known issue of weightlessness will need to be addressed. Hollywood conveys the fun of weightlessness, however the reality is that it makes astronauts sick and weak as their bones waste away in zero gravity and also vision impairment occurs as fluid collects in the brain and presses on the eyeballs.

D.

The natural environment throws up further considerations too as radiation is a constant hazard, and in particular a long journey in space exposes the crew to potentially high doses of radiation through solar flares and cosmic rays. On moon missions and orbiting the earth this is not something to be concerned about as the earth's magnetic field essentially protects us from most of this. Feeding the crew and keeping them hydrated are further complications on top of this.

E.

Mars at its closest is 34 million miles away – which is approximately 140 times farther than the moon, thus to send a space mission there requires a radically upgraded spacecraft that would house them comfortably for months on end. It is projected that a three-piece space ship would be required according to conceptual designers, one that can both provide the power to get there, the shields from radiation and the supplies needed.

F.

It is proposed that firstly a crew vehicle would transport the crew to an earth orbit where they would rendezvous with a habitat module. These two would be attached together to make the arduous journey through deep space to Mars. Upon reaching Mars, the crew would transfer to the 'Mars Descent' vehicle, which would already have been sent ahead, to make the final descent to the surface of the planet.

G.

Getting there requires a lot of fuel, and getting back just might require the making of chemical fuel and the oxygen to burn it, on Mars itself. Chemical fuels though are comparatively bulky and inefficient; therefore nuclear power and solar power are mentioned as serious and viable alternatives to this. Safety concerns regarding the installing of a nuclear reactor on a spaceship is the disadvantage that weighs against its huge positive which is that it creates enormous power efficiently. Solar power is considered to be relatively weak in comparison but it is reliable and may be more suited to the slower moving of cargo ships over longer distances.

H.

Living in space for a lengthy period of time is quite a problematic scenario as it is estimated to be a 6-year trip away from home that includes the journey out, orbiting, time on the planet's surface and then the long haul back; however there are four considerations that NASA and other scientists are engaging themselves in with various research projects to prepare for this.

I.

First of all, is the consideration of morale, whereby having enough space and good food to keep all on board comfortable and positive for the entire operation is strongly desirable. Crops from 'green walls' for example could supplement a space-food diet. Protection from the unavoidable hazard of radiation is essential and one proposition on the drawing-board current is utilising water-filled walls to shield the astronauts. Another consideration is repairs, as critical systems including air and water recycling will be core systems to maintain. Finally, exercise is considered critical to both mental and physical health, so plenty of vigorous workouts will somehow have to be devised.

Questions 28-35

	Label the paragraphs	Paragraph (letter A,B,C etc.)
28	Close collaboration with similarly focused institutes and organisations	
29	Misleading movie industry conceptions ignore the very real physical demands on the crew.	
30	The multitude of hazards that an extended period of time away from Earth throws up.	
31	The pros and cons regarding the propulsion systems under consideration.	
32	The longer term aim would be to possibly land with confidence on Mars in the middle to late 21 st Century.	
33	The worries concerning scientists of the mission to Mars are providing enough water and sufficient food, plus losing Earth's natural defences against radioactive particles.	
34	A complicated and complex three step procedure to get there.	
35	The vastly greater distance requires a greatly improved vehicle providing the protection and the adequate materials to sustain the project.	

36. The Falcon 9 rocket itself went on to complete a hugely successful mission.

37. It is predicted that by the 2030s the latest wave of space explorers will be touching down on Mars. _____

38. NASA and SpaceX are solely focusing on the 'Mission to Mars' project.

39. Weightlessness concerns related to lengthy periods of time in space are due to the gravitational field being half that of on Earth.

40. The exposure to possible large amounts of radiation on the space flights is a routine fear.



Questions 36-40

Do the following statements agree with the information given in the reading passage?

In boxes 36–40 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



Writing Task 1

You should spend about 20 minutes on this task

Your company is sending you to another country for one month. Your friend is living there and you would like more information about visiting the country.

Write to your friend.

In your letter:

- Explain why you will visit the country
- Ask for some information about visiting the country
- Suggest how you and your friend could meet there

You do NOT need to write any addresses.

Write at least 150 words

Begin your letter as follows:

Dear

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Writing Task 2

You should spend about 40 minutes on this task.

These days, in some countries, an increasing number of young adults are choosing to spend their whole weekend inside their own homes

Why do you think this is happening?

Is this a positive or negative development?

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

Write at least 250 words

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