TUTORIAL NO 02 /START GENERAL READING

TRUE FALSE NOT GIVEN

**Questions 22-29:**
Read the article on International Students House and look at the statements below. In boxes 22-29 on your answer sheet write:

**T**    if the statement is true
**F**     if the statement is false
**NG**  if the information is not given in the passage

The first one has been done for you as an example.

***Example*                                                                                *Answer***
The club is for overseas students only.                          **FALSE**

22.  The club has long-term dormitory accommodation.
23.  Membership must be renewed monthly.
24.  The club provides subsidised restaurant meals.
25.  The club is open to non-members on Tuesday evenings.
26.  STA Travel help finance the Students Adviser.
27.  The services of the Students Adviser are free to all club members.
28.  You must make an appointment to see the Students Adviser.
29.  There will be a surcharge for accommodation over the Christmas period.

INTERNATIONAL STUDENTS HOUSE

International Students House is a unique club and accommodation centre for British and overseas students in London. It is located in the heart of London's West End and is close to all public transport facilities

**ACCOMMODATION**
**»** comfortable accommodation for up to 450 people in single, twin, 3/4 bedded and multi-bedded rooms
**»** 44 self-contained flats for married students and families.
**»** long and short stays welcomed.

**MEMBERSHIP**
Club membership is open to all full-time students, professional trainees, student nurses and au pairs. Membership costs are kept to an absolute minimum to enable the widest possible access. You can join for as little as one month and for up to one year at a time. Membership entitles you to use the various facilities of the House. It has:

**\*** restaurants
**\*** student bars and coffee shop
**\*** study rooms
**\*** clubs and societies
**\*** aerobics and fitness training
**\*** discos, dance, jazz and cinema
**\*** travel and excursions and much more!

The best way to check out all we have on offer is to drop in any Tuesday evening between 7.15 pm and 8.30 pm for **Open House** in the Club Room. This is an opportunity for you to meet the staff and other club members, enjoy a free cup of coffee and find out all about what's going on. You can take advantage of special membership offers. (Useful tip: bring along 3 passport size photographs if you wish to take out membership.)

**ADVICE SERVICE**
Thanks to the support of STA Travel and in association with LCOS (the London Conference on Overseas Students) International Students House now provides the service of an International Students Adviser. This new welfare service is open to all students at London's bona-fide academic institutions. It aims to provide welfare support to help students overcome any personal or practical difficulties they may be experiencing whilst studying in Britain. One of the key features of the Advice Service is that the Adviser can be seen during the evenings until about 8 pm, Monday to Thursday.

**CHRISTMAS & NEW YEAR**
Unable to get home for Christmas? How about joining in the fun at International Students House! Check out our special programme of activity taking place over the Christmas period. Even come and stay - the House will be offering reduced accommodation rates for students wishing to spend a few days in London over Christmas. We'll also have an exciting New Year's Eve party so come and join us and ring in the new year in the spirit of internationalism.

22. T  23. F   24. NG   25. T   26. T   27. NG   28. NG   29. F

**Questions 1- 4:**
Read the information on The Medicine in the passage below. Do the following statements agree with the information in the passage? In boxes 1- 4 on your answer sheet write :

**YES**              if the statement agrees with the information
**NO**                if the statement contradicts the information
**NOT GIVEN** if there is no information about this in the passage

***Example                                                                                              Answer***

You must shake the bottle before you take the medicine.                          **YES**

|  |
| --- |
| **The Medicine**• This medicine must be taken as directed.• Before using, shake the bottle.• Dose: 50ml to be taken twice daily after the midday and evening meals.**Instructions:**• Do not take this medicine on an empty stomach or immediately before lying down.• If any of the following occur, discontinue taking the medicine and contact your doctor: dizziness, vomiting, blurred vision.• This medicine is not available without a prescription and is not suitable for children under 5 years.• Once you have begun to take this medicine you must continue to take it until the bottle is empty, unless advised otherwise by your doctor.• Only one course of this medicine should be taken in a period of six months.• Expiry date: 16 February 2004.  |

**1.** You should lie down after you have taken the medicine.
**2**. You must stop taking the medicine if your eyesight is affected.
**3**. You must stop taking the medicine when you feel better.
**4**. This medicine is suitable for a person of any age.

1 NO 2 YES 3 NO 4 NO

**Questions 8-13**
Read the information given in 'New Electricity Account Payment Facilities' on the following page and look at the statements below (Questions 8-13). In boxes 8-13 on your answer sheet write:

**TRUE**            if the statement is true
**FALSE**          if the statement is false
**NOT GIVEN** if the information is not given in the passage

***Example                                                          Answer***
You must pay your account by mail.                    **FALSE**

 8  If you want a receipt, you should send your payment to the Southport address.
 9  You may pay your account at branches of the Federal Bank.
10 You must pay the full amount, instalments are not permitted.
11 The Coastside Power Office is open on Saturday mornings.
12 You may pay your account by phone using your credit card.
13 There is a reduction for prompt payment.

  NEW ELECTRICITY ACCOUNT PAYMENT FACILITIES AVAILABLE FROM' JULY 1998

After 1 July 1998, you may pay your electricity account in any of the following ways:

**1.** **Payments via mail:**
                **(A)** No receipt required:
                     Mail payments to:
                                                    Coastside Power
                                                    Locked Bag 2760
                                                    Southport NSW 3479

               **(B)** **Receipt required:**
                     Mail payments to:
                                                   Coastside Power
                                                   PO Box 560
                                                   Northbridge NSW 3472

**2.** Agency payments (payments directly to the bank): Payments can be made at any branch of the Federal Bank by completing the deposit slip attached to your account notice.

***NB****:* This facility is no longer available at South Pacific Bank branches.

**3.** Payments directly to Coastside Power Office: Payments can be made directly to Coastside Power Office at 78-80 Third Avenue, Northbridge. Office hours are Monday to Friday, 8.30 am to 4.30 pm.

*Payment may be by personal cheque, bank cheque or cash.*

***Note:***Payments cannot be made by phone.

8 FALSE 9 TRUE 10 NOT GIVEN 11 FALSE 12 FALSE 13 NOT GIVEN

**STUDENT LOANS**

The Government has been funding a loans scheme for students in Higher Education since September 1990.

These loans are available as a ‘top up’ to the standard grant. Although the loan is intended to supplement the grant for living costs, eligibility for a student loan is not restricted to those who receive a maintenance grant. The decision whether or not to take the loan is yours.

**Eligibility**
You are eligible for a student loan if you are a UK resident and are attending a full-time Higher Education course, below postgraduate level, or a Postgraduate Certificate in Education course, provided you start your course before your 50th birthday. Full-time courses last at least one academic year and include sandwich courses which combine time at college with time spent in a workplace.

Eligible courses are offered by colleges, universities, the Scottish grant-aided colleges and other publicly funded institutions providing Higher Education courses.
 In general, eligible courses include first-degree courses or their equivalents and any other courses for which your Local Authority will pay your tuition fees.

**Your financial circumstances**
Students who want loans are not ‘means tested’ or ‘credit vetted’ - all those eligible will obtain a loan. This means that:
    • The amount of your maintenance grant or tuition fees does not matter.
    • Other income, if any, is not taken into account.
    • Any previous student loans are not taken into account.
    • The income of your parents, spouse, partner or other relatives is not taken into account.
    • Your previous financial record is not a consideration.

**When to apply for a loan**
If you would like more information on how to apply for a student loan in readiness for your entry to Higher Education in Autumn 2003, then you should contact The Student Loans Company from June 2003 onwards. Once in Higher Education, you can apply for a loan at any time in the academic year.

**Questions 20-27**
It is possible for some students in Higher Education in Britain to borrow money through a
government scheme. These loans are called ‘**student loans**’ and are described in the passage 10 .

Read the passage and answer the questions **20-27** below.

In boxes **20-27** on your answer sheet write-
**Y**     if the answer to the question is ‘yes’
**N**     if the answer to the questions is ‘no’
**NG**if the information is not given in the passage

|  |
| --- |
| *Example                                                                                                                         Answer*I’m a full-time student at a local college of Higher Education.I already get a  standard maintenance grant. Does this mean                            **NO**I’m not eligible for a student loan?        |

**20.** I’m taking a month’s cookery course at a local college. It’s a private catering college. I’m going a couple of evenings a week, after work. I get a diploma at the end of it. Can I get some help with a student loan?

**21**. I’m starting a foundation course in September. It’s full time and after a year I hope to get on to a degree course. The fees for the actual course are being paid for by my Local Authority. Am I eligible for a student loan?

**22**. I finish my first degree in July. I’ve got a place on a Postgraduate Certificate in Education course to start in September. Will the Local Authority pay the tuition fees for this course?

**23**. Now all her children are grown up my mother says she’d like to finish the studies she was forced to give up earlier in life. She’s 48 now and her course is full-time for a year. Is she too old to get a student loan?

**24**. I’ve already been given a small scholarship to cover some of my tuition fees. Can I still get a student loan?

**25**. I’m actually staying with my aunt while I’m at college. Will the Student Loans Company want to know how much she earns?

**26.** I owed the bank rather a lot of money a few years ago. It’s all paid back now but they won’t lend me any more. Will this disqualify me from getting a student loan?

**27**. I took a course a couple of years ago, got a student loan, but had to withdraw half-way through. I’ve kept up all my payments on my loan. Am I eligible for a second loan?

**20 N 21 Y 22 NG 23 N 24 Y 25 N 26 N 27 Y**

FIRST IMPRESSIONS COUNT

**A.** Traditionally uniforms were - and for some industries still are - manufactured to protect the worker. When they were first designed, it is also likely that all uniforms made symbolic sense - those for the military, for example, were originally intended to impress and even terrify the enemy; other uniforms denoted a hierarchy - chefs wore white because they worked with flour, but the main chef wore a black hat to show he supervised.

**B**. The last 30 years, however, have seen an increasing emphasis on their role in projecting the image of an organisation and in uniting the workforce into a homogeneous unit — particularly in ‘customer facing" industries , and especially in financial services and retailing. From uniforms and workwear has emerged ‘corporate clothing’. "The people you employ are your ambassadors," says Peter Griffin, managing director of a major retailer in the UK. "What they say, how they look, and how they behave is terribly important." The result is a new way of looking at corporate workwear. From being a simple means of identifying who is a member of staff, the uniform is emerging as a new channel of marketing communication.

**C**. Truly effective marketing through visual cues such as uniforms is a subtle art, however. Wittingly or unwittingly, how we look sends all sorts of powerful subliminal messages to other people. Dark colours give an aura of authority while lighter pastel shades suggest approachability. Certain dress style creates a sense of conservatism, others a sense of openness to new ideas. Neatness can suggest efficiency but, if it is overdone, it can spill over and indicate an obsession with power. "If the company is selling quality, then it must have quality uniforms. If it is selling style, its uniforms must be stylish. If it wants to appear innovative, everybody can’t look exactly the same. Subliminally we see all these things," says Lynn Elvy, a director of image consultants House of Colour.

**D**. But translating corporate philosophies into the right mix of colour, style, degree of branding and uniformity can be a fraught process. And it is not always successful. According to Company Clothing magazine , there are 1000 companies supplying the workwear and corporate clothing market. Of these, 22 account for 85% of total sales - £380 million in 1994.

**E**. A successful uniform needs to balance two key sets of needs. On the one hand, no uniform will work if staff feel uncomfortable or ugly. Giving the wearers a choice has become a key element in the way corporate clothing is introduced and managed. On the other, it is pointless if the look doesn’t express the business’s marketing strategy. The greatest challenge in this respect is time. When it comes to human perceptions, first impressions count. Customers will size up the way staff look in just a few seconds, and that few seconds will colour their attitudes from then on. Those few seconds can be so important that big companies are prepared to invest years, and millions of pounds, getting them right.

**F**. In addition, some uniform companies also offer rental services. "There will be an increasing specialisation in the marketplace," predicts Mr Blyth, Customer Services Manager of a large UK bank. The past two or three years have seen consolidation. Increasingly, the big suppliers are becoming ‘managing agents’, which means they offer a total service to put together the whole complex operation of a company’s corporate clothing package - which includes reliable sourcing, managing the inventory, budget control and distribution to either central locations or to each staff member individually. Huge investments have been made in new systems, information technology and amassing quality assurance accreditations.

**G**. Corporate clothing does have potentials for further growth. Some banks have yet to introduce a full corporate look; police forces are researching a complete new look for the 21st century. And many employees now welcome a company wardrobe. A recent survey of staff found that 90 per cent welcomed having clothing which reflected the corporate identity.

**Questions 28-33**
The passage **"First Impressions**" Count has seven paragraphs **A—G**.
Which paragraphs discuss the following points?
Write the appropriate letters **A-G** in boxes 28-33 on your answer sheet.

**Questions 34-40**
Do the following statements agree with the views of the writer of the passage? In boxes 34-40 on your answer sheet write:

**YES**                 if the statement agrees with the writer’s views
**NO**                  if the statement contradicts the writer’s views
**NOT GIVEN**      if it is impossible to say what the writer thinks about this

**34**. Uniforms were more carefully made in the past than they are today.
**35**. Uniforms make employees feel part of a team.
**36**. Using uniforms as a marketing tool requires great care.
**37**. Being too smart could have a negative impact on customers.
**38**. Most businesses that supply company clothing are successful.
**39**. Uniforms are best selected by marketing consultants.
**40**. Clothing companies are planning to offer financial services in the future

34 NOT GIVEN 35 YES 36 YES 37 YES 38 NO 39 NOT GIVEN 40 NO

MAIL ORDER BROCHURE
Want some great clothing ideas for your family?

Our key for clothing specials in July:
**M** for men          **W** for women          **C** for children

**For under $10**
Cotton socks **C**          - made of pure cotton for long wearing
Woollen socks **C**        - to keep young feet warm in winter
Sports socks **M**          - to go with jeans and other casual clothes
Patterned belts **W**      - to go with jeans and other casual clothes

**For under $25**
Cotton shirts **W**           - for day and evening wear
Silk shirts **M**                - five sizes, in designer colours, for that special social occasion
T-shirts **C**                    - hard-wearing, white with a variety of animal motifs
Colour T-shirts **M W**    - cotton and polyester blend, plain colours, no ironing

**For under $50**
Blue jeans **M W**            - non-shrink, colourfast, small sizes only
Silk shirts **M W**             - plain and patterned, all sizes
Hooded jacket **C**            - protects from the wind, 4 sizes, large strong pockets
jacket **W**                       - waterproof with zipper front, all sizes

 • Or you can buy a gift voucher so that someone else can choose. These come in $**10**, $**20** and $**50** amounts.

**Additional monthly specials** for July to September
July                  - $10 voucher with any purchase over $60
August              - Travel alarm clock worth $19.95 free with purchases of $80 or more!
September        - Children's backpacks. Free with any credit card purchase over $75!

**Note: Postage and packing charges**
These are applied to each order as follows:

**Within Australia:**
$7.95 per address, regular post
$17.95 for Express Delivery Service (overnight)

**Overseas:**
Surface Mail (allow a minimum of two months for delivery)
Airmail (allow around two weeks delivery to most destinations)

**Questions 1-7**
Do the following statements agree with the information given in the text?

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. Women's cotton socks cost less than men's.
2. Men's silk shirts are available in more than five colours.
3. Children's T-shirts come in a variety of colours.
4. The child's jacket has four pockets.
5. If you buy clothes worth $80 in August, you will receive a free alarm clock.
6. The charge for special next-day delivery in Australia is $7.95.
7. All clothing is guaranteed to arrive within two months.

1. NOT GIVEN   2. NOT GIVEN  3. FALSE   4. NOT GIVEN  5. TRUE   6. FALSE  7. FALSE

WORK & TRAVEL USA

**Do you want to have the best summer holiday ever?**

**Have you just graduated and want to escape for a unique experience abroad?**

**Only $1950 will make It all happen!**
This unbeatable program fee includes:
•    return flight from Sydney to Los Angeles (onward travel in the USA not included)
•    3 months' insurance cover
•    2 nights' accommodation on arrival plus meet and greet and airport transfer
•    arrival orientation by experienced InterExchange staff
•    visa application fees

You also have:
•    access to a J l visa enabling you to work in the USA
•    an extensive directory of employers
•    **InterExchange** support throughout the program
•    24-hour emergency support throughout the length of the program

**Call toll-free 1800 678 738**

**InterExchange** has 50 years' experience in international student exchange programs. 18,000 students from around the world travel yearly to the USA on this very program. InterExchange con also offers you work opportunities in other countries.

**WHAT IS INTEREXCHANGE?**
**InterExchange**, one of the world's leading operators of international exchange programs and related services:
•    is a non-profit, non-governmental organisation
•    has 700 professional staff in 30 countries worldwide
•    was founded in 1947

**InterExchange** operates these programs for students all around the world. It offers you trained and travelled staff, plus full support during the application process. You can choose any job that interests you anywhere in the USA, whether that is working in a law firm in Boston, a famous ski resort in Colorado or serving coffee and doughnuts in the buzzing streets of New York. You can select the period you work and the period you travel; you may want to work for 1 month and travel for 3 or work the entire duration of your stay. The choice is yours.

**YOU CAN TAKE UP THIS OPPORTUNITY IF YOU ARE:**
•    a full-time student at an Australian university or TAFE college
•    presently enrolled, or finishing this year, or you have deferred a year of study
•    over 18 years old by November in the academic year in which you apply to InterExchange
•    enthusiastic about the experience of a lifetime ...

**Sign up now!!**

|  |
| --- |
| **NETSCAPE** |
| F**ile edit View Go Communicator Help** |
| **CONTENTS: ARTHUR PHILLIP COLLEGE** |
| **A** about Arthur Phillip College | **G** learning methods |
| **B** entry requirements | **H** course fees |
| **C** orientation for new students | **I** study commitment |
| **D** academic counselling service | **J** assessment and results |
| **E** credit courses to university | **K** social activities and clubs |
| **F** assistance for international students | **L** what's new |

**Questions 15-20**
Do the following statements agree with the information given in the advertisement.
In boxes 15-20 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*

15. The program cost includes internal flights within the USA.
16. Emergency assistance offered in the program includes legal advice.
17. InterExchange offers similar programs in countries other than the USA.
18. InterExchange is part of a government program.
19. There are no restrictions on the type of job you can do.
20. There is an upper age limit for applicants.

**15 FALSE 16 NOT GIVEN 17 TRUE 18 FALSE 19 TRUE 20 NOT GIVEN**

[The Lack Of Sleep](https://www.ielts-mentor.com/reading-sample/gt-reading/86-general-training-reading-sample-18)

|  |  |  |
| --- | --- | --- |
| **Section A**It is estimated that the average man or woman needs between seven-and-a-half and eight hours' sleep a night. Some can manage on a lot less. Baroness Thatcher, for example, was reported to be able to get by on four hours' sleep a night when she was Prime Minister of Britain. Dr Jill Wilkinson, senior lecturer in psychology at Surrey University and co-author of 'Psychology in Counselling and Therapeutic Practice', states that healthy individuals sleeping less than five hours or even as little as two hours in every 24 hours are rare, but represent a sizeable minority.**Section B**The latest beliefs are that the main purposes of sleep are to enable the body to rest and replenish, allowing time for repairs to take place and for tissue to be regenerated. One supporting piece of evidence for this rest-and¬repair theory is that production of the growth hormone somatotropin, which helps tissue to regenerate, peaks while we are asleep. Lack of sleep, however, can compromise the immune system, muddle thinking, cause depression, promote anxiety and encourage irritability.**Section C**Researchers in San Diego deprived a group of men of sleep between Sam and lam on just one night, and found that levels of their bodies' natural defences against viral infections had fallen significantly when measured the following morning. 'Sleep is essential for our physical and emotional well-being and there are few aspects of daily living that are not disrupted by the lack of it', says Professor William Regelson of Virginia University, a specialist in insomnia. 'Because it can seriously undermine the functioning of the immune system, sufferers are vulnerable to infection.'**Section D**For many people, lack of sleep is rarely a matter of choice. Some have problems getting to sleep, others with staying asleep until the morning. Despite popular belief that sleep is one long event, research shows that, in an average night, there are five stages of sleep and four cycles, during which the sequence of stages is repeated.In the first light phase, the heart rate and blood pressure go down and the muscles relax. In the next two stages, sleep gets progressively deeper. In stage four, usually reached after an hour, the slumber is so deep that, if awoken, the sleeper would be confused and disorientated. It is in this phase that sleep-walking can occur, with an average episode lasting no more than 15 minutes. |   | In the fifth stage, the rapid eye movement (REM) stage, the heartbeat quickly gets back to normal levels, brain activity accelerates to daytime heights and above and the eyes move constantly beneath closed lids as if the sleeper is looking at something. During this stage, the body is almost paralysed. This REM phase is also the time when we dream.**Section E**Sleeping patterns change with age, which is why many people over 60 develop insomnia. In America, that age group consumes almost half the sleep medication on the market. One theory for the age-related change is that it is due to hormonal changes. The temperature rise occurs at daybreak in the young, but at three or four in the morning in the elderly. Age aside, it is estimated that roughly one in three people suffer some kind of sleep disturbance. Causes can be anything from pregnancy and stress to alcohol and heart disease. Smoking is a known handicap to sleep, with one survey showing that ex-smokers got to sleep in 18 minutes rather than their earlier average of 52 minutes.**Section F**Apart from self-help therapy such as regular exercise, there are psychological treatments, including relaxation training and therapy aimed at getting rid of pre-sleep worries and anxieties. There is also sleep reduction therapy, where the aim is to improve sleep quality by strictly regulating the time people go to bed and when they get up. Medication is regarded by many as a last resort and often takes the form of sleeping pills, normally benzodiazepines, which are minor tranquillizers.**Section G**Professor Regelson advocates the use of melatonin for treating sleep disorders. Melatonin is a naturally secreted hormone, located in the pineal gland deep inside the brain. The main function of the hormone is to control the body's biological clock, so we know when to sleep and when to wake. The gland detects light reaching it through the eye; when there is no light, it secretes the melatonin into the bloodstream, lowering the body temperature and helping to induce sleep. Melatonin pills contain a synthetic version of the hormone and are commonly used for jet lag as well as for sleep disturbance. John Nicholls, sales manager of one of America's largest health food shops, claims that sales of the pill have increased dramatically. He explains that it is sold in capsules, tablets, lozenges and mixed with herbs. It is not. effective for all insomniacs, but many users have weaned themselves off sleeping tablets as a result of its application. |

**Questions 36-40**
Do the following statements agree with the information given in the passage?
In boxes 36-40 on your answer sheet, write:

**T**    if the statement agrees with the information
**F**    if the statement contradicts the information
**NG**    if there is no information on this

**36.** Sleep can cure some illnesses.
**37.** The various stages of sleep occur more than once a night.
**38.** Dreaming and sleep-walking occur at similar stages of sleep.
**39.** Sleepers move around a lot during the REM stage of sleep.
**40.** The body temperature rises relatively early in elderly people.

36 NG 37 T 38 F 39 F 40 T

Westley Business School

**Preparation Courses for Students---**

80% of the students who take our courses are mature students who have not done any formal study for several years. Many of the courses at the Westley Business School require a good knowledge of various skills. If you feel you need some extra preparation before your course, look below and see if any of our preparation courses suit your needs. All courses take place in August and for enrolled students, all the courses listed below are free.

Course 1                                 **STATISTICS**

A grounding in statistics is a must for any prospective business student. This is a one week course (Mon - Fri) consisting of 1 lecture every night. The tutor will ensure that by the end of the course, you will have had a thorough introduction to all the statistical skills that you will need to start your course at Westley Business School. Each lecture runs from 6pm to 9pm.

Course 2                                 **ESSAY WRITING**

This is a self-study pack containing guidance, practice and tests. At the end of the course (it should take about 10 hours of self-study) you will receive a 1 hour tutorial with the essay writing tutor who will go over your work with you.

Course 3                                 **BASIC MATHS**

This is a one-off lecture of 3 hours aimed at reviewing all the basic maths that you will vaguely remember from school! This course is run on a “first come, first served” basis and there are only 20 places (every Monday in August from 5.45pm - 8.45pm) so don’t be late.

Course 4                                **COMPUTING**

This 2-week course (Mon - Fri 6.30pm - 8.30pm) will give students all the basic computer skills that they will need for their courses at Westley Business School. There are 2 courses running concurrently with only 10 PLACES in each so book early!

**NB**UNLESS OTHERWISE STATED, YOU MUST BOOK IN ADVANCE FOR THESE COURSES AT THE WESTLEY BUSINESS SCHOOL RECEPTION.

**Questions 26 - 28**
Do the following statements agree with the views of the writer of the Information Notice concerning Preparation Courses for students at the Westley Business School? In Boxes 26 - 28 write:

**YES** if the statement agrees with the writer
**NO** if the statement doesn’t agree with the writer
**NOT GIVEN** if it is impossible to say what the writer thinks about this

26. Students registered at Westley Business College don’t have to pay for the preparation course.
27. Most students at Westley Business School are older than the average student.
28. All courses are held in the Westley Business School main building.

26. YES    27. YES    28. NOT GIVEN

**Questions 1-5**
Look at the information on the following reading passage about the use of vehicles in the University grounds.
In boxes **1-5** on your answer sheet write

**TRUE**   if the statement is true
**FALSE**   if the statement is false
**NOT GIVEN**   if the information is not given in the passage

***Example                                                                                          Answer***
The campus roads are not open to general members of the public.          TRUE

1  University employees do not need to pay for their parking permits.
2  Parking in Halls of Residence is handled by the Wardens of the Halls.
3  Having a University permit does not allow staff to park at Halls.
4  Parking permits cost ￡20 a year.
5  Students living in Hall do not need permission to park in Hall car parks.

USE OF UNIVERSITY GROUNDS
BY VEHICULAR TRAFFIC

**The University grounds are private.**

The University authorities only allow authorised members of the University, visitors and drivers of vehicles servicing the University to enter the grounds.

Members of staff who have paid the requisite fee and display the appropriate permit may bring a vehicle into the grounds. A University permit does not entitle them to park in Hall car parks, however, unless authorised by the Warden of the Hall concerned.

Students may not bring vehicles into the grounds during the working day unless they have been given special permission by the Security Officer and have paid for and are displaying an appropriate entry permit. Students living in Halls of Residence must obtain permission from the Warden to keep a motor vehicle at their residence.

Students are reminded that if they park a motor vehicle on University premises without a valid permit, they will be fined £20.

1. FALSE    2. TRUE   3. TRUE   4. NOT GIVEN   5. FALSE

**Questions 14-20**
Look at the introduction to West Thames College below and at the statements (Questions 14-20 ) below.
In boxes **14-20** on your answer sheet write

**TRUE**      if the statement is true
**FALSE**      if the statement is false
**NOT GIVEN**  if the information is not given in the passage

14    Chiswick Polytechnic was closed at the same time West Thames College was opened.
15    Most of the students at the college come from outside the local area.
16    The college changed its name to West Thames College in 1993.
17    There are currently 6000 students over the age of 19 attending the college.
18    Students under the age of 16 cannot attend any of the courses offered by the college.
19    The college offers a more mature environment in which to learn than a school.
20    There are fewer subjects to study in the sixth form of a school than at the college.

WEST THAMES COLLEGE
BACKGROUND INFORMATION FOR CANDIDATES

West Thames College (initially known as Hounslow Borough College) came into existence in 1976 following the merger of Isleworth Polytechnic with part of Chiswick Polytechnic. Both parent colleges, in various guises, enjoyed a long tradition of service to the community dating back to the 1890s.

The college is located at London Road, Isleworth, on a site occupied by the Victorian house of the Pears family, Spring Grove House. An earlier house of the same name on this site had been the home of Sir Joseph Banks, the botanist who named Botany Bay with Captain Cook in 1770. Later he founded Kew Gardens.

Situated at the heart of West London, West Thames College is ideally placed to serve the training and education needs of local industry and local people. But its influence reaches much further than the immediate locality.

Under its former name, Hounslow Borough College, it had already established a regional, national and international reputation for excellence. In fact, about eight per cent of its students come from continental Europe and further afield, whilst a further 52 per cent are from outside the immediate area. Since 1 April 1993, when it became independent of the local authority and adopted its new title, West Thames College has continued to build on that first class reputation.

These days there is no such thing as a typical student. More than half of West Thames college's 6000 students are over 19 years old. Some of these will be attending college part-time under their employers' training schemes. Others will want to learn new skills purely out of interest, or out of a desire to improve their promotion chances, or they may want a change in career.

The college is also very popular with 16-18 year olds, who see it as a practical alternative to a further two years at school. They want to study in the more adult atmosphere the college provides. They can choose from a far wider range of subjects than it would be practical for a sixth form to offer. If they want to go straight into employment they can still study at college to gain qualifications relevant to the job, either on a day-release basis or through Network or the Modern Apprenticeship Scheme.

14. NOT GIVEN   15. TRUE   16. TRUE   17. FALSE   18. NOT GIVEN   19. TRUE   20. TRUE

**The Discovery of Uranus**

****

Someone once put forward an attractive though unlikely theory. Throughout the Earth's annual revolution around the sun there is one point of space always hidden from our eyes. This point is the opposite part of the Earth's orbit, which is always hidden by the sun. Could there be another planet there, essentially similar to our own, but always invisible?

If a space probe today sent back evidence that such a world existed it would cause not much more sensation than Sir William Herschel's discovery of a new planet, Uranus, in 1781. Herschel was an extraordinary man — no other astronomer has ever covered so vast a field of work — and his career deserves study. He was born in Hanover in Germany in 1738, left the German army in 1757, and arrived in England the same year with no money but quite exceptional music ability. He played the violin and oboe and at one time was organist in the Octagon Chapel in the city of Bath. Herschel's was an active mind, and deep inside he was conscious that music was not his destiny; he, therefore, read widely in science and the arts, but not until 1772 did he come across a book on astronomy. He was then 34, middle-aged by the standards of the time, but without hesitation he embarked on his new career, financing it by his professional work as a musician. He spent years mastering the art of telescope construction, and even by present-day standards, his instruments are comparable with the best.

Serious observation began 1774. He set himself the astonishing task of 'reviewing the heavens', in other words, pointing his telescope to every accessible part of the sky and recording what he saw. The first review was made in 1775; the second, and most momentous, in 1780-81. It was during the latter part of this that he discovered Uranus. Afterwards, supported by the royal grant in recognition of his work, he was able to devote himself entirely to astronomy. His final achievements spread from the sun and moon to remote galaxies (of which he discovered hundreds), and papers flooded from his pen until his death in 1822. Among these there was one sent to the Royal Society in 1781, entitled An Account of a Comet. In his own words:

 *On Tuesday the 13th of March, between ten and eleven in the evening, while I was examining the small stars in the neighbourhood of H Geminorum, I perceived one that appeared visibly larger than the rest; being struck with its uncommon magnitude, I compared it to H Geminorum and the small star in the quartile between Auriga and Gemini, and finding it to be much larger than either of them, suspected it to be a comet.*

Herschel's care was the hallmark of a great observer; he was not prepared to jump any conclusions. Also, to be fair, the discovery of a new planet was the last thought in anybody's mind. But further observation by other astronomers besides Herschel revealed two curious facts. For comet, it showed a remarkably sharp disc; furthermore, it was moving so slowly that it was thought to be a great distance from the sun, and comets are only normally visible in the immediate vicinity of the sun. As its orbit came to be worked out the truth dawned that it was a new planet far beyond Saturn's realm, and that the 'reviewer of the heavens' had stumbled across an unprecedented prize. Herschel wanted to call it Georgium Sidus (Star of George) in honour of his royal patron King George III of Great Britain. The planet was later for a time called Herschel in honour of its discoverer. The name Uranus, which was first proposed by the German astronomer Johann Elert Bode, was in use by the late 19th century.

Uranus is a giant in construction, but not so much in size; its diameter compares unfavourably with that of Jupiter and Saturn, though on the terrestrial scale it is still colossal. Uranus' atmosphere consists largely of hydrogen and helium, with a trace of methane. Through a telescope the planet appears as a small bluish-green disc with a faint green periphery. In 1977, while recording the occultation 1 of a star behind the planet, the American astronomer James L. Elliot discovered the presence of five rings encircling the equator of Uranus. Four more rings were discovered in January 1986 during the exploratory flight of Voyager 2 2 , In addition to its rings, Uranus has 15 satellites ('moons'), the last 10 discovered by Voyager 2 on the same flight; all revolve about its equator and move with the planet in an east—west direction. The two largest moons, Titania and Oberon, were discovered by Herschel in 1787. The next two, Umbriel and Ariel, were found in 1851 by the British astronomer William Lassell. Miranda, thought before 1986 to be the innermost moon, was discovered in 1948 by the American astronomer Gerard Peter Kuiper.

**Glossary:**
  **'occultation':** *in astronomy, when one object passes in front of another and hides the second from view,
especially, for example, when the moon comes between an observer and a star or planet.*

  **'Voyager 2':** *an unmanned spacecraft sent on a voyage past Saturn, Uranus and Jupiter in 1986; during
which it sent back information about these planets to scientists on earth*.

**Questions 32-36**
Do the following statements reflect the claims of the writer of the Reading Passage?
In boxes 32-36 on your answer sheet write:

**YES**              if the statement reflects the claims of the writer
**NO**               if the statement contradicts the writer
**NOT GIVEN**  if it is impossible to say what the writer thinks about this

*Example                                                       Answer*
Herschel was multi-talented                             **YES**

32   It is improbable that there is a planet hidden behind the sun.
33   Herschel knew immediately that he had found a new planet.
34   Herschel collaborated with other astronomers of his time.
35   Herschel's newly-discovered object was considered to be too far from the sun to be a comet.
36   Herschel's discovery was the most important find of the last three hundred years.

**32. YES 33. NO 34. NOT GIVEN 35. YES 36. NOT GIVEN**

**Questions 14-20**
Read the passage about personal computers below and look at the statements below (Questions 14-20).

In boxes 14-20 on your answer sheet write

**TRUE** if the statement is true
**FALSE** if the statement is false
**NOT GIVEN** if the information is not given in the passage

14  There are two computers and two printers available for public use at the library.
15  You can buy floppy disks at the information desk.
16  The information desk is closed at weekends.
17  It is essential to reserve a computer three days in advance if you want to use one.
18  If you are more than a quarter of an hour late, you could lose your reservation for the computer.
19  Library employees do not have detailed knowledge of computers.
20  The library runs courses for people who want to learn about computers.

PERSONAL COMPUTERS AVAILABLE FOR PUBLIC TO USE

• 2 personal computers are available, for a fee of $5.00. There is also an ink jet printer attached to each terminal. The library has a number of commercially available programs for word processing and spreadsheets.

• A4 paper can be bought from the desk if you wish to print your work. Alternatively, you can bring your own paper. If you wish to store information, however, you will need to bring your own floppy disk.

**Bookings**
Because of high demand, a maximum of one hour's use per person per day is permitted. Bookings may be made up to three days in advance. Bookings may be made in person at the information desk or by phoning 8673 8901 during normal office hours. If for some reason you cannot keep your appointment, please telephone. If the library is not notified and you are 15 minutes late, your time can be given to someone else. Please sign in the visitors' book at the information desk when you first arrive to use the computer.

Please note that staff are not available to train people or give a lot of detailed instruction on how to use the programs. Prior knowledge is, therefore, necessary. However, tutorial groups are available for some of the programs and classes are offered on a regular basis. Please see the loans desk for more information about our computer courses.

14 TRUE 15 FALSE 16 NOT GIVEN 17 FALSE 18 TRUE 19 NOT GIVEN 20 TRUE

**Questions 9-13**
Read the notice about road works below. In boxes **9-13** on your answer sheet write:

**TRUE** if the statement is true
**FALSE** if the statement is false
**NOT GIVEN** if the information is not given in the notice

9 The road will be closed for two days and not re-opened until Monday.
10 The road will be open as far as Little Street.
11 Work on the road will continue each weekend for the next month.
12 Temporary traffic lights will operate at intersections with Main Street.
13 There will be bus services to the university throughout the weekend.

|  |
| --- |
| **MAIN STREET, GATTON RE-DEVELOPMENT*****ROAD WIDENING TO AFFECT WEEKEND TRAFFIC AND BUSSERVICES TO THE UNIVERSITY CAMPUS***The next stage in the re-development of the roads in the town of Gatton willmean that Main Street will be closed between Little and Denning Streetsfrom 6.00 am on Saturday, 12 August to 6.00 pm on Sunday, 13 August. Theintersections of these streets with Main Street will not be affected.We expect that the work will be completed at this time without furtherdisruption to traffic.Motorists should note that Main Street will be closed over the weekendduring the hours indicated.No university bus services will operate through the area between Little andDenning Streets. However, alternative services will operate on bus routes566 and 45 between Gatton Road, the town centre and the university.The Transport and Roads Department apologises for any inconveniencecaused while improvements are in progress.9 FALSE 10 TRUE 11 FALSE 12 NOT GIVEN 13 TRUE |

**Questions 14-19**
Read the enrolment details for Ashwood College on the following page and look at the statements below.
In boxes 14-19 on your answer sheet write:

**TRUE** if the statement is true
**FALSE** if the statement is false
**NOT GIVEN** if the information is not given in the passage

**Example**                                                                             **Answer**
Overseas students may enroll for a course                               TRUE
at the college from their home country

14 Overseas students must pay a deposit when they apply for a course at the college.
15 Outstanding fees are payable by the end of the first week of the course.
16 Classes are organised according to ability level.
17 There is a break between each lesson.
18 Students may change courses at any time during the term.
19 Any student is permitted to take a week’s holiday during a 12-week course.


14 TRUE 15 FALSE 16 TRUE 17 TRUE 18 NOT GIVEN 19 FALSE

BINGHAM REGIONAL COLLEGE

International Students' Orientation Programme

**What is it?**
It is a course which will introduce you to the College and to Bingham. It takes place in the week before term starts, from 24th - 28th September inclusive, but you should plan to arrive in Bingham on the 22nd or 23rd September.

**Why do we think it is important?**
We want you to have the best possible start to your studies and you need to find out about all the opportunities that college life offers. This programme aims to help you do just that. It will enable you to get to know the College, its facilities and services. You will also have the chance to meet staff and students.

**How much will it cost?**
International students (non-European Union students)
For those students who do not come from European Union (EU) countries, and who are not used to European culture and customs, the programme is very important and you are strongly advised to attend. Because of this, the cost of the programme, exclusive of accommodation, is built into your tuition fees.

**EU students**
EU students are welcome to take part in this programme for a fee of £ 195, exclusive of accommodation. *Fees are not refundable.*

Accommodation costs (international and EU students)
If you have booked accommodation for the year ahead (41 weeks) through the College in one of the College residences (Cambourne House, Hanley House, the Student Village or a College shared house), you do not have to pay extra for accommodation during the Orientation programme. If you have not booked accommodation in the College residences, you can ask us to pre-book accommodation for you for one week only (Orientation Programme week) in a hotel with other international students. The cost of accommodation for one week is approximately £ 165. Alternatively, you can arrange your own accommodation for that week in a flat, with friends or a local family.

**What is included during the programme?**
Meals: lunch and an evening meal are provided as part of the programme, beginning with supper on Sunday 23rd September and finishing with lunch at midday on Friday 28th September. Please note that breakfast is not available.

Information sessions: including such topics as accommodation, health, religious matters, welfare, immigration, study skills, careers and other 'essential information'.

Social activities: including a welcome buffet and a half-day excursion round Bingham.

Transport: between your accommodation and the main College campus, where activities will take place.

Student Accommodation

**The College offers five basic accommodation options. Here is some information to help you make your choice**

A    **CAMBOURNE HOUSE** - self-catering, student residence, located in the town centre about 2 miles from the main College campus. Up to 499 students live in 6, 7 and 8 bedroom flats, all with en-suite shower rooms. Rent is £64 per week, including bills (not telephone). Broadband Internet connections and telephones, with communal kitchen/dining and lounge areas. Parking space is available, with permits costing £60 per term.

B    **STUDENT VILLAGE** - features 3, 4, 5 and 7 bedroom, self-catering shared houses for 250 students close to the main College campus. Rent is £60 per week inclusive of bills (except telephone). Parking is available with permits costing £90 for the academic year.

C   **HANLEY HOUSE** - a second, modern, self-catering residence in the town centre for 152 students. Eighteen rooms per floor with communal kitchens, lounges, bathrooms and toilets. Rent is £53 per week including bills (not telephone). There is no space for parking nearby.

D    **GLENCARRICK HOUSE** - a privately-owned and managed student residence in the town centre above a multi-storey car park, close to a major nightclub and housing 120 students. Rooms are allocated by the College Accommodation Service. Rents range from £58.50 to £68.50 for a single en-suite room or larger en-suite room respectively. A small extra charge is made for electricity.

E     **HOUSE SHARES** - this recent initiative is a range of shared houses for 140 students, conforming to standards set by us to meet all legal safety requirements. A room in a shared house costs between £45 and £55 per week, exclusive of bills, and will be within a 4-mile radius of both campuses. As with halls of residence, the rent is payable termly.

**Questions 15-20**
Do the following statements agree with the information given in this page.

In boxes 15-20 on your answer sheet, write
**TRUE**    if the statement agrees with the information
**FALSE**    if the statement contradicts the information
**NOT GIVEN**    iif there is no information on this

15 Participants are advised to arrive one or two days early.
16 The cost of the programme for European Union students, excluding accommodation, is £195.
17 The number of places available is strictly limited.
18 Some students are not charged extra for accommodation during the programme.
19 The College will arrange accommodation with local families.
20 You can obtain breakfast at the College for an extra charge.

**Questions 21-27**

15. TRUE   16. TRUE   17. NOT GIVEN   18. TRUE   19. FALSE   20. FALSE

GLOW - WORMS

**A**
The glow-worm belongs to a family of beetles known as the lampyridae or fireflies. The fireflies are a huge group containing over 2000 species, with new ones being discovered all the time. The feature which makes fireflies and glow-worms so appealing is their ability to produce an often dazzling display of light. The light is used by the adult fireFlies as a signal to attract a mate, and each species must develop its own 'call-sign' to avoid being confused with other species glowing nearby. So within any one area each species will differ from its neighbours in some way, For example in the colour or pattern of its light, how long the pulses of light last, the interval between pulses and whether it displays in flight or from the ground.

**B**
The fireflies' almost magical light has attracted human attention for generations. It is described in an ancient Chinese encyclopaedia written over 2000 years ago by a pupil of Confucius. Fireflies often featured in Japanese and Arabian folk medicine. All over the world, they have been the inspiration for countless poems, paintings and stories. In Britain, for example, there are plenty of anecdotes describing how glow-worms have been used to read by or used as emergency bicycle lamps when a cyclist's batteries have failed without warning. Early travellers in the New World came back with similar stories, of how the native people of Central America would collect a type of click beetle and release them indoors to light up their huts. Girls threaded them around their feet to illuminate the forest paths at night.

Fireflies very similar to those we see today have been found fossilised in rocks which were formed about 30 million years ago, and their ancestors were probably glowing long before then. It is impossible to be sure exactly when and where the first Firefly appeared. The highest concentrations of firefly species today are to be found in the tropics of South America, which may mean either that this is where they First evolved, or simply that they prefer the conditions there.

Wherever they first arose, fireflies have since spread to almost every part of the globe. Today members of the Firefly family can be found almost anywhere outside the Arctic and Antarctic circles.

**C**
As with many insects, the glow-worm's life is divided into four distinct stages: the egg, the larva (equivalent to the caterpillar of a butterfly), the pupa (or chrysalis) and the adult. The glow-worm begins its life in the autumn as a pale yellow egg. The freshly laid egg is extremely fragile but within a day its surface has hardened into a shell. The egg usually takes about 35 days to hatch, but the exact time varies according to the temperature, from about 27 days in hot weather to more than 45 days in cold weather. By the time it is due to hatch, the glow-worm's light organ is fully developed, and its glow signals that the egg will soon hatch.

After it has left the egg, the larva slowly grows from a few millimetres into the size and shape of a matchstick. The larval stage is the only time the insect can feed. The larva devotes much of its life to feeding and building up its food reserves so that as an adult it will be free to concentrate all its efforts on the task of finding a mate and reproducing. Throughout its time as a larva, approximately 15 months, the glow-worm emits a bright light. The larva's light is much fainter than the adult female's but it can still be seen more than five metres away.

In the final stage of a glow-worm's life, the larva encases itself in a pupa) skin while it changes from the simple larva to the more complex adult fly. When the adult Ay emerges from the pupa the male seeks a female with whom it can mate. After mating, the female lays about 120 eggs. The adult flies have no mouth parts, cannot eat and therefore only live a few days. When people talk of seeing a glow-worm they normally mean the brightly glowing adult female.

**D**
In some countries, the numbers of glow-worms have been falling. Evidence suggests that there has been a steady decrease in the British glow-worm population since the 1950s and possibly before that. Possible causes for the decline include habitat destruction, pollution and changes in climate. Thousands of acres of grassland have been built upon and glow-worm sites have become increasingly isolated from each other. The widespread use of pesticides and fertilisers may also have endangered the glow-worm. Being at the top of a food chain it is likely to absorb any pollutants eaten by the snails on which it feeds. The effect of global warming on rainfall and other weather patterns may also be playing a part in the disappearance of glow-worms. A lot more research will be needed, however, before the causes of the glow-worm's gradual decline are clear.

**E**
Although glow-worms are found wherever conditions are damp, food is in good supply and there is an over-hanging wall, they are most spectacular in caves. For more than 100 years the glow-worm caves in New Zealand have attracted millions of people from all over the world. The caves were first explored in 1887 by a local Maori chief, Tane Tinorau, and an English surveyor, Fred Mace. They built a raft and, with candles as their only light, they floated into the cave where the stream goes underground. As their eyes adjusted to the darkness they saw myriad lights reflecting off the water. Looking up they discovered that the ceiling was dotted with the lights of thousands of glow-worms. They returned many times to explore further, and on an independent trip, Tane discovered the upper level of the cave and an easier access. The authorities were advised and government surveyors mapped the caves. By 1888 Tane Tinorau had opened the cave to tourists.

**Questions 36-40**
Do the following statements agree with the information given in the passage.

In boxes 34-40 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

34. Scientists have only recently been able to list the exact number of glow-worm species.
35. The first fireflies appeared 30 million years ago.
36. Glow-worm populations are decreasing faster in some countries than in others.
37. Heat affects the production of glow-worm larvae.
38. Adulthood is the longest stage of a glow-worm's life.
39. The exact reason why glow-worm numbers are decreasing is unknown.
40. Glow-worms are usually found in wet areas.

34 NOT GIVEN 35 FALSE 36 NOT GIVEN 37 TRUE 38 FALSE 39 TRUE 40 TRUE

CAUSTON HEALTH CENTRE
PATIENT INFORMATION LEAFLET

**A - Appointments**
Please telephone 826969 (8.30am - 5.00pm: Mon - Fri). We suggest that you try to see the same doctor whenever possible because it is helpful for both you and your doctor to know each other well. We try hard to keep our appointments running to time, and ask you to be punctual to help us achieve this; if you cannot keep an appointment, please phone in and let us know as soon as possible so that it can be used for someone else. Please try to avoid evening appointments if possible. Each appointment is for one person only. Please ask for a longer appointment if you need more time.

**B - Weekends and Nights**
Please telephone 823307 and a recorded message will give you the number of the doctor from the Centre on duty. Please remember this is in addition to our normal working day. Urgent calls only, please. A Saturday morning emergency surgery is available between 9.30am and 10.00am. Please telephone for home visits before 10.00am at weekends.

**C - Centre Nurses**
Liz Stuart, Martina Scott and Helen Stranger are available daily by appointment to help you with dressings, ear syringing, children's immunisations, removal of stitches and blood tests. They will also advise on foreign travel, and can administer various injections and blood pressure checks. For any over 75s unable to attend the clinic, Helen Stranger will make a home visit. AII three Centre Nurses are available during normal working hours to carry out health checks on patients who have been on doctors' lists for 3 years.

**D - New Patients**
Within 3 months of registering with the Centre, new patients on regular medication are invited to attend a health check with their doctor. Other patients can arrange to be seen by one of the Centre Nurses.

**E - Services Not Covered**
Some services are not covered by the Centre e.g. private certificates, insurance, driving and sports medicals, passport signatures, school medicals and prescriptions for foreign travel. There are recommended fees for these set by the National Medical Association. Please ask at reception.

**F - Receptionists**
Our receptionists provide your primary point of contact, they are all very experienced and have a lot of basic information at their fingertips. They will be able to answer many of your initial queries and also act as a link with the rest of the team. They may request brief details of your symptoms or illness - this enables the doctors to assess the degree of urgency.

**G - Change of Address**
Please remember to let us know if you decide to relocate. It is also useful for us to have a record of your telephone number.

BENTLEY HOSPITAL CATERING SERVICE

TO ALL PERMANENT AND TEMPORARY MEMBERS OF STAFF

**IMPORTANT INFORMATION**

**Meal Breaks**
(minimum company guidelines)

HOURS WORKED          BREAK TO BE TAKEN
0-4 hrs                                       nil
4-6 hrs                                       15 mins
6-8 hrs                                       30 mins
8-12 hrs                                     60 mins (taken as 2 x 30 mins)
12-24 hrs                                   75 mins (taken as 2 x 30 mins + 1 x 15 mins)

Your section staffing board will show the times when these breaks are to be taken.

**Please note**
It is your responsibility to check that the total break time shown on the staffing sheets accurately reflects the breaks that you take. Any discrepancies should be raised with your Staff Co-ordinator immediately.

**SPECIAL REQUIREMENTS - FOOD HANDLERS**
Food handlers are those concerned with preparing and serving unwrapped food. Food handlers should report any instance of sickness, diarrhoea and/or stomach upset experienced either while at work or during a holiday to a member of the Personnel Management team. Any infections of ear, nose, throat, mouth, chest or skin should also be reported to a member of the Personnel Management team. Food handlers need to have an annual dental examination by the company dentist. Alternatively, a current certificate of dental fitness may be produced from their own dentist. This applies to all permanent staff who handle food.

**Questions 1-4**

Reading Passage **42** has seven sections, **A-G**.
Which paragraph contains the following information?
Write the correct letter **A-G** in boxes **1-4** on your answer sheet.

1 what to do if you need help outside normal working hours
2 who to speak to first for general information
3 what happens when you register with the Centre
4 what to do if you need to cancel a doctor's appointment

**Questions 5-9**

Do the following statements agree with the information given in Reading Passage 42?

In boxes **5-9** 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

5 You must always see the same doctor if you visit the Centre.
6 If you want a repeat prescription you must make an appointment.
7 Helen Stranger is the Head Nurse.
8 It is possible that receptionists will ask you to explain your problem.
9 You should give the Health Centre your new contact details if you move house.

**Questions 10-14**
Complete each sentence with the correct ending, **A-J**, below.
Write the correct letter, **A-J**, in boxes **10-14** on your answer sheet.

10 Temporary employees only working 3 hours should
11 Employees who work 11 hours should
12 To find out when to have their breaks, employees should
13 Employees working with food must
14 Food handlers who have been ill should

**A** talk to a staff co-ordinator.
**B** have two thirty-minute breaks.
**C** not take any breaks for meals.
**D** pay for any meals they have.
**E** get a single one-hour break.
**F** look at the section staffing board.
**G** lose pay for their break times.
**H** tell a member of the Personnel Management team.
**I** have an annual dental examination.
**J** consult their doctor.

5  FALSE
6  NOT GIVEN
7  NOT GIVEN
8  TRUE
9  TRUE

STUDENT LIFE AT CANTERBURY COLLEGE

Most of the courses at Canterbury College only take up four days of the week, leaving one day free for independent study. The atmosphere at the College is that of an adult environment where a relationship of mutual respect is encouraged between students and tutors. Canterbury is a student city with several institutes of Further and Higher Education. The city centre is just a five-minute walk from the College, easily accessible in lunch or study breaks. Canterbury College has developed strong international links over the years and, as a result, many students have the opportunity of visiting and working in a European country in the course of their studies.

**Students' Union and SRC**
All students are automatically members of the Canterbury College Students' Union (CCSU) and can attend meetings. The Union is very active and is run by an Executive Committee elected by students in the Autumn Term. The President is elected every Summer Term to provide continuity for the next academic year. Representatives from each area of study form the Student Representative Council (SRC) which allows every student a say in Union affairs. In addition to representing students internally in the College on the Academic Board and with a subcommittee of the College Corporation, the CCSU also belongs to the National Union of Students which represents the interests of students nationally. The Union also arranges and supports entertainments, sporting activities and trips.

**STUDENT FACILITIES**
**Learning Resources Centre (LRC)**
The Corey Learning Resources Centre provides easy access to a wide range of printed and audiovisual learning materials which can help students with coursework. There is ample space for quiet independent study and there are also areas for group work. Resources provided include books, journals, audio and video cassettes and CD-ROMs. Inter-library loans are available locally and nationally via the British Library. All students are encouraged to use the Open Access Information Technology Centre situated on the first floor. This has a variety of computing, word processing and desktop publishing software.

**Bookshop**
A branch of Waterstone's bookshops is located on campus, where you can buy a range of stationery, drawing equipment, artists' materials and books, as well as many other useful items you may need.

**Children's Centre**
The College Children's Centre has places for under 5s with some subsidised places being available to students. Places are limited, so, if you are interested, apply early to reserve a place by contacting Linda Baker on the College telephone number.

**Refectory**
This provides refreshments between 08.30 and 19.00 with hot meals served three times a day. Healthy eating options are available.

**Coffee Shop**
This is open during normal College hours and serves light snacks and drinks. Proceeds from the Coffee Shop go to the Students' Union.

**Crypt Restaurant**
This is a training restaurant which offers good quality cuisine in pleasant surroundings. Meals are very reasonably priced and you are invited to sample the students' highly skilled dishes when the restaurant is open to the public during the week. Reservations can be made on 01227511244.

**Chapel View Restaurant**
This is another training restaurant and is set up as a quick-service facility which offers a selection of snacks and main courses at a modest price.

**CANTERBURY COLLEGE**
**LIST OF COURSES**

**COURSE A**
This course will enable students to experience performing arts and the media at a basic level. It will give them the experience to decide if they wish to pursue an interest in this field and to develop their potential and adaptability for working in a performance company in either a performing or a technical role.

**COURSE B**
The aim of this course is to provide a thorough grounding in business-related skills and a comprehensive knowledge of business practice. It is for students with a business studies background who can manage a heavy workload that will contain a greater degree of academic study.

**COURSE C**
This course provides progression to a range of higher levels. Units will include maintaining employment standards, salon management duties, providing facial massage and skin care, instruction on makeup, lash and brow treatments, artificial nail structures and ear piercing.

**COURSE D**
This course is designed to develop skills used in leisure operations. It covers preparing for and conducting physical activities, maintenance of facility areas, building relationships with participants and colleagues, handling sports equipment and health and safety issues.

**COURSE E**
This course gives a foundation for a career in caring for children, the elderly or people with special needs. Core units are Numeracy, Communication and Information Technology. Work placements are an important part of the course.

**COURSE F**
This course is designed to provide a foundation in graphic and visual communication skills. Students complete units in picture composition and photographic processing alongside elements of graphic design, and gain hands-on experience of desktop publishing and presentations.
**COURSE G**
This course is designed to provide an introduction to the construction industry. Units covered include Heat, Light and Sound, Introduction to the Urban Environment, Communication Processes and Techniques and Properties of Materials. AII students complete vocational assignments which are integrated with work experience with reputable companies.
**COURSE H**
The qualifications gained and the skills developed on this course will provide a good basis for gaining employment in office work. In addition to word processing, the course also covers spreadsheets, computerised accounting, databases and desktop publishing. AII students are given chances to develop their confidence, and advice and information is given on job search skills, presentation techniques and personal appearance.

**Questions 15-20**
Read the passage about student life at Canterbury College.
Do the following statements agree with the information given in the passage?

In boxes 15-20 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

15 Many students are allocated a job experience placement abroad.
16 The elections for the Union President and Executive Committee are held together.
17 There are staff in the LRC to help students use the facilities.
18 Nursery care is available on a first-came, first-served basis.
19 The Refectory serves fast-food options.
20 The Chapel View Restaurant is for students only.

**Questions 21-27**

15. TRUE   16. FALSE   17. NOT GIVEN   18. TRUE   19. NOT GIVEN   20. NOT GIVEN