



Master IELTS General Training Volume 1

Reading Practice Test 2

HOW TO USE

You have 2 ways to access the test

1. Open this URL <http://link.intergreat.com/gayCX> on your computer
2. Use your mobile device to scan the QR code attached



READING PASSAGE 1



Telephone numbers of resident support services

Read the advertisements below and answer Questions 1-4.

A. I am a 25-year-old nanny with 6 years experience in childcare with babies, toddlers and older children. I also worked with newborn babies in a hospital. I have checkable references, a childcare certificate, police check and a First Aid Certificate. I am a driver and non-smoker. I have lived in Berlin for more than 7 years; my English and Spanish are very good.
I am looking for a live-in nanny job in Madrid from November. If you need a loving, caring, responsible person to look after your children and teach them English, please contact me by email or by phone.

B. Australian woman 32yrs, experienced PA, seeks job in Malaysia. Available end May. Bilingual in English and French. Partner: French. Work as a couple possible. Email: ...

C. Indian web publisher seeks work: Website design, desktop publishing, book layout, graphic design. Part time or contract. Experienced, skilled, reliable. Contact: ...

D. I have experience within banking, hotels, local government and manufacturing - all mostly working in administration type roles with vast experience of Microsoft packages, Sage and a range of other bespoke systems.
I look forward to any replies or guidance ...

E. Driving job needed

- Highly skilled driver, over 25
- Have held full clean Class CI licence for 10 years
- Know London extremely well
- Willing to do physical work such as loading trucks
- Want full time work
- Contact ...

F. Science and Maths lessons given. Experienced tutor, specialising in helping secondary school students with their state exams.
Degree in Physics.
Email ...

Read the text below and answer Questions 5-10.

Telephone numbers of resident support services

	Number to dial
Your work	
Problems with your work	
e.g. pay, tax, hours, contracts	156

Money worries Opening a bank account, overdraft, borrowing money, debts, overdue bills	143
Communication Access to email and other computer platforms, cheap phone cards and phone lines, using the post office	102
Health Accidents and emergencies, check-ups, dentist, depression and mental health	146
Everyday living Washing your clothes, where to eat, shopping, opening hours, keeping your room clean	133
Free time, hobbies and interests Clubs, social activities, volunteering, meeting spots	158
Sports Gym, football, cycling, mountaineering, racquet sports, swimming, keep-fit	144
Papers, papers, papers Problems with bureaucracy e.g. paying bills, booking accommodation, legal advice	103
Language support Translation services and facilities, extra English classes, on-line support	105
Adapting Dealing with new people, new places, culture shock, loneliness - a friendly voice to help you with your problems	104
Religion Information on services available, venues	157
Personal tutor All hostel residents are given a personal tutor who they can talk to about anything concerning them . To find out who yours is and how to contact them, ring ..	116

Read the text below and answer Questions 11-14.

Giving personal information in job interviews

When you go to job interviews you often need to give personal information about yourself, especially your work experiences, so before you go to the interview:

- Prepare answers to questions which you think the interviewer may ask you.
- Think of examples of your achievements in previous jobs or while at school, and how you have managed any difficult situations.
- Think about your personal strengths and weaknesses, or how you would describe your own personality.
- Make sure that you know the correct English expressions to describe what you have done in the past.

Think about the kind of person the interviewer is looking for. Put yourself in the interviewer's position. Ask yourself why they should choose to employ you, instead of the other people who are applying. The interviewer will also want to find out about your personal qualities. These are some examples of the kind of person the interviewer may want:

- Team player
- Friendly and fun
- Long-term
- Hard-worker
- Good communication skills
- Honest • Business-minded • Flexible

Questions 1-4

Look at the six job advertisements A-F

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

NB You may use any letter **more than once**.

Which person wants a teaching job?

1

Which two people mention their foreign language skills? (Example: A,B)

2

Who would be willing to do part-time work?

3

Which person describe their personal qualities?

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Questions 5-10

Answer the questions below.

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

NB You may use any number **more than once**.

What number should you dial if ...

you don't know where to buy something you need?

5

you suddenly feel very ill?

6

you are having problems getting used to being in another country?

7

you don't understand the procedure for finding a place to stay?

8

you want to do some exercise?

9

you don't know if your salary is right?

10

Questions 11-14

Answer the questions below.

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

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

What personal information are employers particularly interested in?

11

What should you prepare before the interview?

12

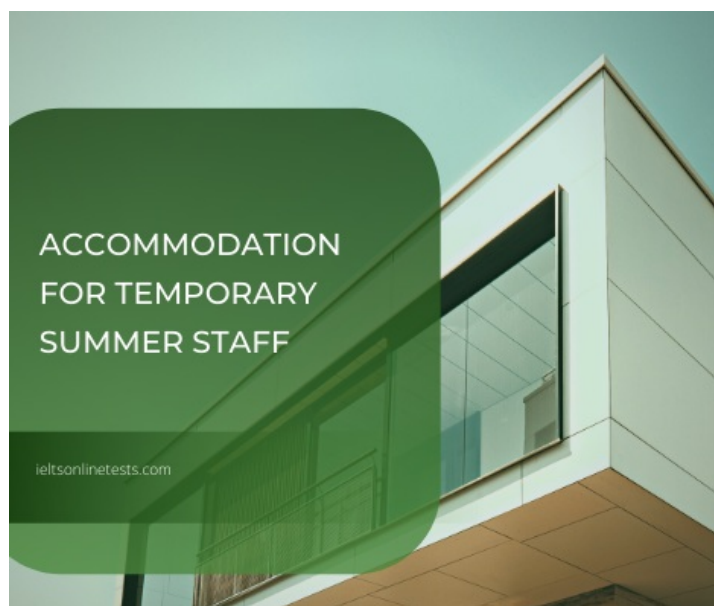
Whose needs must you try to understand in the interview?

13

What other personal information will the interviewer want to know about?

14

READING PASSAGE 2



Accommodation for temporary summer staff

Read offer our summer staff below and answer Questions 1-6

We offer our summer staff two kinds of accommodation.

Staying with a family

You can stay in the home of a local family. All our families are carefully chosen and will provide you with a single bedroom. If you have any special dietary requirements we, together with the family, will make sure your needs are met. This year, staying with a family costs £ 150 per week for half board i.e. breakfast and evening meal. There are many advantages of staying with a family: the first is experiencing the culture, seeing from the inside how people live in another country. The others, of course, are making local friends and having opportunities for language practice.

Residential accommodation

If you prefer, you could stay in residential accommodation. This is on the site of the local Tourist Training Institute. It provides individual study bedrooms with en-suite shower facilities and a fully equipped kitchen which you share with other summer workers who will be living in the eight rooms in your block. This option costs £90 per week, including the room, bed linen and towels, and weekly cleaning. It does not include

food. In the vicinity of the Institute there are many good, cheap cafes and restaurants, or you could buy food and cook for yourself. On the site, you have access to TV lounges, tennis courts and a swimming pool.

If your job application is accepted you will be sent a form for you to complete telling us which accommodation you require, and giving your bank details etc.

Read the text and answer Questions 7-13.

[Access https://ieltsontinetests.com](https://ieltsontinetests.com) for more practices

McDonald Industrial Training Centre

A. Lincoln

Our training centre is based in the city of Lincoln, close to Hull, Sheffield, Nottingham and the east coast. Over the centuries, Lincoln's geographic position helped it grow into a well-known market town in the Middle Ages and later into an important industrial centre. Nowadays, with a population of approximately 120,000, Lincoln is a bustling, energetic city, thriving on its recent developments such as IT and the new university as well as its many tourist attractions such as the cathedral, the castle, the Roman remains and its medieval houses. And we must not forget its strong cultural life. Lincoln offers, among other things, theatre, film and archaeology, a famous Christmas market and many events and activities geared towards teenagers and those in their twenties.

B. Around Lincoln

Apart from all the many attractions of the town itself, Lincoln is surrounded by beautiful countryside, and the sea is within easy reach. Nearby too are famous country houses, important nature reserves and historical seaside resorts. You can go seal-spotting, bird watching and swimming in the sea in just one day. All this helps to put Lincoln and Lincolnshire among the most attractive tourist destinations in the UK.

C. McDonald Training Centre

Our newly built training centre is about 3 miles outside Lincoln with which it has excellent transport links. It comprises lecture and seminar rooms, laboratories, workshops, accommodation and leisure facilities such as a cinema and a bowling alley, which are open to the public. It has already won prizes for its outstanding architecture and is surrounded by beautiful woodland.

D. Accommodation

All trainees have single accommodation in residences. This consists of a study bedroom with a private en-suite bathroom. The bedrooms are fully furnished, centrally heated and air-conditioned. Please note that towels and bed-linen are not provided. There are also shared kitchens, which are equipped with fridge, freezer and oven or microwave; trainees need to provide their own cooking " utensils, crockery and cutlery.

The residential accommodation is 2 minutes walk from the training facilities and 5 minutes from bus stops.

Questions 15-20

Answer the questions below.

Choose **NO MORE THAN FOUR WORDS AND/OR NUMBERS** from the text for each answer

Write your answers In boxes 15-20 on your answer sheet. .

What kind of room do you get when staying with families?

15

What meals are included in the price?

16

Name one advantage of staying with a family.

17

What private facility does a residential bedroom offer?

18

Who do you share the residential accommodation with?

19

Name a room you can use with other occupants.

20

Questions 21-27

The text has four sections, **A-D**. Which section mentions the following?

Write the correct letter **A-D** in the boxes **21-27** on your answer sheet.

NB You may use any letter **more than once**.

21

very old buildings

22

somewhere to cook

23

the history of a place

24

things for young people to do

25

an outdoor leisure activity

26

interesting looking buildings

27

what trainees need to bring with them

READING PASSAGE 3

Read the text below and answer questions 28-40



You and your CV

Your CV is possibly your most important tool in your search to find the right job.

It is the first thing a future employer sees about you, and if it's not right, may be the last. An employer will do no more than glance at your CV - it's estimated that most employers spend more than twenty seconds looking at each CV, so you have very little time to make the impression. Here's some advice to help you make the most of those twenty seconds.

What it should look like

The first rule of all CVs is keep them clear and simple - anything complicated or long tends to get rejected instantly. Achieving that is a matter of making good use of lists, bullet points and note form, and of keeping your CV to the right length. There are no fixed rules on how long it should be, and it will vary, of course, according to your age, experience, etc., but keep it to one page if you can - this length is convenient for your reader to work with.

As for style, there are different kinds of layouts you can follow - look at the examples on this site to see which one you prefer - but the basic rule is to use headings well to signal clearly where all the relevant information is. Make sure you include these sections: qualifications, skills, education, work experience, references, personal interests/hobbies, personal qualities, then label them clearly so that your prospective employer can find the information they want quickly and easily.

Content

CVs tend to follow a fixed order. They start with your personal details such as name, address and contact details, then go on to personal qualities such as those things in your personality that might attract an employer e.g. conscientious, adventurous, punctual, etc., and your career goals.

After this comes the main part of your CV starting with education, then work experience. Use reverse chronological order to list these, starting with what you're doing now. It's most common to go back no more than 10 years. Give your job details such as job titles, the names of the organisations you worked for, an outline of your job duties and then note your particular achievements.

Then go on to your personal interests and finish up with the details of some good, reliable referees. Your future employer may not follow up on these, but they do make an impression.

Do's and don'ts

A glance at your CV should create a good impression. Don't make spelling mistakes, and don't send in anything crumpled or with coffee stains on it. Anything like that leads to instant rejection. Use good quality A4 paper and don't send in anything other than a cover letter. Diplomas, testimonials, etc., will be requested later ~ they're interested in you.

When you think you've finished writing your CV, read it over very carefully. Check your full stops, use of bullets, indentation, use of capital letters, etc. And never include in your CV anything that's not true. It's very easy for an employer to check, and if your CV doesn't match what they find out, then your chances of getting that job are probably gone.

Finally, carry out the instructions in the job ad very carefully. If they require three copies, then send them three copies, not two or four. Make sure you meet the deadline too, and put the right stamp on your envelope. You'll need to accompany your CV with a cover letter. This should be tailored to each job you apply for. Follow the link below for advice on how to write a cover letter.

And last of all "Good luck"!

Remember to include:

- Career history
- Skills and strengths
- Awards and achievements
- Contact details




Questions 28-30

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

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In boxes 28-30 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

- 28  CVs are essential when applying for jobs.
- 29  Employers spend a long time reading applicants' CVs.
- 30  The style of CVs varies from country to country.

Questions 31-34

Complete the flowchart below.

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

Write your answers in boxes 31-34 on your answer sheet.

How to write your CV

Your CV should follow this progression:	
Name, address, contact details	
↓	
Personal 31 <input type="text"/>	: including relevant personality strengths, and immediate career goals
↓	
Education	
↓	
Work experience (now → 32 <input type="text"/> years ago; including job details and 33 <input type="text"/>)	
↓	
34 <input type="text"/>	
↓	
References	

Questions 35-40

Complete the summary in the box with words (A-K) below.

Write the correct letters for your answers in boxes 35-40 on your answer sheet.

A	deliver
B	ensure
C	customise
D	look
E	let
F	listen to
G	fit
H	check for
I	accompany
J	attach
K	follow

Advice on writing CVs

The article advises people to:

- make sure their CVs 35 good
- 36 spelling mistakes
- not to 37 any other documents
- 38 them on time
- 39 a covering letter for each job
- 40 the instructions of the job advert



Solution:

11 work experiences

12 answers to questions

13 the interviewer's

14 (your) personal qualities

15 (a) (single) bedroom

16 breakfast (and) evening meal

17 experiencing the culture/making
local friends/opportunities for
language practice

18 (en-suite) shower facilities

19 (other) workers

20 (a) (fully-equipped) kitchen

21 A

22 D

23 A

24 A

25 B

26 C

27 D

1 F

2 A,B

3 C

4 A

5 133

6 146

7 104

8 103

9 144

10 156

28 TRUE

29 FALSE

30 NOT GIVEN

31 qualities

32 10/ten

33 (particular) achievements

34 personal interests

35 D

36 H

37 J

38 A

39 C

40 K

Review and Explanations

11 Answer: **work experiences**

Keywords in Questions	Similar words in Passage
Q11: What personal information are employers particularly interested in?	When you go to job interviews you often need to give personal information about yourself, especially your work experiences.
Note: It is mentioned that “ <i>when you go to job interviews you often need to give personal information about yourself, especially your work experiences</i> ”. Then, we can know that work experiences are what employers particularly interested in. Therefore, the answer for Q11 is work experiences.	

12 Answer: **answers to questions**

Keywords in Questions	Similar words in Passage
Q12: What should you prepare before the interview?	before you go to the interview: • Prepare answers to questions which you think the interviewer may ask you.
Note: It is mentioned that “before you go to the interview, prepare answers to questions which you think the interviewer may ask you”. We should notice the word limit is three. Therefore, the answer for Q12 is answers to questions.	

13 Answer: **the interviewer's**

Keywords in Questions	Similar words in Passage
Q13: Whose needs must you try to understand in the interview?	Think about the kind of person the interviewer is looking for. Put yourself in the interviewer's position .
Note: It is mentioned that “ <i>think about the kind of person the interviewer is looking for. Put yourself in the interviewer's position</i> ”. We should notice “ put yourself in one's position ” is equivalent to “ try to understand ”. Therefore, the answer for Q13 is interviewer's.	

14 Answer: **(your) personal qualities**

Keywords in Questions	Similar words in Passage
Q 1 4 : What other personal information will the interviewer want to know about ?	The interviewer will also want to find out about your personal qualities.

Note:

It is mentioned that *"the interviewer will also want to find out about your personal qualities"*. We should notice "find out" is similar to "want to know about". Therefore, **the answer for Q14 is personal qualities.**

15 Answer: **(a) (single) bedroom**

Keywords in Questions	Similar words in Passage
Q15: What kind of room do you get when staying with families?	Staying with a family You can stay in the home of a local family. All our families are carefully chosen and will provide you with a single bedroom.
Note: The keyword in this question is "staying with families" , so we can locate the relevant information in the first paragraph. As is mentioned, <i>"all our families are carefully chosen and will provide you with a single bedroom"</i> , we can conclude the answer for Q15 is single bedroom.	

16 Answer: **breakfast (and) evening meal**

Keywords in Questions	Similar words in Passage
Q16: What meals are included in the price?	This year, staying with a family costs £150 per week for half board i.e. breakfast and evening meal.
Note: Also in the first paragraph, it is mentioned that <i>"staying with a family costs £150 per week for half board i.e. breakfast and evening meal"</i> . Therefore, the answer for Q16 is breakfast and evening meal.	

17 Answer: **experiencing the culture/making local friends/opportunities for language practice**

Keywords in Questions	Similar words in Passage
Q17: Name one advantage of staying with a family.	There are many advantages of staying with a family: the first is experiencing the culture, seeing from the inside how people live in another country. The others, of course, are making local friends and having opportunities for language practice.

Note:

The keyword in this question is advantage. It is mentioned that *There are many advantages of staying with a family: the first is experiencing the culture, seeing from the inside how people live in another country. The others, of course, are making local friends and having opportunities for language practice*. We should notice the word limit is four. Hence, **the answer for Q17 is experiencing the culture/ making local friends/ opportunities for language practice.**

18 Answer: **(en-suite) shower facilities**

Keywords in Questions	Similar words in Passage
Q18: What private facility does a residential bedroom offer?	If you prefer, you could stay in residential accommodation. This is on the site of the local Tourist Training Institute. It provides individual study bedrooms with en-suite shower facilities.
Note: The keyword in this question is “ residential bedroom ”, so we can easily locate the relevant information in the second paragraph. As is mentioned, “ <i>it provides individual study bedrooms with en-suite shower facilities</i> ”, we can conclude the answer for Q18 is en-suite shower facilities.	

19 Answer: **(other) workers**

Keywords in Questions	Similar words in Passage
Q19: Who do you share the residential accommodation with?	It provides individual study bedrooms with en-suite shower facilities and a fully equipped kitchen which you share with other summer workers who will be living in the eight rooms in your block.
Note: As is mentioned in the second paragraph, “ <i>you share with other summer workers who will be living in the eight rooms in your block</i> ”, we can easily conclude that the answer for Q19 is (other) (summer) workers.	

20 Answer: **(a) (fully-equipped) kitchen**

Keywords in Questions	Similar words in Passage
Q20: Name a room you can use with other occupants.	It provides individual study bedrooms with en-suite shower facilities and a fully equipped kitchen which you share with other summer workers.

Note:

As is mentioned in the second paragraph, “it provides individual study bedrooms with en-suite shower facilities and a fully equipped kitchen which you share with other summer workers”, we can easily conclude that **the answer for Q20 is (a) (fully equipped) kitchen.**

21 Answer: **A**

Keywords in Questions	Similar words in Passage
Q 21: Which section mentions very old buildings?	the Roman remains its medieval houses
Note: The keyword in this question is very old buildings . After skimming, we can see in section A, it is mentioned that “the Roman remains its medieval houses”. We should notice “ medieval ” is similar to “ very old ”; “ houses ” and “ buildings ” are interchangeable. Therefore, the answer for Q21 is A.	

22 Answer: **D**

Keywords in Questions	Similar words in Passage
Q 22: Which section mentions somewhere to cook?	There are also shared kitchens, which are equipped with fridge, freezer and oven or microwave;
Note: The keyword in this question is somewhere to cook . After skimming, we can see in section D, it is mentioned that “there are also shared kitchens”. Therefore, the answer for Q22 is D.	

23 Answer: **A**

Keywords in Questions	Similar words in Passage
Q 23: Which section mentions the history of a place?	Over the centuries, Lincoln's geographic position helped it grow into a well-known market town in the Middle Ages and later into an important industrial centre.
Note: The keyword in this question is history of a place . After skimming, we can see in section A, it is mentioned that “over the centuries, Lincoln's geographic position helped it grow into a well-known market town in the Middle Ages and later into an important industrial center”. Therefore, the answer for Q23 is A.	

24 Answer: **A**

Keywords in Questions	Similar words in Passage
Q 24: Which section mentions things for young people to do?	Lincoln offers, among other things, theatre, film and archaeology, a famous Christmas market and many events and activities geared towards teenagers and those in their twenties.
Note: The keyword in this question is things for young people to do . After skimming, we can see in section A, it is mentioned that “Lincoln offers, among other things, theatre, film and archaeology, a famous Christmas market and many events and activities geared towards teenagers and those in their twenties”. We should notice “ teenagers and those in their twenties ” is equivalent to “ young people ”. Therefore, the answer for Q24 is A.	

25 Answer: **B**

Keywords in Questions	Similar words in Passage
Q25: Which section mentions an outdoor leisure activity?	You can go seal-spotting, bird watching and swimming in the sea in just one day.
Note: The keyword in this question is outdoor leisure activity . After skimming, we can see in section B, it is mentioned that “you can go seal-spotting, bird watching and swimming in the sea in just one day”. We should notice “ go seal-spotting, bird watching and swimming ” are “ outdoor leisure activities ”. Therefore, the answer for Q25 is B.	

26 Answer: **C**

Keywords in Questions	Similar words in Passage
Q 26: Which section mentions interesting looking buildings?	It has already won prizes for its outstanding architecture and is surrounded by beautiful woodland.
Note: The keyword in this question is interesting looking buildings . After skimming, we can see in section C, it is mentioned that “it has already won prizes for its outstanding architecture and is surrounded by beautiful woodland”. We should notice “ outstanding ” is similar to “ interesting looking ” in this context. Therefore, the answer for Q26 is C.	

27 Answer: **D**

Keywords in Questions	Similar words in Passage
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Q27: Which section mentions what trainees need to bring with them?	There are also shared kitchens, which are equipped with fridge, freezer and oven or microwave; trainees need to provide their own cooking utensils, crockery and cutlery.
Note: The keyword in this question is trainees and bring . After skimming, we can see in section D, it is mentioned that “ <i>trainees need to provide their own cooking utensils, crockery and cutlery</i> ”. Therefore, the answer for Q27 is D.	

1 Answer: **F**

Keywords in Questions	Similar words in Passage
Q1: Which person wants a teaching job?	Science and Maths lessons given. Experienced tutor , specialising in helping secondary school students with their state exams .
Note: As we can see in paragraph F, Science and Maths lessons, tutor, students, and exams are keywords related to the teaching job. Therefore, the answer for Q1 is F.	

2 Answer: **A,B**

Keywords in Questions	Similar words in Passage
Q2: Which two people mention their foreign language skills?	A. I have lived in Berlin for more than 7 years; my English and Spanish are very good B. Bilingual in English and French.
Note: As we can see in paragraph A, “ English and Spanish are very good ” and in paragraph B, “ bilingual in English and French ”, we can conclude that the answer for Q2 is A, B.	

3 Answer: **C**

Keywords in Questions	Similar words in Passage
Q3: Who would be willing to do part-time work?	Indian web publisher seeks work: Website design, desktop publishing, book layout, graphic design. Part time or contract. Experienced, skilled, reliable.
Note: After skimming, we can easily see that the person in advertisement C wants to work part-time. Therefore, the answer for Q3 is C.	

4 Answer: **A**

Keywords in Questions	Similar words in Passage
Q4: Which person describe their personal qualities?	A. If you need a loving, caring, responsible person to look after your children and teach them English, please contact me by email or by phone.
Note: As we can see in paragraph A, “ loving, caring, responsible ” are adjectives describing personal qualities. Therefore, the answer for Q4 is A.	

5 Answer: **133**

Keywords in Questions	Similar words in Passage
Q 5: What number should you dial if you don't know where to buy something you need?	133 - Everyday living Washing your clothes, where to eat, shopping, opening hours, keeping your room clean
Note: As we can easily see, number 133 is the number to dial if you need information about shopping , therefore, the answer for Q5 is 133.	

6 Answer: **146**

Keywords in Questions	Similar words in Passage
Q 6: What number should you dial if you suddenly feel very ill?	146 - Health Accidents and emergencies, check-ups, dentist, depression and mental health
Note: As we can easily see, number 146 is the number to dial if there are accidents and emergencies. We should notice “ suddenly feel very ill ” is similar to “ emergencies ”. Therefore, the answer for Q6 is 146.	

7 Answer: **104**

Keywords in Questions	Similar words in Passage
Q 7: What number should you dial if you are having problems getting used to being in another country?	104 - Adapting Dealing with new people, new places, culture shock, loneliness - a friendly voice to help you with your problems

Note:

As we can easily see, number 104 is the number to dial when you need help with dealing with new people, new places, culture shock, and loneliness. We should notice “**problems getting used to being in another country**” is paraphrased as “**dealing with new people, new places, culture shock, and loneliness**”. Therefore, **the answer for Q7 is 104.**

8 Answer: **103**

Keywords in Questions	Similar words in Passage
Q 8: What number should you dial if you don't understand the procedure for finding a place to stay ?	103 - Papers, papers, papers Problems with bureaucracy e.g. paying bills, booking accommodation , legal advice
Note: As we can easily see , see, number 103 is the number to dial when you need help with bureaucracy, for example booking accommodation. We should notice “booking accommodation” is equivalent to “finding a place to stay”, “bureaucracy” has the same meaning as “procedure”. Therefore, the answer for Q8 is 103.	

9 Answer: **144**

Keywords in Questions	Similar words in Passage
Q9: What number should you dial if you want to do some exercise ?	144- Sports Gym, football, cycling, mountaineering, racquet sports, swimming, keep-fit
Note: As we can easily see , see, number 144 is the number to dial when you want to do some sports. Therefore, the answer for Q9 is 144.	

10 Answer: **156**

Keywords in Questions	Similar words in Passage
Q10: What number should you dial if you don't know if your salary is right ?	156 - Your work Problems with your work e.g. pay, tax, hours, contracts
Note: As we can easily see, see, number 156 is the number to dial when you have problems with your work. Therefore, the answer for Q10 is 156.	

28 Answer: **TRUE**

Keywords in Questions	Similar words in Passage
Q28: CVs are essential when applying for jobs.	Your CV is possibly your most important tool in your search to find the right job.
Note: The keyword in this question is CVs and essential . We should notice “ essential ” and “ important ” are interchangeable. As is mentioned, “ <i>your CV is possibly your most important tool in your search to find the right job</i> ”, we can conclude that the answer for Q28 is TRUE .	

29 Answer: **FALSE**

Keywords in Questions	Similar words in Passage
Q29: Employers spend a long time reading applicants' CVs .	An employer will do no more than glance at your CV - it's estimated that most employers spend more than twenty seconds looking at each CV .
Note: The keyword in this question is long time . As is mentioned, “ <i>an employer will do no more than glance at your CV - it's estimated that most employers spend more than twenty seconds looking at each CV</i> ”, we can conclude that the answer for Q29 is FALSE .	

30 Answer: **NOT GIVEN**

Keywords in Questions
Q30: The style of CVs varies from country to country.
Note: There is no relevant information in the text indicating that <i>the style of CVs varies from country to country</i> . Therefore, the answer for Q30 is NOT GIVEN .

31 Answer: **qualities**

Keywords in Questions	Similar words in Passage
Q31: Personal ____: including relevant personality strengths , and immediate career goals .	CVs tend to follow a fixed order. They start with your personal details such as name, address and contact details, then go on to personal qualities such as those things in your personality that might attract an employer e.g. conscientious, adventurous, punctual, etc., and your career goals .

Note:

Questions 31 to 34 are about How to write your CV, so we can easily locate the relevant information in paragraph Content. From the question, we can know that the answer must be **a noun**. As is mentioned, *"they start with your personal details such as name, address and contact details, then go on to personal qualities such as those things in your personality that might attract an employer"*, we can conclude that **the answer for Q31 is QUALITIES.**

32 Answer: **10/ten**

Keywords in Questions	Similar words in Passage
Q32: Work experience (now -> ____ years ago	After this comes the main part of your CV starting with education, then work experience . Use reverse chronological order to list these, starting with what you're doing now . It's most common to go back no more than 10 years.
Note: From the question, we can know that the answer must be a number . As is mentioned, <i>"it's most common to go back no more than 10 years"</i> , we can conclude that the answer for Q32 is 10.	

33 Answer: **(particular) achievements**

Keywords in Questions	Similar words in Passage
Q33: including job details and ____	Give your job details such as job titles, the names of the organizations you worked for, an outline of your job duties and then note your particular achievements.
Note: From the question, we can know that the answer must be a noun . As is mentioned, <i>"give your job details, and then note your particular achievements"</i> , we can conclude that the answer for Q33 is (particular) achievements.	

34 Answer: **personal interests**

Keywords in Questions	Similar words in Passage
Q 3 4 : Work experience -> ____ -> references	Then go on to your personal interests and finish up with the details of some good, reliable referees.

Note:

From the question, we can know that the answer must be a **noun**. As is mentioned after the work experience section, *"then go on to your personal interests and finish up with the details of some good, reliable referees"*, we can conclude that **the answer for Q34 is personal interests.**

35 Answer: **D**

Keywords in Questions	Similar words in Passage
Q35: make sure their CVs ____ good	A glance at your CV should create a good impression.

Note:

As is mentioned in Do's and Don'ts section, *"a glance at your CV should create a good impression"*, we can conclude that **the answer for Q35 is D.**

36 Answer: **H**

Keywords in Questions	Similar words in Passage
Q36: ____ spelling mistakes	Don't make spelling mistakes. Check your full stops, use of bullets, indentation, use of capital letters, etc.

Note:

As is mentioned, *"don't make spelling mistakes"* and *"check your full stops, use of bullets, indentation, use of capital letters, etc."*, we can conclude that **the answer for Q36 is H.**

37 Answer: **J**

Keywords in Questions	Similar words in Passage
Q37: not to ____ any other documents	Don't send in anything other than a cover letter.

Note:

It is mentioned that *"don't send in anything other than a cover letter"*. We should notice **"send in"** is equivalent to **"attach"**. Therefore, **the answer for Q37 is J.**

38 Answer: **A**

Keywords in Questions	Similar words in Passage
Q38: ____ them on time	Make sure you meet the deadline too.

Note:

The keyword in this question is **on time**. We should notice “**on time**” and “**meet the deadline**” are interchangeable. As is mentioned, “*make sure you meet the deadline*”, we conclude that **the answer for Q38 is A**.

39 Answer: **C**

Keywords in Questions	Similar words in Passage
Q39: ____ a covering letter for each job	You'll need to accompany your CV with a cover letter. This should be tailored to each job you apply for.

Note:

It is mentioned that “*a cover letter should be tailored to each job*”. We should notice “**tailor**” is similar to “**customize**”. Therefore, **the answer for Q39 is C**.

40 Answer: **K**

Keywords in Questions	Similar words in Passage
Q40: ____ the instructions of the job advert	Finally, carry out the instructions in the job ad very carefully.

Note:

It is mentioned that “*finally, carry out the instructions in the job ad very carefully*”. We should notice “**carry out**” is equivalent to “**follow**”. Therefore, **the answer for Q40 is K**.