

# IELTS General Training Volume 3 Reading Practice Test 1

## HOW TO USE

You have 2 ways to access the test

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



## READING PASSAGE 1

You should spend about 20 minutes on Questions 1- 14, which are based on Reading Passage 1 below.





## Accommodation

### Questions 1 – 3

Use information in the description below to answer Questions 1 to 3. Write your answer in boxes 1-3 on your answer sheet.

**Morpeth** is today a small town about two hours' drive north of Sydney. The town of Morpeth grew from an original 2000 acres of land given to an English army officer, Lieutenant Edward Close (1790-1866), in 1821. During the 1830s and 1840s Morpeth became a major river port, due to its favourable location. Produce, hides and timber were brought to Morpeth from inland New South Wales and shipped down the Hunter river to the coast and then to Sydney. However, in 1870 a railway line reached the town, and the importance of river shipping began to decline. Today, Morpeth, with its beautiful old buildings, is a popular tourist destination.

### Questions 4 -7

There are four advertisements on the next page for places to stay near Morpeth.

Answer the questions below by writing the letters of the appropriate advertisements in boxes 4-7 on your answer sheet.

|               |               |
|---------------|---------------|
| WHERE TO STAY | Accommodation |
|---------------|---------------|



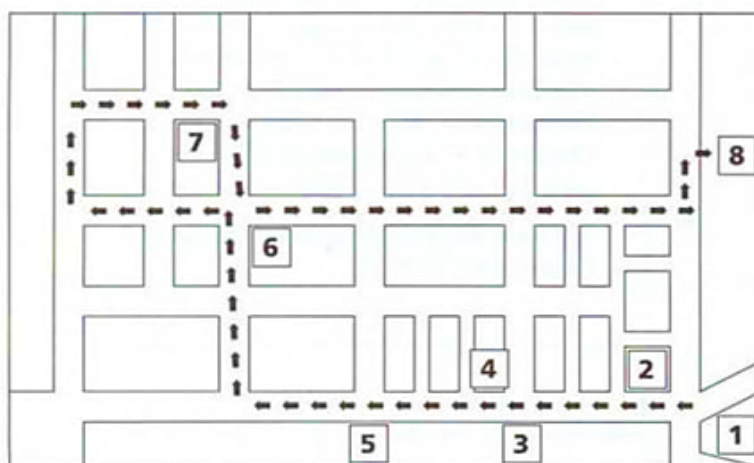
|   |  |
|---|--|
| <p><b>A</b></p> <p><b>Country Comfort Inn, Hunter Valley</b></p> <p>The Country Comfort Inn, Hunter Valley, is a beautifully restored 125-year-old building just 20 minutes from the vineyards.</p> <p>Formerly an orphanage, the Inn is set on 10 acres of landscaped gardens complete with pool, sauna, tennis court, spa, gym, billiard room, guest lounge, fireplace, cocktail bar, and two restaurants. Special packages available.</p> <p>New England Highway, Maitland.</p> <p>Call toll free 1800 065 064 or (049) 32 52 88</p> | <p><b>B</b></p> <p><b>Siesta Motel</b></p> <p>“Spend a night – not a fortune”</p> <p>That’s the Budget Motel chain motto. The Siesta Motel, rated 3-star, is conveniently placed at the gateway to tire winery district and nearby to the historic towns of Morpeth and Wollombi.</p> <p>The family-owned and operated Siesta offers air – conditioned comfort and a friendly atmosphere. A free light breakfast is delivered to your suite and excellent meals are available at the Maitland City Bowling Club next door. Quality of accommodation is assured and the tariff is the lowest in the district.</p> <p>258 New England Highway, Maitland.</p> <p>Phone (049) 32 83 22</p>   |
| <p><b>C</b></p> <p><b>Endeavour East Maitland Motel</b></p> <p>28 modern, comfortable 3-star units which open onto the swimming pool and barbeque area. All units feature TV and videos, air-conditioning, 2 with spas.</p> <p>Fully licensed restaurant with cocktail bar and lounge is open 7 nights. Close to all amenities.</p> <p>New England Highway, East Maitland.</p> <p>Phone (049) 33 54 88</p>  | <p><b>D</b></p> <p><b>Eskdale Country Cottages</b></p> <p>Rustic cottages secluded amongst gum trees provide quietness and privacy on 200 acres. The cottages are located on the historic beef cattle property, “Eskdale”, nestled in the Williams Valley. Each cottage is completely self-contained having 2 bedrooms, full kitchen facilities, and sitting rooms with TV and video, and offers comfortable rural accommodation to those who enjoy the delights of the country yet still retain access to the city. Situated close to the towns of Morpeth, Maitland, Port Stephens &amp; rainforests around Dungog.</p> <p>Nelson Plains Road, Seaham NSW 2324.</p> <p>Phone (049) 88 62 07, 88 62 09</p> <p>Fax (049)88 62 09</p> |



## Questions 8 – 14

Read the description below of the town of Morpeth and answer the questions that follow.

The best way to see Morpeth is to take the Morpeth Heritage Walk. This covers about three kilometres, and takes visitors past many beautiful historical buildings. Starting at Fig Tree Hill, which has picnic facilities, stroll past the Surgeon's Cottage, built in 1845, formerly home of the local doctor, now shops. From there you will come to Morpeth Bridge, erected in 1870, which replaced a ferry boat. Opposite it on the right is the Courthouse, still in use today. Continue your walk past the historic Railway Station, then turn into George Street. Stroll past gracious houses until you come to the Church of the Immaculate Conception on your right, built of bricks made in Gosford. Continuing up George Street, you come to the shopping district; browse through the shops or stop for refreshment. Your tour of Morpeth will finish at magnificent Closebourne House, built in 1826 by Lieutenant Edward Close.



### Tourist attractions

- A Fig Tree Hill
- B Ferry Boat
- C George Street
- D Gosford
- E Church of the Immaculate Conception
- F Closebourne House
- G Morpeth Bridge
- H shopping district
- I Surgeon's Cottage
- J Railway Station
- K Courthouse

## Questions 1-3

Use information in the description below to answer Questions 1 to 3.

Use **NO MORE THREE WORD AND/OR NUMBER**

Write your answer in boxes 1-3 on your answer sheet

When was Lieutenant Close given the land on which Morpeth grew?

1 \_\_\_\_\_

On what river is Morpeth situated?

2 \_\_\_\_\_

When did trains first get to Morpeth?

3 \_\_\_\_\_



## Questions 4-7

There are four advertisements on the next page for places to stay near Morpeth.

Answer the questions below by writing the letters of the appropriate advertisements in boxes 4-7 on your answer sheet.

- 4  Which place to stay has restaurant besides Country Comfort Inn?
- 5  Which place claims to offer the cheapest rate?
- 6  For more information, to which place can you telephone free of charge?
- 7  At which place can the guests cook their own food?

## Questions 8-14

Using information from the text, fill in the names of the numbered tourist attractions on the map. Write your answers in boxes 8-14 on your answer sheet. The first one has been done for you as an example. Note: there are more names than you will need

| Tourist attractions |                                     |
|---------------------|-------------------------------------|
| A                   | Fig Tree Hill                       |
| B                   | Ferry Boat                          |
| C                   | George Street                       |
| D                   | Gosford                             |
| E                   | Church of the Immaculate Conception |
| F                   | Closebourne House                   |
| G                   | Morpeth Bridge                      |
| H                   | shopping district                   |
| I                   | Surgeon's Cottage                   |
| J                   | Railway Station                     |
| K                   | Courthouse                          |

Focus on the number(2,3,4,...) after your answers, they are the number of the place on the map.

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Example: 1 = A

8  2

9  3

10  4

11  5

12  6

13  7

14  8



# Reading Passage 2

Read the information about the Numeracy Centre below, and answer Questions 15-27.



## Numeracy Centre

Many business and marketing courses require a knowledge of introductory statistics, computing or mathematics. If you feel inadequately prepared for your course, you can get help from the Numeracy Centre, which offers FREE elementary help in maths and statistics. Grab a timetable from the Centre and drop in when it suits you.

### COURSE A

The first course available to students is a Revision Course in Basic Maths. This 3-hour lecture will review mathematical concepts necessary for elementary statistics, such as fractions, area and percentages up to a Year 8 level of mathematics. It is not necessary to book, so feel free to drop in. This session is FREE!

### COURSE B

For those students doing marketing courses, and other courses requiring statistical analysis, there is the Bridging Course in Statistics for Marketing. This three-day course introduces ideas in elementary statistics to provide a starting point for further developments in statistical skills later on in other courses. The course is run in sessions of three hours, in the form of a one-hour lecture followed by a two-hour tutorial. Examples will be drawn from the reference books listed. The tutorials will be interactive where possible (eg. drawing random samples from the population of numbered cards in class) with hands-on experience of data manipulation using MINITAB on a bank of PCs.

### COURSE C



Statistics for the Practitioner is slightly different to the previous course, which must be completed before this course. This course is largely non-mathematical.

It will instead concentrate on the interpretation and application of statistics rather than on computation. The statistical package MTNITAB will be used as a teaching tool. This course will be conducted over two days in the form of workshops and small group discussions, with a strong emphasis on hands-on experience of data manipulation using computers.

## COURSE D

A further course of interest to many students is English for Computer Studies. Students with English as their second language who will be needing elementary computing for their courses are encouraged to enrol in this 8-hour course. Students will learn through workshops giving hands-on experience. The cost of the course is \$15 which includes notes and refreshments.

## Questions 15-22

Below is a chart summarising information about the Numeracy Centre courses.

Complete the required details using information from the passage.

Write your answers in boxes **15-22** on your answer sheet.

| Course | Cost           | Number of hours or days | Name of previous studies required | Teaching Method                 |
|--------|----------------|-------------------------|-----------------------------------|---------------------------------|
| A      | 15 _____       | 3 hours                 | None                              | 16 _____                        |
| B      |                | 17 _____<br>hours       | None                              | lecture and<br>18 _____         |
| C      |                | 2 days                  | 19 _____                          | 20 _____<br>and small<br>groups |
| D      | \$<br>21 _____ | 8 hours                 | None                              | 22 _____                        |

## Questions 23-27

Courses **A** to **D** are each aimed at helping a specific group of students.


Below is a list of different students. Match the students to the course that would help them most.


In boxes **23-27** on your answer sheet write the letter **A, B, C** or **D** for the number of


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the course, or **N** if there is **no course available for the student's needs**.

23   Narelle, from Taiwan, has to use a computer to do assignments in her business studies classes.

24   Joe, who left high school 10 years ago, wants to brush up on his maths before he starts his studies for the year.

25   Jenny needs an advanced course on computer graphics for her studies in Graphic Design.

26   Geoff, who has to read many articles containing statistics, needs to know how to interpret and apply the facts and figures.

27   Bob needs to know how to perform some of the basic statistic equations for the assignments in his business course.



# Reading Passage 3

Read the passage below and answer Questions 28-40 that follow.



## Business Planning

### What is a Business plan?

It is probably best described as a summary and evaluation of your business idea, in writing.

Preparation of a business plan is the first and most important task for the business starter. The plan should include details concerning the industry in which you operate, your product or service, marketing, production, personnel and financial strategies.

### What purpose does it serve?

A business plan allows you to think through all the factors of a business, and to solve potential problems before you come to them. It will identify strengths and weaknesses and help to assess whether the business can succeed. It is a blueprint for starting, maintaining or expanding a business. It is a working plan to use in comparing your achievements to the goals you set. It should provide information required by financial institutions when finance is sought.

### How to produce a Business plan

#### Step 1: Collect Information

Gather as much relevant information as possible concerning the industry in which you intend to operate (the number of businesses already operating, the size of their operations, where they are located). Use books, industry associations, and existing business owners to help you.

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Collect all possible information regarding the market/s you are aiming for (who buys, why do they buy, what are the key features the customer looks for).

Learn all you can about the product/s or services you intend to produce, distribute or offer.

### Step 2: Analysis

Read over all the material you have collected and decide what is relevant to your business idea. You may have to modify your idea depending on what your research shows. The key question to ask is:

“Can you design a business that will earn enough to cover costs and pay a wage and reasonable profit to you as proprietor?”

When Steps 1 and 2 are completed, you should have decided if there is a market for your product or service which is large enough and sufficiently accessible to make your new business financially worthwhile. Now you are ready to commit your plan to paper.

### Step 3: Strategy Formulation

Decide how the business will operate. You should describe how the business will be managed, and the staff and organisational structure that will be in place. Diagrams may be useful to show how these areas will work. Don't forget to include the areas of responsibility for each member of staff. This is especially important if some of your staff will be family members.

There are three further parts that go together to make a comprehensive business plan:

A Marketing plan, which includes location, method of selling, packaging, pricing and so on. In all these areas you must be aware of consumer trends to make sure that your business does not become outdated or irrelevant.

An Operational plan, which describes the day-to-day running of the business. You should include supply sources, cost and quantities of materials, processes, equipment and methods of extending the services or products offered.

A Financial plan, which is a master budget for the operation and includes:

- cash flow forecast
- balance sheet
- profit and loss statement
- sources of finance
- sales forecast and target.

The financial aspects of the plan are most important and you should develop or access financial skills to make sure this part of your plan is accurate and realistic. Don't forget set-up costs and the money needed to see you through an initial period of low cash flow



when calculating your first year's budget.

### Update your Business plan

Nothing remains constant in business; circumstances change, markets change, fashions change, methods change.

From time to time you must check your sources of information and reassess your business plan. What is relevant when you start is not necessarily so in five years' time. You may also need to revise targets and budgets if external factors (such as interest rates) vary.

Keep your information up-to-date and be prepared to change as circumstances demand. A business plan should be thought of as flexible, not fixed. If you use these steps to develop a business plan, changing it according to circumstances, you will be well on the way to a successful business.


### Questions 28-34


Do the following statements agree with the views of the writer in the passage "Business Planning?"


In boxes 28-34 on your answer sheet write


|                  |  |
|------------------|--|
| <b>YES</b>       | if the statement agrees with the views of the writer         |
| <b>NO</b>        | if the statement contradicts the views of the writer         |
| <b>NOT GIVEN</b> | if it is impossible to say what the writer thinks about this |


28   A business plan must be written down.

29   Creating a business plan is only necessary for a new business.

30   A business plan should include a diagram of your proposed office or shop layout.

31   A business should generate enough money to pay salaries, and some profit to the owner.

32   The roles of family members in the business must be clearly defined in the business plan.

33   You should expect not to earn much money in the first year.

34   Once a business plan is finished, no further changes will need



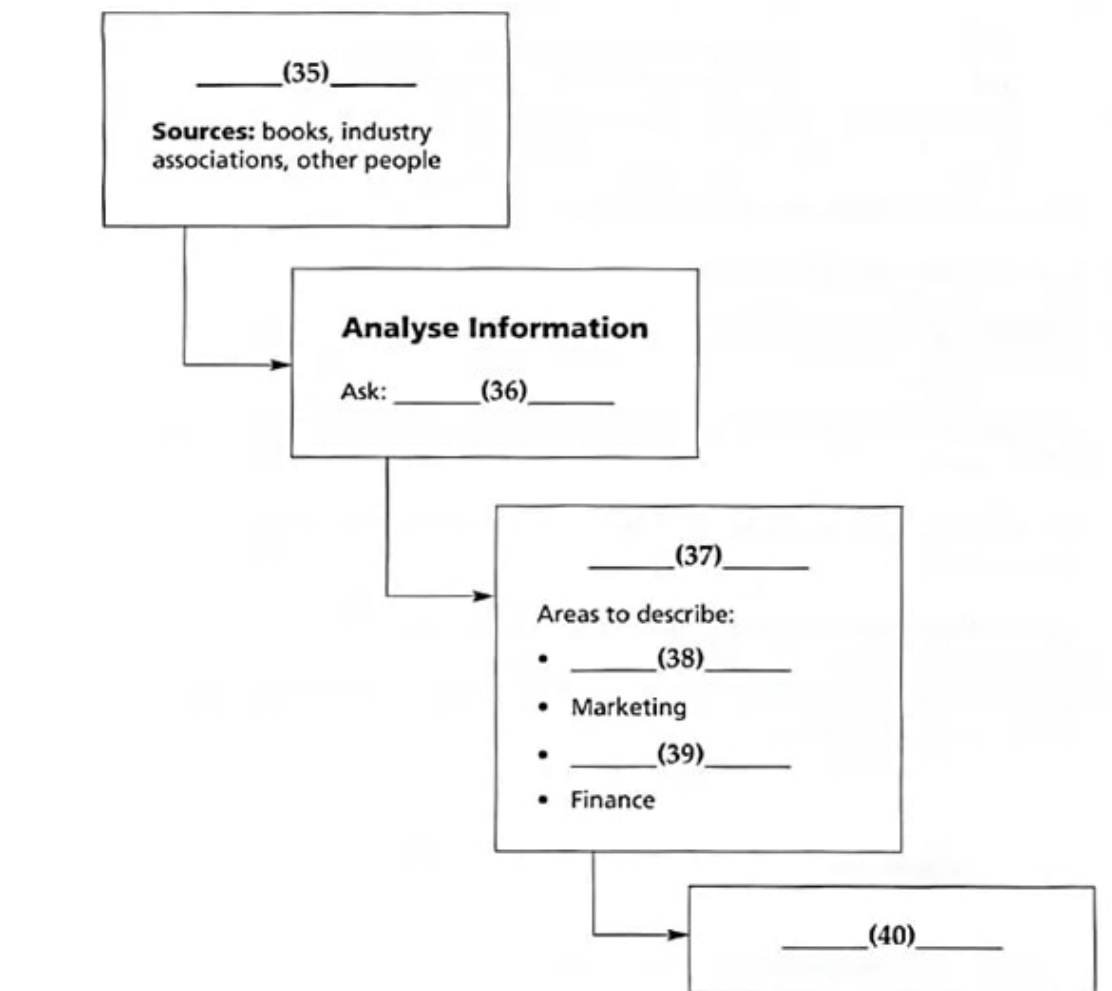
to be made to it.

## Questions 35-40

The text describes how to make a business plan.

Choose the correct word or phrase from the box to complete the following flow chart of how to make a business plan.

Write its letter in boxes 35-40 on your answer sheet.





|          |                                    |
|----------|------------------------------------|
| <b>A</b> | Advertising                        |
| <b>B</b> | Keep your business up-to-date      |
| <b>C</b> | Find information                   |
| <b>D</b> | Create a sample product            |
| <b>E</b> | Find a good location               |
| <b>F</b> | Organisational structure           |
| <b>G</b> | Can I find good staff?             |
| <b>H</b> | Operations                         |
| <b>I</b> | Create your business plan          |
| <b>J</b> | Can my business make enough money? |

35

36

37

38

39

40





## Solution:

- |  |                           |
|--|---------------------------|
| 1 1821                                 | 2 (The) Hunter (River)    |
| 3 1870                                 | 4 C                       |
| 5 B                                    | 6 A                       |
| 7 D                                    | 8 I                       |
| 9 G                                    | 10 K                      |
| 11 J                                   | 12 E                      |
| 13 H                                   | 14 F                      |
| 15 free                                | 16 lecture/3-hour lecture |
| 17 9/nine                              | 18 tutorial               |
| 19 Course B / Statistics for Marketing | 20 workshops              |



21 15/fifteen

22 workshops

23 D

24 A

25 N

26 C

27 B

28 YES

29 NOT GIVEN

30 NOT GIVEN

31 YES

32 YES

33 YES

34 NO

35 C

36 J

37 I

38 F

39 H

40 B



## Review and Explanations

1 Answer: **1821**

| Keywords in Questions   | Similar words in Passage   |
|---|--|
| Q 1 : When was Lieutenant Close given the land on which Morpeth grew?   | The town of Morpeth grew from an original 2000 acres of land given to an English army officer, Lieutenant Edward Close (1790-1866), in 1821. |
| <p>+ We can assume that the answer could be a number or a noun phrase used to indicate a period of time or a specific time.</p> <p>+ The second sentence of the first paragraph contains all keywords. It is clear that Morpeth grew from the land which is given to Lieutenant Close in 1821. Therefore, the answer is 1821.</p> |  |

2 Answer: **(The) Hunter (River)**

| Keywords in Questions  | Similar words in Passage   |
|--|--|
| Q2: On what river is Morpeth situated?   | During the 1830s and 1840s Morpeth became a major river port, due to its favourable location. Produce, hides and timber were brought to Morpeth from inland New South Wales and shipped down the Hunter river to the coast and then to Sydney. |
| <p>+ The answer is the name of a river on which Morpeth is situated.</p> <p>+ These two sentences contains all keywords. Note that "location" is a noun form of "locate", which is a synonym for "situate". Besides, it is clear that "produce, hides and timber were brought to Morpeth" and "shipped down the Hunter river to the coast". Therefore, the answer is (The) Hunter river.</p> |  |

3 Answer: **1870**

| Keywords in Questions                     | Similar words in Passage   |
|---|--|
| Q3: When did trains first get to Morpeth? | However, in 1870 a railway line reached the town, and the importance of river shipping began to decline. |



+ We can assume that the answer could be a number or a noun phrase used to indicate a period of time or a specific time.

+ This sentence contains words or phrases with meanings similar to those of keywords. Note that “a railway line” is tracks on which trains run. This means when “a railway line reached the town” in **1870**, trains could also get to Morpeth at that time. Therefore, the answer is **1870**.

4 Answer: **C**

| Keywords in Questions   | Similar words in Passage   |
|---|--|
| <b>Q 4 :</b> Which place to stay has <b>restaurant</b> besides Country Comfort Inn?   | <b>C. Endeavour East Maitland Motel</b><br><b>Fully licensed restaurant</b> with cocktail bar and lounge is open 7 nights. |
| <p>+ Searching for the keyword “restaurant” and we can easily find the related information in <b>A</b> and <b>C</b>. Since Country Comfort Inn has been mentioned, the answer must be <b>C. Endeavour East Maitland Motel</b>.</p> <p>+ Besides, “A free light breakfast” and “excellent meals” are mentioned in <b>B (Siesta Motel)</b>; however, these meals are catered by <b>Maitland City Bowling Club</b>, not by the motel. Similarly, “full kitchen facilities” are offered by <b>D (Eskdale Country Cottages)</b>, but there is <b>no information</b> about any “restaurants”.</p> |  |

5 Answer: **B**

| Keywords in Questions   | Similar words in Passage  |
|---|---|
| <b>Q 5 :</b> Which <b>place</b> claims to offer the <b>cheapest rate</b> ?  | <b>B. Siesta Motel</b><br>Quality of accommodation is assured and the <b>tariff</b> is the <b>lowest</b> in the district. |
| <p>+ This sentence contains all words with meanings similar to those of keywords. Note that “rate”, which means <i>an amount or level of payment</i>, could be a synonym for “tariff” in this context. Therefore, the answer is <b>B</b>.</p> <p>+ Additionally, we could use either a <i>low rate</i> or a <i>cheap rate</i>, but we must use a <i>low tariff</i>.</p> |   |

6 Answer: **A**

| Keywords in Questions  | Similar words in Passage  |
|--|---|
| <b>Q6:</b> For more information, to which <b>place</b> can you <b>telephone free</b> of <b>charge</b> ?  | <b>A. Country Comfort Inn, Hunter Valley</b><br><b>Call toll free</b> 1800 065 064 or (049) 32 52 88. |
| <p>+ This sentence contains all words with meanings similar to those of keywords. Note that “toll” is a synonym for “charge”. Therefore, the answer is <b>A</b>.</p> |   |



7 Answer: **D**

| Keywords in Questions  | Similar words in Passage   |
|--|--|
| <b>Q7:</b> At which <b>place</b> can the <b>guests</b> <b>cook their own food</b> ?  | <b>D. Eskdale Country Cottages</b><br>Each cottage is completely self-contained having 2 bedrooms, <b>full kitchen facilities</b> , and sitting rooms with TV and video, and offers comfortable rural accommodation to <b>those who enjoy the delights of the country yet still retain access to the city.</b> |
| + This sentence contains all words or phrases with meanings similar to those of keywords. It is clear that guests would stay at cottages which have “ <i>full kitchen facilities</i> ”, which means they could “ <i>cook their own food</i> ”. Therefore, the answer is <b>D</b> . |  |

8 Answer: **I**

|   |
|---|
| + Looking at the map to identify where to start, the direction, and all locations.<br>+ Thanks to the passage, “ <i>starting at Fig Tree Hill</i> ”, we could know that Location 1 is <b>(A)</b> Fig Tree Hill. Follow the track, we get to Location 2, matching with the information in the passage, “ <i>stroll past the Surgeon’s Cottage</i> ”, we find that Location 2 is <b>(I)</b> the Surgeon’s Cottage.<br>+ Summary:<br>Location 2 - <b>Q8: I</b> |
|---|

9 Answer: **G**

|  |
|--|
| + Looking at the map to identify where to start, the direction, and all locations.<br>+ Similarly, follow the track and match what you have with the information in the passage, we can easily know that Location 3, 4, 5 are <b>(G)</b> Morpeth Bridge, <b>(K)</b> Courthouse, and <b>(J)</b> Railway Station respectively. Note that Morpeth Bridge replaced a ferry boat in 1870, so <b>(B)</b> Ferry Boat is not correct.<br>+ Summary:<br>Location 3 - <b>Q9: G</b> |
|--|

10 Answer: **K**

|   |
|---|
| + Looking at the map to identify where to start, the direction, and all locations.<br>+ Similarly, follow the track and match what you have with the information in the passage, we can easily know that Location 3, 4, 5 are <b>(G)</b> Morpeth Bridge, <b>(K)</b> Courthouse, and <b>(J)</b> Railway Station respectively. Note that Morpeth Bridge replaced a ferry boat in 1870, so <b>(B)</b> Ferry Boat is not correct.<br>+ Summary:<br>Location 4 - <b>Q10: K</b> |
|---|

11 Answer: **J**



+ Looking at the map to identify where to start, the direction, and all locations.  
+ Similarly, follow the track and match what you have with the information in the passage, we can easily know that Location 3, 4, 5 are (G) Morpeth Bridge, (K) Courthouse, and (J) Railway Station respectively. Note that Morpeth Bridge replaced a ferry boat in 1870, so (B) Ferry Boat is not correct.  
+ Summary:  
Location 5 - Q11: J

12 Answer: E

+ Looking at the map to identify where to start, the direction, and all locations.  
+ Then, turn right into George Street, we come to (E) the Church of the Immaculate Conception, which is Location 6. Note that this tourist attraction was built of bricks made in Gosford, it is not Gosford itself, so (D) Gosford is not correct. After that, we get to (H) the shopping district, Location 7. The tour would finish at Location 8, (F) Closebourne House.  
+ Summary:  
Location 6 - Q12: E

13 Answer: H

+ Looking at the map to identify where to start, the direction, and all locations.  
+ Then, turn right into George Street, we come to (E) the Church of the Immaculate Conception, which is Location 6. Note that this tourist attraction was built of bricks made in Gosford, it is not Gosford itself, so (D) Gosford is not correct. After that, we get to (H) the shopping district, Location 7. The tour would finish at Location 8, (F) Closebourne House.  
+ Summary:  
Location 7 - Q13: H

14 Answer: F

+ Looking at the map to identify where to start, the direction, and all locations.  
+ Then, turn right into George Street, we come to (E) the Church of the Immaculate Conception, which is Location 6. Note that this tourist attraction was built of bricks made in Gosford, it is not Gosford itself, so (D) Gosford is not correct. After that, we get to (H) the shopping district, Location 7. The tour would finish at Location 8, (F) Closebourne House.  
+ Summary:  
Location 8 - Q14: F

15 Answer: free

**Keywords in Questions**

**Similar words in Passage**



|   |                               |
|---|-------------------------------|
| <b>Q15: Cost</b> , Course A   | This session is <b>FREE</b> ! |
| <p>+ We can assume that the answer could be a number.</p> <p>+ Reading the paragraph about Course A, we can easily find that this course is free. Therefore, the answer is <b>free</b>.</p> |                               |

16 Answer: **lecture/3-hour lecture**

| Keywords in Questions  | Similar words in Passage   |
|--|--|
| <b>Q 16 : Teaching method</b> , Course A   | This 3-hour <b>lecture</b> will review mathematical concepts necessary for elementary statistics, such as fractions, area and percentages up to a Year 8 level of mathematics. |
| <p>+ Reading the paragraph about Course A, we can easily find that this course is a 3-hour lecture. Therefore, the answer is <b>lecture</b>.</p> |  |

17 Answer: **9/nine**

| Keywords in Questions  | Similar words in Passage  |
|--|---|
| <b>Q17: Number of hours</b> , Course B   | This <b>three-day course</b> introduces ideas in elementary statistics to provide a starting point for further developments in statistical skills later on in other courses. The course is run in <b>sessions of three hours</b> , in the form of a one-hour lecture followed by a two-hour tutorial. |
| <p>+ We can assume that the answer is a number.</p> <p>+ Reading the paragraph about Course B, we can easily find that this course is run in <b>three days</b>, and <b>each day</b> is a session of <b>three hours</b>. We need to know <b>the total number of hours</b>. Therefore, the answer is <b>9</b>.</p> |   |

18 Answer: **tutorial**

| Keywords in Questions   | Similar words in Passage   |
|---|--|
| <b>Q 18 : Teaching method</b> , Course B  | The course is run in sessions of three hours, in the <b>form</b> of a one-hour <b>lecture</b> followed by a two-hour <b>tutorial</b> . |
| <p>+ Reading the paragraph about Course B, we can easily find that each session consists of "a one-hour lecture" and "a two-hour tutorial".</p> <p>+ We already have had the word "lecture" in the summary table. Therefore, the answer is <b>tutorial</b>.</p> |  |

19 Answer: **Course B / Statistics for Marketing**



| Keywords in Questions   | Similar words in Passage   |
|---|--|
| <b>Q 19 : Name of previous studies required, Course C</b>   | <b>Statistics for the Practitioner</b> is slightly different to <b>the previous course</b> , which <b>must be completed before this course</b> . |
| <p>+ This sentence contains all words or phrases with meanings similar to those of keywords. Note that <i>Statistics for the Practitioner</i> is the name of Course C, “<i>the previous course</i>” is Course B.</p> <p>+ According to the sentence, “<i>the previous course</i>”, Course B, “<i>must be completed before this course</i>”, Course C. We have known that Course B is <i>Statistics for Marketing</i>. Therefore, the answer is <b>Course B or Statistics for Marketing</b>.</p> |  |

20 Answer: **workshops**

| Keywords in Questions   | Similar words in Passage  |
|---|---|
| <b>Q20: Teaching method, Course C</b>   | This course will be conducted over two days in the <b>form</b> of <b>workshops</b> and <b>small group discussions</b> , with a strong emphasis on hands-on experience of data manipulation using computers. |
| <p>+ Reading the paragraph about Course C, we can easily find that the course consists of “<i>workshops</i>” and “<i>small group discussions</i>”.</p> <p>+ We already have had the phrase “<i>small groups</i>” in the summary table. Therefore, the answer is <b>workshops</b>.</p> |   |

21 Answer: **15/fifteen**

| Keywords in Questions   | Similar words in Passage  |
|---|---|
| <b>Q21: Cost, Course D</b>  | The <b>cost</b> of the course is <b>\$15</b> which includes notes and refreshments. |
| <p>+ We can assume that the answer could be a number.</p> <p>+ Reading the paragraph about Course D, we can easily find that the cost of course D is <b>\$15</b>. Therefore, the answer is <b>\$15</b>.</p> |   |

22 Answer: **workshops**

| Keywords in Questions                   | Similar words in Passage   |
|---|--|
| <b>Q 22 : Teaching method, Course D</b> | Students will learn through <b>workshops</b> giving hands-on experience. |



+ Reading the paragraph about Course D, we can easily find that students taking this course “will learn through **workshops**”. Therefore, the answer is **workshops**.

23 Answer: **D**

| Keywords in Questions  | Similar words in Passage  |
|--|---|
| <b>Q23:</b> Narelle, <b>from Taiwan</b> , has to <b>use a computer to do assignments</b> in her <b>business studies classes</b> .  | Students <b>with English as their second language</b> who will be needing <b>elementary computing</b> for their <b>courses</b> are encouraged to enrol in this 8-hour course. |
| <p>+ This sentence contains all words or phrases with meanings similar to those of keywords.</p> <p>+ Narelle comes from <b>Taiwan</b>, so English is her second language. Additionally, she “has to use computer to do assignments” in “business studies”, which means she needs only “elementary computing”.</p> <p>+ In summary, Course D is suitable for Narelle. Therefore, the answer is <b>D</b>.</p> |   |

24 Answer: **A**

| Keywords in Questions  | Similar words in Passage  |
|--|---|
| <b>Q24:</b> Joe, who left high school 10 years ago, wants to <b>brush up on</b> his <b>maths</b> before he starts his studies for the year.  | The first course available to students is a <b>Revision Course</b> in <b>Basic Maths</b> . This 3-hour lecture will <b>review mathematical concepts</b> necessary for elementary statistics, such as fractions, area and percentages up to a Year 8 level of mathematics. |
| <p>+ These sentences contain all words or phrases with meanings similar to those of keywords.</p> <p>+ Note that to “brush up on something” means to <i>review something already learned but partly forgotten</i>. Joe left high school 10 years ago, so he would need a revision course to brush up on basic maths necessary for his studies.</p> <p>+ Course A is the suitable one; therefore, the answer is <b>A</b>.</p> |   |

25 Answer: **N**

| Keywords in Questions   |
|---|
| <b>Q25:</b> Jenny needs an <b>advanced</b> course on <b>computer graphics</b> for her studies in Graphic Design.  |
| + There is <b>no</b> course in <b>advanced computer graphics</b> . None of the mentioned courses is suitable for Jenny; therefore, the answer is <b>N</b> . |

26 Answer: **C**



| Keywords in Questions   | Similar words in Passage   |
|---|--|
| <b>Q26:</b> Geoff, who has to read many articles containing statistics, needs to know how to <b>interpret</b> and <b>apply</b> the <b>facts and figures</b> .   | It will instead concentrate on the <b>interpretation</b> and <b>application</b> of <b>statistics</b> rather than on computation. |
| <p>+ This sentence contains all keywords.</p> <p>+ Geoff has to read many articles containing statistics, which means he would meet the requirements for Course C. Furthermore, he “needs to know how to interpret and apply the facts and figures”, which is exactly what he will learn when taking Course C. Therefore, the answer is <b>C</b>.</p> |  |

27 Answer: **B**

| Keywords in Questions  | Similar words in Passage   |
|--|--|
| <b>Q27:</b> Bob needs to know how to perform some of the <b>basic statistic equations</b> for the assignments in his business course.  | This three-day course introduces ideas in <b>elementary statistics</b> to provide a starting point for further developments in statistical skills later on in other courses. |
| <p>+ This sentence contains all words or with meanings similar to those of keywords. Note that “basic” could be a synonym for “elementary” in this context. Therefore, the answer is <b>B</b>.</p> |  |

28 Answer: **YES**

| Keywords in Questions   | Similar words in Passage   |
|---|--|
| <b>Q28:</b> A <b>business plan</b> must be <b>written down</b> .  | It is probably best described as <b>a summary and evaluation of your business idea, in writing</b> . |
| <p>+ These sentences contain all phrases with meanings similar to those of keywords.</p> <p>+ According to the passage, a business plan is “a summary and evaluation of your business idea, <b>in writing</b>”; in other words, a business plan <b>must be written down</b>. Therefore, the answer is <b>Yes</b>.</p> |  |

29 Answer: **NOT GIVEN**

| Keywords in Questions | Similar words in Passage |
|-----------------------|--------------------------|
|-----------------------|--------------------------|



|  |  |
|--|--|
| <b>Q29:</b> Creating a <b>business plan</b> is <b>only</b> necessary for a <b>new business</b> .   | It is a <b>blueprint</b> for <b>starting, maintaining or expanding</b> a <b>business</b> . |
| <p>+ These sentences contain all words with meanings similar to those of keywords.</p> <p>+ According to the passage, a business plan is "<b>for starting, maintaining or expanding a business</b>". However, it is not mentioned in the passage whether it is necessary to make a business plan when "starting, maintaining or expanding a business". Meanwhile the statement in Q29 indicates that "<i>a business plan is <b>only</b> necessary for a <b>new business</b></i>", <b>starting</b> a business. Therefore, the answer is <b>Not Given</b>.</p> |  |

30 Answer: **NOT GIVEN**

| Keywords in Questions   | Similar words in Passage   |
|---|--|
| <b>Q 30:</b> A <b>business plan</b> should <b>include</b> a <b>diagram of your proposed office</b> or <b>shop layout</b> .  | The <b>plan</b> should <b>include details</b> concerning the <b>industry</b> in which you operate, your <b>product</b> or <b>service, marketing, production, personnel</b> and <b>financial strategies</b> . |
| <p>+ This sentence lists things should be in a business plan.</p> <p>+ However, we <b>cannot find any information</b> relating to a diagram of an office or shop layout. Therefore, the answer is <b>Not Given</b>.</p> |  |

31 Answer: **YES**

| Keywords in Questions  | Similar words in Passage   |
|--|--|
| <b>Q 31:</b> A <b>business</b> should <b>generate</b> enough <b>money</b> to pay <b>salaries</b> , and some <b>profit</b> to the <b>owner</b> .  | The key question to ask is: "Can you design a <b>business</b> that will <b>earn</b> enough to cover costs and pay a <b>wage</b> and reasonable <b>profit</b> to <b>you</b> as proprietor?" |
| <p>+ This sentence contains all words with meanings similar to those of keywords. Note that to "earn" means to "generate money", while "salary" could be a synonym for "wage" in this context.</p> <p>+ The key question when making a business plan is whether this business will earn enough to cover costs, and pay a wage and profit, which means a business should generate enough money to do all these things. Therefore, the answer is <b>Yes</b>.</p> |  |

32 Answer: **YES**

| Keywords in Questions | Similar words in Passage |
|-----------------------|--------------------------|
|-----------------------|--------------------------|



|   |  |
|---|--|
| <b>Q32:</b> The <b>roles</b> of <b>family members</b> in the business must be <b>clearly defined</b> in the business plan.  | Don't forget to <b>include the areas of responsibility</b> for each member of staff. This is <b>especially important</b> if some of your staff will be <b>family members</b> . |
| + These sentences contain all phrases with meanings similar to those of keywords.<br>+ According to the passage, describing the areas of responsibility of staff is especially important if some are family members; in other words, it is important to clearly define the roles of family members in the business. Therefore, the answer is <b>Yes</b> . |  |

33 Answer: **YES**

| Keywords in Questions  | Similar words in Passage  |
|--|---|
| <b>Q33:</b> You should expect <b>not to earn much money</b> in the <b>first year</b> .   | Don't forget set-up costs and the money needed to see you through an initial period of <b>low cash flow</b> when calculating your <b>first year's</b> budget. |
| + This sentence contains the keyword " <i>first year</i> " and phrase with meanings similar to the other keyword.<br>+ " <i>Low cash flow</i> " is when the incoming cash flow is insufficient to meet the outgoing cash flow of a business. Cash inflow is mainly revenues in this context, money earned by the business, while cash outflow is costs.<br>+ According to the passage, during <b>the first year</b> , cash flow is low, which means the business does <b>not earn much money</b> . Therefore, the answer is <b>Yes</b> . |   |

34 Answer: **NO**

| Keywords in Questions   | Similar words in Passage   |
|---|--|
| <b>Q34:</b> Once <b>a business plan</b> is finished, <b>no further changes</b> will need to be made to it.  | <b>Update</b> your <b>Business plan</b><br>From time to time you must check your sources of information and <b>reassess</b> your business plan.<br>Keep your information up-to-date and be prepared to <b>change as circumstances demand</b> . |
| + These sentences contain information relating to the statement.<br>+ Right from the title of the last paragraph, we would know that a business plan must <b>be updated</b> . Furthermore, the writer claims that business people should <b>reassess</b> business plans and be prepared to <b>change as circumstances demand</b> .<br>+ However, the statement does not agree with the writer. Therefore, the answer is <b>No</b> . |  |

35 Answer: **C**

| Keywords in Questions | Similar words in Passage |
|-----------------------|--------------------------|
|-----------------------|--------------------------|



|   |   |
|---|---|
| <b>Q35:</b> _____<br>Sources: <b>books</b> , <b>industry associations</b> , <b>other people</b><br><b>Answer: C. Find information</b>   | <b>Step 1: Collect Information.</b><br>Use <b>books</b> , <b>industry associations</b> , and <b>existing business owners</b> to help you. |
| + We need the name of the <b>first step</b> in procedure of making a business plan.<br>+ According to the passage, <b>the first step</b> is to “ <i>collect information</i> ”. Note that “ <i>find</i> ” could be a synonym for “ <i>collect</i> ” in this context. Therefore, the answer is <b>C</b> (Find information). |   |

36 Answer: **J**

| Keywords in Questions   | Similar words in Passage  |
|---|---|
| <b>Q36:</b> <b>Analyse</b> Information<br><b>Ask:</b> _____<br><b>Answer: J. Can my business make enough money?</b>   | Step 2: <b>Analysis</b><br>The key question to <b>ask</b> is: “Can you design a <b>business</b> that will <b>earn enough</b> to cover costs and pay a wage and reasonable profit to you as proprietor?” |
| + We need to know <b>what to ask</b> in the second stage.<br>+ According to the passage, <b>the key question to ask</b> is “ <i>Can you design a business that will earn enough to cover costs and pay a wage and reasonable profit?</i> ”. In other words, people would ask “ <i>Can my business make enough money?</i> ”. Therefore, the answer is <b>J</b> (Can my business make enough money?). |   |

37 Answer: **I**

| Keywords in Questions   | Similar words in Passage   |
|---|--|
| <b>Q37:</b> _____<br><b>Answer: I. Create your business plan</b>  | Step 3: Strategy Formulation<br>...to <b>make</b> a comprehensive <b>business plan</b> . |
| + We need the name of the <b>third step</b> in procedure of making a business plan.<br>+ According to the passage, <b>the third step</b> is “ <i>strategy formulation</i> ”. However, we cannot find any option relevant to this phrase. Then, read the paragraph about the third step to find the main idea, which is how to “ <i>make a comprehensive business plan</i> ”. Therefore, the answer is <b>I</b> (Create your business plan). |  |

38 Answer: **F**

| Keywords in Questions | Similar words in Passage |
|-----------------------|--------------------------|
|-----------------------|--------------------------|



|   |  |
|---|--|
| <p>Areas to <b>describe</b>:</p> <p><b>Q38:</b> _____</p> <p><b>Answer: F. Organisational structure</b></p>   | <p>You should <b>describe</b> how the business will be managed, and the staff and <b>organisational structure</b> that will be in place.</p> <p>There are three further parts that go together to make a comprehensive business plan:</p> <p>A <b>Marketing</b> plan.</p> <p>An <b>Operational</b> plan.</p> <p>A <b>Financial</b> plan.</p> |
| <p>+ We need to know <b>the other two areas</b> to describe.</p> <p>+ According to the passage, business people should describe “<i>organisational structure</i>”. Furthermore, they have to make three plans: <i>Marketing</i>, <i>Operational</i>, and <i>Financial</i>. We already have had <i>Marketing</i> and <i>Finance</i> in the chart; therefore, the answers to <b>Q38 is F</b> (Organisational structure)</p> |  |

39 Answer: **H**

| Keywords in Questions   | Similar words in Passage   |
|---|--|
| <p>Areas to <b>describe</b>:</p> <p><b>Q39:</b> _____</p> <p><b>Answer: H. Operations</b></p>   | <p>You should <b>describe</b> how the business will be managed, and the staff and <b>organisational structure</b> that will be in place.</p> <p>There are three further parts that go together to make a comprehensive business plan:</p> <p>A <b>Marketing</b> plan.</p> <p>An <b>Operational</b> plan.</p> <p>A <b>Financial</b> plan.</p> |
| <p>+ We need to know <b>the other two areas</b> to describe.</p> <p>+ According to the passage, business people should describe “<i>organisational structure</i>”. Furthermore, they have to make three plans: <i>Marketing</i>, <i>Operational</i>, and <i>Financial</i>. We already have had <i>Marketing</i> and <i>Finance</i> in the chart; therefore, the answers to <b>Q39 is H</b> (Operations) respectively.</p> |  |

40 Answer: **B**

| Keywords in Questions  | Similar words in Passage  |
|--|---|
| <p><b>Q40:</b> _____</p> <p><b>Answer: B. Keep</b> your <b>business up-to-date</b></p>   | <p><b>Update</b> your <b>Business plan</b></p> <p><b>Keep</b> your <b>information up-to-date</b> and be prepared to change as circumstances demand.</p> |
| <p>+ We need the name of the <b>last step</b> in procedure of making a business plan.</p> <p>+ According to the passage, <b>the last step</b> is to “<i>update your business plan</i>”; in other words, keep it up-to-date. Therefore, the answer is <b>B</b> (Keep your business up-to-date).</p> |   |



Great thanks to volunteer **Hồng Nhật** has contributed these explanations.

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