



IELTS General Training Volume 2

Reading Practice Test 2

HOW TO USE

You have 2 ways to access the test

1. Open this URL <http://link.intergreat.com/XGizu> 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- 13, which are based on Reading Passage 1 below.

MEMO

INTEROFFICE MEMO

<p>A</p> <p>Please call Nancy.</p> <p>She will be at 818 7546 if you miss her at home</p>	<p>B</p> <p>INTEROFFICE MEMO</p> <p>Meeting in the boardroom on Friday, July 10 at 10 am has been changed to Monday, July 13.</p> <p>Same time, same place.</p> <p>Please bring the notes of the previous meeting.</p>
<p>C</p> <p>You are invited to a demonstration of our new audio-visual office products at 10 Barry Avenue Queenstown, 5 pm, July 28.</p> <p>RSVP. Refreshments will be served.</p>	<p>D</p> <p>MEMO TO: C. Gates</p> <p>Please confirm your flights with Qantas.</p> <p>We have you booked to depart August 21 at 10 am and to return a week later, arriving August 28 at 7 pm. The company will pay all expenses of this trip.</p>
<p>E</p> <p>Please note:</p> <p>10.30 12.30</p> <p>July 27</p> <p>Websters Trading Company meeting,</p> <p>30 Barrow Street.</p> <p>12 Jones Road</p>	<p>F</p> <p>MEMO TO: C. Gates</p> <p>Check amendments to the Ling Kee contract.</p> <p>Do we really want to offer 10%?</p> <p>Please see me this morning at 10 in my office.</p>

Questions 4 -13

Read the *Daily Work Record* form below. It records a week's work by Amanda Lee, a temporary typist, who has been sent on a job by her employer, J & B Office Temps Pty

Ltd. Some sections of the Daily Work Record form are marked with the letters A – O.

A **J & B Office Temps Pty Ltd** Level 4, 356 Elizabeth Street, Elswick
Temporary Office Staff - no job too small Telephone 390 5647 Facsimile 390 7733 **B**

DAILY WORK RECORD

COMPANY DETAILS		EMPLOYEE DETAILS	
Reporting to:	Name: (BLOCK CAPITALS PLEASE)		
<i>Kate Shea</i> Office Removalists Pty Ltd 21 West Street Box Hill	<i>AMANDA LEE</i>		
	Week ending:		
	Sunday	<i>14/1/96</i>	

DAY	DATE	START	FINISH	(LESS) BREAK	TOTAL
MONDAY	<i>8/1/96</i>	<i>9:00</i>	<i>5:15</i>	<i>:45</i>	<i>7:30</i>
TUESDAY	<i>9/1/96</i>	<i>8:30</i>	<i>5:00</i>	<i>:30</i>	<i>8:00</i>
WEDNESDAY	<i>10/1/96</i>	<i>8:45</i>	<i>5:30</i>	<i>:15</i>	<i>8:30</i>
THURSDAY	<i>11/1/96</i>	<i>9:15</i>	<i>5:45</i>	<i>1:00</i>	<i>7:30</i>
FRIDAY	<i>12/1/96</i>	<i>9:00</i>	<i>5:00</i>	<i>:30</i>	<i>7:30</i>
SATURDAY	<i>13/1/96</i>	<i>:</i>	<i>:</i>	<i>:</i>	<i>:</i>
SUNDAY	<i>14/1/96</i>	<i>:</i>	<i>:</i>	<i>:</i>	<i>:</i>
				TOTAL	<i>39:00</i>

CLIENT SIGNATURE		ASSIGNMENT DETAILS	
Please sign and also print name (BLOCK CAPITALS PLEASE)	PLEASE TICK		
<i>Kate Shea</i> KATE SHEA	Completed <input type="checkbox"/>	Continuing <input checked="" type="checkbox"/>	
I certify that the above hours, including any overtime, are a true and correct record of hours worked.	J & B TEMP SIGNATURE		
	<i>Amanda Lee</i>		
	I certify that the above hours, including any overtime, are a true and correct record of hours worked.		

INSTRUCTIONS

- Complete this Daily Work Record using the format hh:mm (nine-fifteen in the morning = 9:15 am). If you do not use this format your hours may not be entered properly and your pay may be delayed. Work to the nearest 15 minutes.
- Sign the completed Daily Work Record as a correct record of your hours worked.
- When you have completed the Work Record, ask your Supervisor to check and sign. Your pay will not be processed until this is done.
- Make a copy of the Daily Work Record for your own records.
- Fax the Work Record back to J & B Pty Ltd., on 390 7733, by 10:00 am Monday.

TO PROCESS YOUR PAY WE REQUIRE:	DETAILS REQUIRED ARE:	
Your bank details to be completed on the enclosed Banking Form.	Bank Code (BSB), Account Number, Account Name.	your Tax Number, to ensure you are taxed correctly. Tax Certificates are sent out at the end of the financial year to your home address.
	A completed Employment Declaration Form including	

O

Questions 1-3

There are 6 office messages A- F on the next page.

Answer Questions 1 -3 by writing the appropriate letter A-F in boxes 1 -3 on your answer sheet.

- 1 Which message changes the time or place of a meeting?
- 2 Which message is probably personal?
- 3 Which message is from a company which is trying to sell something?

Questions 4-7

Using the information in the daily work record form and the instructions, answer the questions below by writing the letter of the appropriate section **A** to **O** in boxes **4 -7** on your answer sheet.

- 4 Which section has the address of the company to which Amanda has been sent?
- 5 Which daily time record shows the longest working day?
- 6 Which daily time record shows the longest break?
- 7 In which section did Amanda indicate whether the job is still going on?

Questions 8-12

Using **NO MORE THAN THREE WORDS**, answer the following questions.

Write your answers in boxes **8-12** to your answer sheet.

What format must be used to record the hours worked?

8

What should employees copy for their own records?

9

Who must check and sign the work record before payment will be processed?

10

What day must the work record be received?

11

What must be written on the Employment Declaration form?

12

Question 13

Using **NO MORE THAN THREE WORDS**, complete the following sentence. Write your answer in **box 13** on your answer sheet.

Tax certificates are sent to 13

READING PASSAGE 2

You should spend about 20 minutes on Questions 14- 27, which are based on Reading Passage 2 below.



Information for students at the Language and Culture Center

Student Information

Campus Activities

LCC students can enjoy many sports at the university. You will find tennis and handball courts, gymnasiums, and indoor and outdoor swimming pools. At the University Center (UC), you can play pool or table tennis. LCC student teams compete in university intramural sports. The LCC has one of the best soccer teams on campus! Please sign up and play.

You can also see films and plays, attend lectures, and go to concerts on campus. There are many international clubs where you can meet other students from your home country.

Emergencies

Weather Emergency

If the University of Houston closes because of emergency weather conditions, the LCC will also close. In the event of an emergency, all LCC students are advised to listen to major radio or television stations for announcements regarding cancellation of classes or the closing of the campus.

Teacher Emergency

Always wait in the classroom 15 minutes for your teacher. If the teacher does not come after 15 minutes, you may leave. Please go to your next scheduled class on time.

Withdrawing from the LCC

You may withdraw from the LCC if you have a medical emergency, a family emergency, or if you wish to return to your home country. If you withdraw for one of these reasons, you may receive a partial refund of your tuition. The LCC cannot refund your application fee, contract fee, insurance fee, or late registration fee.

A tuition refund must be approved by the director and will be given according to the following schedule:

Time of Withdrawal	Amount of Refund
Registration week	90%
First week of classes	75%
Second week of classes	50%
Third week and after	No refund

Health Care

If you are ill, see a doctor at the University Health Center first. LCC students can visit a doctor at the Health Center. Medicines are available through the pharmacy. You should use the Health Center as often as you need to. The Health Center is located behind the Student Service Center.

For some health problems, you may need to see an outside doctor. The Health Center can help you find one. There are many clinics in Houston for minor emergencies. Some of them are open 24 hours a day. For big emergencies there are good hospitals in Houston.

All LCC students must have health insurance. You must buy health insurance through the LCC unless you have proof of another health insurance plan or financial responsibility for at least \$50,000.

LCC policies

Attendance and Academic Progress

The best way to learn English is to come to class regularly and to do your homework. If you miss several days of classes, for any reason, you cannot keep up with the other students. The Language and Culture Center is a serious academic program in intensive English and wants all of its students to succeed. Therefore, students are expected to attend all classes regularly, do all classroom assignments, meet all class requirements, and make academic progress. Students who do not meet these standards may be placed on academic probation. Students placed on academic probation will meet with their teacher(s) and with either or both the associate director and foreign student advisor. Students will be informed in writing of the terms and length of their probation.

Students who have 30 hours of absences are in danger of being placed on academic probation. Students failing to meet the terms of their probation will be terminated from the LCC for the remainder of the semester. This will also likely result in loss of student status with the US Immigration and Naturalization Service.

Students who have 50 hours of absences will not receive a Certificate of Successful Completion and will be terminated from the program.

If a student is absent for ten consecutive days with no explanation, the student will be terminated automatically from the program.

Questions 14-20

Complete the sentences below with words taken from “Information for Students at the Language and Culture Center” on the previous pages.

Use **NO MORE THAN THREE WORDS** for each answer.

Write your answers in boxes **14-20** on your answer sheet.

In the UC students can play pool or 14 _____

You can meet students from your own country at 15 _____

You should go first to the 16 _____ if you are sick.

17 _____ must be held by every student

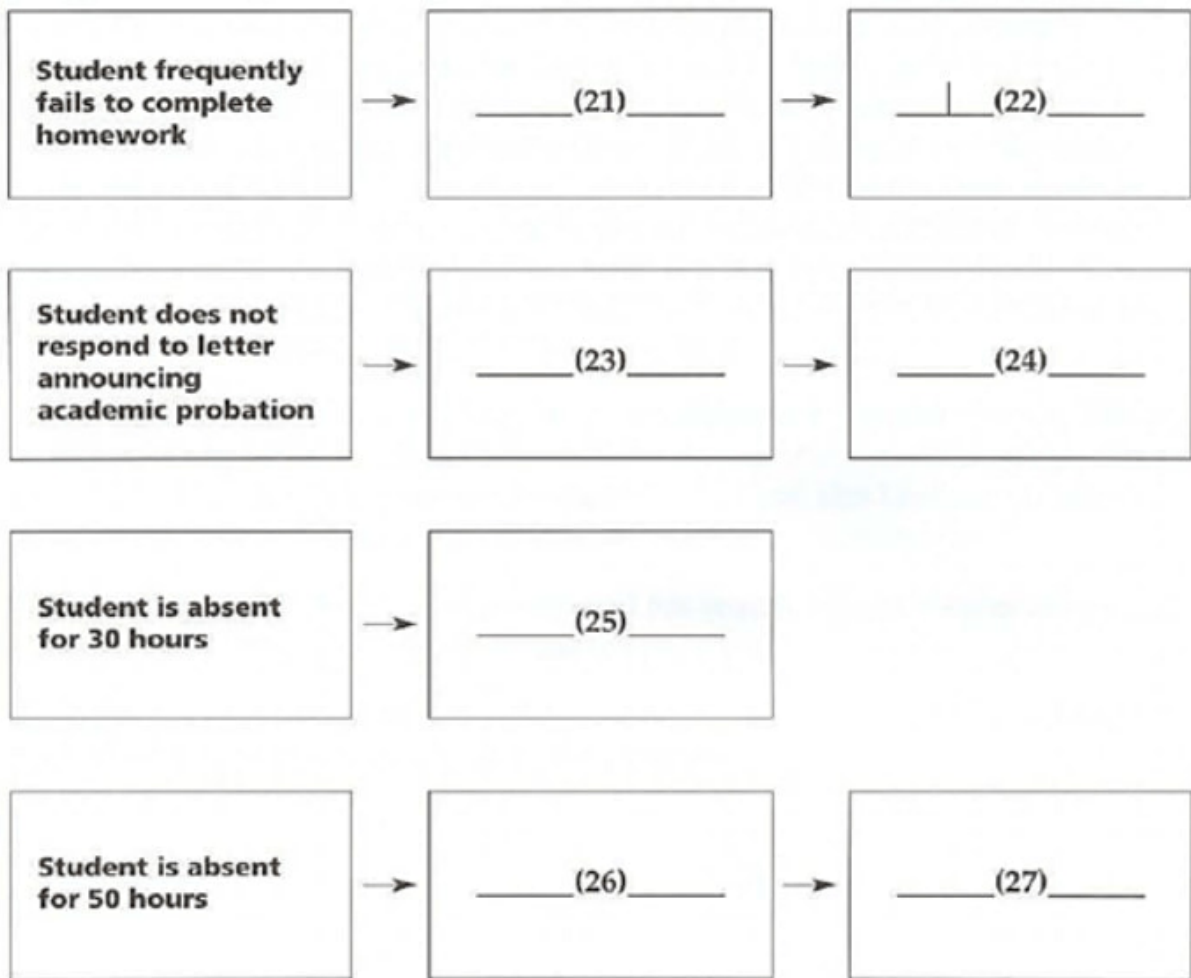
Cancellation of classes due to 18 _____ is announced on radio and television.

If your teacher is late you should wait for 19 _____

If you withdraw in the second week of classes you may receive of your tuition fees
20 _____

Questions 21-27

Complete the following flow-charts of actions and their consequences by choosing the appropriate consequence from the list in the box, and writing its letter in boxes **21-27** on your answer sheet.



- | | |
|---|--|
| A | terminated from the program |
| B | may lose student status with US Immigration and Naturalization Service |
| C | receives advice and counselling |
| D | may be put on academic probation |
| E | will not be certified |

21

22

23

24

25

26

READING PASSAGE 3

You should spend about 20 minutes on Questions 28-41, which are based on Reading Passage 3 below.



Employment in Japan

A

Every autumn, when recruitment of new graduates and school leavers begins, major cities in Japan are flooded with students hunting for a job. Wearing suits for the first time, they run from one interview to another. The season is crucial for many students, as their whole lives may be determined during this period.

B

In Japan, lifetime employment is commonly practised by large companies. While people working in small companies and those working for subcontractors do not in general enjoy the advantages conferred by the large companies, there is a general expectation that employees will in fact remain more or less permanently in the same job.

C

Unlike in many Western countries where companies employ people whose skills can be effective immediately, Japanese companies select applicants with potential who can be trained to become suitable employees. For this reason, recruiting employees is an important exercise for companies, as they invest a lot of time and money in training new staff. This is basically true both for factory workers and for professionals. Professionals who have studied subjects which are of immediate use in the workplace, such as industrial engineers, are very often placed in factories and transferred from one section to another. By gaining experience in several different areas and by working in close contact

with workers, the engineers are believed, in the long run, to become more effective members of the company. Workers too feel more involved by working with professionals and by being allowed to voice their opinions. Loyalty is believed to be cultivated in this type of egalitarian working environment.

D

Because of this system of training employees to be all-rounders, mobility between companies is low. Wages are set according to educational background or initial field of employment, ordinary graduates being employed in administration, engineers in engineering and design departments and so on. Both promotions and wage increases tend to be tied to seniority, though some differences may arise later on as a result of ability and business performance. Wages are paid monthly, and the net sum, after the deduction of tax, is usually paid directly into a bank account. As well as salary, a bonus is usually paid twice a year. This is a custom that dates back to the time when employers gave special allowances so that employees could properly celebrate *bon*, a Buddhist festival held in mid-July in Tokyo, but on other dates in other regions. The festival is held to appease the souls of ancestors. The second bonus is distributed at New Year. Recently, bonuses have also been offered as a way of allowing workers a share in the profits that their hard work has gained.

E

Many female graduates complain that they are not given equal training and equal opportunity in comparison to male graduates. Japanese companies generally believe that female employees will eventually leave to get married and have children. It is also true that, as well as the still-existing belief among women themselves that nothing should stand in the way of child-rearing, the extended hours of work often do not allow women to continue their careers after marriage.

F

Disappointed career-minded female graduates often opt to work for foreign firms. Since most male graduates prefer to join Japanese firms with their guaranteed security, foreign firms are often keen to employ female graduates as their potential tends to be greater than that of male applicants.

G

Some men, however, do leave their companies in spite of future prospects, one reason being to take over the family business. The eldest sons in families that own family companies or businesses such as stores are normally expected to take over the business when their parents retire. It is therefore quite common to see a businessman, on succeeding to his parents' business, completely change his professional direction by becoming, for example, a shopkeeper.

H

On the job, working relationships tend to be very close because of the long hours of work and years of service in common. Social life in fact is frequently based on the workplace. Restaurants and **nomi-ya**, “pubs”, are always crowded at night with people enjoying an evening out with their colleagues. Many companies organise trips and sports days for their employees. Senior staff often play the role of mentor. This may mean becoming involved in the lives of junior staff in such things as marriage and the children’s education.

I

The average age of retirement is between 55 and 60. For most Westerners, retirement may be an eagerly awaited time to undertake such things as travel and hobbies. Many Japanese, however, simply cannot get used to the freedom of retirement and they look for ways of constructively using their time. Many look for new jobs, feeling that if they do not work they will be abandoned by society. This has recently led to the development in some municipalities of municipal job centres which advertise casual work such as cleaning and lawn mowing. Given that Japan is facing the problem of an increasingly ageing society, such activities may be vital in the future.

Questions 28-35

The reading passage has 9 paragraphs marked **A to I**.

Match each of the topics **i to ix** below with one of the paragraphs **A- I** and write the appropriate letter in **boxes 28-35** on your answer sheet.

Example:

Topic i: how new employees are used in a company

Answer: C

- | | | |
|----|----------------------|---|
| 28 | <input type="text"/> | Topic ii: women and Japanese companies |
| 29 | <input type="text"/> | Topic iii: why men sometimes resign from Japanese companies |
| 30 | <input type="text"/> | Topic iv: permanency in employment in Japan |
| 31 | <input type="text"/> | Topic v: recruiting season: who, when and where |
| 32 | <input type="text"/> | Topic vi: the social aspect of work |
| 33 | <input type="text"/> | Topic vii: the salary structure |
| 34 | <input type="text"/> | Topic viii: the recruitment strategy of foreign firms |
| 35 | <input type="text"/> | Topic ix: Japanese people after retirement |

Questions 36-38

Complete the sentences below with words taken from the reading passage.

Use **NO MORE THAN THREE WORDS** for each answer. Write your answers in boxes 36-38 on your answer sheet.

Japanese employers believe that moving professionals within companies and listening to workers' views leads to 36 _____

Employees receive their wages monthly and a bonus 37 _____

Japanese workers often form close personal relationships and older staff may even become a 38 _____ to junior staff.

Questions 39-40

Choose the appropriate letter A-D and write it in boxes 39 – 40 on your answer sheet.

39 Company training in Japan

- ☐ A is not important
- ☐ B is for factory workers only
- ☐ C is for professionals only
- ☐ D is for all staff

40 Foreign firms are keen to employ Japanese women because

- ☐ A the women are more intelligent than men
- ☐ B the women that apply are more capable than the men that apply
- ☐ C the women will be only short-term employees
- ☐ D the women prefer guaranteed security



Solution:

14 table tennis

15 international clubs

16 University Health Center

17 Health Insurance

18 (a weather) emergency / emergency weather conditions

19 fifteen minutes/ 15 minutes

20 fifty percent/50%/50 percent

21 D

22 C

23 A

24 B

25 D

26 E

27 A

28 E

29 G

30 B

31 A

32 H

33 D

- 34 F
- 36 loyalty
- 38 mentor
- 40 B
- 2 A
- 4 C
- 6 I
- 8 hh:mm
- 10 (your/ the) supervisor
- 12 (your) Tax Number
- 35 I
- 37 twice yearly / twice a year
- 39 D
- 1 E
- 3 C
- 5 H
- 7 M
- 9 (Daily) Work Record
- 11 (On) Monday
- 13 employee's/your home address

Review and Explanations

14 Answer: **table tennis**

Keywords in Questions	Similar words in Passage
Q14. In the UC students can play pool or _____	At the University Center (UC), you can play pool or table tennis
<p>Key word in the question : "In the UC", "play pool"</p> <p>Skim through the 'Campus Activities' part, you shall find the keyword "In the UC" at the 2nd sentence of this part "At the University Center (UC), you can play pool or table tennis"</p> <p>understanding the idea in the question, the answer here is table tennis.</p>	

15 Answer: **international clubs**

Keywords in Questions	Similar words in Passage
Q15. You can meet students from your own country at _____	There are many international clubs where you can meet other students from your home country.
<p>Key word in the question : "meet students from your own country"</p> <p>Skim through the 'Campus Activities' part, you shall find the keyword "meet students from your own country" in the last sentence of this part "There are many international clubs where you can meet other students from your home country."</p> <p>understanding the idea in the question, the answer here is international clubs</p>	

16 Answer: **University Health Center**

Keywords in Questions	Similar words in Passage
Q16. You should go first to the _____ if you are sick.	If you are ill, see a doctor at the University Health Center first.
<p>Key word in the question : "sick" and "should go first"</p> <p>Skim through the 'Health Care' part, you shall find the keyword "sick" in the first sentence of this part which is rephrase as "ill"</p> <p>understanding the idea in the question, the answer here is University Health Center</p> <p>Some candidates may choose "doctor" as an answer. However, due to a determiner "The" before the gap, the answer must be a specific place.</p>	

17 Answer: **Health Insurance**

Keywords in Questions	Similar words in Passage
Q17. _____ must be held by every student	All LCC students must have health insurance .

Key word in the question : “must be held by every student”, here candidates can predict the gap must be a **noun**.

Skim through the 'Health Care' part, you shall find the idea of “must be held by every student.” in the **first sentence of the past paragraph of this part** which is rephrase in active voice :” All LCC students must have **health insurance** “ understanding the idea in the question, the answer here is **health insurance**

18 Answer: **(a weather) emergency / emergency weather conditions**

Keywords in Questions	Similar words in Passage
Q18. Cancellation of classes due to _____ is announced on radio and television.	If the University of Houston closes because of emergency weather conditions , the LCC will also close. In the event of an emergency , all LCC students are advised to listen to major radio or television stations for announcements regarding cancellation of classes

Key word in the question : “Cancellation of classes”

Skim through the 'Weather Emergency' part, you shall find the idea of “Cancellation of classes” in the **last sentence of this part**. “**In the event of an emergency**, all LCC students are advised to listen to major radio or television stations for announcements regarding **cancellation of classes**”.

The word “due to” before the gap indicates that the answer is a reason, and in the text it has the phrase “**In the event of**” in order to introduce the situation/reason for “**cancellation of classes**”. understanding the idea in the question, the answer here is **emergency weather conditions**

Some candidates may assume answer should be **an emergency only** as given in para " In the event of **an emergency**, all LCC students are advised to listen to major radio or television stations for announcements regarding cancellation of classes or the closing of the campus." **However, try to be specific as possible**. As there are more than one **Emergencies** are mentioned in the passage (**Weather Emergency** and **Teacher Emergency**)

19 Answer: **fifteen minutes/ 15 minutes**

Keywords in Questions	Similar words in Passage
Q19. If your teacher is late you should wait for _____	Always wait in the classroom 15 minutes for your teacher.
<p>Key word in the question : "teacher is late"</p> <p>The word "wait for" indicates the gap should be a period of time</p> <p>Skim through the "Teacher Emergency" part, you shall find the idea of "teacher is late" in the first sentence of this part "Always wait in the classroom 15 minutes for your teacher." The text does not mention teacher being "late", but the word "wait" suggest this idea.</p> <p>understanding the idea in the question, the answer here is 15 minutes</p>	

20 Answer: **fifty percent/50%/50 percent**

Q20. If you withdraw in the second week of classes you may receive 50% of your tuition fees.	Time of Withdrawal: Second week of classes Amount of Refund 50%
<p>Key word in the question : "withdraw" and "second week"</p> <p>The phrase "of your tuition fees" following the gap suggest the gap need a part/a percentage of the fees</p> <p>Skim through the "<i>Withdrawing from the LCC</i>" part, you shall find the idea of "withdraw in the second week" in the table which also contain the Amount of Refund.</p> <p>understanding the idea in the question, the amount of refund equivalent to the second week is 50%. So the answer here is 50%</p>	

21 Answer: **D**

Keywords in Questions	Similar words in Passage
Q21 Student frequently fails to complete homework	Therefore, students are expected to [...] do all classroom assignments [...] Students who do not meet these standards may be placed on academic probation .

Key word in the question : "homework"

Skim through the 'Attendance and Academic Progress' part, you shall find the subject of discussion "homework" at the **1st sentence of this part**. The idea of "fails to complete homework" is included in "these standards" as "do all classroom assignments" (together with attend all classes regularly, meet all class requirements). And if "Students who do not meet these standards" (means they fails to complete homework", they will receive TWO stages of punishments, equivalent to 2 **questions 21 and 22**

The first stage of punishment is "may be placed on **academic probation**." Therefore the answer for **Question 21** is **D. may be put on academic probation**

22 Answer: **C**

Keywords in Questions	Similar words in Passage
Q22. Student frequently fails to complete homework	Therefore, students are expected to [...] do all classroom assignments [...] will (2) meet with their teacher(s) and with either or both the associate director and foreign student advisor .

Key word in the question : "homework"

Skim through the 'Attendance and Academic Progress' part, you shall find the subject of discussion "homework" at the **1st sentence of this part**. The idea of "fails to complete homework" is included in "these standards" as "do all classroom assignments" (together with attend all classes regularly, meet all class requirements). And if "Students who do not meet these standards" (means they fails to complete homework", they will receive TWO stages of punishments, equivalent to 2 **questions 21 and 22**

The second stage of punishment is **(2) "meet with their teacher(s) and with either or both the associate director and foreign student advisor"**. Therefore the answer for **Question 22** is **C. receives advice and counselling**

23 Answer: **A**

Keywords in Questions	Similar words in Passage
Q23. Student does not respond to letter announcing academic probation	Students failing to meet the terms of their probation will be terminated from the LCC for the remainder of the semester. This will also likely result in loss of student status with the US Immigration and Naturalization Service .

Key word in the question : "academic probation"

Skim through the 'Attendance and Academic Progress' part, you shall find the idea of **does not respond to** "academic probation" at the **2nd sentence of the second paragraph of this part** "**Students failing to meet the terms** of their probation **(1)** will be terminated from the LCC for the remainder of the semester. This will also likely result in **(2)** loss of student status with the US Immigration and Naturalization Service." "Does not respond" means the students **failing to meet the terms** therefore receiving TWO stages of punishments, equivalent to 2 questions 23 and 24
The first stage of punishment is **(1)** will be terminated from the LCC. Therefore the answer for **Question 23** is **A. terminated from the program**

24 Answer: **B**

Keywords in Questions	Similar words in Passage
Q24. Student does not respond to letter announcing academic probation	Students failing to meet the terms of their probation will be terminated from the LCC for the remainder of the semester. This will also likely result in loss of student status with the US Immigration and Naturalization Service.

Key word in the question : "academic probation"

Skim through the 'Attendance and Academic Progress' part, you shall find the idea of **does not respond to** "academic probation" at the **2nd sentence of the second paragraph of this part** "**Students failing to meet the terms** of their probation **(1)** will be terminated from the LCC for the remainder of the semester. This will also likely result in **(2)** loss of student status with the US Immigration and Naturalization Service." "Does not respond" means the students **failing to meet the terms** therefore receiving TWO stages of punishments, equivalent to 2 questions 23 and 24
The second stage of punishment is **(2)** "loss of student status with the US Immigration and Naturalization Service". Therefore the answer for **Question 24** is **B. may lose student status with US Immigration and Naturalization Service**

25 Answer: **D**

Keywords in Questions	Similar words in Passage
Q25. Student is absent for 30 hours	Students who have 30 hours of absences are in danger of being placed on academic probation

Key word in the question : "absent for 30 hours"

Skim through the 'Attendance and Academic Progress' part, you shall find the Key word "absent for 30 hours" at the 1st sentence of the second paragraph of this part. "Students who have 30 hours of absences are in danger of being placed on academic probation"

Understanding the idea in the question, the answer here should be **D: may be put on academic probation**

26 Answer: **E**

Keywords in Questions	Similar words in Passage
Q26 Student is absent for 50 hours	Students who have 50 hours of absences will not receive a Certificate of Successful Completion and will be terminated from the program .

Key word in the question : "absent for 50 hours"

Skim through the 'Attendance and Academic Progress' part, you shall find the keyword "absent for 50 hours" at the 3rd paragraph of this part. "Students who have 50 hours of absences will not receive a Certificate of Successful Completion and **will be terminated from the program .**"

Note: the violence of "absent for 50 hours" in the passage will lead to TWO stage of punishments: (1) will not receive a Certificate of Successful Completion and (2) will be terminated from the program. Since question 26 comes first, it should be the first mentioned stage of punishment. For this reason, the answer for Q26 is E. will not be certified.

27 Answer: **A**

Keywords in Questions	Similar words in Passage
Q27. Student is absent for 50 hours	Students who have 50 hours of absences will not receive a Certificate of Successful Completion and will be terminated from the program .

Key word in the question : “absent for 50 hours”

Skim through the '**Attendance and Academic Progress**' part, you shall find the Key word “**absent for 50 hours**” at the 3rd paragraph of this part. “Students who have 50 hours of absences will not receive a Certificate of Successful Completion and **will be terminated from the program .**”

Understanding the idea in question 27, the answer here should be **A. terminated from the program**

28 Answer: **E**

Keywords in Questions	Similar words in Passage
Q28. Topic ii: women and Japanese companies	Many female graduates complain that they are not given equal training and equal opportunity in comparison to male graduates. Japanese companies generally believe that female employees will eventually leave to get married and have children

Key words in the question : “**women** ” and “**Japanese companies**”

Candidates may skim through the text and find the words : “**women**” and its synonyms such as “**females, female candidates, female graduates...**”. These word can be found in the **1st sentence of both paragraph E and F**. However, para F talks about the recruitment strategy of foreign firms (to prefer **female graduates** to their male counterparts.), and para E mentions **Japanese companies** as in : “**Japanese companies** generally believe that **female employees** will eventually leave to get married and have children.”, and their attitudes toward women.

So the answer is E

29 Answer: **G**

Keywords in Questions	Similar words in Passage
Q29. Topic iii: why men sometimes resign from Japanese companies	Some men, however, do leave their companies in spite of future prospects, one reason being to take over the family business

Key words in the question : “**resign**”. And the word “**why**” indicates this para talk about **a reason**.

Candidates may skim through the text and find the words : “resign” and its synonyms such as “**quit/leave job...**”, and in only **Para G** can candidates find the information, **in the first sentence** “Some men, however, do **leave their companies**”. By reading further, candidates can find the **reason** “why men sometimes resign from Japanese companies” as in : “one **reason** being to take over the family business”

So the answer is G

30 Answer: **B**

Keywords in Questions	Similar words in Passage
Q30. Topic iv: permanency in employment in Japan	In Japan, lifetime employment is commonly practised[...] there is a general expectation that employees will in fact remain more or less permanently in the same job
<p>Key words in the question : “permanency”.</p> <p>Candidates may skim through the text and find the words : “permanency”. Usually, the keyword is not directly mentioned in the text but is expressed in another way, so it is useful to think of words which suggest the idea of “permanency” such as “remain, stay, stable, last for a long time...”</p> <p>The idea of this can be found in Para B at once, as the first sentence of this para mentions “ lifetime employment”. Reading further, candidates may be reassured when facing more words which strengthen the idea : “there is a general expectation that employees will in fact remain more or less permanently in the same job .”</p> <p>So the answer is B</p>	

31 Answer: **A**

Keywords in Questions	Similar words in Passage
Q31. Topic v: recruiting season : who , when and where	Every autumn, when recruitment of new graduates and school leavers begins, major cities in Japan are flooded with students hunting for a job. [...] the season is crucial for many students

Key word in the question : "recruiting season"

Candidates may skim through the text and find the words : "recruiting" and "season". These keywords can be paraphrase in another form, so it is useful for candidates to think of a few synonyms for the keyword in order to locate the detail easier, **"recruitment" or "hiring" for "recruiting", and "time, period" for "season".**

In **paragraph A**, the word : "recruiting" is rewrite as "recruitment" and "(recruiting) season" is mentioned in "the season is crucial". By reading further, candidates can find the information about **"who" (new graduates and school leavers, students)**, **"when"** (Every autumn, when recruitment of new graduates and school leavers begins) and **"Where"** (major cities in Japan)

So the answer is A

32 Answer: **H**

Keywords in Questions	Similar words in Passage
Q32. Topic vi: the social aspect of work	Social life in fact is frequently based on the workplace
<p>Key word in the question : "social aspect"</p> <p>Before reading into the passage, it is helpful to have in mind the concept of "social aspect" and think of what it might refer to such as "hanging out with friends", "relaxing time with their families"... and synonyms of "social aspect", for example "social life", "social activities"</p> <p>Candidates may skim through the text and find these words in the second sentence of paragraph H: "Social life in fact is frequently based on the workplace.", the word : "social aspect" is rewrite as "Social life" . Reading further, candidates may be reassured when facing more words which strengthen the idea such as "restaurants, pubs, enjoying an evening out, trips and sports days"</p> <p>So the answer is H</p>	

33 Answer: **D**

Keywords in Questions	Similar words in Passage
Q33. Topic vii: the salary structure	Wages are set according to educational background or initial field of employment, [...] Wages are paid monthly[...] As well as salary , a bonus is usually paid [...]

Key word in the question : "salary"

Candidates may skim through the text and find the words : "salary" and "season". These keywords can be paraphrase in another form so it is useful for candidates to think of a few synonyms for the keyword in order to locate the detail easier, such as **"wage/pay/money" for "salary"**

In paragraph D, the words : "wage/salary" are mentioned repeatedly as well as other terms related to salary structure (bank, tax, profit...), and these word can only be found in paragraph D

So the answer is D

34 Answer: **F**

Keywords in Questions	Similar words in Passage
Q34. Topic viii: the recruitment strategy of foreign firms	foreign firms are often keen to employ female graduates
<p>Key words in the question : "foreign firms" and "recruitment strategy"</p> <p>Candidates may skim through the text and find the words : "foreign firms" and these word can only be found in paragraph F. By reading further, candidates can found the idea of "recruitment strategy" - how they hire new employees- in "Since most male graduates prefer to join Japanese firms with their guaranteed security, foreign firms are often keen to employ female graduates as their potential tends to be greater than that of male applicants .", means their "recruitment strategy" is to prefer female applicants to their male counterparts.</p> <p>So the answer is F</p>	

35 Answer: **I**

Keywords in Questions	Similar words in Passage
Q35. Topic ix: Japanese people after retirement	The average age of retirement[...] For most Westerners, retirement[...] Many Japanese, however, simply cannot get used to the freedom of retirement ...
<p>Key words in the question : "retirement"</p> <p>Candidates may skim through the text and find the words : "retirement" and this word can only be found in paragraph I. By reading further candidates can find the topic "Japanese people after retirement" as in "Many Japanese, however, simply cannot get used to the freedom of retirement and they look for ways of constructively using their time. Many look for new jobs, feeling that if they do not work they will be abandoned by society."</p> <p>So the answer is I</p>	

36 Answer: **loyalty**

Keywords in Questions	Similar words in Passage
<p>Q36. Japanese employers believe that moving professionals within companies and listening to workers' views leads to _____</p>	<p>Professionals [...] such as industrial engineers, are very often placed in factories and transferred from one section to another [...]. Workers too feel more involved[...] by being allowed to voice their opinions. Loyalty is believed to be cultivated in this type of egalitarian working environment.</p>
<p>Key words in the question : “moving professionals within companies” and “listening to workers' views”. By skimming through the passage and looking for the keyword “professionals” and “workers' views”, candidates can find this information in the 3rd sentence of para C</p> <p>The word “leads to” before the gap suggest that a noun is needed.</p> <p>The idea of “moving professionals within companies” is expressed as “Professionals [...] are very often placed in factories and transferred from one section to another.”. The idea of “listening to workers' views” is mentioned as “Workers [...] allowed to voice their opinions”.</p> <p>The answer can be found in the last sentence of para C : “ Loyalty is believed to be cultivated in this type of egalitarian working environment.”. “ this type of working environment” is what being mentioned above, and “cultivated” means “raise, nurture, leads to”, therefore, the gap here is the subject of this sentence: “Loyalty”</p>	

37 Answer: **twice yearly / twice a year**

Keywords in Questions	Similar words in Passage
<p>Q37.</p> <p>Employees receive their wages monthly and a bonus _____</p>	<p>Wages are paid monthly, [...] As well as salary, a bonus is usually paid twice a year</p>
<p>Key words in the question : “bonus”</p> <p>Due to the parallel structure, “bonus” should follow the same pattern as “wages”; therefore candidates can predict the gap should be a periodical adverb, for example “yearly, twice a year, annually...”</p> <p>Look at the 3rd sentence of para D, you can find the idea of “Employees receive their wages monthly”, which is expressed as “Wages are paid monthly”. By reading further, you can find the keyword “bonus” and the periodical adverb “twice a year”</p> <p>So the answer for the gap is : twice a year</p>	

38 Answer: **mentor**

Keywords in Questions	Similar words in Passage
Q38. Japanese workers often form close personal relationships and older staff may even become a _____ to junior staff.	working relationships tend to be very close [...]. Senior staff often play the role of mentor .
<p>Key words in the question : "older staff"</p> <p>Due to the word "become a" before the gap, the answer must be a noun</p> <p>Look at the 1st sentence of paragraph H, you can find the idea of "Japanese workers often form close personal relationships " as in "On the job, working relationships tend to be very close.", even when it does not contain the answer, it help you to locate the answer. From here you can scan around and find the synonym of "older staff" which is written as "Senior staff" and find the answer in the 4th sentence : "Senior staff often play the role of mentor ."</p> <p>So the answer for the gap is : mentor</p>	

39 Answer: **D**

Keywords in Questions	Similar words in Passage
Q39. Company training in Japan A is <i>not important</i> B is for factory workers only C is for professionals only D is for all staff.	For this reason, recruiting employees is an important exercise for companies, as they invest a lot of time and money in training new staff. This is basically true both for factory workers and for professionals .
<p>Key words in the question : "Company training"</p> <p>Option A is <i>incorrect</i> as in the 2nd sentence of para C it said: "they invest a lot of time and money in training new staff", as company "invest a lot of time and money" in training, the task cannot be <i>not important</i></p> <p>Option B and C are <i>incorrect</i> as in the 2nd sentence of para C it said "This is basically true <i>both for factory workers and for professionals</i> ."</p> <p>As other options are eliminated, option D is correct.</p>	

40 Answer: **B**

Keywords in Questions	Similar words in Passage
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<p>Q40. Foreign firms are keen to employ Japanese women because</p> <p>A the women are more intelligent than men</p> <p>B the women that apply are more capable than the men that apply</p> <p>C the women will be only short-term employees</p> <p>D the women prefer guaranteed security.</p>	<p>foreign firms are often keen to employ female graduates as their potential tends to be greater than that of male applicants .</p>
<p>Key words in the question : "Foreign firms" and "keen to employ Japanese women"</p> <p>Option A is incorrect because the idea of "women are more intelligent than men" is nowhere to be found</p> <p>Option B is correct as the idea is mentioned in last sentence of para F "foreign firms are often keen to employ female graduates as their potential tends to be greater than that of male applicants .". "the men that apply" is paraphrase as ' male applicants ."</p> <p>Option C is incorrect because the idea of "the women will be only short-term employees" is mentioned (in the 2nd sentence of para E "Japanese companies generally believe that female employees will eventually leave to get married and have children") , however this is the belief of "<i>Japanese companies</i>", not Foreign firms</p> <p>Option D is incorrect because even the idea of "guaranteed security." appear in para F : " male graduates prefer to join Japanese firms with their guaranteed security", it <i>talks about the male graduates, not female.</i></p>	

1 Answer: **E**

Keywords in Questions	Similar words in Passage
<p>Q1. Which message changes the time and place of a meeting?</p>	<p>Please note:</p> <p>10.30 12.30</p>
<p>Key word in the question : "changes"</p> <p>Look at message E, candidates shall see 2 pieces of time (10.30 and 12.30), with one time being strikethrough, which mean the time of a meeting 10.30 is changed to the new time 12.30</p> <p>So the answer is E</p>	

2 Answer: **A**

Keywords in Questions	Similar words in Passage
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<p>Q2. Which message is probably personal?</p>	<p>Please call Nancy.</p> <p>She will be at 818 7546 if you miss her at home</p>
<p>Key word in the question : “probably personal”</p> <p>There are 4 messages which may be considered personal. (A, C, D, F), because each has the pronoun “you”.</p> <p><i>However, considering the another keyword : “probably”, messages D and F can be eliminated as it is a direct message to C. Gates.</i></p> <p>Message C is from a company which is trying to sell audio-visual office products, so candidates can gather that the pronoun “you” in this case is anyone/people in general, not a specific person, as the company may offer invitation to as many people as possible to sell their products. So mess C is eliminated</p> <p>Message A is probably a memo to someone, informing him/her to call a specific person. Even this does not direct to a person (do not mention name like mess D and F), this is not a mess which sent to everyone either.</p> <p>So A is the most appropriate answer.</p>	

3 Answer: **C**

Keywords in Questions	Similar words in Passage
<p>Q3. Which message is from a company which is trying to sell something?</p>	<p>You are invited to a demonstration of our new audio-visual office products</p>
<p>Key word in the question : “trying to sell” and “from a company ”</p> <p>Message C, as it said there will be a demonstration of our new audio-visual office products, seems like it is from a company which selling this product. This company is offering invitation to as many people as possible in an effort to sell their products.So C is the correct answer.</p> <p><i>Some candidates may assume mess F to be an answer as they see “offer 10%”, which look like a discount, in order to push sales. However, if you read carefully, this message may come from a higher position to his employee (C. Gates) to order this person to “Check amendments to the Ling Kee contract.” and make an appointment “see me this morning at 10 in my office”. So certainly this is not from a company which is trying to sell something.</i></p>	

4 Answer: **C**

Keywords in Questions	Similar words in Passage
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Q4. Which section has the address of the company to which Amanda has been sent	Reporting to: office Removalists Pty Ltd 21 West street Box Hill
<p>Key word in the question : “address” and “to which...sent”</p> <p>Candidates may skim through the form to find the section contains “address”, and there are 2 sections (B and C) contain address. However, <i>the address in section B refer to the company which send the record</i>, not the place where the record is sent to .</p> <p>The address in section C, due to the title Reporting to is refer to the company to which the employee sent the record.</p> <p>So the answer is C</p>	

5 Answer: **H**

Keywords in Questions	Similar words in Passage
Q5. Which daily time record shows the longest working day	Wednesday - 8:30 total
<p>Key word in the question :longest working day</p> <p>Base on “daily time record”, we gather that the answer should lay within section F-J, which mention the days of a week and the working period.</p> <p>Candidates go to the “TOTAL” column as this column records the working time, and find the longest period which is “8:30”. the day equivalent to that period “Wednesday” is the correct date.</p> <p>Therefore H is the correct answer.</p>	

6 Answer: **I**

Keywords in Questions	Similar words in Passage
Q6. Which daily time record shows the longest break?	Thursday - BREAK :1:00
<p>Key word in the question :longest working day</p> <p>Base on “daily time record”, we gather that the answer should lay within section F-J, which mention the days of a week and the break period.</p> <p>Candidates go to the “BREAK” column as this column records the BREAK time, and find the longest period which is “1:00”. the day equivalent to that period “Thursday ” is the correct date.</p> <p>Therefore I is the correct answer.</p>	

7 Answer: **M**

Keywords in Questions	Similar words in Passage
Q7. In which section did Amanda indicate whether the job is still going on?	continuing
<p>Key word in the question : "still going on"</p> <p>Look at the "Assignment Details" part, candidates shall see two boxes, which one being ticked in marked "continuing", which has similar meaning as still going on</p> <p>Therefore M is the correct answer.</p>	

8 Answer: **hh:mm**

Keywords in Questions	Similar words in Passage
Q8. What format must be used to record the hours worked?	1. Complete this Daily Work Record using the format hh:mm
<p>Key word in the question : "format". In the "INSTRUCTION" part, you shall find the keyword "format" at the instruction 1.</p> <p>Understanding the idea in the question, the answer here should be hh:mm</p>	

9 Answer: **(Daily) Work Record**

Keywords in Questions	Similar words in Passage
Q9. What should employees copy for their own records?	4. make a copy of the Daily Work Record for your own records.
<p>Key word in the question : "copy". In the "INSTRUCTION" part, you shall find the keyword "copy" at the instruction 4.</p> <p>The question is repeated in instruction 4. Understanding the idea in the question, the answer here should be Daily Work Record.</p> <p>Due to word limit (no more than 3 words) answer : the Daily Work Record is not accepted.</p>	

10 Answer: **(your/ the) supervisor**

Keywords in Questions	Similar words in Passage
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<p>Q10. Who must check and sign the work record before payment will be processed?</p>	<p>when you have completed the Work Record, ask your supervisor to check and sign. Your pay will not be processed until this is done"</p>
<p>Key word in the question : "Who" and "check and sign". Due to the keyword "who", the answer must be a person. Skim through the "INSTRUCTION" part, you shall find the keyword 'check and sign' at the instruction 3. "when you have completed the Work Record, ask your supervisor to check and sign." Understanding the idea in the question, the answer here should be (your/the) supervisor</p>	

11 Answer: **(On) Monday**

Keywords in Questions	Similar words in Passage
<p>Q11. What day must the work record be received?</p>	<p>5. Fax the Work Record back to J&B Pty Ltd by 10:00 am Monday</p>
<p>Key word in the question : "day" and "be received?" Due to the keyword "What day ", the answer must be a day of a week, or in format dd/mm/yy Skim through the "INSTRUCTION" part, you shall find the day at the instruction 5. "Fax the Work Record back to J&B Pty Ltd by 10:00 am Monday". The idea of " the work record be received" is expressed in active voice "Fax the Work Record back to J&B Pty Ltd" Understanding the idea in the question, the answer here is Monday. The question only asks "What day" so if the answer provided including the time "10:00 am Monday" , it will not be accepted.</p>	

12 Answer: **(your) Tax Number**

Keywords in Questions	Similar words in Passage
<p>Q12. What must be written on the Employment Declaration form?</p>	<p>a completed employment Declaration form including your Tax number</p>

Key word in the question : "Employment Declaration form".

In the "INSTRUCTION" part, you shall find the keyword "Employment Declaration form" at the "details required are" note.

The question in passive voice is paraphrase to active voice, understanding the idea in the question, the answer here is (your/employee's) Tax number

Answers related to a personal name "Amanda/Lee Tax number" are not accepted as the answer is specific, while the question requires general information.

13 Answer: employee's/your home address

Keywords in Questions	Similar words in Passage
Q13. Tax certificates are sent to	Tax certificates are sent out at the end of the financial year to your home address

Key word in the question : "Tax certificates".

Due to the phrase "are sent to", the answer must be a place.

Skim through the "INSTRUCTION" part, you shall find the keyword "Tax certificates" at the "details required are" note. "Tax certificates are sent out at the end of the financial year to your home address "

understanding the idea in the question, the answer here is (your/employee's) home address.

Answers related to a personal name "Amanda/Lee home address" are not accepted as the answer is specific, while the question requires general information.