

English for Business

Preliminary Level

Past Papers **2007**

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English for Business

Preliminary Level

Past Papers 2007

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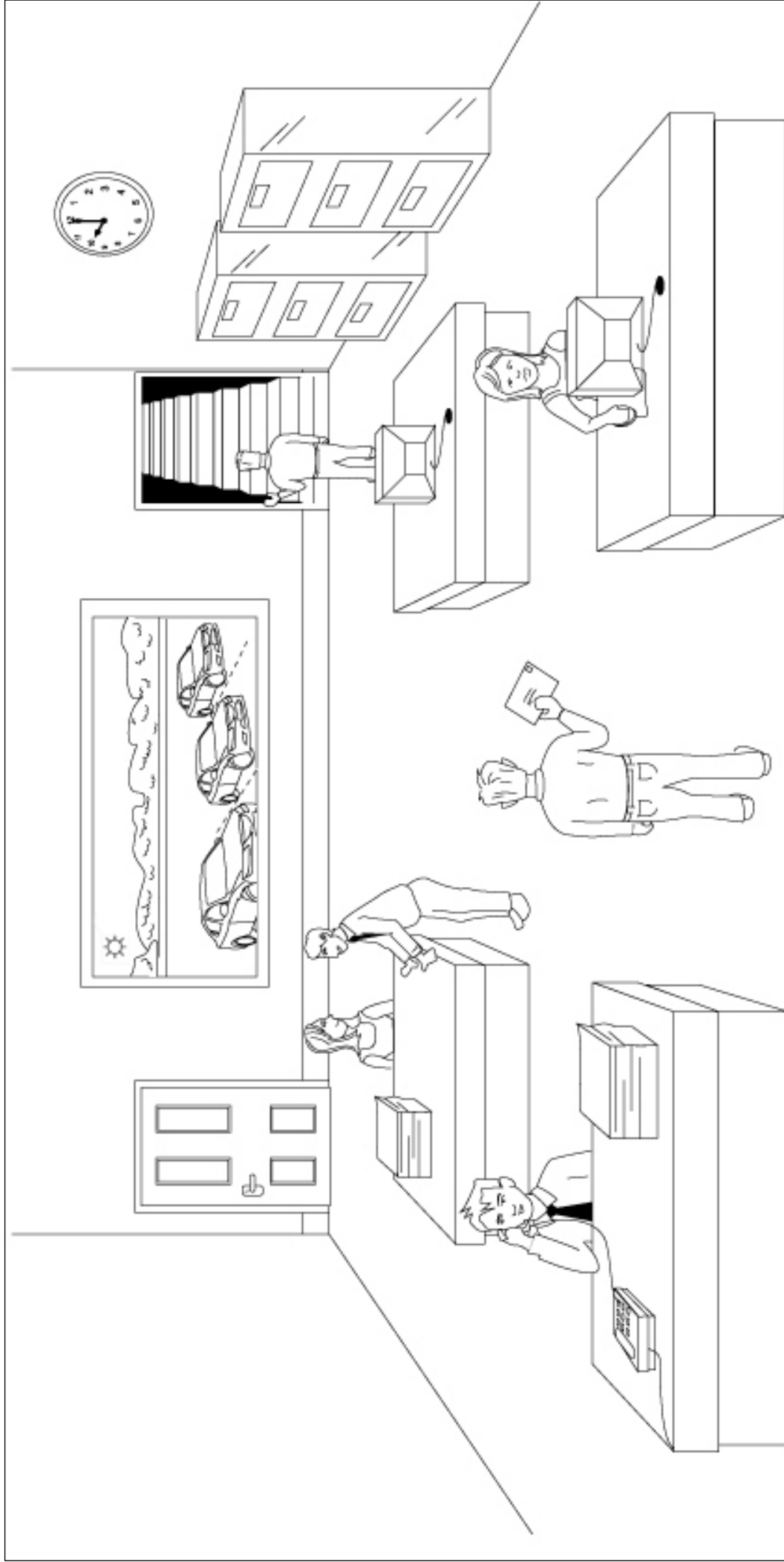
There was no Series 1 in 2007

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TEAR HERE IF YOU WANT TO REMOVE THIS PICTURE FOR REFERENCE



SECTION A

Look at the picture. Put a tick (✓) in the box for the best answer to each question.

- A1 What is in the picture? (1 mark)
- (a) a waiting room
 - (b) an office
 - (c) a library
- A2 How many desks are in the room? (1 mark)
- (a) none
 - (b) two
 - (c) four
- A3 How many chairs can you see? (1 mark)
- (a) none
 - (b) two
 - (c) four
- A4 What time of day is it? (1 mark)
- (a) morning
 - (b) afternoon
 - (c) evening
- A5 A man is leaning on the desk, is he (1 mark)
- (a) talking to another man?
 - (b) talking to a woman?
 - (c) talking to a man and a woman?
- A6 Who is talking on telephone? (1 mark)
- (a) a man
 - (b) a woman
 - (c) no one

SECTION A CONTINUED

- A7 In the picture are there (1 mark)
- (a) more men?
 - (b) more women?
 - (c) the same number of men and women?
- A8 What are the filing cabinets made of? (1 mark)
- (a) paper
 - (b) glass
 - (c) metal
- A9 What shape is the door? (1 mark)
- (a) a square
 - (b) a rectangle
 - (c) a circle
- A10 How tall are the filing cabinets? (1 mark)
- (a) about two metres
 - (b) about two centimetres
 - (c) about two kilograms
- A11 How many computers can you see? (1 mark)
- (a) none
 - (b) two
 - (c) six
- A12 A woman is using a computer. Which hand can you see? (1 mark)
- (a) her left hand
 - (b) her right hand
 - (c) both hands

SECTION A CONTINUED

A13 Which of these is **not** in the picture? (1 mark)

- (a) a clock
- (b) a staircase
- (c) a waste-paper basket

A14 A man is standing at the back of the room on the right hand side. What is he going to do? (1 mark)

- (a) go up some stairs
- (b) go to a desk
- (c) go to a car

A15 Which is closest to the door? (1 mark)

- (a) filing cabinets
- (b) the stairs
- (c) the window

Look at the picture. Then write short answers to these questions on the line where it says Answer.

A16 What in the picture has a round shape? (2 marks)

Answer _____

A17 How many people are in the picture? (2 marks)

Answer _____

A18 What is to the left of the window? (2 marks)

Answer _____

A19 Where is the clock? (2 marks)

Answer _____

A20 What time is it in the picture? (2 marks)

Answer _____

A21 How many cars are in the car park? (2 marks)

Answer _____

SECTION A CONTINUED

A22 Two men are wearing ties. What colour are the ties? (2 marks)

Answer _____

A23 A man is walking behind the desks, holding a letter. Which hand is it in? (2 marks)

Answer _____

A24 Is the door on the left of the picture open? (2 marks)

Answer _____

A25 How many people in the picture are sitting? (2 marks)

Answer _____

(Total 35 marks)

SECTION B

Ms Anna Morvillo works in the office of Useful Products in the town of Metroville. Her company employs many sales representatives who visit shops and stores in the area. She is now speaking on the telephone to a man called George Kern.

Anna: Good afternoon. This is Useful Products – Anna Morvillo speaking. Can I help you?

Mr Kern: Hello. I'm speaking from Kern's Stores in Metroville. I'm the manager. One of your sales representatives visited us this morning. After he left we found that he'd left his lap-top computer. He didn't come back for it so he might not know it is here.

Anna: I see. Do you know his name?

Mr Kern: I think he told me his name but I can't remember it. He was a tall young man and he wore a dark blue suit.

Anna: Most of our representatives are young men and many wear dark blue suits! But do you have the lap-top with you now?

Mr Kern: Yes, it's here.

Anna: Good. Could you please look at the top right hand corner of the box. Is there a number?

Mr Kern: Yes, it says "Useful Products: Lap Top No 7".

Anna: Excellent. I can check my list of staff and see who owns the lap-top. I'll ask this person to collect it from you.

Mr Kern: That's fine. He was a pleasant young man so I'd like to return his lap-top to him. He will know our opening hours and I'll give the lap-top to my secretary, Miss Faye. He can collect it any time.

Anna: Thank you very much Mr ----. Oh, sorry! I forgot to ask your name!

Mr Kern: It's Kern, George Kern

Anna: Well thanks once again, Mr Kern. You've been very helpful. Goodbye.

SECTION B CONTINUED

Read these sentences about the conversation. Some are true and some are false. Put a tick (✓) in the TRUE or FALSE box.

		TRUE	FALSE
B1	Anna Morvillo works for Kern's Stores.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B2	Useful Products and Kern's Stores are in the same town.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B3	George Kern is a man.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B4	Most sales representatives are men.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B5	The sales representative is a tall young woman.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B6	Mr Kern could not remember the sales representative's name.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B7	Mr Kern does not have the lap-top with him.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B8	The sales representative returned to the store to collect the lap-top.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B9	Miss Faye works for Kern's Stores.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B10	Mr Kern tells Anna the store's opening hours.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B11	Mr Kern was not very helpful.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)

Write a sentence to answer each question about the conversation on the line marked Answer.

B12 Where is the office of Useful Products? (3 marks)

Answer _____

B13 Who are speaking on the telephone? (3 marks)

Answer _____

B14 What did the sales representative leave at Kern's Stores? (3 marks)

Answer _____

B15 What time of day was it when Anna spoke to Mr Kern? (3 marks)

Answer _____

B16 What colour was the suit worn by the sales representative? (3 marks)

Answer _____

SECTION B CONTINUED

B17 What number is written on the lap-top box? (3 marks)

Answer _____

B18 Why does Anna want to know the number of the lap-top? (3 marks)

Answer _____

B19 Who is Mr Kern's secretary? (3 marks)

Answer _____

(Total 35 marks)

SECTION C

Look at the list of the numbers of the lap-top computers owned by Useful Products' sales representatives. Use the information to write a **memo** from Anna Morvillo to the person who left the lap-top at Kern's Stores.

Name of Sales Representative	Number of lap-top
Barbara Rdzanowska	1
Bae Su Yung	2
Luigi Casolgro	3
Peter Davies	4
Milan Chandoga	5
Tim Asch	6
John Mafwenke	7
Andrew McColl	8
Jenny Hunoz	9
Manuela Cortez	10

MEMORANDUM

To:

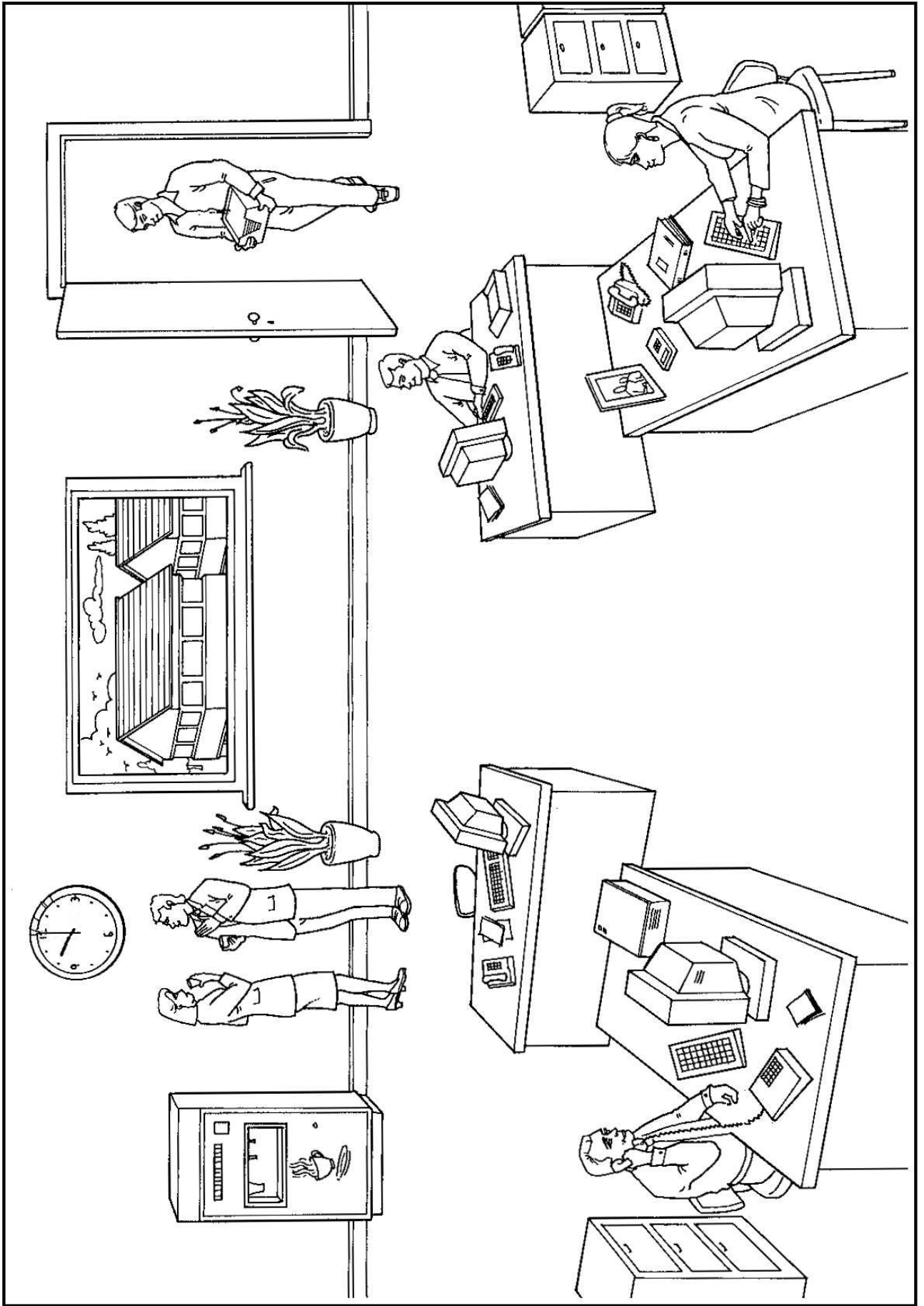
Date:

From:

Subject:

(30 marks)

TEAR HERE IF YOU WANT TO REMOVE THIS PICTURE FOR REFERENCE



SECTION A

Look at the picture. Put a tick (✓) in the box for the best answer to each question.

- A1 What is in the picture? (1 mark)
- (a) an office
 - (b) a school
 - (c) a factory
- A2 What can you see outside the window? (1 mark)
- (a) a car park
 - (b) some buildings
 - (c) the street
- A3 What is on each side of the window? (1 mark)
- (a) filing cabinets
 - (b) desks
 - (c) plants
- A4 A man is carrying a box. Is he (1 mark)
- (a) coming into the room?
 - (b) going out of the room?
 - (c) looking for the room?
- A5 How many desks have no one working at them? (1 mark)
- (a) none
 - (b) one
 - (c) four
- A6 A man is talking to a woman. What is he wearing? (1 mark)
- (a) a dress
 - (b) a raincoat
 - (c) a suit

SECTION A CONTINUED

A7 Who is most likely saying "Hello, can I help you?" (1 mark)

(a) the man coming into the room

(b) the man talking to the woman

(c) the man speaking on the telephone

A8 A woman is using a computer. Which of these is not on her desk? (1 mark)

(a) a pen

(b) a telephone

(c) a picture

A9 What are the filing cabinets made of? (1 mark)

(a) glass

(b) paper

(c) metal

A10 Which of these can you see? (1 mark)

(a) the ceiling

(b) a wall

(c) stairs

A11 Where are all the computers? (1 mark)

(a) in the desks

(b) under the desks

(c) on the desks

A12 Can you see more desks or more filing cabinets? (1 mark)

(a) more desks

(b) more filing cabinets

(c) the same number

SECTION A CONTINUED

A13 Who are holding drinks from the drinks machine? (1 mark)

(a) two men

(b) a man and a woman

(c) two women

A14 How many chairs are empty? (1 mark)

(a) one

(b) three

(c) four

A15 What is next to the wall behind the standing woman? (1 mark)

(a) a plant

(b) the door

(c) a drinks machine

Look at the picture. Then write short answers to these questions where it says Answer.

A16 How many people are in the picture? (2 marks)

Answer _____

A17 How many men are sitting? (2 marks)

Answer _____

A18 A man is talking to a woman. Where are they standing in the room? (2 marks)

Answer _____

A19 What time is it in the picture? (2 marks)

Answer _____

A20 A man is holding a telephone. Which hand is it in? (2 marks)

Answer _____

A21 How many desks are in the room? (2 marks)

Answer _____

SECTION A CONTINUED

A22 Is there a computer on each desk? (2 marks)

Answer _____

A23 What has a round shape in the room? (2 marks)

Answer _____

A24 Is the door open or closed? (2 marks)

Answer _____

A25 Can you see a wastepaper bin in the room? (2 marks)

Answer _____

(Total 35 marks)

SECTION B

Julia Popsha works in the Human Resources Department of *Positive Products*, a small manufacturing company in the city of Archville. She is busy today because the company is holding interviews for new staff. She is now speaking on the telephone to a man called Peter Checkun.

Julia: Good morning, HR Department, Julia Popsha speaking.

Peter: Hello. I hope you can help me. My name is Peter Chekun. I should be coming to Positive Products this afternoon for the job interview.

Julia: Which interview is that? There are many interviews today.

Peter: Oh yes, sorry. It's the interview at three o'clock for the Chief Designer job.

Julia: Is there a problem, Mr Chekun?

Peter: I'm afraid there is. I'm still at the airport in my home town, Petrovia. There is a problem here. It's the weather. There has been a major storm and the runways are covered with water. It is not safe for the aircraft to take off.

Julia: The weather is fine here. Would you be able to get to Archville later tonight, or tomorrow?

Peter: I think so, but my interview is today.

Julia: You are in luck, Mr Chekun. There are also interviews for the Chief Designer job tomorrow. I think that there is still one free time. Are you still interested in the job?

Peter: Oh yes. I'd love to work for *Positive Products*.

Julia: Right. I'll check the interview schedule for tomorrow and ask my boss, Mr Gopa the Human Resources Manager, if he will add your name.

Peter: That's excellent. At the moment the Airline company is saying that there will be flights later this afternoon. I am staying at the Hotel Parisienne in Archville tonight. Perhaps Mr Gopa could contact me tonight. My cellphone number is 017639 842755.

SECTION B CONTINUED

Julia: I've made a note of the number and I'll ask Mr Gopa to contact you to tell you the time of the interview.

Peter: Thank you very much for your help. I hope I can see you tomorrow so I can thank you personally.

Julia: No problem. Good luck with your interview, goodbye.

Read these sentences about the conversation. Some are true and some are false. Put a tick (✓) in the TRUE or FALSE box.

		TRUE	FALSE	
B1	Peter Checkun is Julia's boss.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B2	There are not many interviews today.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B3	Peter is speaking to Julia on the telephone.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B4	HR means "Human Representatives".	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B5	There is a heavy storm in Archville.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B6	There are Chief Designer interviews today and tomorrow.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B7	Peter would like to work for <i>Positive Products</i> .	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B8	The airline company is saying there will be no flights this afternoon.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B9	Peter's hotel telephone number is 017639 842755.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B10	Julia will contact Peter to tell him the time of the interview tomorrow.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B11	Peter is grateful for Julia's help.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)

Write a sentence to answer each question about the conversation on the line marked Answer.

B12 Which company does Julia Popsha work for? (3 marks)

Answer _____

B13 What time of day does the conversation take place? (3 marks)

Answer _____

B14 Where is *Positive Products* based? (3 marks)

Answer _____

B15 What time should Peter's interview take place? (3 marks)

Answer _____

B16 Why can planes not take off from Petrovia Airport? (3 marks)

Answer _____

SECTION B CONTINUED

B17 What is Mr Gopa's job? (3 marks)

Answer _____

B18 Where will Peter stay tonight? (3 marks)

Answer _____

B19 What will Peter do if he meets Julia tomorrow? (3 marks)

Answer _____

(Total 35 marks)

SECTION C

Julia cannot speak to Mr Gopa now as he is holding interviews. She decides to leave a message about Peter Chekun in a memo to Mr Gopa.

Look at the information below about the times of interviews tomorrow, 6th June. Read the conversation again and then write a memo that Julia could leave for Mr Gopa about Peter Chekun's interview.

INTERVIEWS FOR CHIEF DESIGNER – SECOND DAY – 6TH June

Interviews to begin at 10 am. Each interview lasts 1 hour.

Time	Name of candidate
10.00	Mr A Clark
11.00	Ms E Silvestro
12.00	Mr T Araki
13.00 - 14.00	Lunch hour – no interviews
14.00	Free time
15.00	Mr A Hamad
16.00 (last interview)	Mrs M Parry-Jones

MEMORANDUM

To _____ Date _____

From _____

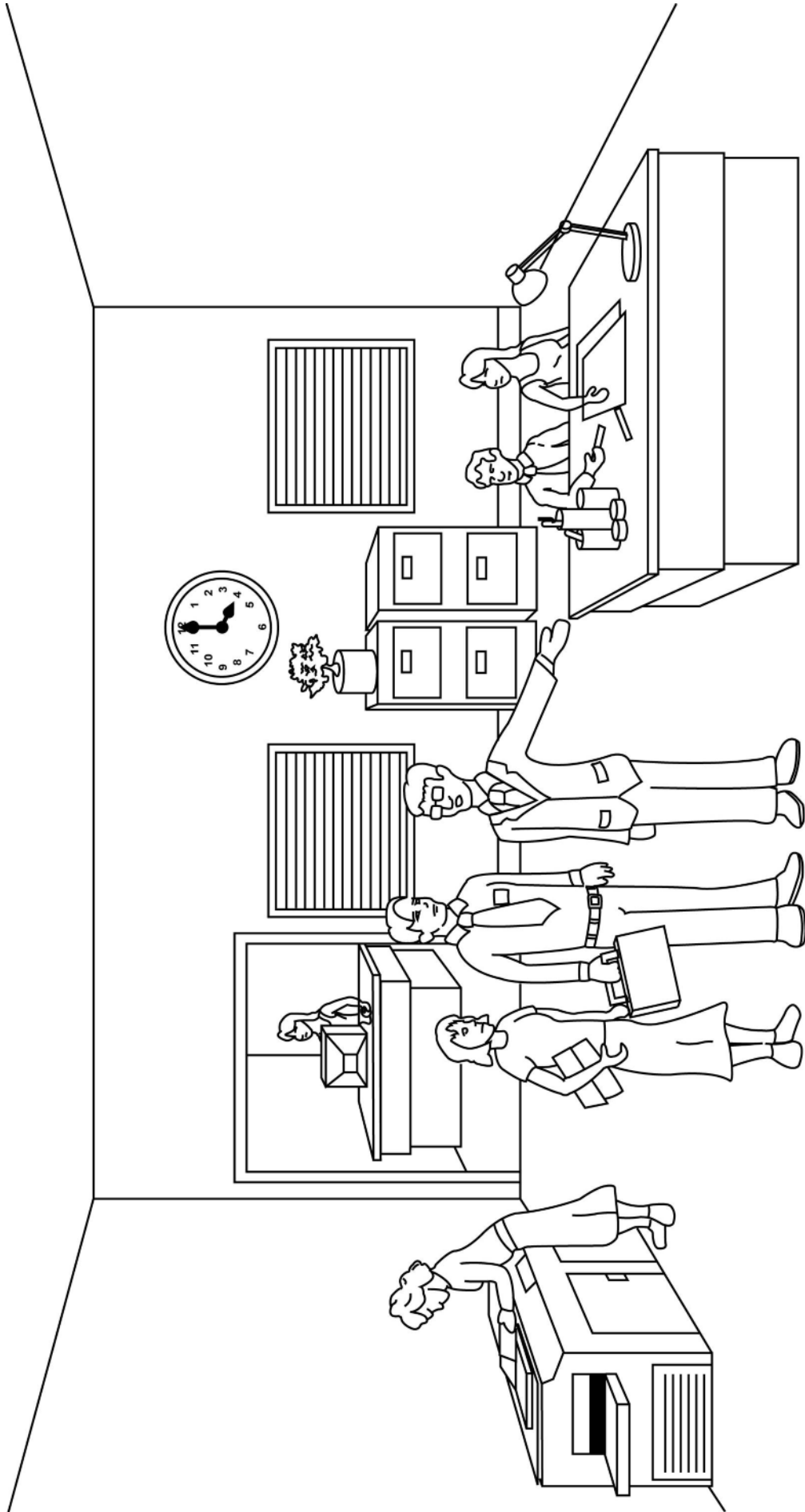
Subject _____

You may continue writing your memo here.

A large, empty rectangular box with a thin black border, intended for the student to continue writing their memo. The box occupies most of the page's vertical space.

(Total 30 marks)

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SECTION A

Look at the picture. Put a tick (✓) in the box for the best answer to each question.

- A1 What is in the picture? (1 mark)
- (a) an office
 - (b) a house
 - (c) a store room
- A2 What time is it in the picture? (1 mark)
- (a) twelve o' clock
 - (b) two o' clock
 - (c) four o' clock
- A3 Two people are sitting at a desk. What is on the desk? (1 mark)
- (a) a lamp
 - (b) a telephone
 - (c) a computer
- A4 Who is using a photocopy machine in the left of the picture? (1 mark)
- (a) a man
 - (b) a woman
 - (c) nobody
- A5 A man is pointing to a desk. What is he wearing? (1 mark)
- (a) a hat
 - (b) a dress
 - (c) glasses
- A6 Three people are standing in the middle of the room. Are they (1 mark)
- (a) three men?
 - (b) two men and a woman?
 - (c) three women?

SECTION A CONTINUED

- A7 Who is speaking? (1 mark)
- (a) a man who is standing
 - (b) a woman who is standing
 - (c) a man who is sitting
- A8 How many people are sitting at desks? (1 mark)
- (a) one
 - (b) two
 - (c) three
- A9 Where is the clock? (1 mark)
- (a) above the filing cabinets
 - (b) in the filing cabinets
 - (c) under the filing cabinets
- A10 Two people, sitting at a desk, have their hands on the desk. Are they (1 mark)
- (a) their right hands?
 - (b) their left hands?
 - (c) one right and one left hand?
- A11 Which of these can you see in the room? (1 mark)
- (a) doors
 - (b) the floor
 - (c) stairs
- A12 A woman is in the smaller room. What is she doing? (1 mark)
- (a) using a photocopy machine
 - (b) using a drinks machine
 - (c) using a computer

SECTION A CONTINUED

A13 How tall is the tallest man in the picture? (1 mark)

- (a) about two kilometres
- (b) about two metres
- (c) about two kilograms

A14 How many chairs can you see? (1 mark)

- (a) none
- (b) three
- (c) seven

A15 There are two windows with the blinds closed. What shape are the windows? (1 mark)

- (a) round
- (b) triangular
- (c) rectangular

Look at the picture. Then write short answers to these questions where it says Answer.

A16 How many people are in the picture? (2 marks)

Answer _____

A17 How many people are sitting? (2 marks)

Answer _____

A18 What shape is the clock? (2 marks)

Answer _____

A19 Give the name of one thing in the room that is made of metal? (2 marks)

Answer _____

A20 How many filing cabinets are there? (2 marks)

Answer _____

A21 Where are the filing cabinets? (2 marks)

Answer _____

SECTION A CONTINUED

A22 Three people are standing. What is the man in the middle holding? (2 marks)

Answer _____

A23 Where is the plant? (2 marks)

Answer _____

A24 Can you see anyone speaking on the telephone? (2 marks)

Answer _____

A25 What time of day is it in the picture? (2 marks)

Answer _____

(Total 35 marks)

SECTION B

Nicola Atzori is the supervisor of the Personnel Office of a large company. She is now speaking on the telephone to a man called John Seitz.

Nicola: Good afternoon, Personnel Office. Nicola Atzori speaking.
John: Hello Nicola. It's John Seitz from the Maintenance Section of the company.
Nicola: Hi, John. I think I know why you want to speak to me.
John: Yes – we spoke about this in the restaurant a couple of days ago. I'd now like to confirm that we will paint your office on Thursday, next week. Is that OK?
Nicola: Oh yes. The office is very dirty. It needs to be repainted.
John: The good news is that you can choose the colour for the walls. All the doors and windows are white, of course.
Nicola: Really? We can choose any colour?
John: (laughing) Well, not any colour. You must choose one from the approved list. You can choose from six colours.
Nicola: I see. Please tell me these six colours.
John: Right. Well you can have plain white but you could also choose from magnolia, peach-pink, lime-green, light blue or grey.
Nicola: I don't think I would like grey. But the others sound nice. I'll now ask the others in the office and I can then tell you which is the most popular.
John: Very good. When you tell me the colour, please let me know how many doors and windows you have in the office.
Nicola: Yes, of course. I'll check with my colleagues and let you know which colour we prefer. It will be nice to work in a smart office again.
John: Thanks for your help. 'Bye Nicola.

SECTION B CONTINUED

Read these sentences about the conversation. Some are true and some are false. Put a tick (✓) in the TRUE or FALSE box.

		TRUE	FALSE	
B1	John Seitz works in a Personnel Office.			(1 mark)
B2	Nicola knows why John wants to speak to her.			(1 mark)
B3	Nicola's office is very smart now.			(1 mark)
B4	John and Nicola speak on the telephone.			(1 mark)
B5	Nicola cannot choose any coloured paint.			(1 mark)
B6	Nicola cannot choose plain white for the walls.			(1 mark)
B7	Black is a colour on the approved list.			(1 mark)
B8	Nicola will choose the colour of the walls herself.			(1 mark)
B9	Nicola does not like the idea of grey paint.			(1 mark)
B10	Nicola laughs during the conversation.			(1 mark)
B11	Light green is a colour on the list.			(1 mark)

Write a sentence to answer each question about the conversation on the line marked Answer.

B12 What is Nicola Atzori's job? (3 marks)

Answer _____

B13 Where did John and Nicola speak before today? (3 marks)

Answer _____

B14 When will John's staff paint Nicola's office? (3 marks)

Answer _____

B15 How many colours are in the approved list? (3 marks)

Answer _____

B16 What colour will the doors and windows be painted? (3 marks)

Answer _____

B17 What does John say is the good news? (3 marks)

Answer _____

SECTION B CONTINUED

B18 When Nicola tells John the colour she has chosen, what else must she tell him? (3 marks)

Answer _____

B19 Why is Nicola pleased that the office is being painted? (3 marks)

Answer _____

(Total 35 marks)

SECTION C

Read the conversation again and then look at the list of colours that the staff in Nicola's office prefer. Use the information given to **write a memo** that Nicola could send to John. Nicola must tell John the most popular colour, the number of windows and doors in the room and must remind him to cover all the furniture correctly.

Name of staff member	Colour preferred
Christa	Magnolia
Marilene	Light blue
Muhittin	Light blue
Anna	Peach-pink
Wilfred	Light blue
Julia	Magnolia
Anwar	Light blue
Iqbal	Magnolia
Ingrid	Light blue
Rita	Lime-green
Nicola (supervisor)	Light blue
Doors 4, Windows 3. Ask him to cover all furniture before they paint.	

SECTION C CONTINUED

MEMO

To:

Date:

From:

Subject:

(Total 30 marks)