

# English for Business

## *Preliminary Level*

## Past Papers **2008**

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### **English for Business**

#### **Preliminary Level**

#### **Past Papers 2008**

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There was no Series 1 in 2008. In 2008 only Series 2 and 4 were published.

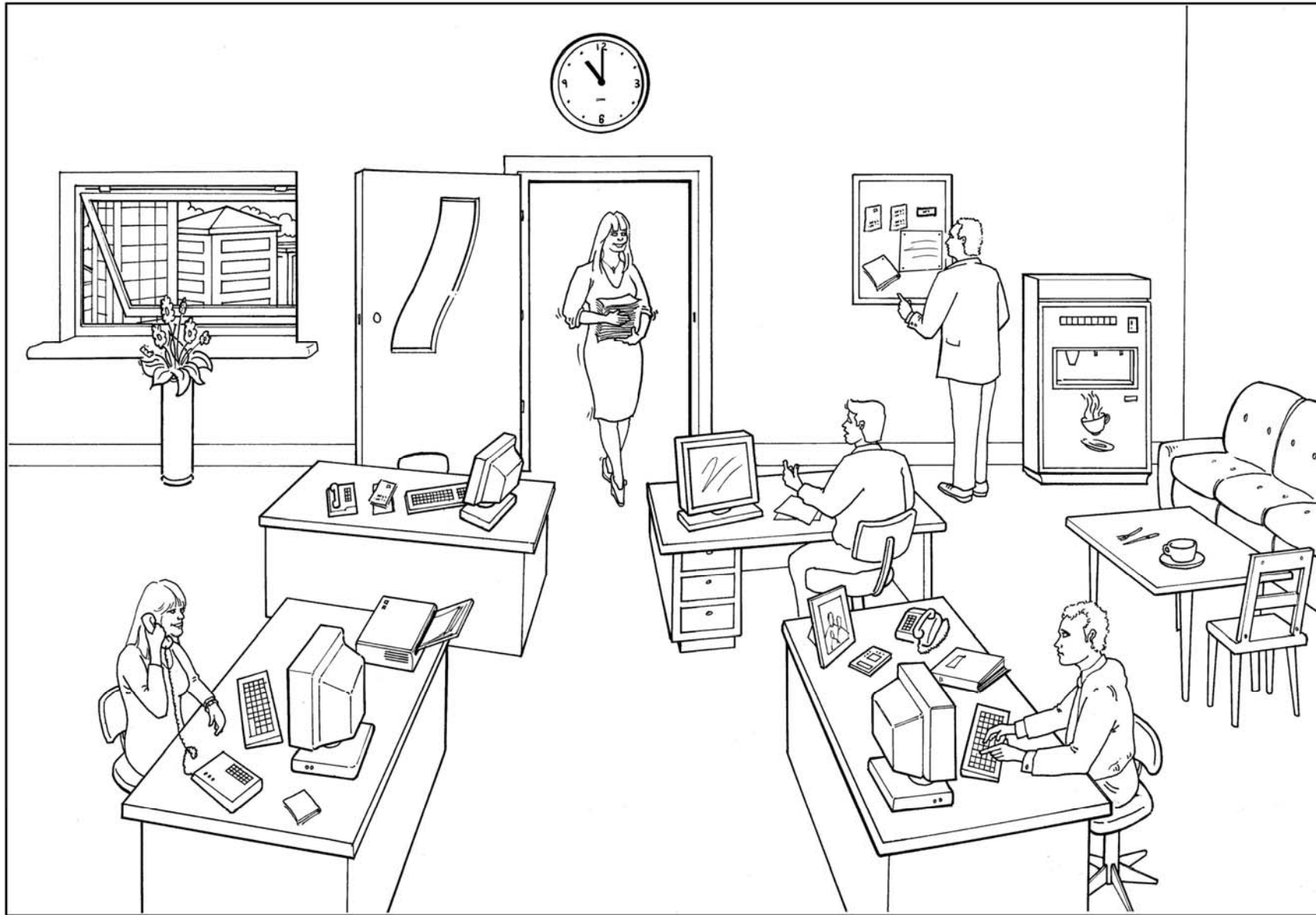
Model Answers for some papers are available free of charge. Contact [info@lcciiq.com](mailto:info@lcciiq.com)

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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) an office
  - (b) a workshop
  - (c) a restaurant
- A2 How many people can you see? (1 mark)
- (a) one
  - (b) three
  - (c) five
- A3 Who is speaking on the telephone? (1 mark)
- (a) a man
  - (b) a woman
  - (c) no-one
- A4 Where are the flowers? (1 mark)
- (a) over the window
  - (b) next to the window
  - (c) outside the window
- A5 A man is using a keyboard. Is he (1 mark)
- (a) sitting?
  - (b) standing?
  - (c) walking?
- A6 How many computers are in the room? (1 mark)
- (a) none
  - (b) four
  - (c) five

**SECTION A CONTINUED**

- A7 How many computer screens can you see? (1 mark)
- (a) none
- (b) one
- (c) four
- A8 A man is standing. What is he looking at? (1 mark)
- (a) the window
- (b) the clock
- (c) the notice board
- A9 What is **not** on the small table on the right of the picture? (1 mark)
- (a) a knife and fork
- (b) a cup and saucer
- (c) a plate and spoon
- A10 What time of day is it? (1 mark)
- (a) morning
- (b) afternoon
- (c) evening
- A11 In the room can you see (1 mark)
- (a) more doors than windows?
- (b) more windows than doors?
- (c) the same number of windows and doors?
- A12 One man has a picture on his desk. What is it a picture of? (1 mark)
- (a) his car
- (b) his house
- (c) his family

**SECTION A CONTINUED**

A13 There is a woman coming into the room. Is the drinks machine (1 mark)

(a) on her left?

(b) in front of her?

(c) behind her?

A14 How many telephones can you see that are not being used? (1 mark)

(a) none

(b) two

(c) three

A15 What is not in the picture? (1 mark)

(a) floor

(b) walls

(c) stairs

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

A16 A woman is coming into the room. What is she carrying? (2 marks)

**Answer** \_\_\_\_\_

A17 Is there a filing cabinet in the room? (2 marks)

**Answer** \_\_\_\_\_

A18 What is round in the picture? (2 marks)

**Answer** \_\_\_\_\_

A19 How many desks in the room have computers on them? (2 marks)

**Answer** \_\_\_\_\_

A20 How many computers also have a printer on the desk? (2 marks)

**Answer** \_\_\_\_\_

A21 Is there a waste paper bin in the part of the room you can see? (2 marks)

**Answer** \_\_\_\_\_

## SECTION A CONTINUED

A22 What could be made of wood in the picture? (2 marks)

**Answer** \_\_\_\_\_

A23 How can you tell that this room is not on the ground floor or bottom floor of the building? (2 marks)

**Answer** \_\_\_\_\_

A24 What can you see outside the window? (2 marks)

**Answer** \_\_\_\_\_

A25 What in the picture could the people use during a break time? (2 marks)

**Answer** \_\_\_\_\_

**(Total 35 marks)**

## SECTION B

Katia Kern is the Manager of the Sales Department of a large company, Kingfisher Products. She is now in her office and a woman called Anna Parise has come into the room. Anna is the secretary of Mr John Wilson, the Managing Director of the company.

Katia: Hello Anna. It's nice to see you. I haven't seen you for some time.

Anna: Hi Katia. You're right. I don't think I've seen you this month. I've been very busy.

Katia: I hear that your boss, Mr Wilson, is going to retire. We will miss him.

Anna: Yes, he is going to retire. He tells me that he wants to spend more time with his family.

Katia: Is it true that he is seventy years old?

Anna: (laughing) I can't tell you that I'm afraid, but he has worked for Kingfisher Products for almost fifty years.

Katia: I hope we can say "goodbye" to him. We all respect him very much; he is always very pleasant to everyone.

Anna: He is very popular and that is why he wants to visit each department next week to thank the staff.

Katia: Well, as you know, some of my staff spend a lot of time out of the office.

Anna: Yes I do know that. That's why I have spoken to you first. Could you please ask your staff which mornings they are in the office next week? Mr Wilson will visit you when most of your staff are in. He can't visit you after lunch as he has a meeting every afternoon next week.

Katia: Oh yes, I can do that. I will speak to all my staff and send you a memo to tell you which is the best morning.

Anna: Thanks very much Katia. I must go now but I hope that I'll see you soon.

**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.**

		<b>TRUE</b>	<b>FALSE</b>
B1	Katia, Anna and Mr Wilson work for Kingfisher Products.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B2	Kingfisher Products is a small company.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B3	Katia and Anna spoke on the telephone.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B4	Katia is pleased to meet Anna.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B5	Anna and Katia have not met this month.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B6	The staff in the Sales Department like Mr Wilson.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B7	Mr Wilson wants to visit the Sales Department on one afternoon next week.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B8	Katia's staff spend all their time in the office.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B9	Katia is going to speak to her staff about meeting Mr Wilson.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B10	Anna is going to send Katia a memo.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)
B11	Anna hopes to see Katia again soon.	<input type="checkbox"/>	<input type="checkbox"/> (1 mark)

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

B12 What is Anna Parise's job? (3 marks)

**Answer** \_\_\_\_\_

B13 How long has Mr Wilson worked for Kingfisher Products? (3 marks)

**Answer** \_\_\_\_\_

B14 Why do the Sales Department staff respect Mr Wilson? (3 marks)

**Answer** \_\_\_\_\_

B15 Why can't Mr Wilson visit the Sales Department after lunch on any day next week? (3 marks)

**Answer** \_\_\_\_\_

B16 What is the job of Anna's boss? (3 marks)

**Answer** \_\_\_\_\_

**SECTION B CONTINUED**

B17 What is Anna not able to tell Katia? (3 marks)

**Answer** \_\_\_\_\_

B18 Why does Mr Wilson want to retire? (3 marks)

**Answer** \_\_\_\_\_

B19 What is Katia going to ask her staff? (3 marks)

**Answer** \_\_\_\_\_

**(Total 35 marks)**

**SECTION C**

There are ten staff in Katia’s department. Katia asks them which mornings next week they are free to meet Mr Wilson. These are their replies:

	Name of Staff	Monday	Tuesday	Wednesday	Thursday	Friday
1	Katia Kern	Free	Free	Free	Free	Free
2	Ines Barroncos	Not free	Not free	Free	Not free	Not free
3	Joachim Segan	Not free	Free	Not free	Free	Not free
4	Ozlem Guler	Not free	Not free	Free	Not free	Free
5	Luigi Tatti	Free	Not free	Free	Not free	Free
6	Laura Kier	Not free	Free	Not free	Not free	Not free
7	Martin Braun	Not free	Not free	Free	Not free	Not free
8	Tim Asch	Free	Not free	Not free	Free	Not free
9	Julius Tambo	Not free	Not free	Free	Not free	Free
10	Tetsuya Sanaki	Free	Not free	Free	Not free	Not free

Katia would also like to tell Anna that she will arrange for some drinks and refreshments to be available at 10 a.m. Her staff will also give Mr Wilson a present but Anna should not tell him about this.

Use this information to write a memo that Katia could send to Anna about which is the best morning.. Use the memo form below.

<p><b>MEMORANDUM</b></p> <p><b>To:</b></p> <p><b>From:</b></p> <p><b>Date:</b></p> <p><b>Subject:</b></p>
---

**You may continue to write your memo here.**

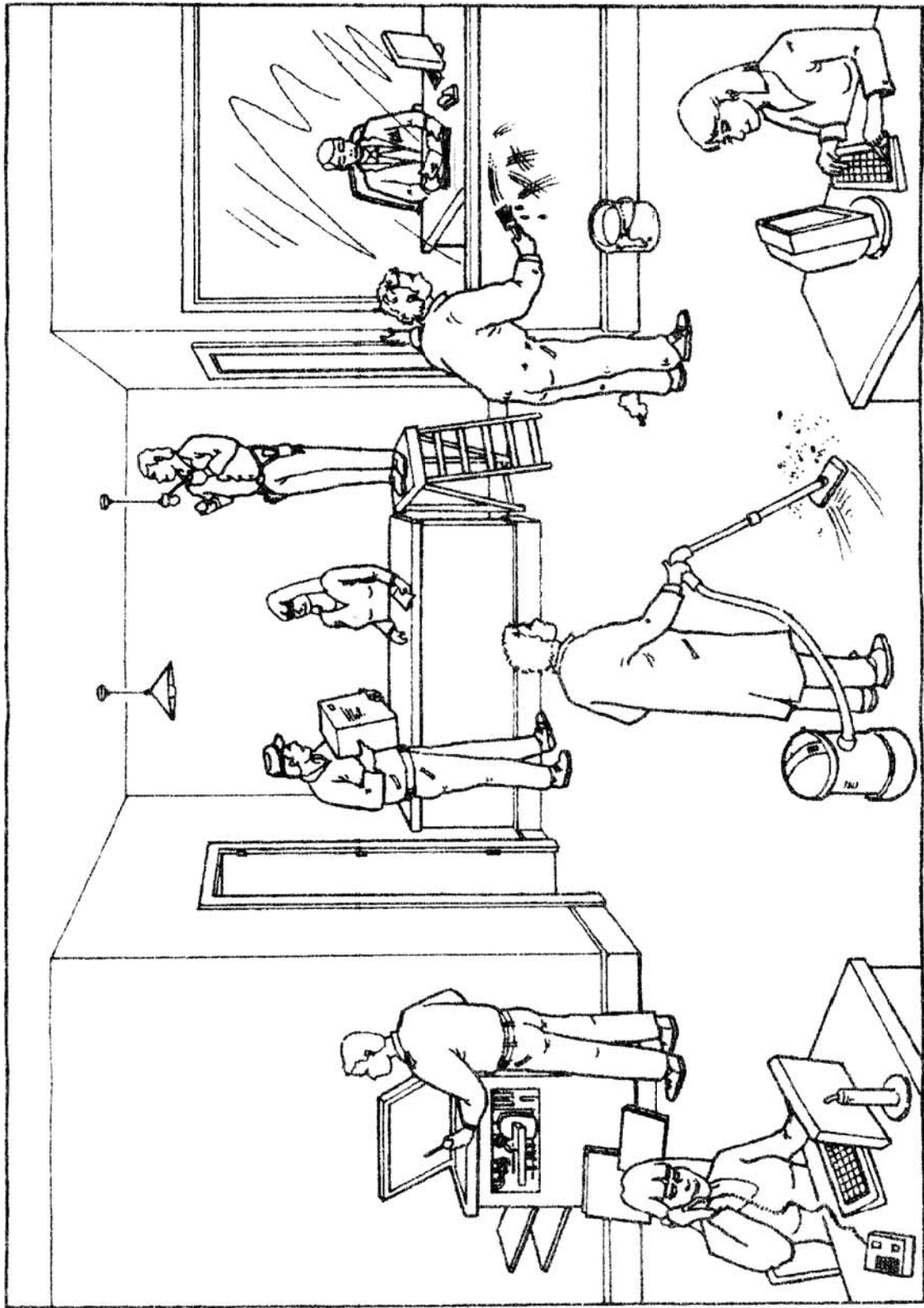
A large, empty rectangular box with a thin black border, intended for the student to write their memo. It occupies most of the page's vertical space.

**(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 are most people in the picture doing? (1 mark)

(a) talking

(b) working

(c) running

A2 How many people can you see in the picture? (1 mark)

(a) four

(b) seven

(c) nine

A3 How many people are sitting? (1 mark)

(a) two

(b) three

(c) five

A4 What is the man wearing a hat doing? (1 mark)

(a) delivering a box

(b) cleaning the floor

(c) repairing a machine

A5 A woman at the bottom right desk is typing on a computer.  
What else is on her desk? (1 mark)

(a) a telephone

(b) a book

(c) nothing

A6 A man is painting a wall. What is he holding in his right hand? (1 mark)

(a) a brush

(b) paper

(c) nothing

**SECTION A CONTINUED**

- A7 Of the two doors in the room, which is seen to be open? (1 mark)
- (a) none of them
- (b) the door on the right
- (c) the door on the left
- A8 Who is working in the small office? (1 mark)
- (a) a man
- (b) a woman
- (c) no-one
- A9 How many lights are in the room? (1 mark)
- (a) none
- (b) one
- (c) two
- A10 Who is repairing the light? (1 mark)
- (a) a postman
- (b) an electrician
- (c) a woodworker
- A11 Which of the following is not in the picture? (1 mark)
- (a) a floor cleaning machine
- (b) a desk
- (c) a waste-paper basket
- A12 How many windows can you see in the picture? (1 mark)
- (a) one
- (b) two
- (c) four

**SECTION A CONTINUED**

A13 Which man is leaning against a wall? (1 mark)

(a) the man cleaning the floor

(b) the man painting

(c) the man repairing the photocopy machine

A14 Which of these is often found in an office, but is not in the picture? (1 mark)

(a) a car

(b) a tree

(c) a filing cabinet

A15 What does the picture show? (1 mark)

(a) a busy office

(b) a meeting room

(c) a factory

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

A16 Are there more men or women in the picture? (2 marks)

**Answer** \_\_\_\_\_

A17 A man is cleaning the floor. What is he wearing? (2 marks)

**Answer** \_\_\_\_\_

A18 Why can the staff not use the photocopy machine? (2 marks)

**Answer** \_\_\_\_\_

A19 A woman is holding a telephone. Which of her hands is it in? (2 marks)

**Answer** \_\_\_\_\_

A20 A man is repairing a light. What is he standing on? (2 marks)

**Answer** \_\_\_\_\_

A21 Name one thing in the picture that is probably made of glass? (2 marks)

**Answer** \_\_\_\_\_

## SECTION A CONTINUED

A22 Only one man is sitting. What is he doing? (2 marks)

**Answer** \_\_\_\_\_

A23 Who could be saying "I would like to give this to Mr Smith"? (2 marks)

**Answer** \_\_\_\_\_

A24 One woman is standing. Where is she? (2 marks)

**Answer** \_\_\_\_\_

A25 Why can you not tell what time it is in the picture? (2 marks)

**Answer** \_\_\_\_\_

**(Total 35 marks)**

## SECTION B

Vera Alves is a secretary. She works for the Production Director of a large company, Mr Claude Peddi. It is now Monday morning and Vera is in her office. A visitor has arrived in the office. He is called Mr George Todd.

Vera: Hello, can I help you?

Mr. Todd: Hello, it's Vera, isn't it? I'm George Todd. We met when I visited Mr Peddi last month.

Vera: Ah yes. I remember. You are from G T Engineering Company, aren't you?

Mr. Todd: Quite right. You've got a good memory. Is Mr Peddi here today?

Vera: No, he's not, I'm afraid. He is visiting a supplier in Bridgetown today. He'll be back tomorrow.

Mr. Todd: I see, well perhaps you can help me. I've an appointment to see Mr Peddi on Friday morning. We are going to talk about the new printing equipment.

Vera: It was an early appointment, I think.

Mr. Todd: Yes it was nine o'clock, but I can't see him in the morning now. I hope I can see him later in the day.

Vera: Unfortunately I forgot to bring Mr Peddi's diary from his office, but I think he has some free time later in the day.

Mr. Todd: It would be very helpful if you could cancel the morning appointment and arrange one for later. I'm free all afternoon.

Vera: Yes, I'll do that. Can I give you a ring to let you know the new time?

Mr. Todd: No, I'll ring Mr Peddi later in the week. He can let me know the time.

Vera: Right. Is there anything else I should tell him?

Mr Todd: You can let him know that we've tested the new equipment and it is working well. I'll tell him all about this when we meet.

Vera: I'll check Mr Peddi's diary and send him a memo.

Mr Todd: Thank you Vera. 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.**

		<b>TRUE</b>	<b>FALSE</b>	
B1	Vera and Mr Todd are speaking on the telephone.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B2	Mr Peddi's first name is Claude.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B3	Vera does not remember who Mr Todd is.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B4	Mr Peddi and Mr Todd met last week.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B5	Vera is good at remembering things.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B6	Mr Todd has an appointment to see Mr Peddi on Friday.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B7	Vera and Mr Peddi work for a small company.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B8	Mr Peddi will return to his office tomorrow.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B9	Vera is going to write a memo to Mr Todd.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B10	Mr Peddi has no free time on Friday.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)
B11	Mr Todd was grateful to Vera.	<input type="checkbox"/>	<input type="checkbox"/>	(1 mark)

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

B12 What time of day is it when Vera speaks to Mr Todd? (3 marks)

**Answer** \_\_\_\_\_

B13 What is Claude Peddi's job? (3 marks)

**Answer** \_\_\_\_\_

B14 For which company does Mr Todd work? (3 marks)

**Answer** \_\_\_\_\_

B15 Where is Mr Peddi when Vera speaks to Mr Todd? (3 marks)

**Answer** \_\_\_\_\_

B16 Where is Mr Peddi's diary when Vera speaks to Mr Todd? (3 marks)

**Answer** \_\_\_\_\_

B17 How will Mr Todd know the time of the new appointment? (3 marks)

**Answer** \_\_\_\_\_

**SECTION B CONTINUED**

B18 When will Mr Todd give Mr Peddi the information about the new equipment? (3 marks)

**Answer** \_\_\_\_\_

B19 What time was Mr Todd's appointment with Mr Peddi before it was changed? (3 marks)

**Answer** \_\_\_\_\_

**(Total 35 marks)**

