

IELTS GENERAL READING PRACTICE PAPER

QUESTION 1

Test 1: Section One

Read the text below and answer questions 1-8.

16-25 Rail Cards

About the Card:

1/3 off rail fares and so much more...

There's every reason to be happy if you're aged 16 to 25, because with this Railcard you'll enjoy 1/3 off rail fares when you go by train. Here's what you need to know:

- The Railcard costs just £30. So after three or four trips, the card will have paid for itself. And over a year, you could save an average of £192.
- Your 16-25 Railcard will save you 1/3 off a wide range of tickets.

A quick check to make sure you're eligible...

16-25?

If you're between 16 and 25 years old, you're eligible. In this case, you can buy your Railcard online using a valid debit or credit card, a valid UK driving license or international passport, and a digital passport-style photo for uploading. It will then be delivered for free within 5 working days.

A mature student?

To be eligible as a mature student and buy a 1-year Railcard, you will need:

- To be attending a recognised college or university, for over 15 hours a week, at least 20 weeks a year (Unfortunately, Open University, distance learning and part-time courses do not qualify).
- To have the mature student section of the 16-25 Railcard application form completed by your College or University.

- Have an NUS card or College/University photocard as proof of identity.

Get more for your money

If you're between 16 and 25, and you know you're going to be doing a lot of travelling over the next 3 years, why not buy a 3-year Railcard instead? It costs just £70, saving you £20 on the price of three 1-year Railcards. What's more you can get a 3-year 16-25 Railcard right up until the day before your 24th birthday.

Minimum Fares & Time Restrictions

A £12 minimum fare applies for journeys starting between 4.30am-10am Monday to Friday excluding Advance Fares. This minimum fare does not apply on Public Holidays or throughout July and August.

Journeys that commence at 10:00 will receive the Railcard discount

If you travel regularly between 04:30 and 10:00 Monday to Friday, to work or your place of study for instance, a weekly or monthly season ticket could be the best way for you to save money. Railcards do not give discounts on season tickets.

Remember, not every ticket type is available for every journey that you might want to make, so it's always best to check before booking. And be sure to read the full terms and conditions for using your Railcard.

Questions 1 - 8

Complete the sentences below.

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

1. Having a rail card will mean your fares will be reduced by
2. The card should pay after several trips
3. Your debit or credit card, and UK driving license or international passport must be
4. Mature students at are not eligible for the card.
5. A may be a better choice if you plan to do many trips over 3 years.
6. At certain times of year the is not applicable
7. There is no reduction in price available for
8. It is advisable to because there is no guarantee you can purchase the type of ticket you require.

Read the text below and answer questions 9-14.

Buying the Rail Card:

Online

The quickest and easiest way to buy is right here online. All you need is:

- A valid passport or UK driving licence to verify your identity
- A digital passport-style photo saved to your computer, tablet or mobile phone
- A debit or credit card

What happens next?

We aim to dispatch your Railcard within one working day of you ordering it, but it's probably best to allow up to five working days for your 16-25 Railcard to arrive. It'll be sent out free of charge by First Class post, but if you prefer, you have the option to pay for Special Delivery.

You'll need the physical Railcard with you to be able to get a discount on your rail ticket, so be sure to leave enough time before your journey for the Railcard to reach you. If you need to travel straight away, you're better off buying a 16-25 Railcard over the counter at your local staffed station.

At a staffed station ticket office

You can buy a 16-25 Railcard at any staffed station ticket office or National Rail-licensed Travel Agent. The main advantage of this is that you can do it on the day you are travelling.

If you're applying at a station for the first time you'll need to complete an application form here (you can pick this up at the station) and bring either of the following:

- Your birth certificate
- Passport (all nationalities accepted)
- UK driving licence
- National identity card

You'll also need:

- A passport-size photo
- Proof of eligibility if applying as a mature student

If you're renewing your Railcard, you'll need to fill in the application form, and take your existing Railcard and Photocard. These are automatically accepted as proof of your age. If you are renewing an online Railcard at a station you will need proof of age as above.

Once you've bought your Railcard at a station, you can then register it online. This will make it easier for you to renew or buy other cards online.

By phone

You can get your Railcard over the phone. Call our telesales service on 0345 3000 250 (0700hrs to 2200hrs every day except Christmas Day). Calls cost no more than calls to geographic numbers (01 or 02). Please note, you'll also need to submit your photo via email.

Questions 9-14

Do the following statements agree or disagree with the information given in the text?

TRUE	<i>If the statement agrees with the information</i>
FALSE	<i>If the statement contradicts with the information</i>
NOT GIVEN	<i>If there is no information on this</i>

9. The travel card should not take more than 5 working days to arrive once ordered.
10. You can still travel and get the discount on your first trip if your railcard has not arrived.
11. A benefit of applying at a station office is that staff can help you with the form.
12. At least two pieces of identification are required the first time you apply.
13. A current railcard and photocard can be used as evidence of age when renewing a rail card.
14. If you apply by phone you can talk to a customer sales representative.

QUESTION 2

Write the correct number i-x in the boxes below.

There are more headings than sections so you will not use them all.

Managing the health and safety of seating in the workplace

A. Workstation design should be based on a careful assessment of all aspects of the job to ensure that each task can be carried out safely, comfortably and as efficiently as possible. A well-designed workstation allows the worker to be seated at a comfortable height and position in relation to the work.

B. Finding the best kinds of chairs for employees can involve carrying out user trials. For example, people of different shapes and sizes could try out a sample seat for a period. Some suppliers may be willing to supply seating on approval. Nevertheless, it is recommended that employees and safety representatives are consulted on any changes to be made to the workplace or workstation, and this includes seating.

C. To ensure that seating is safe and has a good service life, it must be treated properly. It is bad practice to put undue pressure on the armrests by sitting on them, or leaning too heavily over them. Rocking backwards and forwards may cause damage or cause the seat to become unsafe. Employers need to ensure that seating remains in a clean, safe condition, checking seating regularly for signs of damage or excessive wear.

D. Employers need to be able to spot the signs that suggest seating is uncomfortable. Simply asking employees if their seat is comfortable is sometimes enough to assess whether a problem exists. It is better for employers to take the initiative in providing suitable seating, and not wait until complaints are received or until workers take time off with back pain. Employees also need to play their part by telling their employers if seating is unsuitable or unsafe.

E. Employers need to ensure that work is organised to allow people to be seated wherever possible. In some circumstances, however, sitting may not be possible, for instance where work has to be done over a large area or where constant handling of heavy objects cannot be avoided. In this case, employers need to ensure that workers take adequate rest breaks and that suitable comfortable seating is provided during those breaks.

F. Particular arrangements or design may need to be taken into consideration for some employees so that a disabled person is not at any substantial disadvantage compared with a non-disabled person. For instance, workers using wheelchairs may need to have the workstation access widened and the height of their workstation modified and pregnant workers may require seating that can be adjusted without requiring awkward, bent postures.

G. Employers must make sure they have assessed any dangers or possible harm in the workplace, including seating. This involves identifying hazards and deciding whether enough has been done to prevent harm to people. Achieving this involves certain steps that employers can take such as looking for the hazards, deciding who might be harmed, evaluating the dangers, and recording the findings.

List of Headings:

- i. Prevention is better than cure
- ii. Dealing with complaints
- iii. Seating maintenance
- iv. How to do a risk assessment
- v. Adaptations for pregnant employees
- vi. Should people sit or stand?
- vii. Planning the workstation
- viii. Individuals with special needs
- ix. Selection of seating
- x. Taking a break

15. Section A
16. Section B
17. Section C
18. Section D
19. Section E
20. Section F
21. Section G

Questions 22-28

Complete the sentences below.

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

NHS Hospital Job Interview Guidelines for Managers

Interview Process

All candidates should receive at least 7 days' notice of the interview. Hiring Managers should provide interview details to the Human Resources (HR) department in a timely way so that applicants can be well prepared for interview.

All interview panels should have at least two members to ensure objectivity. The chair of the interview panel will normally be the Appointing Manager. Where interviews for specialist or

senior clinical positions take place, the Appointing Manager may wish to include an outside assessor. At least one member of the interview panel must have attended recruitment and selection training.

The interview panel should meet at least 20 minutes prior to the interview to discuss the structure of the interview and the questions each panel member will ask. Depending on the seniority of the post, interviews should last between 30-60 minutes. If any other method of selection (e.g. a test) or a tour has been arranged, candidates will be notified in the interview letter.

Interviews should take place in a quiet room away from ringing phones and disruptions. Panel members should ensure other members of their department/colleagues know they are interviewing so that they are not interrupted.

The HR Department will circulate the interview papers to all panel members electronically at least two working days before interviews are due to take place, unless alternative arrangements have been made. Managers should ensure they have checked the relevant documents such as passport, NI number, and any qualification certificates before the candidate leaves.

Note taking

It is vital to have a written record of what took place during an interview to avoid final assessments being subjective, to help remember candidates and to compare candidates answers. At least one member of the panel should take notes during the interview. Candidates should be told at the start of their interview that notes will be taken.

Panel members will also have the Interview Report Form against which they can determine whether or not individuals have or have not met the essential and desirable criteria from the person specification.

Appointment Process

Although it is recommended that the panel reach a consensus on their decision to appoint, ultimately the decision resides with the Appointing Manager.

The completed Interview Decision Form should be sent with all notes, selection test information, interview questions and the application forms to the HR Department.

Upon receipt of the documentation the HR team one working day later will issue a conditional offer of employment, subject to employment checks to the candidate.

22. It is important to have more than one person on the interview panel so is maintained

23. If alternative selection methods are to be used, the candidate must be in advance

24. All the interview documents should be distributed to panel members by the prior to the interviews
25. Taking notes is beneficial because it means that the panel will be able to the responses given by candidates
26. The ensures members can assess whether the essential and desirable criteria were met
27. The final appointment not with the panel but with the Appointing Manager
28. Any offer of work will be on the successful candidate passing the employment checks