



ENGLISH PROFICIENCY TEST READING 2



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READING TEST 2

READING PASSAGE 1

Read Section 1 and answer Questions 1–14

EMERGENCY PROCEDURES

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This applies to all persons on the school campus

In cases of emergency (e.g. fire), find the nearest teacher who will: send a messenger at full speed to the Office OR inform the Office via phone ext. 99.

PROCEDURE FOR EVACUATION

1. Warning of an emergency evacuation will be marked by a number of short bell rings. (In the event of a power failure, this may be a hand-held bell or siren.)
2. All class work will cease immediately.
3. Students will leave their bags, books and other possessions where they are.
4. Teachers will take the class rolls.
5. Classes will vacate the premises using the nearest staircase. If these stairs are inaccessible, use the nearest alternative staircase. Do not use the lifts. Do not run.
6. Each class, under the teacher's supervision, will move in a brisk, orderly fashion to the paved quadrangle area adjacent to the car park.
7. All support staff will do the same.
8. The Marshalling Supervisor, Ms. Randall, will be wearing a red cap and she will be waiting there with the master timetable and staff list in her possession.
9. Students assemble in the quad with their teacher at the time of evacuation. The teacher will do a head count and check the roll.
10. Each teacher sends a student to the Supervisor to report whether all students have been accounted for. After checking, students will sit down (in the event of rain or wet pavement they may remain standing).

11. The Supervisor will inform the Office when all staff and students have been accounted for.
12. All students, teaching staff and support personnel remain in the evacuation area until the All Clear signal is given.
13. The All Clear will be a long bell ring or three blasts on the siren.
14. Students will return to class in an orderly manner under teacher guidance.
15. In the event of an emergency occurring during lunch or breaks, students are to assemble in their home-room groups in the quad and await their home-room teacher.

Questions 1-8

Complete the sentences below.

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

Write your answers in boxes 1–8 on your answer sheet.

1. In an emergency, a teacher will either phone the office or _____.
2. The signal for evacuation will normally be several _____.
3. If possible, students should leave the building by the _____.
4. They then walk quickly to the _____.
5. _____ will join the teachers and students in the quad.
6. Each class teacher will count up his or her students and mark _____.
7. After the _____, everyone may return to class.
8. If there is an emergency at lunchtime, students gather in the quad in _____ and wait for their teacher.

Read the texts below and answer Questions 9–14

Community Education

SHORT COURSES: BUSINESS

Business Basics

Gain foundation knowledge for employment in an accounts position with bookkeeping and business basics through to intermediate level; suitable for anyone requiring knowledge from the ground up.

Code B/ED011

16th or 24th April 9am–4pm

Cost \$420

Bookkeeping

This course will provide students with a comprehensive understanding of bookkeeping and a great deal of hands-on experience.

Code B/ED020

19th April 9am–2.30pm (one session only so advance bookings essential)

Cost \$250

New Enterprise Module

Understand company structures, tax rates, deductions, employer obligations, profit and loss statements, GST and budgeting for tax.

Code B/ED030

15th or 27th May 6pm–9pm

Cost \$105

Social Networking – the Latest Marketing Tool

This broad overview gives you the opportunity to analyse what web technologies are available and how they can benefit your organisation.

Code B/ED033

1st or 8th or 15th June 6pm–9pm

Cost \$95

Communication

Take the fear out of talking to large gatherings of people. Gain the public-speaking experience that will empower you with better communication skills and confidence.

Code B/ED401

12th or 13th or 14th

July 6pm–9pm

Cost \$90

Questions 9–14

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

In boxes 9–14 on your answer sheet, write

TRUE if the statement agrees with the information

FALSE if the statement contradicts the information

NOT GIVEN if there is no information on this

9. Business Basics is appropriate for beginners.

10. Bookkeeping has no practical component.

11. Bookkeeping is intended for advanced students only.

12. The New Enterprise Module can help your business become more profitable.
13. Social Networking focuses on a specific website to help your business succeed.
14. The Communication class involves speaking in front of an audience.

READING PASSAGE 2

Read Section 2 and answer Questions 15–21

BENEFICIAL WORK PRACTICES FOR THE KEYBOARD OPERATOR

(A) Sensible work practices are an important factor in the prevention of muscular fatigue; discomfort or pain in the arms, neck, hands or back; or eye strain which can be associated with constant or regular work at a keyboard and visual display unit (VDU).

(B) It is vital that the employer pays attention to the physical setting such as workplace design, the office environment, and placement of monitors as well as the organisation of the work and individual work habits. Operators must be able to recognise work-related health problems and be given the opportunity to participate in the management of these. Operators should take note of and follow the preventive measures outlined below.

(C) The typist must be comfortably accommodated in a chair that is adjustable for height with a back rest that is also easily adjustable both for angle and height. The back rest and sitting ledge (with a curved edge) should preferably be cloth-covered to avoid excessive perspiration.

(D) When the keyboard operator is working from a paper file or manuscript, it should be at the same distance from the eyes as the screen. The most convenient position can be found by using some sort of holder. Individual arrangement will vary according to whether the operator spends more time looking at the VDU or the paper – whichever the eyes are focused on for the majority of time should be put directly in front of the operator.

(E) While keying, it is advisable to have frequent but short pauses of around thirty to sixty seconds to proofread. When doing this, relax your hands. After you have been keying for sixty minutes, you should have a ten-minute change of activity. During this spell it is important that you do not remain seated but stand up or walk around. This period could be profitably used to do filing or collect and deliver documents.

(F) Generally, the best position for a VDU is at right angles to the window. If this is not possible then glare from the window can be controlled by blinds, curtains or movable screens. Keep the face of the VDU vertical to avoid glare from overhead lighting.

(G) Unsatisfactory work practices or working conditions may result in aches or pain. Symptoms should be reported to your supervisor early on so that the cause of the trouble can be corrected and the operator should seek medical attention.

Questions 15–21

The text on the next page has seven sections, A–G.

Choose the correct heading for each section from the list of headings below.

Write the correct number, i–x, in boxes 15–21 on your answer sheet.

List of Headings

- i. How can reflection problems be avoided?
- ii. How long should I work without a break?
- iii. What if I experience any problems?
- iv. When is the best time to do filing chores?
- v. What makes a good seat?
- vi. What are the common health problems?
- vii. What is the best kind of lighting to have?
- viii. What are the roles of management and workers?
- ix. Why does a VDU create eye fatigue?
- x. Where should I place the documents?

15. Section A _____

16. Section B _____

17. Section C _____

18. Section D _____

19. Section E _____

20. Section F _____

21. Section G _____

ANSWERS

Each question correctly answered scores 1 mark. Correct spelling is needed in all answers.

1. Send a messenger
2. Short bell rings
3. Nearest staircase
4. Quadrangle
5. Support staff
6. The roll
7. All clear signal
8. Home-room groups
9. True
- 10.False
- 11.Not given
- 12.Not given
- 13.False
- 14.True
- 15.vi
- 16.viii
- 17.v
- 18.x
- 19.ii
- 20.i
- 21.iii