

SECTION A

1 SPELLING

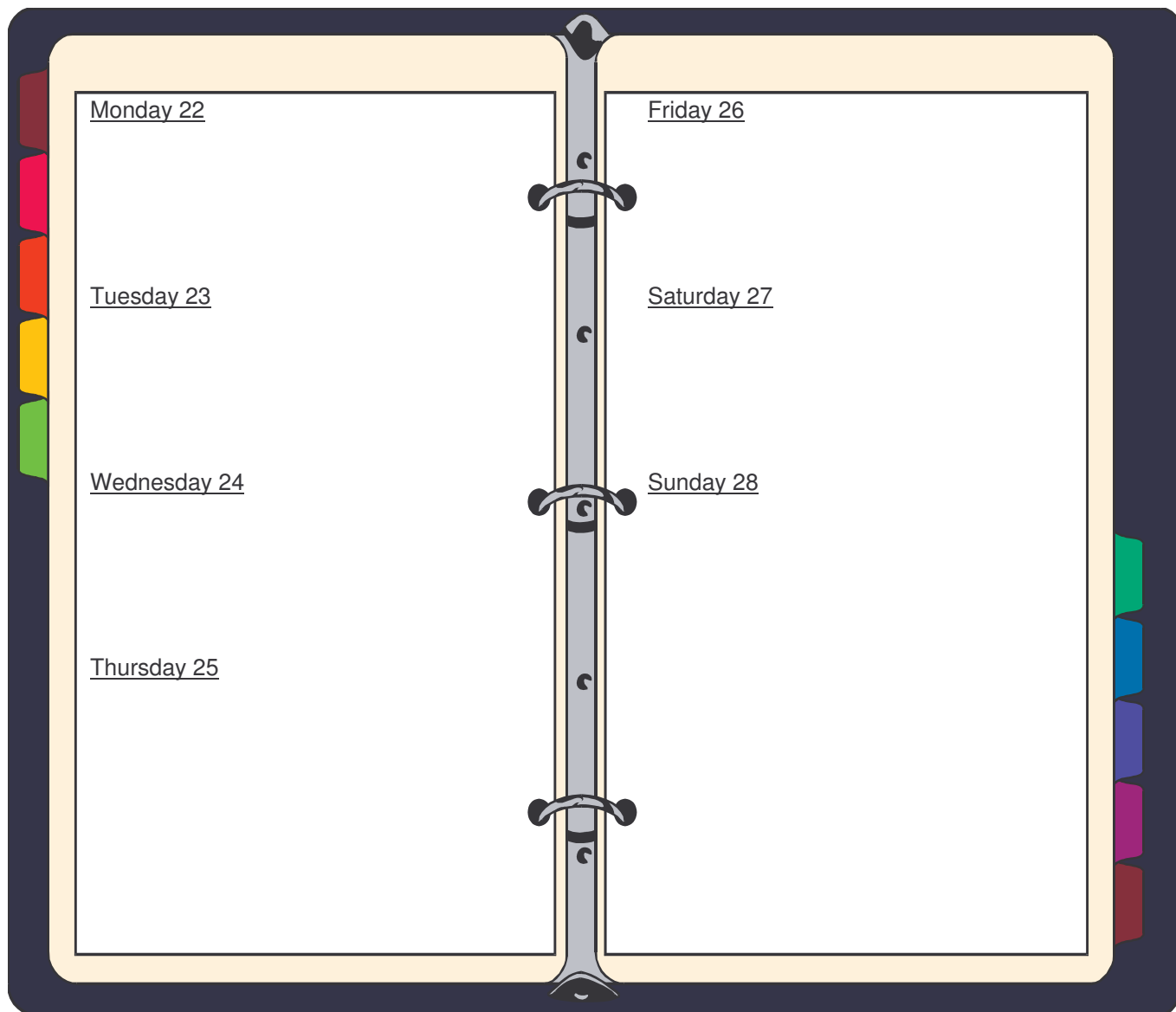
You will hear twenty sentences. One word from each sentence will be repeated. Write the repeated word against the correct number in the space provided. If you wish to make an alteration please use the right-hand column.

	SPELLING	ALTERATION if needed
1
2
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(20 marks)

2 LISTENING COMPREHENSION

Look at the diary. Listen carefully to the message and carry out the instructions. You will hear the message twice.



(10 marks)

SECTION B

3 READING COMPREHENSION

Read this passage carefully in order to complete the sentences which follow with an appropriate word or phrase.

SHOPPING WITH THE ELECTRONIC PURSE

The use of both credit and debit cards has grown tremendously over the last twenty years. The chief problem with these cards, however, is that it is impossible to use them to make small, everyday purchases, such as the lunchtime sandwich or the daily paper.

New technology, however, has allowed plastic cards to be fitted with a microchip that is credited with money and used at terminals that deduct the relevant amount. Thus we have the cashcard or the electronic purse.

Debit cards in particular have been promoted for their inherent convenience. The amount spent is deducted immediately. If there are insufficient funds in the account, the transaction will not be completed.

They are as good as cash and quicker than cheques and they stop you spending beyond your means. But what no plastic card has been able to do, until recently, is cope with minor transactions such as buying a parking ticket. Today we are witnessing the development of the electronic purse.

A pilot scheme is being introduced in Britain which will issue 55,000 cards combining debit and credit card facilities. More than 1,500 retailers and vending machines have the terminals for the transactions in an exercise that is part of the programme to introduce the cards worldwide.

Any electronic purse process must be simple. The new card has to be credited with money, and up to £50 can be transferred from the cardholder's debit or credit account. New cards are also sold ready credited with a certain amount of cash.

To pay, the user inserts the card into a terminal on the shop counter. The shopkeeper keys in the purchase amount, which appears on a display panel. If the customer agrees with the amount, he or she pushes a button and the sum is deducted from the card. The balance on the card can be read at a shop terminal or through a hand-held reader. The new card is intended mainly for purchases under £5 and is accepted at newsagents' and other shops, car parks and fast food outlets.

It is important to note that cards of this nature are, in effect, cash. A stand-alone card, with no credit or debit facility, has no link to a specific user, and so, if it is lost or stolen, it cannot be cancelled. However, the cards are extremely difficult to replicate, so the threat from counterfeiters is thought to be minimal.

These cards are yet another step in the search for safe, easy access to cash, without any security risk.

- 1 The development of plastic cards over the last two decades has meant that
and are now used much less frequently.

- 2 The electronic purse can deal with transactions, not possible with other
plastic cards.

- 3 The chief advantage of the debit card over the credit card is that it
.....

- 4 New cards may be bought ready, or cash may be transferred
.....

- 5 Before a transaction is completed, agreement must be reached between

- 6 and are just two of the outlets where these cards may
be used.

- 7 It is believed that the less cash in circulation, the greater the for the
general population.

(10 marks)

4 SYNTAX

In the following passage there are TEN unmarked errors of grammar or syntax. Underline the errors and write the corrections in the space provided. An example has been given.

In the last two years everything has gone good
 and we of increased our profits by £3000. We
 accomplished this by publishing less books, but
 selling them for a greatest price, which increased
 our earnings for new books. We also reduce the
 number of staff. These measures mean that our
 expenses have fell to a lower level than ever
 before. In view of the good work what the
 accountant did we really feel that we are overcoming
 the depression. As a result of this improvements
 we believe we can think about expansion in the
 business. With this in mind we have thought of
 several measure we would like to put through
 quick. There are still a lot of work to be done.

(20 marks)

5 VOCABULARY

Write the correct word, in the space provided, to complete each sentence. Make your choice from the words that follow each sentence.

- 1 The secretary should have to all the records.
(access/excess)
- 2 What will the new manager play?
(role/roll)
- 3 The plan offered a -edged investment.
(gilt/guilt)
- 4 He is in danger of going bankrupt.
(imminent/ eminent)
- 5 Losing his job put him in circumstances.
(straightened/straitened)
- 6 In a crisis it is difficult to make a decision.
(rational/rationale)
- 7 The new building was located in the centre of town.
(cite/site)
- 8 We must a new procedure for registering students.
(devise/device)
- 9 They stayed calm despite danger.
(impending/pending)
- 10 The building was to the ground.
(razed/raised)

(10 marks)

6 PUNCTUATION

Re-write the following passage, providing appropriate punctuation.

when we enquired about our holiday the travel agents clerk said you will travel to london by express coach then fly to bangkok the cost of the holiday will include ten nights half board accommodation

(15 marks)

7 PROOF-READING (A)

In the first table there are no typographical errors. In the second one there are FIVE. Identify each error exactly on the second table by putting a circle around it.

EXAMPLE: £1 234 £1 243

Do NOT correct the errors.

CORRECT VERSION

SAVE DIRECT INSTANT				
Amount you invest	Annual % Gross	Annual % Net	Monthly % Gross	Monthly % Net
£50,000+	8.10	6.48	7.85	6.28
£25,000+	7.90	6.32	7.65	6.12
£10,000	7.85	6.28	7.60	6.08

Rates are variable and include an interest bonus of 0.25% gross guaranteed until 1.8.99.

INCORRECT VERSION

SAFE DIRECT INSTANT				
Amount you invest	Annual % Gross	Anual % Net	Monthly % Gross	Monthly % Net
£50,000+	8.10	6.48	7.85	6.28
£25,000+	7.90	6.23	7.65	6.12
£15,000	7.85	6.28	7.60	6.08

Rates are variable and include an interest bonus of 0.25% gross guaranteed until 1.8.99.

(5 marks)

8 PROOF-READING (B)

In the letter below there are TEN errors. Identify each error exactly by putting a circle around it.

EXAMPLE: co^ompetition.

Do NOT correct the errors.

LH/DT

Date as postmark

Mr G R Foulds
14 Priory Road
YORK
YK1 1TR

Dear Mr Fould

I wanted to give you advance notice that I shall be moving on to a new position at the Lancaster branch with effect from 9 December

I shall be very sorry to leave york, as I have very much enjoyed my time here. However, I am looking forward to the challenges the new position will bring.

My successor, Richard Harris, will be taking over from 9 December. The rest of of the team here remain unchanged and you will, of course, continue to receive the same level of service you always have.

Should you require any assistance in the meantime, please do not hesitate to contact us.

Yours Sincerely

Lisa Holden
Manager

(10 marks)

END OF EXAMINATION