English for Business Communication Sample Reading Comprehension 60 20 minutes marks

Mark or write your answers on the task sheet first. Then copy your answers on the Answer Sheet.

Read the following texts and answer the questions.

Text 1

At your service

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The Ivy offers a valet parking service to all its evening guests. The process is smooth and effortless for the incredible price of £15. The service runs from 6pm, Monday to Saturday and is available to all diners at The Ivy. Just drop off your vehicle on the corner of West and Litchfield Street($\mathbf{1}$).

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The Uplands Hotel is set amongst Britain's finest countryside with breathtaking views in a relaxing atmosphere. Enjoy light lunches, afternoon teas, a delicious fresh a la carte menu and the highly recommended weekend carvery. Why not dine in the quiet, idyllic gardens,(2).

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When you open a personal deposit account with us, we require that you present two pieces of personal identification. The documents you present must be original and valid. We can refuse your request to open a personal deposit account for certain legal reasons,(3).

IV

Since our furniture is flat-packed, you can take your goods home today in your car and enjoy them right away. If you'd prefer, we can arrange home delivery at a reasonable rate. Visit the home delivery desk at the Customer Service area after check out......(4).

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Nobody does river cruises better than Uniworld – its unforgettable boutique cruises along the great waterways of Europe, Russia and Egypt redefine luxury cruising. You can appreciate premium all-inclusive value on all European itineraries – unlimited alcoholic and non-alcoholic drinks onboard and Wi-Fi are complimentary......(5).

I Complete the texts with the missing parts. Choose from list A-F. You will not need one part. Capitals have been removed from sentence heads.

- A) it all adds up to a first-class service
- B) but if we do, we'll inform you about this in writing
- C) available now in selected retailers
- D) and let the 'car jockeys' take care of the rest
- E) or extend your stay and book into one of the rooms
- F) we also offer a van hire service 24/7

Text 2

I'm doing my manager's job, with triple the work and no extra money

In 2015, my manager \dots (6) the company. Shortly after, somebody else \dots (7) him. Since he was new and needed to learn the tasks, I took over most of my old manager's \dots (8) which significantly added to my workload.
It has been almost nine months and I am still doing all(9) tasks. My workload has tripled I did receive one(10) rise before my new manager started, but that would have been the normal amount for my regular responsibilities.
I thought that the additional tasks would be temporary until the new manager(11) I(12) extremely stressed all the time. Our company's Human(13) manager is not very helpful either. What(14) I do? Should I(15) the matter with the Chie

Executive?

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6.	A) leave	B) left	C) has left
7.	A) replaced	B) rented	C) reported
8.	A) duties	B) exercises	C) lessons
9.	A) this	B) these	C) that
10.	A) price	B) fee	C) pay
11.	A) hired	B) arrived	C) employed
12.	A) am	B) have	C) have got
13.	A) Results	B) Responses	C) Resources
14.	A) need	B) have to	C) shall
15.	A) speak	B) discuss	C) chat

Boxing Day sales: Where can I find all the best deals and bargains?

These days, the Boxing Day (26th December) sale slides into January, which means you've got plenty of time to find yourself a bargain. In fact, deals are almost always better in the Boxing Day sales than in the Black Friday pre-Christmas sales. What you tend to get in the January sales is discounts climbing up to 75 per cent for the stuff that hasn't gone.

What are the best deals? Like with Black Friday, the Boxing Day and January sales are a great opportunity for shoppers to get their hands on all sorts of electrical appliances, healthy and beauty products, clothes and more for a fraction of the price.

Last year Amazon had more than 5000 offers available with an average of 35 per cent off prices. John Lewis opens on the 27th, having closed its doors for Boxing Day, to give employees more time to spend with their families. Thanks to the retailer's year long price match promise, the team at John Lewis will match the price of anything you find cheaper at one of its competitors.

What are the opening times of major stores? Different stores have different Christmas opening times, so you'll have to check the operating hours of your local store's website to confirm.

III. $\frac{8}{5}$ Give the required information in a maximum of 3 words taken from the text.

Notes
Department store sales starting on Boxing Day are better because you have(16)
products to look for are (give 2 examples):
(17) and
(18)
name of store whose employees get an extra day off:(19)
advice on store opening times:(20)

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KEY

Text 1				
1.	D			
2.	E			
3.	В			
4.	F			
5.	A			
Text 2				
6.	В			
7.	A			
8.	A			
9.	В			
10.	C			
11.	В			
12.	A			
13.	C			
14.	C			
15.	В			
Text 3				
16.	more time to shop/ more time for shopping			
17.	bármelyik kettő: electrical appliances/ healthy products/ beauty products/ clothes/ health and beauty products			
18.	John Lewis			
19.	check (store's) website			
20.	more time to shop/ more time for shopping			