

(Vocabulary Review)**Part 7 Practice Test (1)**

Questions 196 – 200 refer to the following advertisement, letter and email.

We seek a junior solicitor at our London-based office.

Position requires proven ability to deal effectively within the field of commercial law.
At least three years' experience in a law firm preferred.

Send your résumé, salary requirements and a list of referees
to Jonathan Gill, HR Manager,
Rose, Guy & Archibald Solicitors,
45 Camomile Street,
London EC1 5RT

**Rose, Guy & Archibald Solicitors
45 Camomile Street
London
EC1 5RT**

28th September, 2011

Dear Mr. E. Longley,

Re: Reference Request for Mr. Terry Unwin

Our company recently interviewed Mr. Terry Unwin for the position of junior solicitor at our London-based office. We are very interested in offering Mr. Unwin the position, and it is company policy to request references for all prospective employees. Mr. Unwin listed you as one of his referees, and we would greatly appreciate a reference from you. In particular, it would be very helpful if you could address the following.

Mr. Unwin stated he worked at your firm for 3 years, first in the position of assistant clerk, and then as legal executive and finally as junior solicitor. He also said that he had some limited experience during this time of assisting senior solicitors at court. Could you kindly verify these statements and add any comments you have?

In addition, we would like to have your opinion of Mr. Unwin's aptitude for law and also his professionalism and commitment to the career. In particular, if you could comment on his time-keeping, written skills and ability to work with others, it would be most appreciated.

You can reply to me in writing at the above address or by email to jonathon.gill@roseguy.co.uk. I look forward to hearing from you.

Yours sincerely,

J Gill

Jonathon Gill
HR Manager, Rose, Guy & Archibald Solicitors

To: jonathon.gill@roseguy.co.uk
From: edward-longley@crowneandking.com
Date: 3 October 2011
Subject: Reference for Mr. Terry Unwin

Dear Mr. Gill,

Thank you for your letter dated 28th September, 2011 concerning a reference for Mr. Terry Unwin. First, I can confirm that Mr. Unwin worked at Crowne and King for 3 years, first as an assistant clerk, and later as a junior solicitor, although in between these two posts, he also worked in our archive department for a few months.

It took Mr. Unwin a little time to find his feet, but once settled he excelled as an assistant clerk. He worked very diligently in the archive department and updated part of our filing system.

When promoted to junior solicitor, Mr. Unwin's exemplary record continued and he became a valuable member of our legal team, working well with others. He displayed an acute skill for legal practice, and showed a particular interest in commercial law. At all times he was professional and punctual. Mr. Unwin did not write many reports for me personally, so I do not feel I can comment on his written work. However, I do not think he would be inadequate in this area.

If you have any further questions, do not hesitate to contact me again.

Yours sincerely,
Ed Longley

196. Who is Mr. E. Longley?

- (A) A work colleague of Jonathon Gill
- (B) A friend of Terry Unwin
- (C) Terry Unwin's former boss
- (D) A co-worker of Terry Unwin

197. Which role did Mr. Unwin undertake for the least time at Crowne and King?

- (A) Assisting in court
- (B) Junior solicitor
- (C) Working in the archives
- (D) Assistant clerk

198. In the email, the word “updated” in paragraph 2, line 2, is closest in meaning to

- (A) rescheduled
- (B) refreshed
- (C) improved
- (D) modernized

199. Why does Mr. Longley not commend Mr. Unwin’s written skills?

- (A) His written skills are poor
- (B) His written work was private
- (C) Mr. Longley did not see enough of his reports
- (D) He never wrote any reports

200. What will Jonathon Gill probably do now?

- (A) Ask Mr. Longley many more questions
- (B) Offer Mr. Unwin a job
- (C) Enroll Mr. Unwin on a writing course
- (D) Not contact Mr. Unwin further

• Part 4: PRACTICE QUESTIONS**Practice 1**

1. What is the purpose of the announcement?
 - (A) To introduce a speaker
 - (B) To report changes to the schedule
 - (C) To welcome Professor Newt
 - (D) To summarize the conference objectives

2. When will Professor Newt speak?
 - (A) At 11 A.M.
 - (B) At 11 P.M.
 - (C) At 3 A.M.
 - (D) At 3 P.M.

3. What does the speaker suggest listeners do?
 - (A) Go to conference hall B
 - (B) Meet Professor Newt later today
 - (C) Check a noticeboard for information
 - (D) Talk to Dr. Bryant

Practice 2

4. Who is the advertisement most likely for?
 - (A) Automobile Repair companies
 - (B) Vehicle drivers
 - (C) Machine operators
 - (D) Businessmen

5. What does the speaker say about the company's team?
 - (A) It is larger than other teams
 - (B) It has more experience than other teams
 - (C) It is cheaper than other teams
 - (D) The team is trained by specialists

6. How are listeners invited to respond to the advertisement?
 - (A) By emailing the company
 - (B) By telephoning someone
 - (C) By visiting a store
 - (D) By completing a questionnaire

3. DICTATION

1. The company is an experienced accountant.
2. I'm afraid the problems you mention are in the system.
3. If persist, seek medical advice.
4. There are views about what caused the accident.
5. The exhibition paintings by important local artists.

4. HOMEWORK (Vocab)

1. A design flaw caused the engine to explode.
2. The sales assistants are trained to deal with customer complaints in a friendly manner.
3. His performance exceeded our expectations.
4. The printer is jammed again.
5. The business moved to premises in Orchard Road.