

# CONTENTS

Introduction 4

## TEST ONE

### Paper 1

Part 1	7
<i>Further Practice</i>	9
Part 2	11
Part 3	13
<i>Further Practice</i>	15
Part 4	17

### Paper 2

Part 1	19
<i>Further Practice</i>	20
<i>Formal letter</i>	21
Part 2	23
<i>Further Practice</i>	
<i>Essay</i>	24

### Paper 3

Part 1	25
Part 2	27
<i>Further Practice</i>	28
Part 3	30
<i>Further Practice</i>	31
Part 4	33
Part 5	34

### Paper 4

Part 1	35
<i>Further Practice</i>	36
Part 2	38
Part 3	39
Part 4	40
<i>Further Practice</i>	41

### Paper 5

Part 1	43
Part 2	44
Part 3	44
Part 4	44
<i>Further Practice</i>	
<i>Parts 1-4</i>	45

## TEST TWO

### Paper 1

Part 1	48
Part 2	50
<i>Further Practice</i>	52
Part 3	53
Part 4	55
<i>Further Practice</i>	57

### Paper 2

Part 1	59
<i>Further Practice</i>	
<i>Article</i>	60
Part 2	61
<i>Further Practice</i>	
<i>Reference</i>	62
<i>Review</i>	64

### Paper 3

Part 1	65
<i>Further Practice</i>	67
Part 2	69
Part 3	70
Part 4	71
<i>Further Practice</i>	72
Part 5	74
<i>Further Practice</i>	75

### Paper 4

Part 1	77
Part 2	78
<i>Further Practice</i>	79
Part 3	80
<i>Further Practice</i>	81
Part 4	84

### Paper 5

Part 2	85
Part 3	85
Part 4	85
<i>Further Practice</i>	
<i>Parts 3-4</i>	86

## TEST THREE

### Paper 1

Part 1	87
Part 2	89
<i>Further Practice</i>	91
Part 3	93
Part 4	95

### Paper 2

Part 1	97
<i>Further Practice</i>	
<i>Report</i>	98
Part 2	100
<i>Further Practice</i>	
<i>Informal letter</i>	101

### Paper 3

Part 1	102
Part 2	104
Part 3	105
Part 4	106
Part 5	107

### Paper 4

Part 1	108
Part 2	109
Part 3	110
Part 4	111
<i>Further Practice</i>	112

### Paper 5

Part 2	113
Part 3	113
Part 4	113

## TEST FOUR

### Paper 1

Part 1	114
Part 2	116
Part 3	118
Part 4	120

### Paper 2

Part 1	122
<i>Further Practice</i>	
<i>Proposal</i>	123
Part 2	124
<i>Further Practice</i>	
<i>Information sheet</i>	125
<i>Letter of application</i>	126

### Paper 3

Part 1	129
Part 2	131
Part 3	132
Part 4	133
Part 5	134

### Paper 4

Part 1	135
Part 2	136
Part 3	137
Part 4	138

### Paper 5

Part 2	139
Part 3	139
Part 4	139

Writing Mark <b>Scheme</b>	128
Paper 5 Visual material	140
Sample answer sheets	155

CD Track listing	159
Key and explanation	161
Listening scripts	182