

Listen to the conversation between the same student and the Student Counsellor.

Questions 6 – 10

Complete the Counsellor's notes.

Use **NO MORE THAN THREE WORDS** for each answer.

Student Name: Jack LARASSY	
Current Job	Possible Future Job
<ul style="list-style-type: none"> - working as a (6) - studying part-time 	<ul style="list-style-type: none"> - research at university
Likes	Advantages
<ul style="list-style-type: none"> - the satisfaction - the six week summer holiday 	<ul style="list-style-type: none"> - (8) teaching - increase in pay - would still have (9) - professionally beneficial
Dislikes	Disadvantages
<ul style="list-style-type: none"> - badly behaved students - lazy students - insufficient (7) 	<ul style="list-style-type: none"> - (10) working - extra travel time

SECTION 2: QUESTIONS 11 – 20

Questions 11 – 13

Choose the correct letter from **A – C** for each answer.

- 11** The problem that Constable Gray describes is
- A** women being robbed.
 - B** thieves stealing bags from international tourists.
 - C** Darlington residents being robbed.
- 12** It is difficult to chase the thieves because
- A** they catch their victims by surprise.
 - B** they choose older victims.
 - C** the victims find it difficult to run as fast as the thieves.
- 13** The police have caught
- A** only two of the thieves.
 - B** none of the thieves yet.
 - C** almost all of the thieves.

Questions 14 – 15

Choose **TWO** letters from **A – E**.

- 14 & 15** Police advise the group of students to
- A** chase the thieves if it is safe.
 - B** be more careful where they place their bags.
 - C** avoid shopping alone in the area.
 - D** avoid carrying too much money with them.
 - E** use credit cards as much as possible.

Questions 16 – 20

Complete the following notes using **NO MORE THAN THREE WORDS** for each answer.

If robbed, you should contact your (16) or Darlinghurst Police Station with the following details:

- your full name
- your contact telephone number
- time of the incident
- location of the incident, for example, nearest (17) or name of (18)

• (19) of item that was stolen.

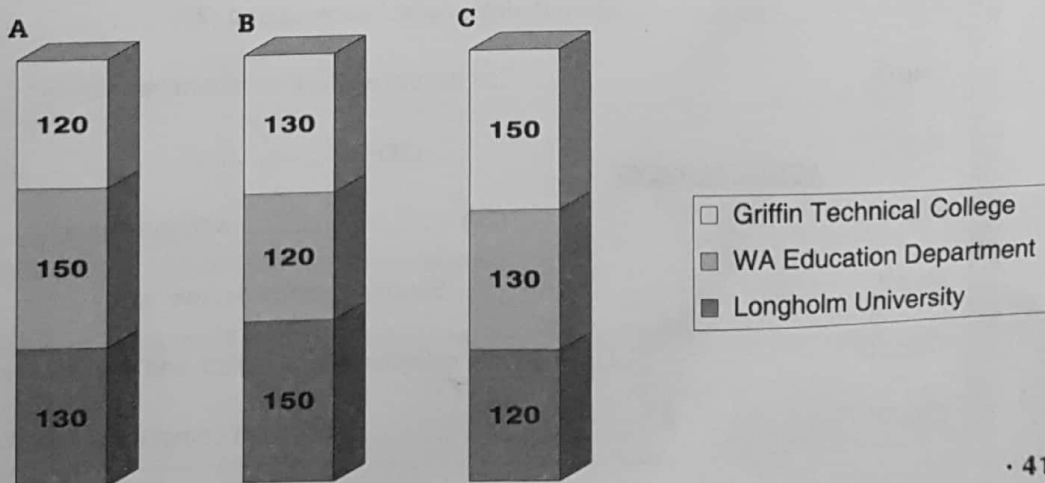
Prevent illegal use of credit cards by (20) as soon as possible after the theft.

SECTION 3: QUESTIONS 21 – 30

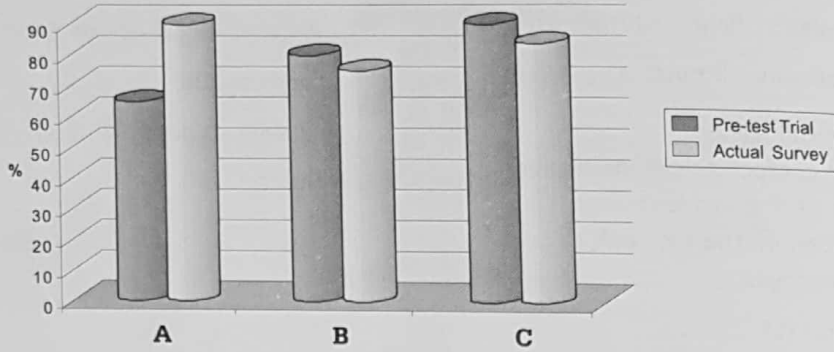
Questions 21 – 25

Choose the correct letter from **A – C** for each answer.

- 21 What is the purpose of Jane and Rick's meeting with the tutor?
- A** to collate information from their assignments
 - B** to follow the correct procedure for the report
 - C** to check on details of the report
- 22 What work still needs to be completed before doing the presentation?
- A** conducting the actual questionnaire survey
 - B** collating data from the questionnaire and writing the report itself
 - C** analyzing the information gathered in the questionnaire
- 23 Which chart (**A, B** or **C**) shows the correct distribution of the 400 surveys Jane and Rick handed out?



- 24 Why did Jane and Rick survey international students from three different institutions?
 A They didn't want to limit their responses to Longholm.
 B There weren't enough international students at Longholm.
 C They could access students of different ages at other institutions.
- 25 Which illustration (A, B or C) best shows the rates of responses in the pre-test and actual survey?



Questions 26 – 30

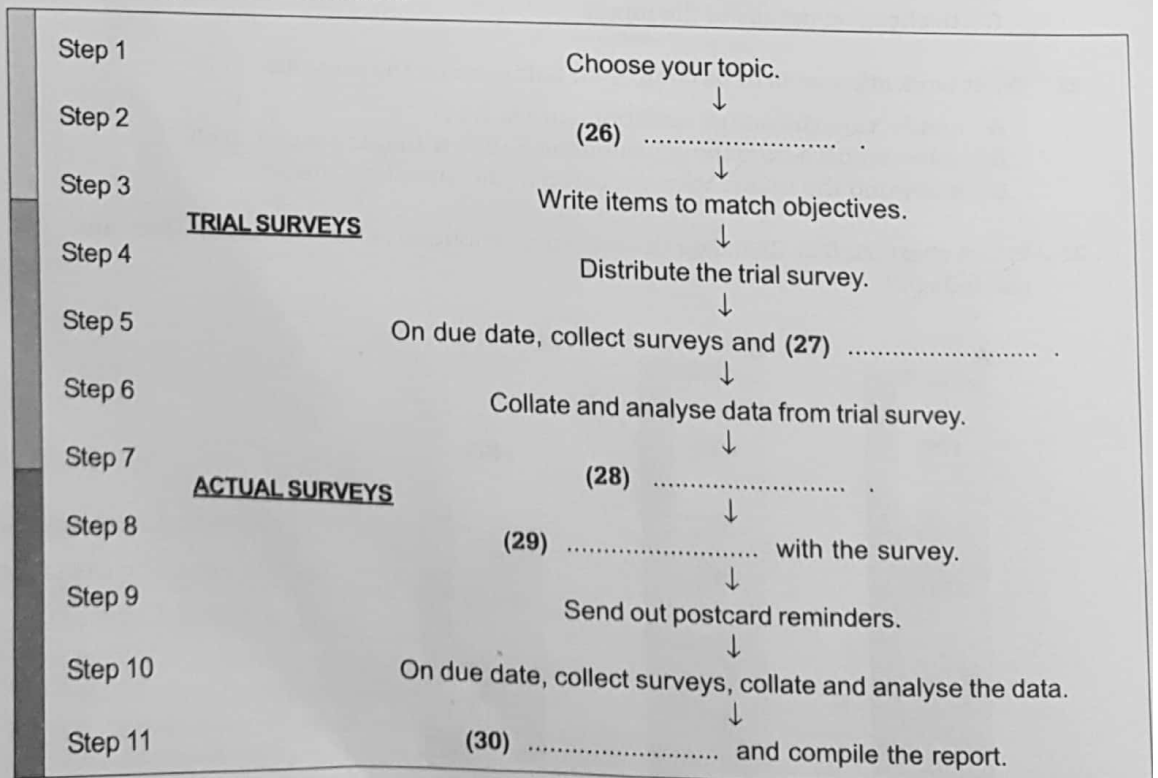
Complete the following flow chart. Insert the steps A – F given in the box below.

NOTE: there are more steps than you will need.

STEPS:

- | | | | |
|---|------------------------------------|---|--------------------------------|
| A | Distribute transmittal letter | E | Present pre-test trial results |
| B | Rewrite unclear items | F | Draw conclusions |
| C | Compile trial survey report | G | Set objectives |
| D | Send reminders for overdue surveys | | |

Steps for Survey and Presentation:



SECTION 4: QUESTIONS 31 – 40

Questions 31 – 34

Complete the summary below.

Use **NO MORE THAN THREE WORDS** for each answer.

PROJECT MANAGEMENT	
Last week's definition of project management:	
Project Management has	
• a clear (31)	
• goals, budget and (32)	
A project can be divided into (33)	
The subject of today's lecture is (34)	

Questions 35 – 39

Complete the table below.

Use **NO MORE THAN THREE WORDS** for each answer.

Elements of Stage 2	Considerations
Budget Planning	– most challenging element – try to plan (35)
Allocation of Time	– dependent on (36) – (37) used to identify tasks and schedules in units of work
(38)	– outlined in tender documents – help for this element can be obtained from (39) Manager

Question 40

Complete the sentence below.

Use **NO MORE THAN THREE WORDS** for the answer.

40 The three elements of Stage 2 will be examined in more depth in

