



ACTIVITY SHEET

EPISODE 14: GENERAL TRAINING READING

Practise and consolidate your learning about the General Reading Test by completing our activities. Remember to refer to the Study Notes for this episode if you need help.

The answers for **all** activities are on the last page.

ACTIVITY 1

Use the skills and strategies for short answer questions to answer questions 1-6 below which are based on Reading Passage Section 1: *CAREER OPPORTUNITIES*, that's on the following page.

SECTION 1

Questions 1-6

Look at the index for career opportunities in the given newspaper excerpt on the following page and answer the questions below.

Choose **NO MORE THAN TWO WORDS AND/OR A NUMBER** from the reading passage for each answer.

Write your answers in boxes 1-6 on your answer sheet.

1. In which newspaper are the jobs advertised?
2. On what page can you find a job in the travel industry?
3. What is the deadline for placing an ad for the Saturday and Sunday edition?
4. Which number can you ring to place an ad without being charged for the call?
5. On what page can you find a job for a computer analyst?
6. What is the method of payment for placing an ad?



READING PASSAGE – SECTION 1

CAREER OPPORTUNITIES

THE DAILY COURIER January 11, 2010

www.careeropportunities.com.au

accounting	2	interstate & overseas jobs	13
administration & office support	2	IT & telecommunications	14
architecture & city planning	3	legal	16
banking & finance	4	management	17
community services	5	marketing	18
education	6	PR & media	20
engineering & manufacturing	8	property & real estate	21
government: local	9	sales & retail	22
hospitality & tourism	10	training services	24
HR & recruitment	12	transport	25

To place an advertisement

Email classifieds@dailycourier.com

Phone 9876 1234 Fax 9877 4321 Toll-free 1 800 061 551

Deadlines

Thurs 7pm for Sat & Sun; Fri 5pm for Mon; 5pm day prior for Tues – Fri

Credit Cards

Mastercard, Visa, Amex, Bankcard



ACTIVITY 2

The following set of questions (numbers 7-17) is based on **Reading Passage Section 2 - OFFICE MANAGER** on the following page. Use the skills and strategies for each specific question type from the **Study Notes** to practise answering these questions.

SECTION TWO QUESTIONS 7-17

Questions 7-9

Choose the correct letter **A**, **B** or **C**.

Write your answers in boxes 7-9 on your answer sheets.

7. According to information in the job description, the employer is ...
- A continuing to expand and grow in Greenfield.
 - B looking for an eager and career-focused employee.
 - C seeking an energetic employee who lives in Greenfield.
8. According to information in the job description, the successful candidate would be ...
- A recruiting new staff and training them.
 - B giving presentations and writing newsletters.
 - C in charge and control of the office.
9. According to information in the job description, the applicant must have ...
- A completed university studies with a business focus
 - B university qualifications in business and computer programs
 - C previous experience in management



Questions 10-13

Do the following statements agree with the information given in the reading passage?

In boxes 10-13 on your answer sheet, write:

TRUE if the statement agrees with the information
FALSE if the statement contradicts the information
NOT GIVEN if the information is not given in the passage

10. The salary excludes employer contributions to a pension plan.
11. The Office Manager would be responsible for managing filing systems.
12. Senior managers take responsibility for writing reports on staff performance.
13. The candidate would be selected on his/her ability to troubleshoot.

Questions 14-17

Complete the sentences below.

Choose **NO MORE THAN THREE WORDS AND/OR A NUMBER** from the reading passage for each answer.

Write your answers in boxes 14-17 on your answer sheet.

14. The employer is looking to fill a _____ position.
15. To be successful in the role, the candidate must have excellent organisational, _____ and people skills.
16. The applicant must show evidence of having worked no less than _____ in an office setting.
17. Those applying for the job must respond fully to the _____.



READING PASSAGE – SECTION 2

OFFICE MANAGER

City of Greenfield

Vibrant, modern and energetic, Greenfield with a population of 87,000, is a city of choice and opportunity. The city is experiencing significant growth and expansion, and the Council is leading the way in managing and delivering high quality services to its local community.

An exciting career opportunity exists for an enthusiastic individual with good communication skills, and a proven track record in office administration.

Position Description

Title	Office Manager
Salary (Administrative Officer Level 13)	\$65,500 - \$73,800 per annum (including superannuation contribution)
Employment Status	Permanent Full Time
Position No.	CGC0914

Responsibilities

- running and managing the office
- developing and implementing new administrative systems
- managing administrative staff
- delegating work to staff and managing office workload
- writing reports for senior management, including reports on service and staff performance
- promoting staff development and training
- assisting senior management in the preparation of presentations and newsletters

Key Selection Criteria

- demonstrated high level organisational skills
- demonstrated ability to manage performance and motivate people
- well developed interpersonal and communication skills
- ability to identify and provide solutions to a range of administrative issues
- friendly, proactive and flexible approach in carrying out duties

Qualifications

- tertiary level qualifications in business, office management or related field
- at least five years experience working in a similar environment
- knowledge of and experience with the following computer software: Microsoft Office (Word, Excel, Publisher, Power Point), database programs, e-mail, web browser

Enquiries: John Smith on 9876 5432

Closing Date: 5pm Friday, 1 July

For further information and online applications visit www.greenfield.nsw.gov.au/careers

Applicants **MUST** address all the selection criteria.

Applications by mail:

PO Box 27

Greenfield NSW 2999



ANSWERS ACTIVITY 1

1. Daily Courier
2. 10
3. Thur 7pm
4. 1 800 061 551
5. 14
6. credit card or credit cards

ANSWERS ACTIVITY 2

MULTIPLE CHOICE

7. B
8. C
9. A

TRUE / FALSE / NOT GIVEN

10. False
11. NG
12. False
13. True

SENTENCE COMPLETION

14. permanent full time
15. communication
16. five years
17. selection criteria