

## BEC PRELIMINARY PRACTICE TEST READING QUESTIONS 1 – 45

### PART ONE

#### Questions 1 – 5

- Look at questions 1 – 5.
- In each question, which sentence is correct?
- For each question, mark one letter (**A**, **B** or **C**).

#### Example

**TO:** All staff  
**SUBJECT:** IT Training

Tell your line manager if you wish to attend. Places are for those who have not had IT training this year.

Employees must attend the IT course if

- A** they had IT training earlier in the year.
- B** their line manager wants them to.
- C** they missed the previous IT training.

The correct answer is **C**.

# Intelligent Business

## BEC PRELIMINARY PRACTICE TEST READING PART ONE (cont. ...)

1

All orders delivered free of charge within 3 days.  
For next day delivery, the attached charges apply.

- A There is no delivery charge for any order.
- B You must order your goods 3 days in advance.
- C You must pay to receive goods the following day.

2

Large industrial company  
is looking for graduates to join management team.  
Experience not essential but an advantage.  
Salary negotiable.

Applicants for the managerial position

- A need to have a degree.
- B can expect an excellent salary.
- C must have management experience.

3

**To: All Staff**  
**Subject: Canteen closed next week**

The canteen will be closed for redecoration next week. They will deliver lunches to your offices if you order the day before.

Next week, staff

- A must bring their own lunches to the office.
- B cannot eat their meals in the usual place.
- C must book if they want to eat in the canteen.

## BEC PRELIMINARY PRACTICE TEST READING PART ONE (continued ...)

- 4 **TO: All staff**  
**SUBJECT: Company magazine**

Articles required. Must be in PR office at least one week before issue date. More information on website.

Staff who want to write for the company magazine must

- A contact the PR office for more information.
- B send articles in via the website.
- C finish articles seven days before publication.

5

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Meeting: NEW STAFF ONLY  
Date: Monday, 6 July  
Time: 08.30

Inform your line manager if you are unable to attend.

- A The meeting will allow managers to meet new staff.
- B New staff must attend if their line manager cannot go.
- C There is a meeting for new staff on 6 July.