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PLEASE USE BLOCK CAPITALS

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<td>Sex: Male [ ] Female [ ]</td>
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“MOVING ON”

45 minutes allowed

Attempt as many questions as you can.

Please answer each question in the space provided.

To The Teacher:

Some students may have difficulty in reading or writing.

If you are required to READ part or all of this Paper to the student, write "R" in the box.

If you are required to WRITE DOWN the student's responses, write "W" in the box.

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The material in this paper has been prepared by The Associated Examining Board
Stag Hill House, Guildford, Surrey, GU2 5XJ
A. LIVING AWAY FROM HOME

RENTING A FLAT

You have seen this advertisement in the local newspaper.

Professional person required to share large furnished flat

Non-smoker essential. Own room. No children, no pets.

Rent £80 p.c.m. £50 deposit.

References required.
Apply Box No 123
The Weekly Record
Midtown

1. Write down one way in which the advertisement limits the type of people who would apply for the flat.

(1 mark)

2. What does "£80 p.c.m." mean?

(1 mark)

3. What are the advantages to the tenant of having a rent book?

(1 mark)
4. If a bill is said to be "quarterly" it arrives... (E4) Leave this margin blank
   (a) every four weeks? ☐
   (b) four times per year? ☐ Tick the correct box
   (c) every four months? ☐
   (d) every calendar month? ☐ (1 mark)

5. Name one risk against which you should insure your home. (E5)
   .......................................................................................................................
   ......................................................................................................................... (1 mark)

6. You see the following abbreviation in the Housing column of your local newspaper, "Oil c.h.". What does it mean? (E6)
   ......................................................................................................................... (1 mark)

7. Give one reason for taking out an insurance policy, for example on your new stereo. (E7)
   ......................................................................................................................... (1 mark)

B. YOU AND THE LAW

Wayne (18) says he was hanging around outside the newsagents, minding his own business, when a young policeman asked him to turn out his pockets. The policeman said he suspected that Wayne was carrying stolen goods. He wasn't. Wayne is now complaining that the policeman had no right to search him.

8. Is this true? (E8)
   ......................................................................................................................... (1 mark)

/Turn Over
   (1 mark)

10. If Wayne wanted to make an official complaint, to whom should he complain?
    (1 mark)

   Tracey (18) rode her motorbike without "L" plates even though she hadn't passed her test. She said she was sorry to the policewoman who stopped her but she's received a summons to appear in court.

11. Must she tell her parents what has happened?
    Yes/No (1 mark)

12. Can she plead guilty by post?
    Yes/No (1 mark)

13. In which type of court will her case be heard?
    (1 mark)

14. Before you are allowed to drive a motor-cycle or car, you must first have insurance. What is "third party" motor insurance?
    (1 mark)

15. If you have your parents' consent, what is the youngest age at which you can get married in Great Britain?
    (1 mark)
16. If you are eating a meal in a public house, at what age can you drink alcohol with it?
(E16) .................................................................
(1 mark)

17. At what age does a child legally become an adult in Great Britain?
(E17) .................................................................
(1 mark)

C. LIFE IN THE COMMUNITY

THREAT TO THE NEIGHBOURHOOD

You read in the local newspaper that a new chemical factory is to be built not far from your house. Obviously you are concerned that there will be no poisonous gases or smoke coming from the factory.
18. To which one local representative could you write for details of the new factory?

(2 marks) .................................................................

(1 mark)

19. How could you find out the name and address of this person?

I could find the address of this person by

(2 marks) .................................................................

(1 mark)

You write your letters and eventually get replies, but you are still worried. In the meantime you hear some of your friends and family say that they too are concerned about the effects of the new factory. After discussing this you all decide to demand some clearer answers to your questions.

20. Make one suggestion as to how you could proceed.

(2 marks) .................................................................

(1 mark)

You must make sure that everyone in your neighbourhood gets to hear about the activities you have planned.

21. How could you set about telling them?

(2 marks) .................................................................

(1 mark)

You and your family will be away from home for two weeks. List two different precautions you should take to protect your home.

(i) (2 marks) .................................................................

(ii) (2 marks) .................................................................

(2 marks)
23. Read the three statements below about getting married. Only one of these statements is true. Tick the box next to the true statement.  

(a) "People without religious beliefs cannot get married in church."  
(b) "A Roman Catholic may not marry a person of a different faith"  
(c) "Registry offices do not require a couple to state their religious beliefs."  

(1 mark)

24. What title is given to those who are elected to local government?  

(1 mark)

25. What is the "electoral register"?  

(1 mark)

26. What tax is used by a local Council to raise money each year from its area?  

(1 mark)

27. If someone calls at your door saying that he/she has been sent by the Council or the Gas Board, what is the first thing you should do?  

(1 mark)
D. APPLYING FOR A JOB

Let us now imagine that you have seen an advertisement for the job of your choice, and that you have written to the firm or organisation concerned. You have been sent an Application Form which is printed below.

28. Complete this Application Form.  

(12 marks)

**APPLICATION FORM**

*(Please complete ALL sections of this form.)*

<table>
<thead>
<tr>
<th><strong>Surname</strong></th>
<th><strong>Title (E28.1)</strong></th>
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<tr>
<th><strong>First name/s</strong></th>
<th><strong>Nationality (E28.2)</strong></th>
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<tr>
<th><strong>Marital status (E28.3)</strong></th>
<th><strong>No. of children</strong></th>
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<tr>
<th><strong>Address and Post Code</strong> (E28.4)</th>
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<tr>
<th><strong>Present occupation (E28.5)</strong></th>
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| **Qualifications gained**  
(with grades)  
AND/OR  
Examinations to be taken  
(specify which) (E28.6) |
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<tr>
<th><strong>Details of any useful experience (E28.7)</strong></th>
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| **Reason for your application**  
(DEPENDED VAR)  
(E28.8)  
(E28.9) AT LEAST 7 PARTS ANSWERED  
(E28.10) ALL PARTS ANSWERED AND NO CROSSING OUT |
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**REFEREE** Give the name and position of a person (other than a member of your family) who has known you for at least three years, and who will support your application.

<table>
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<th><strong>Signed (E28.11)</strong></th>
<th><strong>Date (E28.12)</strong></th>
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</table>
29. When writing for information about jobs, you might be asked to send a "s.a.e.". What is this?

(E29) .......................................................................................... (1 mark)

THE INTERVIEW

The picture shows a young man at an interview for an office job that he hopes to get.

Write down two things you think may be wrong with his attitude or behaviour.

30. (E30) .......................................................................................... (1 mark)

31. (E31) .......................................................................................... (1 mark)

/Turn Over
E. STARTING WORK

32. You were interviewed for a job in a large firm by a member of the Personnel Department. Name one other important job which the Personnel Department does besides giving interviews.

(1 mark)

33. Your new boss gives you a card and tells you that you must "clock in" every day. What does she mean?

(1 mark)

34. Jane says: "We can start work at any time between 8 am and 10 am in the morning and finish between 4 pm and 6 pm." What is the name of this kind of arrangement?

(1 mark)

35. Sharon and Mark have recently started a new job and have been undergoing a period of induction and training. Give an example of the sort of activities arranged for them during this period.

(1 mark)

36. People work for a number of reasons. One is to earn money. Give one other reason.

(1 mark)

37. If you are 16, and you leave school in July, without a job, in which month can you first claim Supplementary Benefit?

(1 mark)
F. OUT OF WORK!

John (17) has lost his job. The firm made him redundant after three months.

38. Is he entitled to redundancy pay?
   Yes/No (1 mark)

39. Will he get unemployment benefit?
   Yes/No (1 mark)

40. Will he get supplementary benefit?
   Yes/No (1 mark)

41. Is he eligible for a place on a Youth Training Scheme?
   Yes/No (1 mark)

42. John would prefer a job again. Where should he go for advice?

G. HOW THE ORGANISATION WORKS

43. Phillip has a job in retailing. What kind of place does he work in?
   (1 mark)

44. Sandra has a job in catering. What kind of place does she work in?
   (1 mark)

45. When a manufacturing company is planning a new product it often carries out "market research" first.

   Name one way in which "market research" can be done.
   (1 mark)
46. Some sections of industry are owned by the state. Tick the state-owned industry named in the list below. \( \text{£4g} \)

<p>| | |</p>
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<tbody>
<tr>
<td>1.</td>
<td>I.C.I.</td>
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<tr>
<td>2.</td>
<td>British Telecom</td>
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(1 mark)

47. Fill in the missing word in the next sentence. \( \text{£47} \)

Chambers of ........................ represent businesses in the local community.

(1 mark)

48. What does it mean if a shop sells goods on “credit”?

\( \text{£4g} \)

(1 mark)

49. What is “interest” on a loan?

\( \text{£49} \)

(1 mark)

50. What do the letters "C.O.D." stand for?

\( \text{£50} \)

(1 mark)

51. Give one reason why firms should take complaints about faulty goods seriously.

\( \text{£51} \)

(1 mark)

52. Sally is a secretary. Her boss, Mr Target, has signed a letter which is now ready for posting. Would Mr Target put the letter in his "in-tray" or his "out-tray" ready for Sally to collect and post?

\( \text{£52} \)

(1 mark)

Many companies are introducing new technology.

Name one advantage and one disadvantage for the employer.

53. Advantage for employer ...........................

(1 mark)
54. Disadvantage for employer ...........................................

\[(\text{E51})\] .................................................................

\[(1 \text{ mark})\]

The management of some firms spend a great deal of money producing a glossy staff magazine.

55. Give one reason why they do this.

\[(\text{E55})\] .................................................................

\[(1 \text{ mark})\]

56. What information might you expect to find in such a magazine?

\[(\text{E56})\] .................................................................

\[(1 \text{ mark})\]

Answer the three questions below about public limited companies and then put a tick against the correct answer.

57. Is a public limited company state owned?

Yes ........ No ........ (\text{E57})

\[(1 \text{ mark})\]

58. Is British Rail a public limited company?

Yes ........ No ........ (\text{E58})

\[(1 \text{ mark})\]

59. Is Marks and Spencer a public limited company?

Yes ........ No ........ (\text{E59})

\[(1 \text{ mark})\]

\[G. \text{ BEING EMPLOYED}\]

\[\text{UNITED BUS WORKERS UNION: NOTICE BOARD}\]

\[\text{EMERGENCY MEETING}\]

1:00 PM TODAY, MARCH 15TH

IN CAFÉ ... TO DISCUSS PROPOSALS FOR DRIVER-ONLY BUSES.

PLEASE MAKE SURE YOU COME ALONG.

\[\text{SALTER UNION SHOP STEWARD}\]

\[\text{PAY RISES}\]

The union has agreed with management that all staff will get a 4% pay rise for next year.

\[\text{ANYONE WHO WISHES TO JOIN THE UNION DARTS TEAM, PLEASE CONTACT P. ARROWS.}\]

\[\text{UNION ELECTIONS}\]

1. \text{SHOP STEWARD}

2. \text{HEALTH AND SAFETY REPRESENTATIVE}

\[\text{YOU HAVE A VOTE: MAKE SURE YOU USE IT!}\]

\[\text{Turn Over}\]
60. June Salters is a shop steward. What does a shop steward do?

61. Look at the notice about union elections. Why do trade unions have "health and safety representatives"?

62. The trade union talks to management about pay. What else do unions discuss with management?

63. What does the term "time and a half" mean?

64. The words "penalty clause" mean
Joe knows that if he and his mates work hard the shipyard will be able to complete the order in time and make a big profit.

65. What is a "profit"?

66. One way a shipyard could make use of its profits would be to pay higher wages. Name one other way profits can be used.

I. BEING SELF-EMPLOYED

John, Peter and Angela are three young people who live in the same road. They all have some work experience but are unemployed at present. They are discussing their future. They decide to start an "odd job" service locally.

67. Name one reason besides making money, why they might want to start their own business.

68. How can they find out how many people are likely to use the "odd job" service?

They can...
69. They have only got £90 in cash between them and the equipment they need costs £150.00.

How could they try and get the equipment? (E79)

They could .................................................................

(1 mark)

70. Give one disadvantage of being self-employed.

(E70)

(1 mark)

Angela's father is a business man so the three friends talk to him about their plans.

71. Why do they need a receipt book?

(E71)

(1 mark)

72. Name two ways they can let people know about their "odd job service".

(i) .................................................................

(E72.1)

(ii) .................................................................

(E72.2)

(2 marks)

END OF TEST

If you have time left over, you should go back and check your answers.