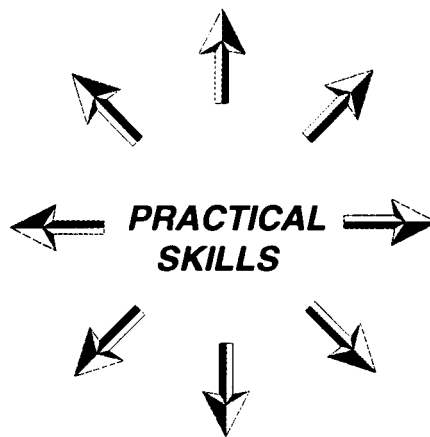


# **Exam Practice and Techniques**

## **Unit 2: Practical Skills**

**Student's File EPT 2.1. Practical Skills Word Web**

## Student's File EPT 2.2.a. How's your maths?

Time = 105 minutes.

1996 Paper E

Task 1      54 Marks      How long? = \_\_\_\_\_

Task 2      25 Marks      How long? = \_\_\_\_\_

Task 3      23 Marks      How long? = \_\_\_\_\_

1995 Paper E

Task 1      41 Marks      How long? = \_\_\_\_\_

Task 2      20 Marks      How long? = \_\_\_\_\_

Task 3      30 Marks      How long? = \_\_\_\_\_

1994 Paper E

Task 1      27 Marks      How long? = \_\_\_\_\_

Task 2      47 Marks      How long? = \_\_\_\_\_

Task 3      21 Marks      How long? = \_\_\_\_\_

1993 Paper E

Task 1      49 Marks      How long? = \_\_\_\_\_

Task 2      18 Marks      How long? = \_\_\_\_\_

Task 3      24 Marks      How long? = \_\_\_\_\_

Remember to leave yourself some time to check your work!

## Student's File EPT 2.2.b. Which question first?

Look at the different papers above and try to decide which order you would have done the tasks in for each year.

1996	1995	1994	1993
1st	1st	1st	1st
2nd	2nd	2nd	2nd
3rd	3rd	3rd	3rd

## Student's File EPT 2.3.

### Reading for the Practical Skills Exam

#### Text 1

#### ***Tiny teen growing***

#### ***XINHUA in Nanjing***

Pocket-sized Zhao Lujun, 17, is walking taller for the first time in 15 years.

Lujun had stopped growing when she was two years old, leaving her 65 centimetres tall and weighing 4.4 kilograms.

Born in 1980 in Tongzhaipu village, Tanghe county, in central Henan province, she was 57 cm long at birth and weighed 3.5 kilograms.

Now, after three months of treatment by a Nanjing hospital doctor, the tiny teenager's height has increased by two centimetres and her weight by 400 grams.

Lujun's course of treatment, which began after a chance meeting with the doctor, involves a blend of Western and traditional Chinese medicines.

She is now 67 cm tall and weighs 4.8 kg. Doctors say that with further treatment she will continue to grow.

(SCMP 28th October)

#### Text 2

<p><b>HONG KONG</b></p> <p>Little confidence: Most people do not believe the selection of the chief executive will be open and fair, according to a survey. Page 5</p> <p>Police rules stay secret: Law Reform Commission suggestions to publicise the internal rules of the police and other law enforcement agencies are rejected by officials. Page 6</p> <p>Cash for schools: Schools which show the greatest improvement could be paid a cash bonus of up to \$90,000 under proposals being drafted by the Education Commission. Page 6</p> <p><b>CHINA</b></p> <p>AIDS assurance: No patients have been infected from an AIDS-contaminated blood product, the Public Health Ministry says. Page 8</p> <p>Poverty battle on: Millions of people are still struggling to get out of poverty in Niujuan, Ningxia. Page 8</p> <p>Wang's dream: Escaped dissident Wang Xizhe says he still wants to join the Kuomintang in Taiwan. Page 11</p> <p>Greed rules cults: Taiwanese media is awash with shocking reports of one religious cult after another caught swindling millions of dollars from their unsuspecting followers. Page 11</p>	<p><b>WORLD</b></p> <p>Missile gap: Russia lacks the safeguards to stop rogue military officers launching nuclear weapons. Page 14</p> <p>Lethal force: Israel's extreme right feels betrayed by Prime Minister Benjamin Netanyahu and could target him for assassination. Page 21</p> <p>Boost for troops: Zaire reinforces its soldiers battling ethnic Tutsis. Page 21</p> <p>Mixed feelings: Brigitte Bardot lambasts ex-husband Jacques Charrier in her memoirs - but newly revealed love letters show she once felt differently. Page 21</p> <p><b>ASIA</b></p> <p>Bishop bid: Moves are under way to win entry to the Philippines for East Timorese Nobel Prize co-winner Bishop Carlos Filipe Ximenes Belo. Page 14</p> <p>Embargo plan: The European Union prepares to place sanctions on Burma. Page 14</p> <p>United stand: Australia's Government and opposition may unite to counter anti-Asian sentiment. Page 16</p> <p>Going it alone: A minority government in Japan is increasingly likely. Page 17</p> <p>Parties outraged: Tamil moderates condemn Sri Lankan army atrocities. Page 18</p>
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**Student's File EPT 2.4.****Reading for the Practical Skills Exam**Text 3

The following free market rates for banknotes, quoted by Dao Heng Bank Limited, Hong Kong, on Friday were:

Country	Currency	per	Buying	Selling
Australia	Dollar	1	6.108	6.158
Austria	Schilling	100	73.10	74.10
Brunei	Dollar	1	5.443	5.473
Canada	Dollar	1	5.0716	5.766
China	Renminbi	1	0.904	0.954
Finland	Markka	1	1.694	1.710
Indonesia	Rupiah	100	0.33	0.37
Macau	Pataca	1	0.93	0.97
New Zealand	Dollar	1	5.423	5.473
Portugal	Escudos	10	0.47	0.52
Saudi Arabia	Riyal	1	1.80	2.2
Singapore	Dollar	1	5.439	5.469
Sri Lanka	Rupee	10	1.00	1.6
Taiwan	Dollar	100	26.00	28.00
Thailand	Baht	100	29.50	31.50
US	Dollar	1	7.715	7.737

**Student's File EPT 2.5. Writing in style**Task 1

Look at the following short extracts from letters and decide which of them could come from a formal letter and which would come from an informal letter.

- A) I am writing to answer allegations made against this department in your newspaper last week.
- B) We had a great time with you last summer. Where are you planning to go this year?
- C) I refer to M. N. Choi's article headlined "MTR needs to have better views" (Daily News, October 21).
- D) Dear James, I apologise for not replying sooner. I have been extremely busy with the new contract for the harbour crossing.
- E) When is Townbus going to start a better service for the residents of Robin's Outlook which it promised to do on November 5?
- F) My dearest Lesley, How are you? I really miss you my darling.
- G) Please give my love to everyone at the old firm. All my love Chris.
- H) I look forward to your prompt reply regarding this matter. Yours faithfully, C. Wong
- I) In answer to your second point I would like to bring your attention to the following facts:
  - 1 The new rail link will bring much needed relief to the coastal highway;
  - 2 The freight service will speed up our port facility;

Task 2

Which of these starts or endings would you use in a formal letter and which in an informal letter?

- |                       |    |                              |
|-----------------------|----|------------------------------|
| A) Dear Sir           | —— | B) My dear Sugar Plum        |
| C) Your loving Kitten | —— | D) Yours faithfully          |
| E) Dear Ms Chan       | —— | F) Dear Mum,                 |
| G) Sir,               | —— | H) Love and kisses           |
| I) Yours sincerely    | —— | J) NAME AND ADDRESS SUPPLIED |

Formal letter \_\_\_\_\_

Informal Letter \_\_\_\_\_

Now can you try to match them up so that you have five pairs with a start and an ending.

**Student's File EPT 2.6.*****The good, the okay and the not so good***

After you have decided on a class list of MUST DO, SHOULD DO and SHOULD NOT DO, write it down here to use as a reference.

MUST DO:

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SHOULD DO:

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SHOULD NOT DO:

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