APPENDIX A
Quick Placement Test (QPT)

Part 1

Questions 1 – 5

- Where can you see these notices?
- For questions 1 to 5, mark one letter A, B or C on your Answer Sheet.

1. Please leave your room key at Reception.
   - A in a shop
   - B in a hotel
   - C in a taxi

2. Foreign money changed here
   - A in a library
   - B in a bank
   - C in a police station

3. AFTERNOON SHOW BEGINS AT 2PM
   - A outside a theatre
   - B outside a supermarket
   - C outside a restaurant

4. CLOSED FOR HOLIDAYS
   Lessons start again on the 8th January
   - A at a travel agent’s
   - B at a music school
   - C at a restaurant

5. Price per night:
   - £10 a tent
   - £5 a person
   - A at a cinema
   - B in a hotel
   - C on a campsite
Questions 6 – 10

- In this section you must choose the word which best fits each space in the text below.
- For questions 6 to 10, mark one letter A, B or C on your Answer Sheet.

**Scotland**

Scotland is the north part of the island of Great Britain. The Atlantic Ocean is on the west and the North Sea on the east. Some people (6) ................. Scotland speak a different language called Gaelic.

There are (7) ................. five million people in Scotland, and Edinburgh is (8) ................. most famous city.

Scotland has many mountains; the highest one is called ‘Ben Nevis’. In the south of Scotland, there are a lot of sheep. A long time ago, there (9) ................. many forests, but now there are only a (10) ................. .

Scotland is only a small country, but it is quite beautiful.

6 A on  B in  C at

7 A about  B between  C among

8 A his  B your  C its

9 A is  B were  C was

10 A few  B little  C lot
Questions 11 – 20

- In this section you must choose the word which best fits each space in the texts.
- For questions 11 to 20, mark one letter A, B, C or D on your Answer Sheet.

Alice Guy Blaché

Alice Guy Blaché was the first female film director. She first became involved in cinema whilst working for the Gaumont Film Company in the late 1890s. This was a period of great change in the cinema and Alice was the first to use many new inventions, (11)................. sound and colour.

In 1907 Alice (12)................. to New York where she started her own film company. She was (13)............... successful, but, when Hollywood became the centre of the film world, the best days of the independent New York film companies were (14)............... . When Alice died in 1968, hardly anybody (15)............... her name.

11 A bringing B including C containing D supporting

12 A moved B ran C entered D transported

13 A next B once C immediately D recently

14 A after B down C behind D over

15 A remembered B realised C reminded D repeated
UFOs – do they exist?

UFO is short for ‘unidentified flying object’. UFOs are popularly known as flying saucers, (16) ............... that is often the (17) ............... they are reported to be. The (18) ............... “flying saucers” were seen in 1947 by an American pilot, but experts who studied his claim decided it had been a trick of the light.

Even people experienced at watching the sky, (19) ............... as pilots, report seeing UFOs. In 1978 a pilot reported a collection of UFOs off the coast of New Zealand. A television (20) ............... went up with the pilot and filmed the UFOs. Scientists studying this phenomenon later discovered that in this case they were simply lights on boats out fishing.

16 A because B therefore C although D so

17 A look B shape C size D type

18 A last B next C first D oldest

19 A like B that C so D such

20 A cameraman B director C actor D announcer
Questions 21 – 40

- In this section you must choose the word or phrase which best completes each sentence.
- For questions 21 to 40, mark one letter A, B, C or D on your Answer Sheet.

21 The teacher encouraged her students ................. to an English pen-friend.
   A should write  B write  C wrote  D to write

22 They spent a lot of time .................. at the pictures in the museum.
   A looking  B for looking  C to look  D to looking

23 Shirley enjoys science lessons, but all her experiments seem to ................. wrong.
   A turn  B come  C end  D go

24 ................. from Michael, all the group arrived on time.
   A Except  B Other  C Besides  D Apart

25 She ................. her neighbour’s children for the broken window.
   A accused  B complained  C blamed  D denied

26 As I had missed the history lesson, my friend went ................. the homework with me.
   A by  B after  C over  D on

27 Whether she’s a good actress or not is a ................. of opinion.
   A matter  B subject  C point  D case

28 The decorated roof of the ancient palace was ................. up by four thin columns.
   A built  B carried  C held  D supported

29 Would it ................. you if we came on Thursday?
   A agree  B suit  C like  D fit

30 This form ................. be handed in until the end of the week.
   A doesn’t need  B doesn’t have  C needn’t  D hasn’t got

31 If you make a mistake when you are writing, just ................. it out with your pen.
32  Although our opinions on many things ................., we’re good friends.
  A  differ       B  oppose       C  disagree     D  divide

33  This product must be eaten ................ two days of purchase.
  A  by          B  before       C  within      D  under

34  The newspaper report contained ................ important information.
  A  many        B  another      C  an          D  a lot of

35  Have you considered ................ to London?
  A  move        B  to move      C  to be moving D  moving

36  It can be a good idea for people who lead an active life to increase their ................. of vitamins.
  A  upturn      B  input        C  upkeep      D  intake

37  I thought there was a ................ of jealousy in his reaction to my good fortune.
  A  piece       B  part         C  shadow     D  touch

38  Why didn’t you ................ that you were feeling ill?
  A  advise      B  mention      C  remark      D  tell

39  James was not sure exactly where his best interests .................
  A  stood       B  rested       C  lay         D  centred

40  He’s still getting ................ the shock of losing his job.
  A  across      B  by           C  over        D  through
Part 2

Do not start this part unless told to do so by your test supervisor.

Questions 41 – 50

- In this section you must choose the word or phrase which best fits each space in the texts.
- For questions 41 to 50, mark one letter A, B, C or D on your Answer Sheet.

The tallest buildings - SKYSCRAPERS

Nowadays, skyscrapers can be found in most major cities of the world. A building which was many
(41) .................. high was first called a skyscraper in the United States at the end of the 19th
century, and New York has perhaps the (42) .................. skyscraper of them all, the Empire
State Building. The (43) .................. beneath the streets of New York is rock,
(44) .................. enough to take the heaviest load without sinking, and is therefore well-suited
to bearing the (45) .................. of tall buildings.

41 A stages B steps C storeys D levels
42 A first-rate B top-class C well-built D best-known
43 A dirt B field C ground D soil
44 A hard B stiff C forceful D powerful
45 A weight B height C size D scale
**SCRABBLE**

Scrabble is the world's most popular word game. For its origins, we have to go back to the 1930s in the USA, when Alfred Butts, an architect, found himself out of (46) \ldots \ldots \ldots \ldots \ldots . He decided that there was a (47) \ldots \ldots \ldots \ldots \ldots for a board game based on words and (48) \ldots \ldots \ldots \ldots \ldots to design one. Eventually he made a (49) \ldots \ldots \ldots \ldots \ldots from it, in spite of the fact that his original (50) \ldots \ldots \ldots \ldots \ldots was only three cents a game.

<table>
<thead>
<tr>
<th></th>
<th>A earning</th>
<th>B work</th>
<th>C income</th>
<th>D job</th>
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<tr>
<th></th>
<th>A market</th>
<th>B purchase</th>
<th>C commerce</th>
<th>D sale</th>
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<td>47</td>
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<table>
<thead>
<tr>
<th></th>
<th>A took up</th>
<th>B set out</th>
<th>C made for</th>
<th>D got round</th>
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<thead>
<tr>
<th></th>
<th>A wealth</th>
<th>B fund</th>
<th>C cash</th>
<th>D fortune</th>
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<tr>
<td>49</td>
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<tr>
<th></th>
<th>A receipt</th>
<th>B benefit</th>
<th>C profit</th>
<th>D allowance</th>
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Questions 51 – 60

- In this section you must choose the word or phrase which best completes each sentence.
- For questions 51 to 60, mark one letter A, B, C or D on your Answer Sheet.

51 Roger’s manager .................. to make him stay late if he hadn’t finished the work.
   A insisted    B warned    C threatened    D announced

52 By the time he has finished his week’s work, John has hardly ................. energy left for the weekend.
   A any    B much    C no    D same

53 As the game .................. to a close, disappointed spectators started to leave.
   A led    B neared    C approached    D drew

54 I don’t remember .................. the front door when I left home this morning.
   A to lock    B locking    C locked    D to have locked

55 I .................. to other people borrowing my books: they always forget to return them.
   A disagree    B avoid    C dislike    D object

56 Andrew’s attempts to get into the swimming team have not .................. with much success.
   A associated    B concluded    C joined    D met

57 Although Harry had obviously read the newspaper article carefully, he didn’t seem to have .................. the main point.
   A grasped    B clutched    C clasped    D gripped

58 A lot of the views put forward in the documentary were open to .................. .
   A enquiry    B query    C question    D wonder

59 The new college .................. for the needs of students with a variety of learning backgrounds.
   A deals    B supplies    C furnishes    D caters

60 I find the times of English meals very strange – I’m not used .................. dinner at 6pm.
   A to have    B to having    C having    D have
APPENDIX B
Writing Pretest

Apology for not doing homework
1- apologize for missing or being late for a meeting
2- apology for not coming to work (formal)
3- apology for getting angry (informal)
4- apologizing for billing issue
APPENDIX D
Writing Posttest

Chose one of the Apology letter topic and write the letter.

1- Apology letter for forgetting to invite you.
2- car accident apology letter.
3- apologize for a missed deadline.
4- apology letter to client for poor performance.
Dear master,

I am so sorry that I didn't do my homework. This week was a really busy week for me. I had a lot of work for doing. I thought that I would do it at the last time but I couldn't.

In future, I will manage my time better, and I will do it so better.

Sincerely.
Apology: For getting angry

Dear Anna,

I am sorry because of I got angry yesterday. You know, this week was a extremely bad week for me and nothing was did just as I wanted and everything was against my expected. So when you insisted to travelling with me and I rejected that and you insisted repeatedly. So I lost my control and I got angry. I know that I shouldn’t become angry and I should control myself. So I have a suggestion. Due to its amends, I wanna ask you to travel with me in this weekend and I hope, you accept it.

Let me to apologize again for getting angry. Take Care.

You have to write move to the point.

Sincerely,

[Signature]

[Redacted]
Apologizing for Billing Issue.

Dear Customer,

we are extremely sorry about this billing error. Of course, that is our mistake. But as you know, this store is really great and each of our co-workers are so busy and sometimes these kind of events happen and actually, it's impossible to prevent errors completely. But thank you due to aware us about this error. We will solve your problem and we can assure you that it doesn't happen again. If you find any error in future, we will be happy to rectify that for you. Again, I'd like to apologize about happening this error.

Sincerely,

Anita Amini
Apology for not coming to work

Dear Boss,

I am sorry about not coming to work on Sunday. I know this is my fault, and I should be responsible but actually, Sunday I was ill and I couldn't move. I had a really bad headache and fever. I know all of my works delayed and I promise, I will do all of them to the best form on this weekend. For its amend, I want to apologize again for not coming to work.

Sincerely,

[Handwritten note: The letter should be more to the point]

[Signature]

Arista Armini
Dear friend;

I apologize because of being late. I had a problem with my neighbour. He parked his car in front of my parking, and I couldn't move. His key also was lost and it took a lot of time.

I know it's important for a person to be on time for a meeting or anything else, and I accept my wrong.

I'm so sorry due to this and I hope it doesn't happen any things else like this, in the future.

Sincerely,

the letter is lack of propose an alternative plan
1- Apology letter for forgetting to invite you.
2- Car accident apology letter.
3- Apologize for a missed deadline.
4- Apology letter to client for poor performance.

Dear Sir,

I'm so sorry because of accident that we had yesterday. You know, I'm a really careful driver but my car brake were not working well and I lost my control. I know this is my mistake and I promise that it won't happen again. I would appreciate if you let me to pay your medical bills. I will be happy to get it's bills.

Again, I wanna say sorry because of this accident.

Sincerely,