

ECL TEST

READING

Part 1 and Part 2 altogether: 40 minutes

PART 1

Read the report about the rich and poor countries of the world. The second half of the paragraph is missing but can be found below (A-H). Match the beginning of the paragraphs with the appropriate second half by writing the correct letter in the boxes 1-6. We have done the first as an example.

EXAMPLE: Nearly 200,000 people joined the ranks of the world's millionaires in 2003....	C	A) ... Countries that fall into the low and middle categories are eligible for aid.
For the world's poor, and many other people, "wealth" is not necessarily measured in financial assets, but could include the relative luxury of access to fresh water and clean air, the ability to read a book, and a balanced meal at the end of the day....	1	B) ... In comparison, the World Bank ranks Luxembourg as the country with the highest per capita income.
South Asia is the poorest region, with nearly 37 percent of the population making less than U.S. \$1 a day.....	2	C) ... While the rich struggle to get richer, the World Bank estimates that nearly 23 percent of the world's 6.1 billion people struggle to get by on less than U.S. \$1 a day.
The World Bank's modern-day focus is to help the poorest people and the poorest countries get on the paths of stable, sustainable, and equitable growth—not strictly on an economic basis, but also environmental or other issues...	3	D) ...Harsher growing climates, less sunlight in the growing season, too much rainfall or too little water, no easy way to get goods to market.
When you consider the ways in which geography affects development, you begin to see how significant it is...	4	E) ...We in most of the developed world are used to having access to water. In other parts of the world that may be a large portion of their income to have access to that water.
The United States and Western Europe both have ample access to ocean trade routes...	5	F) ... To determine where to help, the bank categorizes countries as low, middle, or high income based on a calculation of the per capita income.
Many of the countries with tropical or desert climates face many more obstacles on the development path....	6	G) These countries are located in temperate regions that are good for growing crops and where it is difficult for infectious diseases, such as malaria.
		H) Aid organizations such as the World Bank and the United Nations need to factor in a country's physical geography when making development decisions.

PART 2

Read the article about workplace culture and fill in the table by deciding which workplace habit is developed in which country. One country may have more than one practice.

A world of difference

No matter what your job, there is an unwritten code of practice on how to conduct yourself in an office. In Britain it's not usually acceptable to take a full 60-minute lunch break. Emails to colleagues three feet away are preferable to face-to-face conversations, and after-work drinks must be tolerated occasionally. When you're working in a different country, standard British protocol no longer applies, and you can find yourself rapidly having to learn a new set of silent rules.

Differences in smoking etiquette can be the most striking. In Germany, for example, people smoke at their desks and frequent casual gatherings take place in order to hand round the Zigarreten. Anna, a British woman who used to work in a Berlin publishing company, was complaining that with very little ventilation and by the end of the day, her clothes and hair reeked.

On the other hand, lunch in Anna's new office was an altogether more pleasant experience than in its British counterpart. "On my first day, I got out my sandwiches and ate them at my desk. But that clearly wasn't acceptable behaviour," she recalls. "Apparently, there was a subsidised canteen round the corner and if you didn't have lunch with everybody, - well! Not only was it downright rude, there must be something wrong with you."

Konstantin Kakaes has different memories. "The single strangest thing about working in Germany was that the office was very dark. People generally didn't turn on the overhead lights until 4pm and everyone had their own desk lamps," he says.

Anna found another cultural difference more than easy to embrace. "I often found myself sitting outside the locked office at 10am - the supposed start - waiting for the first person to arrive," she says. Sometimes, people would still be drifting in at 11.30 with not an eyebrow raised."

But for British people, it is the Mediterranean working culture with its siestas and mañana attitudes that is viewed with the most envy. Designer Fernando Gutierrez, who has worked in Barcelona for 10 years says, "Traditionally, families would have lunch together at home between two and four o'clock, when the kids had finished school, and offices would be shut down for that period." But Spain's jornada intensiva ("intensive working season") remains. "Between May and September, people start early, around 8am, and work through to 3pm with no break so they can hit the beach after work," explains Gutierrez. Spain's relaxed dress codes can take a while to adapt to as well. "Ties are unusual, unless you're a lawyer or a banker," says Duncan Moore, who worked in Spain for four years.

The pace is slower in Asian countries, according to Kelly Bains who worked in India and now advises workers heading abroad. "There, people often run three hours late for meetings or don't turn up at all. We encourage workers to make contingency plans in their working days or the frustration can be too much."

What are the characteristics of each country's workplace culture?

	<i>Germany</i>	<i>Spain</i>	<i>Asian countries</i>	<i>Britain</i>
<i>EXAMPLE:</i> In most cases employees have lunch together	✓			
Sometimes offices are poorly lit during the day				
People tend to dress more casually				
People sitting close to each other communicate via computers				
Business partners often don't arrive in time				
Office hours start relatively late				
People are expected to have a quick lunch at their desks				
Offices close in the afternoon for a while				
Smoking is acceptable at work				

LETTER WRITING

Part 1 and Part 2 altogether: 70 minutes.

PART 1

One of your friends (Mark Deer of 25 Pimlico Rd, London SW1 3HL) will work in the town you live in for a year. He has asked you to look for a flat for him. Write a letter to him about two flats you have found and ask his advice about which one to rent. Also, give your opinion on the alternatives. Use the notes below. (200-220 words)

Lakeside street	Great Avenue
No traffic, quiet	Huge traffic, noisy
Two bedrooms, small living room	One bedroom, big living room
No deposit required	Two month deposit
Few small shops and a little park nearby	All amenities but no park nearby
20 minutes from work by bus	Walking distance to work

PART 2

You are looking for a language school and you have heard about „Accent on Language” (25 Westminster Rd, London AD2 4EC). You are interested in a three-week course in business English. Write a letter to the school (about 200-220 words). Request a brochure and ask about the following topics:

- qualification and experience of teachers,
- school facilities, neighbourhood, things to do/see in the area,
- price reductions and special offers for out-of-season courses,
- part-time job opportunities in the area during the course.