C. N. GRIVAS

noch



PREPARATION &

10

PRACTICE TESTS



PREPARATION &

PRACTICE TESTS

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Forms:	Active	Passive
	(to) make	(to) be made
	(to) be making	_
	(to) have made	(to) have been made
	(to) have been making	<u> </u>

Infinitive with 'to'

It is used to:

1 express purpose:

She called **to tell** us the news. [NOT: ... for to tell ...] ALSO: She called **in order to tell** / **so as to tell** ... He wrote it down **in order not to** forget / **so as not to** forget it. [NOT: ... down not to forget it.]

2 after the verbs: advise, agree, ask, arrange, choose, decide, expect, hope, learn, manage, offer, plan, promise, refuse, seem, want, etc.

He advised me to focus on my studies.

She asked to be given all the details.

They **seem to be getting** along well.

3 after adjectives showing emotion: glad, happy, sorry, surprised, anxious, etc.

We were **sorry not to see** you at the party.

I was **glad to receive** your letter.

NOTE:

- i) It is impossible (for me) to finish all this work today.It was kind of you to help. [after: it + be + adjective]
- ii) Adam was the first to arrive. [after: be + the first | second | last, etc.]
- **iii**) He rushed to the office **(only) to be** told that the meeting had been cancelled. *[to express disappointment or annoyance, often after only]*
- iv) To tell you the truth / To be honest, I don't really like him. To begin with, we must inform everybody.

NOTE ALSO:

- i) I need a box to put these books in. [prepositions often go at the end of the sentence]
- ii) You have to go with them even if you don't want to.
 I can't come with you right now, but I'd like to. [to can be used instead of repeating a verb clause]
- iii) There are a lot of things to do / to be done.

Infinitive without 'to'

1 after the verbs: see, hear, watch, notice, observe, make, let

I saw / heard him leave.

They **made** her tell them where the money was. Dad doesn't **let** me **drive** his car.

BUT IN THE PASSIVE:

He was seen / heard to leave.

She was made to tell them where the money was.

2 I'd rather go to the theatre tonight. You'd better hurry up.

3 after: do nothing / anything / everything + but / except

You do nothing but / except complain.

4 after **why** in questions meaning 'it's pointless / unnecessary to do sth'

Why wait so long?

5 after why not for suggestions Why not go out tonight?

NOTE:

I'll **help** you (**to**) **organise** the party.

GRAMMATICAL – STRUCTURAL ERRORS

PART 1

1 Tick (\checkmark) if the sentence is correct or correct the mistake.

- 1 I'll never get used to go everywhere by bike.
- 2 Steve always is anxious before exams.
- 3 This cake is tasting great. Who made it?
- **4** I found a lovely, old, silver mirror in the attic.
- **5** The Gordons are often inviting friends over for dinner.
- 6 When had you the car engine checked?
- 7 'Do you ever go swimming in winter?' 'No, I never do.'
- 8 Jenny is thinking to look for a job abroad.
- 9 I'd like you to explain the rules to me.
- **10** We watched the match on TV when the lights went out.
- 11 I'm looking forward to see Chris at the party.
- **12** Why don't we go for shopping on Saturday morning?
- 13 'Could I speak to the manager, please?' 'I'm afraid you couldn't.'
- **14** Dad suggested to go out for dinner.
- **15** This time tomorrow we will drive to Edinburgh.
- **16** Oh, no! I forgot giving Josh money for the tickets.
- 17 I'm too much tired to walk the dog right now.
- **18** Mrs Stewart won't have corrected our essays until Friday.
- **19** Can't you smell something to burn?
- 20 She was Lady Gaga who sang that song.
- 21 If it rains, it will ruin our picnic.
- **22** They are having their flat being redecorated this week.
- 23 That's what I've been looking for all this time.
- **24** My sister is always asking for help with her homework.
- **25** We watched them to carry the piano into the house.

2 Correct all the sentences.

- 1 You are watching TV for hours. Please turn it off now.
- **2** This is the first time I try Chinese food.
- 3 What a silly advice!
- **4** The windows haven't cleaned for a long time.
- **5** We were waiting for him for twenty minutes before he turned up.
- 6 How long do you know Alex?
- 7 Don't forget to call me the moment you will get there.
- **8** I have to speak to Ellen since Christmas.
- **9** John gave to Stella a present.
- **10** It has been five years since they haven't had a holiday.

3 Correct where necessary.

- 1 I can't stand people staring at me.
- 2 Both he works and goes to college.
- **3** They will be staying at a hotel while the workers will be repairing the roof.
- **4** The Mount Everest is in the Himalayas.
- **5** Your perfume smells fantastic! What is it?
- **6** The scissors is on the top shelf.
- 7 'Must I book in advance?' 'No, you mustn't.'
- 8 You'd better not to try that again.
- **9** They were so cute kittens we couldn't give them away.
- **10** I'd prefer to walk home rather than take the bus.

PART 2

Tick (\checkmark) if the sentence is correct or correct the mistake.

1	Oh no! I forgot my bag at school.	20	We walked as far as the river.
2	He usually sleeps at eleven o'clock.	21	According to my opinion, his idea is silly.
3	I'd like an orange juice, please.	22	We went to the cinema last evening.
4	They live on 12 Bond Street.	23	Please be more careful from now on.
5	My dad can say amazing stories.	24	It was very nice from you to help.
6	I always do my bed before I get dressed.	25	What colour is the girl's eyes?
7	Hundreds people had arrived for the match.	26	Hurry up or we'll lose the train.
8	Can you please answer the door?	27	We stayed to a very nice hotel in the town.
9	She does believe to God.	28	We waited the bus for fifteen minutes.
10	Please help yourself to some cake.	29	Can you give me a hand with this project?
11	I took your email last night.	30	He entered into the room very quietly.
12	For long journeys, I prefer the train.	31	Sarah rested and felt better the other day.
13	Who of the two girls is your sister?	32	She sends me a message every other day.
14	I heard about the accident on the radio.	33	They left before three days.
15	We wish you a Merry Christmas.	34	If we are late, we can go by a taxi.
16	He doesn't eat meat and fish.	35	The air is very strong today.
1 <i>7</i>	How was your visit in the art gallery?	36	We are giving exams next month.
18	We're going to do a party on my birthday.	37	I'm writing to tell you for my new hobby.
19	After, he went home to do his homework.	38	We heard someone shouting help.

		PART	3	
Tie	ck (✓) the correct sentence each time.			
1	They complained for the service. They complained about the service.	1	4 Are they sure for that? Are they sure of that?	
2	They accused me of stealing. They accused me for stealing.	1	The police officer asked her to get out of the car.The police officer asked her to get out	
3	My favourite subject is geography. My favourite lesson is geography.		from the car.	
4	He's thinking to go to Canada. He's thinking of going to Canada.		6 For this, we must recycle more of our rubbish.For this reason, we must recycle more of our rubbish.	
5	My sister is the tallest from my family. My sister is the tallest in my family.	1	17 He insisted to pay for the meal. He insisted on paying for the meal.	
6	Is the museum worth visiting? Is the museum worth to visit?	1	8 A dog is good company. A dog is a good company.	
7	We heard music all night. We listened to music all night.	1	19 There is a big garden around the house. There is a big garden around from the house.	
8	In spring, the garden is full from flowers. In spring, the garden is full of flowers.		20 My sister is married to a doctor.	_
9	I got very angry about it. I got very angry for it.		My sister is married with a doctor. 21 We went to the concert by bus.	
10	We asked the waiter to bring us the catalogue. We asked the waiter to bring us the menu.		We went to the concert by bus. We went to the concert by bus. There are no oranges on the tree. There are no oranges in the tree.	
11	He described the thief with details. He described the thief in detail.	2	23 They suspect her of murdering her husband. They suspect her for murdering her husband.	
12	Your dress is similar with mine. Your dress is similar to mine.	2	24 You shouldn't exercise on a full stomach. You shouldn't exercise with a full stomach.	
13	The air in the countryside is clean. The air in the countryside is clear.			

PART 4

Choose the correct answer.

1	Pam fell the	stairs and hurt	her leg.	18	I have no idea	you are talkir	ng a	about.
	a from	b off	c down		a that	b that what	C	what
2	'How many boo a Not many	,	last year?' '' c No one	19	I to see her a show up.		sh	e didn't
3	Is that the man	car was stol	en?		a waited	b thought	C	expected
	a who's	b whose	c which	20	My mum suffers			
4	Starry Night is a	famous painting	g van Gogh.		a by	b of	C	from
	a from	b by	c of	21	'Why don't you		_	
5	He went to priso				a I wish it	b I hope so	C	If only I could
	a by stealing	b for stealing	c about stealing	22	You didn't m a make	nany mistakes. b do	_	have
6	'I need someone	0	•					
	a I'll go	b I'm going	c I go	23	I take my phone a which	with me every b where		ere I go. –
7	Can you me							
	a lend	b borrow	c provide	24	I didn't that. a take	b catch	_	ain? have
8	My relatives alw	•		25				nave
	a at	b in	c on	25	She cut the appl a by	е naıт. b in	C	at
9	a whole	ening writing th b the whole	•	26	'I'm very happy.			
				20	a I'm also	b Me too	C	Also me
10	You shouldn't sp	oend all your me						
	a on	b at	c for	27	Philip married a to	a girl from Ita b with	,	_
11	'I'm going to tel							
	a 're better	b 'd rather	c 'd better	28	Is this the reason a –	n she was c b which	,	ng? for
12	I'll call you as so							101
	a get	b arrive	c reach	29	I didn't recognis a firstly	e him b at the first	C	at first
13	He spends t			20	,			
	a his all	b all his	c all	30	'Can I have a slie a all of it	ce of cake?' 'Yo b all		an nave' all it
14	Can you the		veen a crocodile	21				
	and an alligator? a say	b tell	c speak	31	OK then. I'll see a next	b after	C	later
15	She's shy so it's	difficult for her	•	32	Mr Jones is away	v husiness a	at tl	ne moment
	a do	b make	c create	<i>3</i> 2	a at	b on		for
16	She was found g	guilty armed	robbery.	33	This tastes s	ugar.		
	a of	b for	c with		a as	b –	C	like
17	Can I use your r	nobile to a լ	ohone call?	34	Did I make u	understood?		
	a do	b have	c make		a me	b myself	C	oneself

PHRASAL VERBS

Fill in the correct phrasal verb to complete the sentence.

UP	
put up • cheer up • blow up	break up • set up • turn up
1 The bomb was big enough to the whole building.	1 I like this song. I'm going to the volume.
2 It didn't take us long to the tent.	2 When do we for the summer holidays?
3 I bought him a present to him	3 His father the company thirty years ago.
speak up • pull up • beat up	look up • make up • give up
1 I can't hear you. Can you, please?	1 The robber could not escape so he decided to himself
2 The thieves the man and stole his wallet.	2 Be honest – don't just an excuse.
3 I saw his car outside the house.	3 If you don't know what the word means, it in a dictionary.
keep up • do up • sum up	
1 Can you the buttons on the back of my dress, please?	bring up • turn up • take up 1 Jake didn't at the party.
2 You have worked hard this month but you need to it until the project is finished.	2 It was not easy for her to two children on her own.
3 At the end of the essay, you should your arguments.	3 I have decided to karate.

ABOUT / ACROSS

- go about
- bring about
- come across
- 1 I think this information will a change in people's attitudes.
- 2 Did you my history book when you were tidying up?
- **3** How will you choosing the best person for the job?

AFTER

- look after
- go after
- take after
- **1** The boys love sports; they definitely their father.
- **2** She came to help the baby.
- 3 Don't just stand there, officer. the thief!

CAPITAL LETTERS

Capital letters are used:

- 1 for the personal pronoun 'I'. What could I do?
- 2 to begin a sentence or to begin speech: The man came in. He sat down. Suddenly, Sarah asked, 'Do you like her?'
- **3** for many abbreviations and acronyms: GMT (Greenwich Mean Time) UN (United Nations)
- **4** for days of the week, months of the year, holidays (but not seasons):
 - · Saturday, Sunday
 - · January, February, March
 - Christmas
 - Remembrance Day
- **5** for countries, languages & nationalities, religions:
 - Japan, Spain
 - · Chinese, French
 - · Buddhism, Islam
- 6 for people's names and titles:
 - Anthony Stark, Charles Dickens
 - Professor Smith, Dr Jones
 - · Captain Cook, King Henry V

- **7** for trademarks and names of companies and other organizations:
 - Coca-Cola
 - Nippon Oil Corporation, Toyota
 - the Red Cross
- 8 for places, monuments and planets:
 - New York, Rome, the Latin Quarter
 - Oxford Street, Fifth Avenue
 - · Saturn, Venus
 - Africa, the Middle East, the South Pole
 - the Acropolis, St Paul's Cathedral
- **9** for names of vehicles like ships, trains and spacecraft:
 - the Victory
 - the Orient Express
 - Apollo 11
- 10 for titles of books, poems, songs, plays, films:
 - A Tale of Two Cities
 - I Wandered Lonely As A Cloud
 - One Call Away
 - Much Ado About Nothing
 - The Hunger Games

Correct the following sentences according to the rules above.

- **1** Mr Smith was an expert in the french language, so he had no problem in answering when asked, 'do you need directions to brussels?'
- **2** Apart from the fact that i love spring, I was getting really excited about easter and not just because it is one of the most important celebrations in christianity.
- 3 My first ever performance on stage was in twelfth night, in the West End of london. It was a hot august night, and my parents had flown in the previous friday to give me some support.
- **4** That was a summer she would never forget. she was still a young girl then, living a life of luxury on the famous cruise ship, the queen Elizabeth 2, drinking coca-cola on the deck by the pool, waiting to get to new york and visit the statue of liberty.
- **5** I hear that president Obama's speech gave the example of the nhs in the UK as a national system of health care that every country in europe should try to copy.

PUNCTUATION

1 Full stops (.), Question marks (?) and Exclamation marks (!)

These are used to end sentences and are followed by a new sentence with a capital letter. I woke up early. What was that noise? It was an earthquake!

2 Colons (:)

- 1 before an explanation We decided to go for a break: we had been working so hard.
- **2** for lists

 They need three types of support: financial, political and psychological.

3 Semi-colons (;)

Sometimes used instead of full stops when two sentences are similar in meaning or grammatical structure. Also to replace connecting words. *It's a good plan; let's hope it works*.

4 Apostrophes (')

- 1 for missing letters can't (cannot) I'd (I would | had) there's (there is)
- 2 for possessives the girl's father (referring to one girl) the girls' father (referring to two girls) a three hours' drive (be careful of irregular plurals e.g. men's)
- 3 for the plurals of letters, numbers and abbreviations
 He writes his g's like q's.
 I was born in the 1990's (or 1990s).
 I saw the two MP's together.

5 Dashes (-)

More common in informal writing, dashes can be used the same way as colons, semi-colons or brackets.

There are three things I hate – loud music, waking up early and rain.

We had a great time in Spain – the children especially liked it.

My friend – who I have known for years – is in the same class as me.

6 Commas (,)

- 1 for lists He went to New York, Washington, Boston and Chicago.
- **2** for adjectives *The model was tall, thin and beautiful.*
- **3** for words or expressions that stop the flow of a sentence

 The boss, however, did not agree. (2 commas are necessary)
- 4 for long clauses connected by and, but or or

They did not have a lot of money, but they would never consider doing anything illegal.

- 5 between a reporting expression and a piece of direct speech Walking into the room, he said, 'We have to leave now.'
- 6 to separate subordinate clauses when they begin sentences
 If you ever visit Manchester, come and pay me a visit.
- 7 in non-defining relative clauses. They are not used before **that** clauses, in indirect speech before **what**, **that**, **where**, etc. or between sentences where a full stop or semi-colon can be used.

7 Quotation marks

- 1 for quotations *In the words of*Shakespeare, 'If music be the food of love,
 play on.' (NOTE: always preceded by a
 comma)
- 2 to quote direct speech 'Please, keep the noise down,' he said.
- **3** to show words have special meaning or are titles

The issue had become a 'wall' between them.

Her most successful book was 'Heart of Gold'.

Correct the following sentences according to the rules above.

- 1 It is quite normal, that she wants to make her own decisions.
- 2 Why would Mike pretend not to know her!
- **3** I put the phone in Johns room.
- **4** Is this the womens' or childrens' section?
- 5 It was a very cold winter, A lot of people were ill.
- 6 Then Mum said: who wants some cake?
- 7 Dickens wrote It was the best of times, it was the worst of times.'
- 8 James who is a doctor lives next door to us.

WORDS COMMONLY MISSPELT

1 A common saying British children learn at school is: i before e except after c. This rule is designed to help remember how to spell words such as receive and chief.

achieve, believe, brief, hygiene, friend, chief, patience, priest ceiling, receipt, receive

2 Dropping the final **e**

When adding a suffix (ending) to a word that ends with a silent **e**, drop the final **e** if there is a consonant before **-e**:

 $advance \rightarrow advancing, come \rightarrow coming$

However, if the suffix (ending) begins with a consonant, keep the final **e**:

advancement, likeness

However, if the silent **e** is preceded by another vowel, drop the **e** when adding any ending:
 argue → argument / argued, true → truly

Exception to the rule: the final **e** is kept in words such as mileage and words where the final **e** is preceded by a soft **g** or **c**:

changeable, manageable, management, noticeable

3 Dropping the final y

When adding an ending to a word that ends with **y**, change the **y** to **i** when it is preceded by a consonant:

 $supply \rightarrow supplies, worry \rightarrow worried$

This does not apply to the ending -ing, however. *crying, studying*

Nor does it apply when the final **y** is preceded by a vowel:

obeyed, saying

4 Doubling final consonants

When adding a suffix (ending) to a word that ends in a consonant, we double that consonant in many situations. First, we have to work out the number of syllables in the word.

A Words like *submit* are accented on the last syllable and the final consonant is preceded by a vowel, so we double the **t** before adding, for instance, an **-ing** or **-ed**: *submitting*, *submitted*

B Words like *flap* contain only one syllable which means that it is always accented. Again, the last consonant is preceded by a vowel, so we double it before adding, for instance, an **-ing** or **-ed**:

flapping, flapped

This does not apply to verbs that end with **x**, **w**, **v** and **y**, as these consonants cannot be doubled:

 $box \rightarrow boxing$

C Words like *refer* contain two syllables and the accent falls on the last syllable and a single vowel precedes the final consonant, so we double the **r** before adding an ending:

referring, referral

- **D** Words like *open* contain two syllables and the last syllable is preceded by a single vowel, but the accent falls on the first syllable, not the last syllable, so we don't double the **n** before adding an ending: *opening, opened*
- **E** Words like *prevent* contain two syllables, but the final consonant is preceded by another consonant, not a vowel, so we do not double the **t** before adding an ending: *prevented, preventing*.
- **F** Words like *deal* are cases in which the last syllable ends in a consonant preceded not by a single vowel, but by two vowels, so we do not double the final **l**: *dealer*, *dealing*
- 5 Pronunciation different to spelling
 The letters in brackets are not pronounced:

 asp(i)rin, bus(i)ness, choc(o)late, diff(e)rent,
 ev(e)ning, ev(e)ry, marri(a)ge, om(e)lette,
 sev(e)ral
- **6** Silent letters

The letters in brackets are not pronounced:

lam(b)mus(c)lesan(d)wichforei(g)nni(gh)t(p)sychological(k)neeca(l)mi(s)le(h)onestg(u)esscom(b)(w)hocu(p)board

EXERCISES SIMILAR TO THE EXAM

A		A knowledge of homophones (words that sound the same) is important in answering questions in the IOCN exam that ask you to find a word that is spelt correctly but used wrongly.				
	Circ	cle the word in each paragraph that is spelt correctly but used wrongly. Write the correct word.				
	1	Family was especially important for the ruling families of the past if they were to keep the country safe. If there was no male air, there was no guarantee of the kingdom remaining peaceful or that civil war wouldn't break out once the king died.				
	2	While long-term solutions to the problem of pollution in the city centre are needed, there are some steps that can be taken to improve our quality of life. If cars were band from the centre, there would be considerably less pollution.				
	3	One of the most powerful, beautiful yet endangered animals of the Arctic is the polar bare. There are many reasons for its difficulties, all of which are sadly related to mankind's activities and the effect we are having on the environment.				
	4	Of all the different peoples and cultures on the planet, one of the most ancient and fascinating has to be the Bedouins, who live mainly in the Sahara Dessert. They slowly wander the barren land on their camels, trading goods along ancient caravan routes.				
	5	It is an incredibly challenging job working in the zoo as you have to care for a range of species from different continents and climates. These animals could dye if they are not given the right food or kept in the right conditions.				
	6	When making this dish it is advisable to make the pastry yourself. Use the right type of flower and do not use too much filling, as that could cause the pie to break open while it is cooking.				
	7	Most jeans are similar in all people, but a small number (less than 1 per cent in total) are significantly different. The small differences occur in their sequence of DNA. These small differences contribute to each person's unique physical features.				
	8	When exam time approaches, it is advisable to plan a programme of revision. It is also of grate importance to take regular breaks, eat well and sleep properly.				

B It is important to be able to work out the meaning of difficult words through their context.

This will help you with exam questions that ask you to either replace a word or find the meaning of it.

Replace the word in bold with the best option.

- 1 It is important to answer the questions on the application form without going into too much detail. An answer that is **brief** is preferable as you will be able to go into greater detail at the interview.
 - a stylish
 - **b** short
 - c detailed
- 2 Due to concern over the treatment of animals, Emily Hamilton decided to **establish** a centre for stray and abandoned animals. At her new animal shelter, cats, dogs and all sorts of other creatures are treated and housed before being put up for adoption.
 - a close down
 - **b** argue for
 - c set up
- 3 While the meat is cooking in the oven, you should prepare your sauce. First put some olive oil and mixed herbs into a saucepan. **Slice** two large tomatoes and grate some onion, which can then be added to the mixture.
 - a cut
 - **b** heat
 - c rip
- 4 Technological advances have greatly helped detectives in solving crimes. For instance, DNA testing can now provide **persuasive** evidence that a suspect was definitely at the scene of a crime. It has also been important in proving innocence on many occasions.
 - a fascinating
 - **b** surprising
 - c convincing

- **5** In a hostage situation, the police will often call in a negotiator who is **trained** in handling such high pressure situations. They will have knowledge of the psychological effects the situation will have on both the hostage-taker and the hostages.
 - a confident
 - **b** skilled
 - **c** enthusiastic
- 6 Many visitors flock to this part of the countryside. The picturesque village of Thornby is a favourite destination with its picturesque little cottages that visitors can stay in and which are extremely comfortable.
 - a tiny
 - **b** attractive
 - c fashionable
- 7 You should take care to avoid colds while exercising in cold weather. It is **essential** to keep your head covered when running outside in winter, as not doing so can easily result in a chill.
 - a suggested
 - **b** unwise
 - c important
- 8 Brazil seems to have an endless supply of football stars. Such is the passion of the nation that promising players are often **labelled** 'the new Pelé' at a young age. This can be negative for youngsters who have not fully developed their skills and are not used to coping with pressure.
 - a shown
 - **b** expected
 - c nicknamed

C A word has been omitted from each paragraph. Choose the best word.

- 1 The history teacher caught my attention by saying that even in today's hi-tech world, his subject was as important as ever. He argued that if you did not learn from the mistakes of the, you would repeat them, with terrible results in some cases.
 - a past
 - **b** present
 - **c** future
- **2** A professional athlete must not only be in excellent physical condition, but also completely focused even in a crowded stadium. Sports psychologists try to train athletes to focus on the task at hand without being distracted by the deafening noise of the around them.
 - a audience
 - **b** viewers
 - **c** spectators
- - **a** pay
 - **b** earn
 - **c** donate
- 4 The trip to the Samaria Gorge is one not to be missed. Our coach will take you to the gorge's entrance, where you will have the opportunity to walk the length of this beautiful gorge. For those of you who are not of physical exercise, there is the easy option of taking a boat to the other side where the hikers will eventually emerge.
 - a keen
 - **b** fond
 - **c** eager

- 5 In his speeches, you will hear my opponent claim that we must reduce spending in order to avoid a debt crisis. I believe that would be a mistake as our health care, education and social security systems would be weakened dramatically.
 - a firmly
 - **b** safely
 - **c** bitterly
- 6 Local residents have reacted with surprise and anger after a burglar was given a fine instead of a prison sentence, even after owning up to twenty burglaries over the past year. One of the victims said that if somebody commits a crime, they should for it. In this case, they feel that justice has not been done.
 - **a** pay
 - **b** charge
 - **c** spend
- 7 Major traffic delays were caused by a fifteen-car accident this morning. Fortunately, nobody was seriously, but it took police and firefighters over two hours to reopen the road due to the number of damaged vehicles. Heavy fog appears to have been a major factor in the accident.
 - a damaged
 - **b** broken
 - c injured
- 8 Very few people believed Pat would stick to her new diet, as she had always been overweight. However, I am glad to say that I saw her yesterday and she had lost a amount of weight over the past month.
 - a costly
 - **b** complete
 - c considerable

SPEAKING PREPARATION

The **nocn Speaking Test** is made up of **three** parts.

Part 1 (Approximately 1.5 minutes)

This is where the examiner will ask some 'getting-to-know-you' questions to test your use of language for social purposes such as answering personal questions and making introductions.

To get the interview off to a good start:

1 Avoid giving short, uncommunicative answers.

Question: Can you tell me something about

your family?

Answer: I live with my mum, dad and sister.

(Don't stop there!) My sister is older than me and is now at university. She is studying to become

a lawyer.

2 Avoid short 'yes' or 'no' answers to questions which begin, 'Do you ... ?' 'Have you ... ?' 'Is it ... ?' etc.

Question: Have you ever been abroad?

Answer: No, I haven't. (Don't stop there!) However, it has always been my dream to visit London.

3 Where possible, give examples to help you explain a statement.

Question: Can you tell me your favourite time of year and why you like it?

Answer: Yes, my favourite time of year is summer. (Don't stop there!) This is because there's no school and

I can go swimming in the sea every day.

Look at the following ways you can introduce examples:

- for example / for instance
- like
- especially
- such as
- particularly
- in particular

learn inform hear discover Sel get a line pick find out get wind watch in Struct see hit the books teach teach watch plearn get word study in Struct inform hear find out get wind watch memorise pick hit the books teach teach watch plearn get word study instruct inform hear read discover Sel get a line plearn read discover Sel get a line plearn in the books wind bear get word study get wind books read study get word study discover read discover instruct watch read hear watch read hear



Tips!

- Remember that you are being assessed on your ability to speak English, therefore, if saying that you come from a large family as opposed to a small one gives you more scope to express yourself, then don't be afraid to say that.
- Listen carefully to the examiner's questions to make sure you answer them fully and correctly.
- In case you do not understand the question, you can say: *Pardon*, *Excuse me*, *Sorry*, *I beg your pardon* [NOT: Repeat it, please.]

- If you are not absolutely sure of what exactly the examiner means by the question, you can say: From what point of view?, What exactly do you mean?
- If you are in the middle of a sentence and you don't know how to go on, in order to get out of this difficulty you can say: Well, what I mean is this, You know, Let me put it this way, and so start a new sentence.
- Remember that even if you make some mistakes while speaking, what counts is your fluency and natural way of communication. Don't stop to correct any small mistakes.

PRACTICE

1 Use the prompts to answer the questions.

- 1 Is English important to your future plans?
 - a good knowledge of English is useful because ...
 - study abroad
 - work in another country
 - English is essential in my chosen career as a ...
 - as somebody who will need to use a computer, English is extremely important because ...
- **2** Do you enjoy going to the cinema or theatre? Why?
 - ... is more appealing
 - ... is more expensive
 - ... rarely go to the ...
 - I enjoy nothing more than visiting my local ...
 - I can't say I like going to the ..., but on the other hand, ...
 - The ... doesn't appeal to me because ...
- 3 Are there enough facilities for teenagers in the area where you live?
 - ... is a great place for young people
 - ▲ ... the place is not big enough ...
 - ... everything is inexpensive and I do enjoy ...
 - ... plenty of different cafés to choose from
 - ▲ Unfortunately, we need to travel into the nearby town in order to ...

2 Answer the following questions.

What kind of job do you hope to do in the future? Think about:

- what you are good at [My best subject is ...]
- what qualifications you will have / need [a degree in ... is a must]
- what kind of salary you hope to earn [a decent enough salary to live on / be well-paid]

Part 2 (Approximately 3.5 minutes)

For the second part of the **Speaking** test, you will be given two prompt sheets with a different situation on each one. Here, you have to tell the examiner what you would say in each situation. It is important to remember that you are expected to give a minimum of four sentences to respond to each situation. At least one of these sentences needs to be of a complex nature.

An example of this kind of situation would be:

You want to go and see a new performance at your local theatre and you would like to book a ticket. You need to find out the cost of the ticket, which seats are available and the time the performance begins. You also need to know if you can pay by credit card online. What would you say?

In these situations, you will need to carry out a variety of functions such as:

a asking for information

- I wonder if you could tell me ...
- Would you mind telling me whether ... ?
- I'd like to know ...
- Could / Can you tell me ... ?

b expressing an opinion

- In my opinion, ...
- As far as I am concerned, ...
- To my mind, ...
- I feel that ...

c making suggestions

- It might be a good idea to ...
- How / What about ... ?
- Why not ... ?

d adding more points on the same topic

- In addition (to this), ...
- Besides (this / that), ...
- Also, ...
- In the same way, / Similarly, / Apart from ...,

e sequencing

Beginning: First of all, To begin / start with, ... **Continuing:** Secondly, Then, Next, After that, ... **Concluding:** Finally, Last but not least, ...



Report writing

What is a report?

- Reports usually contain information based on facts, which help the writer to comment on the advantages and disadvantages of a place or to make suggestions or recommendations.
- The style of writing is formal.
- The person to whom a report is written is often somebody in a position of authority (boss, head teacher, etc.).

How can I start my report?

The aim of a report must be clearly stated in the introduction. Look at some ways of doing this.

- The purpose of this report is to assess ...
- The aim of this report is to describe ...
- This report concerns / is about ...
 - This report has been written in order to describe ...

PRACTICE

In a report, the passive voice should be used where appropriate. Rewrite the sentences by putting them into the passive voice.

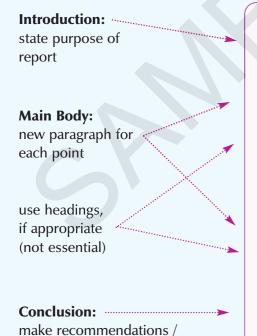
1	You can easily reach the theme park by bus.
2	They opened the shopping centre last week.
3	Many people recommend this restaurant.
4	They do not let children under five on any of the rides.

How can I end my report?

By giving your opinion and making any necessary recommendations or suggestions.

• To conclude, ... • All things considered, ...

Model Report



The purpose of this report is, firstly, to inform you of how well the local football team are playing and, secondly, to bring to your attention the condition of the changing facilities at the ground.

The Team

The team was promoted to the second division this year and has won fifteen out of the sixteen games so far this season. The number of spectators attending the home games has increased. If the team continues in this way, they will be promoted to the first division at the end of the season.

Changing facilities

The changing facilities at the ground are in a very poor condition and it is necessary to improve them. It is many years since any work was carried out on them and I would respectfully ask that you consider having the facilities modernised.

Conclusion

All things considered, I feel we should all give the team our full support. This is due to the fact that we have a number of very good players and an extremely good chance of winning the grand final and being promoted.

suggestions

Essay Writing

What is a discursive essay?

- A discursive essay is one in which you give your opinions about a subject.
- Discursive essays should be written in formal language.
- In a discursive essay you may have to discuss advantages and disadvantages, justify your views and / or make suggestions.

Imagine that you were given the following exam task. Write an essay for a local magazine about computers. You could write about:

- Advantages and disadvantages of computers.
- The role of computers in our lives.
- Whether you think they are a good or a bad thing.

Model Essay

Introduction:

introduce the subject

Main Body:

develop the topic, give a balanced view

Conclusion:

sum up – express a personal opinion Nowadays, computers play an important role in our everyday lives. However, this situation has its disadvantages as well as its advantages.

On the one hand, using a personal computer too much can have negative effects on our health. Staring at a screen for too long is very harmful. Also, sitting in the same position for hours on end is certainly not the best way to treat your body.

Furthermore, as society depends more and more on computers, many people lose their jobs or fall victim to new technology. For example, some cannot afford a computer, whereas others have no experience when they need to use one. These people are at a great disadvantage, as many jobs require at least a basic knowledge of computers.

On the other hand, without computers life would have certain difficulties. Their speed and memory save us a great deal of time and space. The Internet has completely changed our daily life.

In conclusion, I believe that although computers do make some aspects of living easier, unfortunately such technology has more drawbacks than benefits.

Which phrases can I use to discuss both sides of the subject?

- One of the advantages / disadvantages of ... is ...
- There are many benefits / drawbacks to ...
- For example, ...
- On the one hand ... , but on the other hand ...
- Some people would argue that Other people, however, believe ...



PRACTICE TEST 1

Listening



PART 1

You will hear 10 sentences twice. Choose the best answer in each situation. Now look at the answers. You have two minutes to read the answers. Now listen to the sentences and select the best answer.

- **1. a** I think a degree in marketing is essential.
 - **b** I think the ability to work hard is essential.
 - **c** I think you need to be over twenty-five.
- **2. a** Yes, can you turn it up, please?
 - **b** No, can you turn it on, please?
 - **c** Yes, can you turn it down, please?
- **3. a** If it is sunny, we will go on a picnic.
 - **b** If it will be sunny, we will go on a picnic.
 - **c** If it would be sunny, we will go on a picnic.
- 4. a I'm dirty now.
 - **b** But the washing machine is full.
 - **c** I want to throw it away.
- **5. a** I can't make up my mind.
 - **b** I can't see the point!
 - c I can't wait!

- **6. a** Yes, it's very calm.
 - **b** No, it's not too windy,
 - c No, it's blowing hard.
- 7. a Never mind.
 - **b** I've no idea.
 - c You'd better not.
- **8. a** I think it's time you must buy a new one.
 - **b** I think it's time you will buy a new one.
 - c I think it's time you bought a new one.
- 9. a This train leaves in 15 minutes.
 - **b** It's very short an hour.
 - **c** There are still seats available.
- 10. a Chicken soup.
 - **b** On the table.
 - c Studying.



TEXT 1

The Wikipedia Phenomenon

2

6

3 It will come as no surprise to hear that a recent survey found that the most popular websites on the Internet are, in first place Google, followed by YouTube and Facebook.

The next most visited sites in order of popularity are Yahoo, Amazon and Wikipedia.

7 Wikipedia is an Internet encyclopaedia with entries in many languages. Its name is a combination of the two words 'wiki', a Hawaiian word for quick, and 'encyclopaedia'. 8 Founder members, Jimmy Wales and Larry Sanger, launched the website on 10th 9 10 January, 2001, as part of an earlier Internet encyclopaedia named Nupedia, before

making Wikipedia a seperate website. 11

12

14

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13 Wikipedia is available free of charge, and is also an 'open content' resource, meaning anyone can copy it, edit the pages or even make new ones. This site, therefore, offers a high degree of involvement to users all over the world. Another important facet of 16 Wikipedia is its non-profit philosophy. The founders have stated that they consider information something that should be providing for the benefit of all mankind.

17 18

Wikipedia does have a standard page layout for all pages in the encyclopaedia, though. 19 Rules for copying or editing must also be followed. This system is not without its 20 21 vulnerabilities, however, as contributors may post false information, whether it be accidentally or Despite this, many users will confirm that Wikipedia is 22 23 effective at picking up such occurrences and rapidly tackling the problem.

24

25 Few websites come out first on a regular basis in search engines, but Wikipedia is usually the first site in the list. By 2016, Wikipedia had millions of pages in over 250 languages, 26

with the English version containing over five million articles.



WRITING TEST

Option 1 Formal Writing Task 1 – Allow 30 minutes for this task.

Write an article for a local magazine about a city you would like to visit and what you would do there.

You could write about:

- Which city you would like to go to and why.
- What attractions you would like to see.
- Some activities you would like to do.

Option 2 Formal Writing Task 1 – Allow 30 minutes for this task.

Write an article for a local magazine about the fund-raising you are involved in for a local animal shelter.

You could write about:

- The animal shelter you are involved with.
- Why you are raising funds for this shelter.
- How you have been fund-raising.
- How much money has been raised.
- How much money is still needed.

Write 100 - 150 words.

You will be assessed on:

- content
- word order
- use of appropriate tenses
- use of conjunctions, adjectives and vocabulary
- legibility of writing



Informal Writing Task 2 – Allow 30 minutes for this task.

Write a letter to a friend describing a website that you visited recently that you found very interesting or useful.

You could write about:

- The content of the website.
- Why you found the website so interesting.
- The website's good points.
- How the website could be improved.

Write 150-200 words.

You will be assessed on:

- content
- word order
- use of appropriate tenses
- use of conjunctions, adjectives and vocabulary
- legibility of writing



Practice Test 1 Speaking

PART 2

This is Part 2 of the Speaking Examination. (Approximately 3.5 minutes)

Follow the teacher's instructions.

Situation 1:

You want to go and see a new play at the theatre and you need to book a ticket. You need to find out the cost of the ticket, which seats are available and the time the play starts. You also need to know if you can buy the ticket online. What would you say?

Situation 2:

You want to organise a surprise party for your brother who will be 18 next month. You decide to contact a local restaurant to arrange to have a meal there with your family and his friends. Explain to the manager what kind of food you want and say when you would like to hold the party. What would you say?

Situation 3:

You have had a bad cold for the last few days and you decide to call the doctor's to make an appointment. You must explain your symptoms and say why you want to see the doctor. What would you say?

Situation 4:

You are talking to your friend about the problem of people leaving rubbish on the beach. Say what problems this can cause and what should be done about it.

nocn B2 - Preparation & 10 Practice Tests includes:

- **a detailed overview** of the **noch B2 examination**.
- **extensive preparation** sections for the key areas of the examination.
- 10 complete practice tests.

Key features of the PREPARATION are:

- **Grammar practice** with theory in brief and exercises. This section provides concise yet comprehensive coverage of grammatical points, which will help students deal with all four parts of the exam.
- Extensive practice in *phrasal verbs*, *spelling* and *punctuation*. This approach will enable students to cope with the demands of the actual test.
- Structural and lexical aid for the writing part of the examination, which will give students the guidance they need to approach both the formal and informal tasks. A variety of structures and expressions are provided which will allow students to express themselves more effectively and correctly.
- Assistance with the speaking section in terms of useful words and expressions which will help students complete tasks and increase their fluency and accuracy in English.

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