

N.	Domanda	Risposta
1	If an employee requires photocopies at 4 pm, when should he/she deliver the Photocopy Request Form to the Department Secretary? - (brano 67)	No later than noon
2	Which details must the Photocopy Request Form contain in non-urgent cases? - (brano 67)	Project name, date and signature
3	What do employees need to purchase in order to use the photocopier in Reception? - (brano 67)	A type of coin
4	What must an employee do if he/she needs a photocopy urgently? - (brano 67)	Tick the appropriate box on the Photocopy Request Form
5	Which members of staff are allowed to use the office photocopiers? - (brano 67)	Personnel authorised to do so
6	Who does the Rolex belong to? - (brano 68)	A man named Peter
7	What further details can you give about the carriage clock? - (brano 68)	That it has flowers engraved on the sides and top
8	Sarah Lewis got engaged in June 1974. Could any of the articles listed be hers? - (brano 68)	Yes, the pearl and diamond ring
9	What happened on Westwood Avenue last night? - (brano 68)	Several houses were broken into and burgled
10	Who would the police like to hear from? - (brano 68)	People with helpful information to give
11	In which circumstance will the carrier refuse to accept luggage? - (brano 69)	If it has not been labelled by the passenger
12	How must cheques and bonds be carried? - (brano 69)	In your hand luggage
13	Who is 'the carrier'? - (brano 69)	The airline with which you are flying
14	Are you allowed to put fruit and vegetables in checked baggage? - (brano 69)	No, never
15	If you are carrying 20 bottles of perfume, in which circumstance must you put them in your hand luggage? - (brano 69)	If they are samples of products destined to be sold
16	Can you use a credit card with this equipment? - (brano 70)	Yes, if it is valid
17	When can you dial? - (brano 70)	After seeing "line ready" on the display
18	What does a high pitch tone indicate? - (brano 70)	That your telephone card has nearly run out
19	What indicates that the telephone cannot be used? - (brano 70)	A flashing red light
20	Where should the telephone card be inserted? - (brano 70)	In the "IN" slot
21	What is essential to prevent failure of the electrical components? - (brano 71)	Adequate ventilation
22	Can soap be used for cleaning the screen? - (brano 71)	Yes, as long as it is mild
23	What type of surface must the set be placed on? - (brano 71)	A horizontal surface
24	Is it wise to place this TV next to your stereo speakers? - (brano 71)	No, absolutely not
25	Can direct sunlight damage the face of the picture tube? - (brano 71)	Yes, it should be avoided
26	Is it possible to take a bus at 11am on Christmas Day? - (brano 72)	No, it's impossible
27	How often do the buses run on Christmas Eve? - (brano 72)	Every 30 minutes after 9pm
28	When will buses only be available every hour? - (brano 72)	From midday to midnight on Christmas Day
29	What time do the buses start running on New Year's Day? - (brano 72)	6am
30	When is the service suspended from 6am to midday? - (brano 72)	On Christmas Day
31	When finishing a call what button do you press? - (brano 73)	F
32	What type of calls can be made with this telephone? - (brano 73)	Internal calls only
33	How do you answer a call? - (brano 73)	By lifting the receiver and pressing A
34	If you are making a call, when will you be able to speak? - (brano 73)	After pressing S
35	When making a call, before dialling the required number what do you need to do? - (brano 73)	Lift the receiver, wait for the high pitch tone and press R
36	How should a film be developed? - (brano 74)	As quickly as possible
37	Is it wise to keep your film in a bathroom cabinet? - (brano 74)	Not if the cabinet is dusty
38	Should you still use the film if it happens to fall in a puddle? - (brano 74)	No
39	What do you need to do when buying a film? - (brano 74)	Check the date within which it should be used
40	Which of the following is a bad place to leave rolls of film? - (brano 74)	Next to a radiator
41	What should be mounted first? - (brano 75)	The lower shelves
42	Who is a carpenter? - (brano 75)	Somebody who makes things using wood
43	Can the shelves be mounted anywhere? - (brano 75)	No, they cannot be mounted on a damaged wall
44	Before painting the shelves, what must be done? - (brano 75)	They must be sandpapered
45	What could damage the surface of the wood? - (brano 75)	Iron nails
46	How can you clean the appliance? - (brano 76)	By wiping it with a damp cloth
47	Which of the following substances can be vacuumed with the appliance? - (brano 76)	Dust
48	Which of the following instructions is wrong? - (brano 76)	Always switch the mains supply off after use
49	When should the ends of the tubes touch your ears? - (brano 76)	Never
50	What must you do before changing the filter? - (brano 76)	Switch the appliance off and disconnect it from the mains supply
51	If a match on a Saturday has been called off, what do you need to do? - (brano 77)	Put an advertisement in the local paper and a notice on the gates

N.	Domanda	Risposta
52	If a match on a Thursday is called off, what do you need to do? - (brano 77)	Put an advertisement in the local paper only
53	Which of the following advertisements is correct if a match has been called off? - (brano 77)	The 2.00pm match on Wednesday 18 July is cancelled
54	What should happen to the pitch when a match is cancelled? - (brano 77)	It should be cut and watered
55	When do you need to put both a notice in the local paper and one on the gates? - (brano 77)	When the match was meant to be on a Sunday
56	How do you lock the hatch? - (brano 78)	By pushing the small red button on the right
57	In which part of the machine should you place a nylon skirt? - (brano 78)	Only basket 'B'
58	Before loading the machine, what must you do? - (brano 78)	You must turn on the main power
59	In which circumstance could the system get blocked? - (brano 78)	If the laundry is not distributed evenly
60	What will happen if you put a jacket with metal buttons in basket 'A'? - (brano 78)	The system will break down
61	What can be used for thorough cleaning of the feed-in combs? - (brano 79)	A few drops of alcohol
62	When should the tweezer discs and the feed-in combs be brushed out? - (brano 79)	After every use
63	How can the tweezer head be removed? - (brano 79)	By pushing the side marked with an arrow
64	What must be done before the appliance is cleaned? - (brano 79)	The plug must be pulled out of the outlet
65	When should the tweezer head be removed? - (brano 79)	Every now and then
66	When was the staff meeting due to be held? - (brano 80)	Wednesday 5/10 at 6.30 pm
67	Who should contact Mrs Grimes? - (brano 80)	Teachers with urgent matters to be discussed
68	What kind of subjects are taught at this institute? - (brano 80)	Technical subjects
69	When is the next staff meeting scheduled for? - (brano 80)	Cannot say
70	On which of these days is it possible for teachers to have an appointment with the Headmaster? - (brano 80)	7th October
71	What colour are the right channel jacks? - (brano 81)	Red
72	Should the connecting cord be taut? - (brano 81)	No
73	What should be done before making connections? - (brano 81)	The power of each unit should be turned off
74	Where can the AC IN jack be found? - (brano 81)	On the back panel of the unit
75	What could be a possible cause of noise? - (brano 81)	Loose connection of plugs in the jacks
76	What should never be done? - (brano 82)	You must never remove blade B
77	Where is blade B located? - (brano 82)	In the upper section
78	Is blade B suitable for preparing the meat destined to become hamburgers? - (brano 82)	Absolutely not
79	Which section can be used for cutting up strawberries? - (brano 82)	The upper section
80	Can you use the lower section to chop four hundred and fifty grams of carrots? - (brano 82)	Yes, but you will have to do three separate chopping operations
81	What can be a serious fire risk? - (brano 83)	Litter at the bottom of lift shafts
82	When can litter be allowed to accumulate in lift shafts? - (brano 83)	Never
83	Bins for storing litter must be: - (brano 83)	covered at all times
84	What should you do if you find an accumulation of litter in a work area? - (brano 83)	Report it to the Shift Foreman and Fire Inspector
85	Can you store litter in cardboard boxes? - (brano 83)	No, only in storage bins
86	Which part of the machine should be used for crystal glasses? - (brano 84)	The upper basket
87	What is the central part of the baskets designed for? - (brano 84)	Tall articles
88	Should you put a heavy frying pan in the upper basket? - (brano 84)	No, in the lower basket
89	When should any article be rinsed? - (brano 84)	When it has food particles on it
90	How must open-ended containers be loaded? - (brano 84)	Open side down
91	Are you allowed to use a suitcase for hand luggage? - (brano 85)	Yes, provided it weighs less than 5 Kg and has a total dimension of 115 cm or less
92	What are mothers with small children allowed to take on board? - (brano 85)	An infant carrying basket and baby food
93	Are handicapped people allowed on aircraft? - (brano 85)	Yes, of course
94	What are passengers afflicted by mobility problems allowed to carry on board? - (brano 85)	Any device which they require for mobility
95	If the passenger thinks he/she will feel cold during the flight, what can they carry on board with them? - (brano 85)	An overcoat or blanket
96	Why is there only one delivery a day this week? - (brano 86)	Due to a staff shortage
97	What should you do if you need a delivery at 11.00 am on Friday? - (brano 86)	Telephone the Delivery Department before 11.00 am on Thursday
98	On which day of the week will the deliveries follow the normal procedure? - (brano 86)	Saturday
99	When must you telephone the Delivery Department? - (brano 86)	If you want an earlier delivery
100	When will deliveries be made from Monday to Friday this week? - (brano 86)	Probably after 2.00 pm each day

BRANO n.1

The office photocopiers may be operated by authorised personnel only. If an employee requires copies for office use, he/she must fill in the appropriate Photocopy Request Form and deliver it promptly to the Department Secretary. The form must specify for which project the copies are required, and it must be signed and dated. If the copies are required urgently, the employee must tick the appropriate box. In all other cases, the Secretary will deliver the copies within four hours from receipt of the form. It is absolutely forbidden to make photocopies for personal use. A token-operated photocopier is situated in Reception for this purpose. Tokens may be purchased directly from the Receptionists.

BRANO n.2

STOLEN PROPERTY

Burglaries took place in five separate houses on Westwood Avenue last night, between midnight and four thirty in the morning. The following are accurate descriptions of articles taken during the burglaries. If you think you have seen any of these items in shops or markets, or if you have any useful information to give, please contact Fairburn Road Police Station immediately.

18k gold Rolex watch with "To Peter" engraved on the back; jade bead necklace with silver clasp and safety chain; antique gold carriage clock (c. 1820) with floral engravings on the sides and top; smoke grey Saba 12inch screen portable television; pearl and diamond studded lady's ring bearing the words "Sarah - George 14th June 1974" on the band; small silver and ivory jewellery case with a green velvet lining and one hinge missing.

BRANO n.3

The passenger must affix a label with his name and surname on his cabin and/or checked baggage. Baggage presented by the passenger without a name label will not be accepted by the carrier. Identification labels are available at any sales office and airport. Fragile or perishable articles, money, jewellery, precious metals, silverware, negotiable papers, securities or other valuables, business documents, passports and other identification documents or samples shall not be accepted as checked baggage.

BRANO n.4

BRITISH TELECOM NOTICE TO THE PUBLIC

- a) Ensure that the red light on the telephone display is not flashing. A flashing light indicates that the equipment is out of order and cannot be used.
- b) Lift the receiver. You will hear three short beeps. A telephone card or valid credit card may now be inserted in the slot marked "IN".
- c) Wait for the display to state "line ready" and then dial the required number.
- d) If you hear a high pitch tone during your call, it means that the telephone card you are using is about to run out. Insert a new card within thirty seconds and continue your call.

BRANO n.5

Adequate ventilation is essential to prevent failure in the electrical components. Avoid direct sunlight on the cabinet, and on the face of the picture tube. Adjust lamps or the position of the set to avoid undesirable reflections of light and place the set on a completely horizontal surface. Ensure that there are no external magnetic materials e.g. loudspeakers near the TV. The cabinet can be kept in good condition simply by wiping with a clean, damp and soft cloth. Do not use solutions containing benzol, petroleum or any chemical cleaning cloths. The screen face may be cleaned with a damp, soft cloth and mild soap.

BRANO n.6

BUS SERVICE DURING THE CHRISTMAS AND NEW YEAR PERIOD

December 24th: Normal service until 9pm. From 9pm to 6am (December 25th) buses will be available every half hour.
December 25th: From 6am to noon SERVICE SUSPENDED. From noon to midnight buses will be available every hour.
December 26th: Normal service.
December 31st: Normal service until noon. From noon to 6am (January 1st) SERVICE SUSPENDED.
January 1st: From 6am onwards, normal service.

BRANO n.7

This telephone can only be used for internal calls. When making a call follow the instructions below:

- (i) Lift the receiver and wait for the high pitch tone.
- (ii) Press R and then dial the required number.
- (iii) When the telephone is answered press S and speak.
- (iv) When finishing the call, replace the receiver and press F.

When answering a call follow the instructions below:

- (i) Lift the receiver and press A.
- (ii) When finishing the call replace the receiver and press F.

BRANO n.8

HOW TO SAFEGUARD YOUR FILM

Never leave rolls of film in a car during the summer or near sources of heat.

Do not store your film in excessively dusty or damp places.

On no account must the film become wet.

In hot months, it can be useful to keep unused rolls of film in the refrigerator.

If your luggage contains film to be developed, check with the airport staff that the X-ray equipment is the modern type and therefore harmless to film.

Once a roll of film has been used, get it developed as promptly as possible.

Always check the expiry date on rolls of film before you buy them!

BRANO n.9

Please note that you should read the kit instructions carefully before making any attempt to mount these bookshelves without the help of a trained carpenter.

Use two-inch nails made of steel only, as iron nails will splinter the wood surface. Ensure that the wall chosen for the bookshelves has a solid plaster finish, as a cracked or damaged wall cannot bear the weight of the vertical support rods. Mount the lower shelves first, as stated in the kit instructions. Sandpaper each surface before applying paint.

BRANO n.10

Always ensure that the appliance is switched off and disconnected from the mains supply before cleaning, maintenance, emptying, changing the filter, etc., as well as after use. Extension leads may only be used if they are in perfect condition. At all times keep nozzles and tube ends well away from eyes and ears. Always switch the appliance off immediately after use. To clean the appliance, simply wipe it with a damp or dry cloth. This appliance is suitable for vacuuming dry surfaces only.

BRANO n.11

IMPORTANT

If for some reason the match is called off you need to put a notice in the local paper explaining this and saying the date and time of the match. If the match was meant to be on a Saturday or Sunday you should also put a notice on the front gates. Whenever a match is cancelled the pitch should be cut and watered.

BRANO n.12

The large red main power switch must be turned on before loading the machine. As soon as the main power is on the loading hatch will open automatically. Place the laundry inside basket "A" and be certain to distribute it evenly. Failure to do so may cause system blockage.

Note: only basket "B" must be used for synthetic materials and laundry with metal buttons or zips. System failure will result if this instruction is ignored.

Close the hatch and be certain to insert the locking mechanism by pushing the small red button on the right of the hatch. If the centrifuge is not required you should press the button marked "C".

BRANO n.13

Before cleaning this appliance, always pull the plug out of the outlet first. Brush out the tweezer discs and the feed-in combs with the cleaning brush after every use. To clean the tweezer discs and the feed-in combs thoroughly, use a few drops of alcohol.

Remove the tweezer head once in a while by pressing the side marked with an arrow with your thumb, and then pushing the tweezer head away.

BRANO n.14

CROYDON TECHNICAL INSTITUTE TO TEACHING STAFF:

Tuesday 4th October. The staff meeting scheduled for tomorrow at 6.30 pm has been called off until further notice. Teachers who have urgent matters to discuss with the Headmaster should contact Mrs Grimes in Administration. Appointments with the Headmaster cannot be arranged for Tuesdays or Thursdays.

BRANO n.15

NOTES ON CONNECTION

- Turn off the power of each unit before making connections.
- Connect the AC power cord last. For the model supplied with the plug adaptor, use it if the plug of the power cord does not match your wall outlet.
- Insert the AC power cord firmly into the AC IN jack on the rear panel of the unit before you connect it to an AC outlet.
- Be sure to insert the plugs firmly into the jacks. Loose connection may cause hum and noise.
- Leave a little slack in the connecting cord to allow for inadvertent shock or vibration.
- Cord plugs and jacks are colour coded. Red plugs and jacks are for the right channel and white ones for the left channel.

BRANO n.16

This equipment is supplied with two different types of cutting blades. When needed, blade A must be installed in the lower section and this can be used to chop or mince vegetables and meat. Place a maximum of 150g of food in the lower section each time you operate blade A. The second blade supplied (blade B) is suitable for chopping soft fruit only. Do not remove this blade from the upper section of the equipment.

BRANO n.17

Any accumulation of litter in work areas must be reported to the Shift Foreman and the Fire Inspector. Employees must never let litter accumulate at the bottom of lift shafts, as this can be a serious fire risk. Litter must not be stored in cardboard boxes or paper sacks but in the storage bins provided. These storage bins must not be left uncovered at any time.

BRANO n.18

INSTRUCTIONS FOR USE:

- Rinse off any food left on the articles to be washed.
- Place large articles and those which are very dirty in the lower basket.
- Place lightweight, fragile and small articles in the upper basket.
- All containers, such as cups, glasses, pans, etc. must be loaded with the open side facing downwards.
- Tall articles must be placed in the centre of the baskets.

BRANO n.19

In addition to the free baggage allowance, the following articles may be carried free of charge:

- one piece of hand baggage not exceeding the weight of 5 Kg and the total dimensions of cm 115 (sum of length + height + width);
- a handbag, pocketbook or purse;
- an overcoat or blanket;
- an umbrella or walking stick;
- a camera or a pair of binoculars;
- reading matter for the flight;
- an infant carrying basket and baby food;
- fully collapsible wheelchair, crutches or other prosthetic devices provided the passenger is dependent upon them.

BRANO n.20
NOTICE

Due to a shortage of staff, deliveries this week will only be made once a day, from Monday to Friday. These will probably be made after 2.00 pm. If you need an earlier delivery, you must telephone the Delivery Department at least 24 hours before the delivery time you want. As usual, there will be one delivery on Saturday morning.