Note: answers are provided only for those questions where one correct answer is possible. They are not provided for discussion-type questions or more open-ended writing.

Source: Skin deep

A
1 He suffered sore skin around his face
2 Repainting joints on a raised gas pipeline, while driving an open-cabbed vehicle with an attached sprayer
3 The Health and Safety Executive (HSE)
4 The open cab; no proper protective equipment
5 The Control of Substances Hazardous to Health Regulations (COSHH) 2002
6 Because it can damage workers’ health
7 It could have been applied with a brush instead of by spray gun

D
1 Isocyanate is the second-largest cause of occupational asthma.
2 An open-cabbed vehicle increases the risk of exposure.
3 The HSE can prosecute companies that do not protect workers from hazardous chemicals.
4 The paint could have been applied with a brush instead of a spray gun.
5 The company did not provide Mr Johnson with proper protective equipment.

E
1 Dermatitis is a skin condition caused by contact with something that irritates the skin or causes an allergic reaction.
2 Choose from: redness; blistering; flaking; weeping; cracking; swelling
3 Choose from: wet cement; solvents; dusts; oils; greases; cleaning agents

Source: Women in construction

A
1 False
2 True
3 False
4 True

B

<table>
<thead>
<tr>
<th></th>
<th>Caroline</th>
<th>Danielle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Is aged over 25</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2 Is aged under 25</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>3 Is a single mother</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4 Went to work with her dad at weekends</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>5 Is a heating engineer</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>6 Is an award winner</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
C

1 ‘I have trained hard, and feel that I am making a valuable contribution to keeping people safe in their homes.’
   Caroline Rhodes

2 ‘Her enthusiasm, positive attitude, “can do” approach and technical ability have been a real pleasure to see.’
   Colin Knox

3 ‘Our heating engineers are the most visible aspect of our business, dealing face to face with customers every day.’
   Darren Cunningham

D

1 Sure Group staff are celebrating today after Caroline Rhodes won an award in Manchester on Wednesday evening.
2 The Women in Construction Awards is now in its sixth year.
3 Darren Cunningham is Chief Executive of Sure Group.
4 From an early age, Danielle went to work at weekends with her dad Neil, a gas engineer also working at Sure Group.

Focus on: Proper nouns

A
1 Peter, Oxford, Wickes and Carillion.
2 Mr James Stevens is the manager of Jim’s Plumbing.
3 Julie is the bookkeeper and works on Wednesday, Thursday and Friday.
4 The plumbers said they could do the job in July.
5 The Construction Industry Council is based in London.
6 The Green Construction Board promotes sustainable construction.
7 The decorator used trade paints from Dulux.
8 The plasterer bought two trowels and a plastic float.
9 The Health and Safety Executive enforces health and safety law.
10 Marshalltown brick trowels are forged from a single piece of steel.

Source: Eco-buildings

B
1 BowZed and Kingsmead
2 Honingham
3 BowZed
4 Kingsmead
5 Honingham
6 Kingsmead

C
1 b
2 c

D Choose from: active voltage displays show how much energy the solar panels produce; a meter shows how much rainwater has been collected by the roof; automatic windows and skylights allow fresh air in; blinds shade the pupils
Eco-friendly construction means building in ways that benefit – or do not harm – the environment. Good planning means fewer things are wasted. Using local materials reduces how much energy you need to transport them and benefits local businesses. Less energy goes into the manufacture and production of green products and this reduces carbon emissions. Eco-friendly design also reduces how much energy is needed to heat the building. Many of these things also make good business sense. For example, cutting back on waste saves money.

Source: Site security

A
1 True
2 False
3 False
4 True

B
1 Bricklayer
2 Birmingham City University
3 Petty thieves and organised gangs
4 In this country and abroad
5 Choose from: locking machines in awkward positions; adding company livery and logos; painting machinery pink; make the plant as conspicuous as possible
6 They would have to be resprayed

C
1 David Edwards started his career as a bricklayer, then he worked his way up the ranks.
2 Gangs who use the money to fund people trafficking, prostitution and drugs.
3 You can put off thieves by locking machines in awkward positions, adding company logos and painting machinery pink.
4 If everyone started to ‘paint it pink’, then pink machines would no longer look out of place.

Focus on: Apostrophes

A
1 He’s
2 we’re
3 They’re

B
1 I’ve
2 They’ve
3 he’s

C
1 wasn’t
2 weren’t
3 can’t
4 couldn’t
5 wouldn’t
6 don’t

D Her friend’s old clothes.
E The boys’ room.
F The men’s equipment.
Source: How your memory works

A 1 Short-term memory
   2 The hippocampus
   3 Choose from: handwriting; speech; faces
   4 Repetition
   5 Physical exercise
   6 Choose from: fish; spinach; olive oil

Source: Working on roofs

B 1 People working in the construction industry
   2 To inform people about the risks of working on roofs
   3 One in five, or a fifth
   4 A method statement (or a plan of work) is a practical and safe way of working that everyone on a site can follow.
   5 Choose from: general access scaffolds; stair towers; fixed or mobile scaffold towers; mobile access equipment; ladders; roof access hatches

C 1 c
   2 d
   3 b
   4 a

D 1 He was working on a roof that did not have enough protection.
   2 Choose from: multiple spine fractures; multiple facial fractures; traumatic brain injury
   3 Choose from: limited speech; blind in one eye; partially sighted in the other; cannot walk without aid

F 1 The law requires all employers and contractors to assess the risks of work on roofs.
   2 Avoid working on roofs wherever possible.
   3 Use a method statement to help manage work on roofs.
   4 For jobs that take just a few minutes you can use proper roof ladders.
   5 Risks include roof edges or openings, fragile roofs and rooflights.
   6 Gwyndaf Davies suffered multiple spine and facial fractures, as well as a traumatic brain injury.

Focus on: Non-verbal communication

A 1 f
   2 e
   3 g
   4 d
   5 h
   6 b
   7 i
   8 a
   9 c
Source: No more waste

A
1 b
2 a
3 b
4 c

B
1 Approximately £7m
2 Good for the environment as less is taken waste to landfill sites; reduced building costs
3 Choose from: damage on the site; ordering too many materials; undoing work if it is not done properly
4 To improve or add to services

D
1 Before starting construction, a cost and benefit analysis was carried out.
2 The less waste you have, the less you need to dispose of.
3 Using three skips instead of one, and segregating waste, could save £13,630.
4 Ways of reducing waste include designing out waste, simplifying the specification and reducing offcuts.
5 Building firms can help the environment by ordering only what they need, reusing old materials, creating less waste and recycling more.

E
1 The UK construction industry produces over 36 million tonnes of landfill waste each year.
2 Take waste to a local recycling facility.
3 Reducing waste means that less goes to landfill.
4 You can reduce packaging waste by buying in bulk.
5 Some demolition waste can be reused as aggregates.
6 You can save money by reducing waste.

Source: Building a renewable future

A
1 c
2 b
3 c
4 a
5 a

B
1 It will create new jobs and offer a market to local farmers.
2 To provide heat; to produce fertiliser
3 250,000

C
1 Fact
2 Opinion
3 Fact
4 Opinion
5 Fact

D Choose from: phrases such as 'We’re delighted to be involved in such an innovative project’ or ‘The transfer of free heat will benefit all residents’; the only impacts of the plant that are described are positive; quotes are only from people in favour of the plant
Focus on: Commas

A 1 Sheet materials include plywood, plasterboard, chipboard and MDF.
2 When comparing suppliers you need to consider price, quality and delivery.
3 The site team included electricians, plumbers, bricklayers, carpenters and plasterers.
4 Chemicals on site include paint, varnish, thinners, white spirit and primers.

B 1 The larger the project, the more occupations will be involved.
2 In construction, moving and handling account for 8 per cent of major injuries.
3 To reduce the manual handling risk, follow safe lifting procedures.
4 Following a meeting with the client, the conservatory was made 5 cm higher.

C 1 CIRIA, the Construction Industry Research and Information Association, offers business improvement services to members.
2 Lisa Ross, chief executive, said this would never happen again.
3 There is an increasing demand in both the public and private sectors for more sustainable construction.
4 The Code for Sustainable Homes, an environmental rating system for housing, sets standards for energy efficiency.

D Dermatitis can occur quickly after contact with a strong irritant or over a longer period from repeated contact with weaker irritants. If someone develops an allergy, this may become permanent so that any future contact with the substance may cause an allergic reaction. In building work, dermatitis can be caused by many things including wet cement, solvents and dusts.

Source: Managing time

A 1 True
2 False
3 True
4 False
5 True

B 1 It helps you to get the right balance between your work and personal life
2 Having clear priorities
3 A to-do list
4 Choose from: gives you a clear idea of how much you need to do; shows how much time you can allow for each task; is satisfying when you start ticking off the jobs you have finished
5 Ideally, get out for some fresh air or exercise

D It is important to know which of your tasks are top priority. Find time for the things that are important but not urgent. If you keep a to-do list, this will help you stay organised. Make sure you take a break during the day as this will help you stay fresh. Avoid getting distracted by things that are not important. Break up big jobs into smaller tasks as this can make them more manageable.
Source: Teamwork

B  1 More time and effort will be needed to achieve tasks
   2 Tone of voice; body language
   3 Not having a strong sense of purpose or shared goals
   4 Choose from: electrician; plumber; bricklayer; carpenter; plasterer
   5 It provides for positive interpersonal relationships and ensures that goals and
      procedures are clear

C  1 achievement, achieving
   2 treatment, treating
   3 encouragement, encouraging
   4 requirement, requiring
   5 appointment, appointing
   6 amazement, amazing

E  1 Planning the job and solving larger problems
   2 Managing the team and resources on a day-to-day basis
   3 Making sure that the building is going up according to plan
   4 Daily meetings with the craft supervisors and weekly meetings with the site agent
      and contracts manager
   5 Carpenter → Carpentry supervisor → General foreman → Site agent → Contracts
      manager

Focus on: Questions

A  1 What is the budget for the project?
   2 The deadline is 24 May.
   3 When can we start work?
   4 When will the scaffolding be installed?
   5 The skip will be delivered on Tuesday morning.
   6 How long will the plaster take to dry?

B  1 What is your favourite food?
   2 When is your appointment with the doctor?
   3 Where do you live?
   4 What time do you need to catch the bus?
   5 How does she manage to do so much?

C  1 What would you like to drink?
   2 Please can you put that down? It might break.
   3 Could you give me the materials specification please?

D  1 How did your meeting go?
   2 How do you feel about working on the new site?
   3 What was your day like?
Source: Get fired up!

A 1 Customer service manager
   2 Choose from: deal with problem flues; deal with leaking flues; install flue linings; install wood-burning stoves
   3 In private homes
   4 Do not need cleaning out; do not have to buy logs or coal
   5 Choose from: more efficient; safer; give off more heat
   6 Choose from: plumbing; plastering; rendering; pipework; general building

B 1 b
   2 c
   3 a

E 1 rewire
   2 recharge
   3 redecorate
   4 redo

F 1 b
   2 a
   3 c

G Due to rising energy costs, appliances that burn biomass fuels are becoming more popular. The term ‘biomass’ refers to any organic matter used as fuel. The most common biomass fuel is wood in the form of logs, wood pellets or wood chips. Wood is one of the best sources of renewable energy for heating. As long as you buy your fuel from a sustainable source you will not increase the levels of carbon dioxide in the atmosphere. Biomass appliances must be installed by a HETAS registered installer.

Source: Small and safe

A 1 Choose from: to provide advice and information for small builders; to reduce accidents and injury
   2 Private domestic projects; smaller business projects
   3 Smaller building projects (involving refurbishment of existing homes and workplaces)
   4 They all involve working at height
   5 Business client

C 1 c
   2 a
   3 d
   4 b

E 1 Fatal injuries on small construction projects can be caused by falls, lifting operations, electricity and mobile plant.
   2 Dave, a roofer on the project, fell from the scaffold and injured his back.
   3 Although some small builders take health and safety very seriously, others are less conscientious.
   4 The workforce should be informed of risks, precautions and site rules.
   5 To reduce danger to the public, make sure the site is fenced off.

F 1 Hide and seek
   2 Under a pile of timber
   3 The fire brigade/firefighters
   4 Cuts, bruises and a broken leg
G 1 Maddy and Alice trespassed on a building site.
2 Maddy hid under a pile of timber.
3 Alice climbed onto the pile of timber.
4 The stack of timber collapsed.
5 Alice called the fire brigade.
6 Maddy was taken to hospital.

Focus on: Audience and purpose
A 1 Tutor
2 Friends
3 Fellow students
4 Manager/work colleagues
B 1 True
2 False
3 True
4 False
5 True
C Audience: managers and workers in construction
Purpose: to inform and persuade
D Audience: the general public
Purpose: to inform

Source: Communicating with colleagues
A 1 b
2 c
3 a
B 1 Clients/customers; colleagues
2 Pass on information to someone replacing you; report something to your manager; pass on a message to another tradesperson
3 The way the message is communicated; the way the message is received; the environment

Source: Smooth operators
A 1 Belt sander
2 Rotary/disc sander
3 Random orbital sander
4 Fatigue and discomfort
5 Rotary/disc sander
B

<table>
<thead>
<tr>
<th>Type of sander</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orbital sander</td>
<td>Removing old paintwork</td>
</tr>
<tr>
<td>Belt sander</td>
<td>Reducing the size of timber</td>
</tr>
<tr>
<td>Palm sander</td>
<td>Fine finishing</td>
</tr>
<tr>
<td>Detail sander</td>
<td>Sanding irregular shapes</td>
</tr>
</tbody>
</table>
C 1 b  
 2 c  
 3 a

D 1 a  
 2 b  
 3 a  
 4 c

G The random orbital sander is one of the best woodworking tools for removing material from a surface quickly. The sanding pads spin and rotate in a single movement, making it effective in removing small spots and swirls left by other sanders. Get the feel of your sander before you start work. Alternate the position of your hand to stop it getting tired. Keep the sander moving to avoid an uneven finish. The sander is designed to remove material rapidly so try not to remove too much wood at one time.

Focus on: Checking written work

A Proofreading tips

Proofreading is the task of reading and correcting written work. It’s best to proofread a hard copy rather than checking on screen as you will spot errors more easily.

You need to concentrate to do proofreading. Find a quiet space where you will not be distracted. First, scan your document to make sure the layout is clear. Mark anything that looks odd and check paragraphs and headings.

When checking in detail you might put a ruler or piece of paper below the line you are reading to help you focus? Each sentence should start with a capital letter and end with appropriate punctuation such as a full stop or question mark;

All words must be spelt correctly. You can use a dictionary or spellchecker, but you need to be careful with spell checkers as they won’t always pick up the right word for the meaning. They will miss spelling mistakes when a typing error has changed one word into another perfectly good one, such as learner/leaner, where/were, to/too.

B proofreading; written; It’s; errors; proofreading; quiet; paragraphs; piece; letter; punctuation; full stop; correctly; dictionary; spellcheckers; won’t; spelling; into

Source: A good impression

A 1 c  
 2 a  
 3 b  
 4 b  
 5 c

F 1 Choose from: listening in an interview is one of the main ways of establishing rapport with the interviewer; you may miss some important information; you have to listen to questions properly to be able to give a good answer; it shows interest in the interviewer, the organisation and the work

2 Choose from: use gestures such as nods; turn towards them; maintain eye contact
Source: Building London 2012

A  1 East London
   2 Olympic Delivery Authority
   3 Local community and groups (representing accessibility, sustainability, security, faith, and health and safety)
   4 2007
   5 2.5 square kilometres
   6 Held test events; add finishing touches

B  2005 London wins bid for the Games
   2006 Olympic Delivery Authority set up
   2007 Work starts on the site
   2008 Preparation of site completed
   2011 Venues ready
   2012 Opening ceremony

D  1 b
   2 c
   3 d
   4 a

E  Examples of the legacy could be: facilities for local communities; facilities for elite athletes; regeneration of east London; new standards for sustainability; health and safety; equality and inclusion (in construction and events).

G  1 b
   2 a
   3 c
   4 b

H  1 The velodrome is nicknamed the giant Pringle because it has curves like crisps.
   2 The Stirling prize has been won by projects in Europe because there have not been enough design opportunities in the UK.

Source: A rotten business

A  1 Wet rot
   2 Mycelia
   3 Because dry rot can spread through a building quickly
   4 Musty and damp
   5 Choose from: leaking washing machines; shower trays; baths; condensation
   6 To defend against reinfection

B  I first suspected that we might have dry rot in our house when there was a musty smell in the shower room. The extractor fan had not worked for a while so there was a lot of condensation. Later fungus started to appear. It was shaped like a pancake and was orange with red edges. I called my builder, who managed to control it before it spread to other parts of the house.

C  1 Ventilate the area.
   2 Remove affected timber.
   3 Place timber in sealed bags.
   4 Replace with pretreated timber.
   5 Treat remaining timber that is at risk with a fungicide.
D 1 False  
    2 True  
    3 True  
    4 False  

E 1 b  
    2 d  
    3 a  
    4 c  

I Choose from: wear gloves; wear a mask; use in a well-ventilated area; wear overalls to protect yourself from splashes; read the safety instructions on the label  

Source: Hidden dangers in construction  

B 1 b  
    2 c  
    3 d  
    4 a  

D 1 Hazard  
    2 Weils  
    3 COSHH  
    4 Bricks  
    5 Dust  

Focus on: Quote marks  

A 1 The carpenter asked, ‘Is it lunchtime yet?’  
    2 ‘My shift starts at nine o’clock,’ said Ed.  
    3 ‘When do you finish work?’ Yusuf asked.  
    4 Emma said, ‘The delivery is due at four o’clock.’  

B 1 ‘The plaster will take a while to dry,’ said Priya. ‘You should be able to start painting after around seven days.’  
    2 ‘Shall we have a look at the fuse box?’ asked Jess. ‘It might help us to identify the problem.’  

C The article ‘Keeping safe on roofs’ points out that ‘All work on roofs is highly dangerous, even if a job only takes a few minutes’. It goes on to argue that ‘Building firms must take proper precautions to control the risk and train their workers about these precautions.’ One way they can do this is through using a ‘method statement’.  

Source: Working abroad  

A 1 Experience  
    2 A visa  
    3 Red card  
    4 Construction Skills Health and Safety Test  
    5 Level 3  
    6 Choose from: building dams; water infrastructure; sewage infrastructure  

B 1 False  
    2 False  
    3 False  
    4 True  
    5 False
D 1 c  
2 a  
3 d  
4 b  

E 1 Now that I've passed my NVQ Level 3, I might look for work in France.  
2 If you were working for a company in Holland, you'd have the same rights as the Dutch employees.  
3 I'm thinking of looking for work in Canada, so I'll have to find out if I need a visa.  
4 Qualifications are important but it's also important to have experience.  

F Suggested answers:  
1 He saw an advertisement in a trade magazine.  
2 He was employed as a tile setter.  
3 He had to pay an agency fee and his airfare before he started working.  
4 His accommodation was cramped and filthy.  
5 He had to borrow money from his parents to pay for the airfare to get home.  

Source: Employment rights of young workers  

A 1 National minimum wage  
2 £4.98 per hour  
3 The Pay and Work Rights Helpline  
4 Eight hours  
5 If there is not an adult available to do the work and if their training needs are not negatively affected  
6 At the end of the summer term of the school year when they turn 16  

B 1 False  
2 True  
3 False  
4 True  
5 True  
6 False  

C The national minimum wage was introduced in the UK in 1999 when it was set at £3.60 per hour. People who opposed the NMW said that it would reduce the number of jobs and increase inflation, but that did not happen.  

G 1 b  
2 b  
3 c  

Focus on: Preparing a talk  

A Here is a suggested order.  
1 Introduction  
2 Listening to a complaint  
3 Examples of complaints  
4 Company or organisation procedures  
5 How complaints are resolved  
6 Summary
Source: Cowboy builders

A 1 On the Channel Five programme ‘Cowboy Builders’
   2 Five years
   3 Choose from: get professional builders in; remortgage their homes
   4 The Federation of Master Builders (FMB)
   5 He was jailed for five years
   6 Poor-quality work
   7 The largest trade association for the UK building industry; the Federation of Master Builders

B Choose from: gaping holes in walls; unsafe wiring; unsafe plumbing; roof left uncovered; extension not finished

C 1 True
   2 False
   3 False
   4 True

D Answers might include: they think they are getting a discount; they think they are helping the builder to manage cash flow; they want to avoid paying VAT; they may think that the builder does not have a bank account

E 1 Something that looks like you will save money but actually costs you more in the end
   2 a
   3 b

G Before you choose a builder you should check that they have a good reputation. One way is to ask them if they are a member of the Federation of Master Builders. FMB members will have passed credit checks and have had their work inspected. They also have to sign up to the FMB Code of Practice. There is a lot of advice and information on their website www.fmb.org.uk and you can also use it to find builders in your area.

H 1 a
   2 b
   3 b

I 1 Opinion
   2 Fact
   3 Fact
   4 Opinion
   5 Opinion
   6 Fact

Source: Keep it green!

A 1 city
   2 spread
   3 distinctive
   4 selected

B 1 To protect land from urban sprawl
   2 Building (activities)
   3 Northern Ireland
   4 Buildings for agricultural use
   5 Clean air and opportunities for outdoor activities/recreation
   6 Agriculture; forestry
C Advantages: protects agricultural activities; gives urban population access to open space and clean air; keeps the unique character of rural communities; protects historic towns; protects the environment; provides habitats for wildlife
Disadvantages: prevents expansion of urban centres; more homes that are needed for future generations cannot be built; restricts expansion of industries and businesses; some areas are poor quality or badly managed and offer no benefits

E 1 False
2 True
3 True
4 True
5 False
6 True

F 1 If you want to put up a new building you must apply for planning permission.
2 If you do not have permission, the local council can order you to demolish a building.
3 The green-belt policy has improved the quality of air in towns.
4 The green belt protects wildlife and the environment.

Focus on: Writing good paragraphs
A The topic sentence is ‘There are different types of paragraph.’ There are three other sentences.
B One way of doing it is as follows:
There are a few simple rules for punctuating a paragraph. Begin each new paragraph with a new line. Either leave a line space before the new paragraph, or indent the first line. Make sure that each sentence begins with a capital letter and ends with a full stop, question mark or exclamation mark.
C One way of doing it is as follows:
In today’s society construction workers play an important role. In the UK there are over 2 million UK construction workers, and this accounts for almost 7 per cent of all jobs in the country. On many building projects construction workers from a range of trades must work together well to get the job done. Health and safety is vital as there are more accidents than in other sectors. It is, therefore, important to follow procedures.

Source: Working for yourself
A 1 An accountant
2 Paying National Insurance; taking out a private pension
3 20 per cent
4 Choose from: no regular income; no sick pay; no pension; working long hours
5 Public liability insurance
B 1 b
2 c
3 a
D Any self-employed person can register for VAT but it is not compulsory if your turnover is less than £77,000 a year (in 2012). This is called the VAT threshold. Your turnover is the total amount that the business earns, not just the profit. However, the VAT threshold can be changed by the government so it is important to keep up to date with the tax regulations. The advantage of being VAT registered is that you can claim back the VAT you pay for things you buy for your business, such as materials or equipment. That means that you actually pay less for them. On the other hand, you have to add VAT to the customer’s bill and this might make your quote more expensive than someone else’s.

E 1 Because they had the freedom to work when and where they pleased
2 HM Revenue and Customs (HMRC)
3 Choose from: who they were working for; how long they had been there; how they were paid; if they got holiday pay; if they got sick pay
4 The tax and National Insurance contributions
5 There was no mutuality of obligation
6 Probably not

Source: Built to last

A 1 Hammersmith
2 Residential block in Marylebone
3 Aerodromes factories and army camps
4 Marks and Spencer
5 Wimpey
6 Apprentices and management trainees

B 1 Both
2 Wimpey
3 Bovis
4 Both
5 Bovis
6 Wimpey

C 1 Built Hammersmith Town Hall
2 Sold to Godfrey Mitchell
3 Built aerodromes and army camps
4 Built houses for local authorities
5 Built the Channel Tunnel
6 Became Taylor Wimpey

D 1 To persuade
2 Stressful; daunting
3 Wimpey say that they plan their developments around open space or providing safe cycle and pedestrian paths.
   Bovis say that they use local materials and reflect local features, that trees are retained wherever possible and new landscaping added, along with footpaths and cycleways.

E Wimpey and Bovis are longstanding companies in the house-building sector. They were both established in the 1880s and are still in business today. The founders of the businesses were quite young – Charles Bovis was 35 and George Wimpey was only 25 when they set them up. Although the companies had been sold to other people before 1920, the new owners kept the original names and Wimpey and Bovis are still well-known companies.
Focus on: Conjunctions and prepositions

A 1 though; but
   2 because; so; as
   3 so; because
   4 and; but
   5 but
   6 as; because

C 1 The new paint range is very popular with our customers.
   2 We were all very sad about Mr Singh’s illness.
   3 The plaster has dried so it is now ready to paint.
   4 I was not aware of the health risks associated with concrete.
   5 Now I have been promoted I am responsible for induction of new staff.
   6 This building site is completely different from/to the one I was at before.
   7 Off-job training is vital in order to understand the principles of construction work.

Focus on: Writing an email

A The subject is not clear or meaningful; there is no salutation and there is a poor sign off (‘From’); the message is unclear and there should be more references (e.g. to the specific product, delivery dates, etc.); the tone is not appropriate; it is unlikely to receive a constructive response
   Punctuation: ‘Which makes them unhappy’ should not be a new sentence; ‘we’ve’ needs an apostrophe; the question marks are missing at the end of message.
   Typos: ‘their’ should be ‘they’re’, ‘havng’ should be ‘having’, ‘materail’ should be ‘material’.

Focus on: Writing a formal letter

A 1 Your address
   2 The name and address of the person you are writing to
   3 The date
   4 The salutation (Dear …)
   5 Subject of the letter or reference
   6 The correct closing phrase (Yours …)
   7 Your signature
   8 Your name and/or position