

# *BEC Practice Test - Vantage*

## **KEY**

### **Reading Test Part 1**

0A 1B 2C 3D 4A 5D 6B 7C

### **Reading Test Part 2**

0F 8E 9C 10D 11B 12A

### **Reading Test Part 3**

13B 14B 15A  
16C 17B 18B

### **Reading Test Part 4**

0B 19C 20D 21C 22B 23A 24D 25B 26A 27D 28A  
29C 30D 31B 32C 33D

### **Reading Test Part 5**

0 did 00 correct 34 time 35 be 36 it 37 these  
38 correct 39 very 40 if 41 his 42 correct 43 correct  
44 have 45 such

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### **Writing Test Part 1**

Suggested answer (45 words)

Dear Ben

I just wanted to let you know that BVM's training seminar will definitely take place on 7 March – 9.30am to 12.30pm.

There will be between 10 and 12 participants.

Please could you book Room 324 for the event? Many thanks.

Best wishes

Margo

### **Writing Test Part 2**

Suggested answer (139 words)

To: all staff

From: Lauren Coles

As you may already be aware, there will be a number of changes to working conditions here at McIntosh Engineering. You will be happy to hear that these changes will benefit most, if not all, of you!

Firstly, as of 1 July, all staff salaries will rise. The upper limit for admin/clerical staff will go up from £19,500 to £22,000 and for project managers from £32,000 to £34,000.

Secondly, early retirement will be opened to all staff, and not just to managers.

Thirdly, staff who have been with the company for 12 months, rather than 18, will be able to join the pension scheme.

Finally, after 5 years with the company, and not the current 10 years, staff will receive 25 days' leave a year.

If you have any questions, please contact Matthew in HR.

Regards

Lauren Coles

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### **Listening Test Part 1**

1 brand, 2 qualifications, 3 creative, 4 advisor / consultant, 5 salespeople,  
6 customer, 7 supplier, 8 finance division, 9 Business News,  
10 insurance, 11 financial controller, 12 offices

### **Listening Test Part 2**

13D 14B 15H 16C 17E 18B 19E 20A 21C 22H

### **Listening Test Part 3**

23B 24C 25A 26A 27B 28A 29B 30C