General Training Reading Sample 12

Questions 14-20

Read the passage about personal computers below and look at the statements below (Questions 14-20).

In boxes 14-20 on your answer sheet write

TRUE if the statement is true

FALSE if the statement is false

NOT GIVEN if the information is not given in the passage

14 There are two computers and two printers available for public use at the library.

15 You can buy floppy disks at the information desk.

16 The information desk is closed at weekends.

17 It is essential to reserve a computer three days in advance if you want to use one.

18 If you are more than a quarter of an hour late, you could lose your reservation for the computer.

19 Library employees do not have detailed knowledge of computers.

20 The library runs courses for people who want to learn about computers.

PERSONAL COMPUTERS AVAILABLE FOR PUBLIC TO USE

‡   SHUVRQDO FRPSXWHUV DUH DYDLODEOH IRU D IHH RI   7KHUH LV DOVR DQ LQN MHW SULQWHU DWWDFKHG WR HDFK
terminal. The library has a number of commercially available programs for word processing and spreadsheets.

‡ $ SDSHU FDQ EH ERXJKW IURP WKH GHVN LI \RX ZLVK WR SULQW \RXU ZRUN $W WHUPLQDW LYH \RX FDQ EULQJ \RXU RZQ
paper. If you wish to store information however, you will need to bring your own floppy disk.

Bookings

Because of high demand, a maximum of one hour's use per person per day is permitted. Bookings may be made up to three days in advance. Bookings may be made in person at the information desk or by phoning 8673 8901 during normal office hours. If for some reason you cannot keep your appointment, please telephone. If the library is not notified and you are 15 minutes late, your time can be given to someone else. Please sign in the visitors' book at the information desk when you first arrive to use the computer.

Please note that staff are not available to train people or give a lot of detailed instruction on how to use the programs. Prior knowledge is, therefore, necessary. However, tutorial groups are available for some of the

programs and classes are offered on a regular basis. Please see the loans desk for more information about our computer courses.

Answer:

14 TRUE

15 FALSE

16 NOT GIVEN

17 FALSE

18 TRUE

19 NOT GIVEN

20 TRUE