

SHORTHAND EXAMINATION

Speed: 90wpm

Title: Holiday jobs can harm your health

I know that many students take holiday jobs because they need to earn some cash to help pay for their studies. Often ($\frac{1}{4}$) they are paid very little and are asked to do things that are quite dangerous. A growing number are ending up in hospital ($\frac{1}{2}$) or with long term health problems because of accidents at work. In fact, youngsters have fifty per cent more accidents at work ($\frac{3}{4}$) than older people. They need to know their rights and learn how to use their common sense. First of all, young people should (1) make sure they know how many hours they can be asked to work and what breaks they can take. If they are ($\frac{1}{4}$) under sixteen they might also need a work permit and the employer should give them the right training before they start a job. ($\frac{1}{2}$) A major concern for summer jobs is the weather. When working outdoors they must protect their skin and drink plenty of water ($\frac{3}{4}$) when it is hot. They should remember that they are being paid to do a job, and not get distracted with practical jokes. (2)

INTERVAL OF THIRTY SECONDS

They will be less likely to have an accident if they take their time and stay tidy. If they rush around the ($\frac{1}{4}$) place they could slip, fall or bump into someone or something. They need to think about other people and not leave things for ($\frac{1}{2}$) others to trip over. Students cannot be too careful when they are at work. It is also a good idea to wear ($\frac{3}{4}$) the protective gear that is needed for the job. If it is broken or does not fit then they should tell their employer. (1)

INTERVAL OF FIFTEEN SECONDS

I know there are students here today and I hope they have been listening carefully to what I have had to say. ($\frac{1}{4}$) For those from the media I would ask you to help me broadcast the following advice to the widest possible audience. ***Young people ($\frac{1}{2}$) in the workplace should not be afraid to ask for things to be explained again and if they do not feel safe ($\frac{3}{4}$) they must tell someone.*** That is all I have to say about keeping safe and enjoying a holiday job. Thank you for listening. (1)

TRANSCRIPTION TIME ALLOWED FORTY MINUTES

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