

Q1)

Salary increases will not be higher than the cost of _____.

life

live

living (*) cost of living is a business expression.

lived

Q2)

Feel free to _____ the engineer for more assistance.

call on (*)

call to

call forward

call at

Q3)

Mr. Goa _____ the proposal before he looked at the guidelines.

writes

had written (*) an action that is completed before another past action uses the past perfect tense.

has written

will write

Q4)

If the project is a success, the office _____ more help.

would hire

hired

can hire (*)

could have hired

Q5)

The office manager wants the computers _____ by tomorrow.

will be installed

installing

install

installed (*) someone else will install the computers, so the past participle is used.

Q6)

Suggestions were requested; _____, none were offered.

in spite of

therefore

however (*) however indicates an unexpected result.

for this purpose

Q7)

_____ the workers put in a lot of effort, profits were not high.

whatever

why

even though (*) even though indicates an unexpected result.

however

Feedback

Q8)

Ms. Ravi has already conducted market research _____ two new products.

around This means concerning.

from

on (*)

near

Q9)

Transactions _____.

have weekly been documented This is not an appropriate position for a definite frequency adverb.

have been documented weekly (*)

weekly have been documented

have been weekly documented

Q10)

Clients are invited to write _____ call for additional information.

but

or (*) or indicates a choice between items.

not

either

Q11)

An answering machine takes messages _____ Sundays.

from

at

in

on (*) on is used with days of the week.

Q12)

The solution cannot be determined _____ the problem is identified.

if

when

until (*) until indicates a time or an action that another action depends upon.

which

Q13)

The director had her assistant _____ the memo.

signing This is the present participle.

signed

will sign

sign (*)

Q14)

If you _____ a touch-tone phone, you won't need an operator.

had

are having

have (*) real conditions in the present tense may use present tense in the if-clause.

will have

Q15)

Our company _____ Metro Messenger Service since 1998.

use

used This is the past tense.

had used

has been using (*)

Q16)

The new employees will _____ during training sessions.

catch out

catch on (*)

catch in

catch down This is not a correct two-word verb.

Q17)

The _____ result will be announced next week.

finalized

finally

finalist

final (*) final is an adjective that modifies result.

Q18)

The financing deal is expected to _____ in a matter of weeks.

go up Incorrect This means to rise.

go out

go through (*)

go beyond

Q19)

The supervisor wants the inventory _____ by next Thursday.

will be finished

finish

finished (*) someone else will finish the inventory, so the past participle is used.

finishing

Q20)

I would ask for a special meeting if I _____ her.

was

were (*)

am This is not used in the if-clause of an unreal condition.

would be

Q21)

The company appreciates not only the president's ambition _____ his ideas.

or
but also (*) Not only... but also is a paired conjunction.
with
and if

Q22)

A new collection of programs _____ in the conference room.

are presenting
are presented This is present tense (passive).
present
is being presented (*)

Q23)

The supplier said the department _____ more stock in the future.

has been ordered
order
should order (*) should is a modal that indicates obligation or preference.
ordered

Q24)

Some managers wouldn't let the assistants _____ early yesterday.

leave (*) the assistants are the ones who are leaving early, so the simple form of the verb is used.
leaves
leaving
left

Q25)

Sales performance has been poor; _____, the store will close soon.

nevertheless
therefore (*) therefore indicates a result or consequence.
on the whole.
but

Q26)

Ms. Jacobs is one _____ our best agents.

from

by

of (*) one of distinguishes one item or person from a group.

than

Q27)

Please refer to your personal _____ number.

identify

identities

identification (*) identification number is a business term.

identified

Q28)

_____ you transfer your account, sign on the dotted line.

While

Because

During

Before (*) before indicates a sequential time relationship.

Feedback

Q29)

No one has turned on the air conditioner _____.

yet (*) adverbs of definite frequency may appear at the end of a sentence.

never

already

soon

Q30)

Akinori remained calm _____ his anticipation.

while

in spite of (*) in spite of indicates an unexpected result.

with

as

Feedback

Q31)

All bank branches are open _____ 8:30 A.M. to 4:00 P.M

in

at

from (*) From... to indicates the limits of a time frame.

by

Q32)

We need more details: _____, who, when, what, and where.

for example (*) for example indicates examples from a generalization.

moreover

however

accordingly

Q33)

My boss gets her messages _____ by a computer.

take

takes

taken (*) by indicates a passive form, so the past participle is required.

taking

Feedback

Q34)

If the company _____ in debt, the accountant would be the first to know.

were (*) were is the form of be used in the if-clause of an unreal condition.

are

would be

will be

Q35)

Who _____ how many offices we have contacted for the survey?

knows (*) third-person present tense is required.

know

is knowing

are knowing

Q36)

There is a rumor that the London office is trying to _____ the Edinburgh office.

take out

take away

take over (*) to take over means to obtain control of.

take off

Q37)

Before the meeting, a _____ was held to verify information.

brief

briefing (*) briefing is a noun that means a meeting to provide current information.

briefly

briefed

Q38)

It is not _____ to argue about small details.

advise

advice

advisable (*)

advised This is a verb.

Feedback

Q39)

_____ these data before publishing them.

Verification

Verify (*) a simple verb is necessary for the command form.

Verified

Verifying

Q40)

Either the product _____ the advertisement should be changed.

or (*) either... or is a paired conjunction.

and

but

nor

Q1)
The Accounting Firm
P. O. Box 90900
Pretoria 0083
South Africa
Alice Michaels Michaels Enterprises
190 Church Street
Pretoria 0083
South Africa

November 7, 20__

Dear Mrs. Michaels,

I received your e-mail last week, stating that you will not require my services for the upcoming tax year.

Theirs

These

Those

This (*) This serves as a pronoun referring to the decision made by Mrs. Michaels.

came as a surprise to me, as I have always provided you with timely service. My records show that your company received a large refund from the government last year.

I understand that you, like many small business owners,

have decide

have decision

have decided (*) The present perfect tense verb is needed here to refer to an action that began in the past but is still true at present.

have been decided

to use a do-it-yourself tax kit this year. While this method may seem less expensive because it saves money on an accountant's fees, there are hidden costs. It takes a lot of time to gather all the data needed to prepare your own taxes. My firm, on the other hand, already has this information on file, and we know the best ways to save you money on your taxes.

I hope you will think

up

of

over (*) think over is a two-word verb that means reconsider; Mr. Jones is not happy with Mrs. Michaels' decision, so he hopes she will reconsider it.

after

your decision to forego professional accounting services this year. If you do change your mind about this, I would be more than happy to provide you with the same efficient and accurate service that I have in years past.

Sincerely,

Peter Jones

Q2)

To: Reiko Ono
From: Junko Lee
Re: Transfer

Hi Reiko,

I heard the news this morning about your transfer. I was sad to learn that you will be moving to the Yokohama warehouse. It seems like half of the staff is leaving for one reason or another. I considered

transfer

to transfer This is an infinitive verb.

transferring (*)

will transfer

too, but my husband would never agree to it.

If you need any help packing or making arrangements in Yokohama, let me know. I have many relatives in Yokohama if you and your husband need anywhere to stay for a short time

while (*) while introduces a time clause containing an action that occurs at the same time as the action in the main clause.

after

during

before

you are looking for a new home. Of course, those arrangements may already have been made by the company.

I will miss our conversations in the staff room. You always tell the best stories about your family members, and I feel like I know them personally. I'm sure you will be busy this month, but I'd love to get together for lunch or dinner before you go if you can spare the

food

place

guests

time (*) Junko wants to see her friend if, despite being busy, she has some extra time.

.Tuesdays or Thursdays are the best days for me. If you can't make lunch or dinner, I hope we can at least make one last date for coffee.

Talk to you soon,

Junko

Q3)

Korea Daily
International Edition

Maple Home and Life Insurance to Cut 1, 500 jobs

The oldest insurance agency in Busan is planning to eliminate at least 1,500 jobs by the end of the year.
The mass layoff has already

begin

began

begun (*) the past participle of the verb is needed to complete the present perfect form.

beginning

, with the first 400 people receiving their termination slips last Friday. Maple Home and Life is one of five financial services companies in Korea that has decided to downsize this year. "

Creating

Building

Operating

Cutting (*) the company needs to cut, or reduce, costs because it is having financial problems.

labor costs is the only way we can avoid bankruptcy," said the company's vice-president.

Financial analyst Yoon Kwang-ung says that an unexpected amount of insurance claims due

to (*) the expression due to means because of.

from

at

in

a season of forest fires, occurring in a weakening economy, has caused the mass layoff. But employees are not satisfied with these and other excuses they are hearing in the media. "We want answers. And we won't leave until we get them, " said Hwang Woo-suk, who plans to march in a protest outside the insurance office tomorrow.

Q4)

Challenge Media
40, Rue de Suez
13004 Marseille
France
Patrice Lerch
Healthy Cereals, Inc.
9, rue Ronchaux
25000 Besançon
France

April 5, 20__

Dear Ms. Lerch:

We received your request to

write

advertise (*) the purpose of this letter is to explain to Ms. Lerch how to advertise in the newspapers.
photograph
invest

with our Marseille newspaper group and are pleased to offer you a full-page spread in three of our papers for the week of April 19. The Marseille Sun is a daily paper with distribution in Marseille and surrounding areas. The Circle and The Marseille Bite are our two local weekly papers. All three of these (*) these is a modifier referring to the word papers.

theirs

its

its

ours

papers cater to middle-class families and business workers. Challenge Media charges one flat fee for advertising in all three papers. As well as full-page spreads, you can purchase additional 2-inch squares of advertising in our classified section of The Marseille Sun. These options

don't include

can't include

aren't included (*) a passive voice verb is required since the subject options receives the action.

haven't included

in the price we have quoted you. Please see our website for further information on our classified section (challengemedia.com).

To confirm your order, please call our advertising department at 04.91.88.66. before next Friday.

Thank you for choosing Challenge Media for all of your advertising needs.

Sincerely,
Annie Chateau,
Managing Director

Q1)

Memorandum

To: Juan Gomez

From: Maria Johnson, Building Engineer

Date: 17 Jan. 20__

Re: Thermostat located in your office

It has come to our attention that the thermostat located in your office is frequently being turned off. Please be aware that although this thermostat is located in your office, it actually controls the temperature on the entire second floor. When it is turned off, it affects not only your office, but all the surrounding offices as well. We ask that you not touch the thermostat. The other second- floor tenants are complaining about the lack of heat in their offices.

If you wish to adjust the temperature in your office at any time, please speak with me or with one of my assistants. We would be happy to help you create an environment that is comfortable for you and your office staff, but please remember that we need to consider the comfort of everyone in the building. Thank you for your cooperation.

What is the problem?

Someone keeps turning off the thermostat. (*) The problem is that someone in Mr. Gomez's office keeps turning off the thermostat.
There is no thermostat on the second floor.
The other tenants want a thermostat.
The second floor has enough heat.

When should the thermostat be turned off?

In the evenings.
When it gets cold out.
Never (*) we ask that you not touch the thermostat means that it should never be turned off.
When it gets hot.

The word "adjust" in paragraph 2, line 1 is closest in meaning to...

pay for
change (*) adjust means to alter or change.
look at
open

What should Mr. Gomez do?

Change offices.
Turn off the heat.
Leave the thermostat alone. (*) the purpose of the memo is to ask Mr. Gomez not to touch the thermostat.
Complain to the other tenants.

Q2)

White Shoe Kleen-Kit

White shoes are a handsome addition to any summer wardrobe, but they have always been difficult to keep clean... until now. Wright and Perry, the same company that has been providing you with top quality shoe finishes and other fine shoe care products for years, has developed a solution to the problem of cleaning white shoes. Thorough research and careful testing of trial products have resulted in Kleen-Kit, the fantastic new two-step, two-minute product that will keep YOUR white shoes sparkling white. Our special formula not only cleans your shoes to their whitest, it also protects them from dirt and water and preserves the leather, giving your shoes longer life.

If you own a pair of white shoes, or plan to enjoy that extra sparkle that they can add to your wardrobe, this kit is a must. It solves the problem you have always had... of keeping white shoes white. And, at a price you can afford.

Kleen-Kit sells for only \$7 each, or \$5 with each shoe order. Kleen-Kit is available at most shoe retail outlets and anywhere shoe-care products are sold.

Not convinced? Ask your local shoe dealer for a free trial sample or request one from our website. Your shoes will be sparkling white in no time!

What is this advertisement promoting?

White shoes This is what the product keeps clean.

Shoe cleaner (*)

Shoe repair

Company supplies

How long does it take to use the kit?

Two minutes (*) the kit is a two-step, two-minute kit.

Five minutes

Seven minutes

Ten minutes

What problem does the product solve?

Improving Wright shoe sales

Finishing first

Staying handsome

Keeping white shoes white (*) The Kleen-Kit keeps white shoes white.

Q3)

From: Ms. J. Gibbons
To: All employees
Date: July 17, 20__
Subject: Required hours

All employees are reminded that the Smithson Company observes a 35-hour workweek, normally from 9: 00 a. m. to 5: 00 p. m., Monday through Friday, with a one-hour lunch period. In addition, after careful consideration and planning, the Smithson Company has recently implemented a flex-time policy. This means that individual employees, with good reason, may establish different work schedules with their supervisor's approval. The employee must explain the reasons for requesting flex-time as well as demonstrate that a variation of work hours will not be detrimental in any way to the work of the other people on that employee's team. Whatever changes may be made to an individual's schedule, 35 hours per week is still expected of all full-time employees.

Flex-time does not mean that an employee can work any hours he or she chooses at any time. In order to make schedule changes under the flex-time policy, an approval form must be submitted to your supervisor two weeks in advance of the proposed schedule change date. The form must be signed and filed by your supervisor before you can start following a new schedule. Forms are available from the Human Resources Office. Employees who adjust their schedule without completing a form and getting formal supervisor approval are subject to loss of pay, even if they work a full 35 hours in a week.

What is the topic of the e-mail?

Schedules (*) the e-mail discusses work schedules.
Hiring
Observations
Lunches

How many hours a week do the employees work?

17 hours
25 hours
35 hours (*) the company observes a 35-hour workweek.
40 hours

Who must approve any change?

The employee
The employee's supervisor (*) individual employees may establish different schedules with their supervisor's approval.
The human resources director
The vice-president

Q4)

MEMORANDUM

To: All employees
From: George Hendriks, Chief of Security
Date: May 30, 20__
Re: Office Visitors

Employees are reminded that a number of our contracts with clients are of a confidential nature. In order to ensure the maintenance of this confidentiality, visitors will not be allowed within the office area unless they are accompanied by a member of the staff.

Please let your visitors know that they will be asked to sign in at the reception desk when they enter the building. The receptionist will call your office to admit them and give them a visitor's pass. You must come to the reception area and escort your visitors to your office. Unescorted visitors will be asked by security to leave the building.

Thank you for your cooperation with this matter

Who will read this memo?

Clients
Company employees (*) the memo is addressed to all employees.
Visitors
Security staff

Why must visitors not be alone?

They may get lost.
They have appointments with staff members.
Company projects are confidential. (*) visitors must not be alone because a number of the company's contracts with clients are of a confidential nature.
They are special guests.

What must visitors do when they arrive?

Call the office they are visiting.
Admit themselves.
Leave before closing.
Sign in. (*) visitors are asked to sign in at the reception desk.

How will employees know when their visitors have arrived?

The visitors will call ahead.

The receptionist will call the employee's office. (*) the receptionist will call the employee's office to let him or her know about a visitor.

The employee must wait in the reception area.

The visitor will be sent to the employee's office.

The word "escort" in paragraph 2, line 4, is closest in meaning to...

accompany (*) escort means to accompany. Visitors must be accompanied by a staff member, which we know from the first paragraph of the memo.

remove

invite

hide

Q5)

Business travelers find that some jobs take them away from home for longer than a few days at a time. Those who find themselves at a new job site for weeks or even months often find it more comfortable and economical to stay at an apartment-hotel rather than a traditional style hotel. The comfort and convenience of these short-term residences are making them more and more popular among frequent business travelers. They provide advantages that more luxurious traditional hotels do not. Apartment-hotels offer both small and full- size apartments that are available to rent on a weekly or monthly basis.

Apartments are fully furnished with everything from sofas and writing desks to dishes and silverware. They also usually include cable TV service and Internet access. Best of all, they are run like hotels, with cleaning and linen services, exercise rooms and restaurants, and a desk clerk to take messages and help tenants with questions about the city. In addition, the prices are much more reasonable than the rates normally charged at a traditional hotel. One of the reasons that many apartment-hotels are economically priced is that they are often not found in a city's downtown area. This is not necessarily a disadvantage, however. They are usually conveniently located near public transportation, so the expense of a rental car is not always necessary. In short, apartment-hotels offer a convenient alternative to the business traveler, as they are more cost-effective than traditional hotels and more comfortable than hastily furnished apartments. Many business travelers find that apartment-hotels are as comfortable as it is possible to be away from home.

Why are these residences called "apartment-hotels"?

They have characteristics of apartments and hotels. (*) Apartment-hotels have characteristics of both apartments and hotels, hence the name apartment-hotels.

They contain full-sized apartments.

They look like hotels.

They have only short-term tenants.

Who would be likely to use an apartment-hotel?

A businessperson on an overnight trip

A family of tourists These people would probably use a hotel.

An engineer on a ten-week project away from home (*)

A consultant in town for a convention

What is NOT mentioned as an advantage of apartment-hotels?

They are furnished.

They have cleaning service.

They are centrally located. (*) The location of apartment-hotels is often not in the downtown area.

They have a desk clerk on duty.

How do apartment-hotels compare with standard hotels?

The rooms are larger.

They are not as comfortable.

There are fewer services offered.

They are less expensive for a long stay. (*) Apartment-hotels are often more cost-effective than standard hotels.

Q6)

Surveys have found that wages and benefits are not always the major determining factor for employees who are looking to move between jobs. David Bikowski is a case in point. Last year he was laid off from his production job at a factory where he had worked for close to eight years. After several months of searching for a new job, he found employment at another factory in a nearby town. Although he would earn \$100 a week less in the new position than he did at his old one, he took the job. He has a family to support and couldn't afford to stay out of work much longer. Just a few months after starting at his new position, he received an offer to return to his old job at his old salary. Bikowski decided to turn the offer down. Why? Because, he says, he finds that his new workplace is much less stressful than the old one. "We've been able to get by on what I've been earning at Strathmore (his new employer), and I know I'll be getting the usual raises as time goes on, " he explains. "And it's better for my family in ways that money can't pay for. I'm more relaxed when I get home, I have better quality time with my kids. That's worth more than money to me. " Bikowski represents a growing sentiment among the country's workforce. More and more workers are looking for less stressful lives, sociologists say. Work conditions are often given equal weight with wages and benefits when job decisions are made.

Why did David Bikowski leave his job?

He wanted a promotion.

He was fired.

He wanted more money. This is contradicted by the fact that he is staying at his new job, which pays \$100 less a week.

He was laid off. (*)

How does Mr. Bikowski's present salary compare to his salary at his previous job?

It is \$100 less a week. (*)

It is \$100 less a month.

It is \$100 more a week. This confuses the opposites more and less.

It is \$100 more a month.

According to the article, why did Mr. Bikowski stay at his new job?

The salary is better.

The new job is less stressful. (*)

He has become a supervisor.

He prefers working close to home This confuses working close to home and finding a new job nearby.

Q7)

GUESS CONSULTING

121 Market St., New York, NY 10012

J. P. Thompson, Esq.

14, Rue du Mont Blanc

1201 Geneva,

Switzerland

Dear Mr. Thompson:

I have enclosed a copy of the evaluation that I was hired to prepare for the project "Improving Employee Performance. " You will see that the evaluation is divided into three sections, as we agreed upon in our discussion: Employee Relations, Physical Environment, and Training Opportunities. The appendices include all forms and outlines of other methods used to gather information for the evaluation. I have attempted to present everything in as clear a manner as possible. If, however, you have any questions or desire any additional information, please don't hesitate to contact me.

I have enjoyed working with your law firm on this project and look forward to working with you again in the future.

Sincerely,

Amanda

Guess Consultant

What is the main purpose of the letter?

To submit a report (*)

To inquire about future job possibilities

To request future projects This associates future projects with working with you again in the future.

To ensure prompt payment

Which of the following would Mr. Thompson like to improve?

Ms. Guess's writing

Employee performance (*)

The salary

The evaluation This is contradicted by Mr. Thompson's hiring Guess Consulting to do the project evaluation.

According to the letter, which of the following is NOT true?

Ms. Guess would like more projects.

Ms. Guess will discuss her evaluation.

Ms. Guess is a consultant.

Ms. Guess didn't complete the project. (*) Ms. Guess completed the project, which is enclosed with the letter.

What is Mr. Thompson's profession?

Lawyer (*)

Personnel director

Consultant This is Ms. Guess's profession.

Landlord

Q8)

TRAVELLER

A multi-function watch displaying local time simultaneously in all twenty-four world time zones.

Self-winding, water-resistant, in a combination of stainless steel and 18 kt. gold. Five-year international limited warranty. Intelligently priced.

Also available in all 18 kt. gold or all stainless steel.

A tradition of excellence in watches, fine jewelry, and unique gift ideas since 1928.

Paris Jewelers

137 Saint Paul Street, Newport, ME 04064 (207) 555-4600

How many time zones can be displayed?

Five

Twelve

Eighteen

Twenty-four (*) the ad says the watch displays all twenty-four time zones.

How long is the warranty?

Eighteen months

Five years (*) A five-year international limited warranty is offered.

Eighteen years

Lifetime

Q9)

Health Center

29 Adelaide St. E.

Toronto, Ontario

Canada M5A1N0

Vanessa Wendel

1907 Street Notre-Dame

Montreal, Quebec

Canada H3A 5T8

January 2nd, 20__

Dear Ms. Wendel:

I understand that you are in charge of the fundraising events for the Heart and Stroke Research Fund of Central Canada. My colleague, Jessica, suggested that I contact you about getting some brochures for our office. We need information on the half marathon that is taking place in Toronto on the weekend of July 1st-3rd.

When I looked at the Heart and Stroke website, I noticed that your name was among the female runners who finished in the top ten last year. Jessica was surprised to hear that in addition to managing the fundraiser, you also participated in the race. You must be in excellent shape! Are you running this year?

I would appreciate your sending some brochures for the center. I'd like to know more about the race myself. I've been thinking about entering, but I'm not sure if I am ready to run a half marathon. I think I should start with a ten-kilometer run. Currently I run about 20 kilometers each week.

Hope to hear from you soon.

Best Wishes,

Kandy Miller, Front Office Manager

To: Kandy Miller

From: Vanessa Wendel
Subject: Marathon Brochures

Hi Kandy,

Thank you for your letter. It was fun participating in the race last year. At first when my co-workers decided to do the run I wasn't interested. However, within a few weeks of their training I noticed how much more energy they had. That's when I decided to join them. It was a good experience, but unfortunately I will not be running in this year's event. I pulled a muscle in my leg when I was golfing this summer. You should give this run a try, though. It took me about 6 months to train for the half marathon. It will probably take you half of that since you have some running experience already.

I sent some brochures to the Health Center today. Thank you for your support of our cause. Last year we raised \$400, 000 in Toronto, and this year our goal is to double that amount.

Thanks again,

Vanessa

Vanessa Wendel Fundraising Supervisor

Why did Miller write this letter?

To request sponsorship money.
To explain about a fundraiser.
To order some brochures.
To ask for advice about exercise.

How far will participants in the July race have to run?

A full marathon
A half marathon
10 kilometers
20 kilometers

Why isn't Wendel running at this year's event?

She has a golf engagement.
She has a sore leg.
She has low energy.
She has a running injury.

If Miller started training immediately, when would she be ready for the run according to Wendel?

By January

By March

In 6 months

Around July 3rd

How much money do they want to raise at the Toronto running event this year?

\$200,000

\$400,000

\$800,000

\$1,200,000

Q10)

To: Katherine Smith

From: Althea Jenkins

Subject: Job opening

Hi Kathy,

I saw this ad today and thought you would be interested. You have exactly the work experience they are looking for, and the office is close to your apartment. That new car you were talking about buying wouldn't be necessary. The position is with a reputable company, too. My cousin Don Wade is the chair of the board. It's too bad you can't make it to my brother's wedding. Don will be there, and I could have introduced you.

If you decide to apply, let me know. I can at least send Don an e-mail and give a personal reference to him for you. He is usually in charge of conducting the interviews.

On the other hand, I haven't heard from you in a few weeks, so maybe you have already found some work. If you do apply, don't forget to attach your resume after you fill in the online application.

Take care,

Althea

You are reviewing JOB BANK item #334885. To apply to this ad and attach an electronic resume, click [here](#).

Job Opening Pharmacy Assistant Part-time

Harrison's Pharmaceutical Company and Store--Auckland Job Description:

- Provide clerical support to four pharmacists who have rotating shifts
- Measure, mix, and package prescription drugs*
- Take care of computer inventory and restocking
- Update customer files

Note: This position does not involve patient counseling or taking telephone prescriptions.

Qualifications and requirements:

- ✓ 2 years' experience under a licensed pharmacist
- ✓ Pharmacy Assistance License A
- ✓ Certificate from an accredited Pharmacy Assistant Program

Hours: Monday-Friday 9 a.m. -1 p.m.

Salary: Negotiable

Health Benefits: Not applicable

*Some deliveries may be required. No car is necessary.

How to apply for this job:

Please send a cover letter and resume to the above JOB BANK number. We will respond within 10 days if we are interested in setting up an interview. Please copy and paste your resume into the blank file provided. Do not send e-mail attachments.

Which is true about Althea's brother?

He is the chair of a board.

He is getting married.

He noticed this ad.

He needs to find a job.

What is Althea unsure of?

Whether or not Kathy still needs a job.

When Kathy wants to go back to work.

Where Kathy and her kids live.

Whether or not Wade will be at the wedding.

What does Kathy NOT need in order to apply for this job?

A Pharmacy Assistant's license

A vehicle for making deliveries

Experience in a pharmacy

A license to work in a pharmacy

Why does Althea think Kathy is suitable for this job?

Kathy is buying a new car anyway.

Kathy knows some of the staff members already.

Kathy has two years' experience working in a pharmacy.

Kathy only wants to work part time.

What advice does Althea give that Kathy must ignore if she wants the job?

Look at the JOB BANK ad.
Fill out the online application.
Attend Althea's brother's wedding.
Attach her resume to her e-mail.

Q11)

NOTICE

The four parking garages for Mansfield Towers will be closed at various times during the last three weeks of June for cleaning and repainting. Please make alternative arrangements for parking during this period. Make sure to inform the receptionist in the lobby if you are expecting clients from out of town in June. We will issue temporary parking passes for the garage at 5th and Main for our clients. These passes can be purchased for a fee of \$2. 00 a day during the month of June, but are reserved for regular clients, not employees. There are five spots available for these clients, and these will be assigned on a reservation basis only.

Note: Parking on Green St. or Howe Ave. is strictly prohibited. Cars that are illegally parked will be ticketed and towed. For information about other local parking garages call the city help line at 800-555-9000.

(figure)

Where in Mansfield Towers was this notice posted?

In the parking garage

In the lobby (*) the phone message from Eva Pederson says that she read a notice in the lobby.

In the conference room

In the elevator

What ideas might Henrikson offer to Pederson if he checks the notice?

They could call the city for parking advice. (*) Eva needs ideas to solve her parking problem, and the notice recommends calling the city help line for information about parking garages.

They could make a reservation with the receptionist.

They could ask clients not to forget their passes.

They could each give up an employee pass.

Why are none of the people attending the conference allowed to park at the 5th and Main garage?

They didn't make reservations on time.

They aren't current clients. (*)

They only have temporary passes.

They are from out of town. This is incorrect because being from out of town is a requirement for getting a pass.

When is the conference taking place?

Over a weekend (*) the message from Eva mentions a possible place for conference attendees to park that is open on weekends.

The first week of June

In the middle of July

In ten minutes

How many attendees does Pederson expect at the conference?

Less than 30

Less than 50

About 60 (*) the message says that Eva is expecting at least 60 people.

Over 80

Q12)

Taipei Discount Package Deals

You are viewing our online Hotel and Air Packages

Travel valid from September 10 to December 1

Tokyo Comfort Zone Inn

Room includes:

- Four-star rating
- 1 single bed
- Internet access and satellite television

Location:

Ten-minute walk from Tokyo International Airport Free shuttle bus available.

Conditions:

From October 2 to 4 there is a black-out period for this deal. No reservations will be taken during this time.

[Click here to bookmark this site.](#)

TAIPEI DISCOUNT PACKAGE DEALS Managed by TP Discount Travel Agency, Ltd. Travel Agent
License No: 22009

To: Geo Friends

From: Kit-ken Lim

Re: Itinerary

To Whom It May Concern,

Below you will find my travel itinerary. Again, I'm sorry that I wasn't able to book my trip for the weekend of the 3rd as you requested. That weekend would have been perfect for me as well. I leave Tokyo at 4 p. m. on the 10th.

Unless I hear from you before I leave, I will assume that one of you will meet me at the airport with a sign. I have never been to Tokyo before, so I would prefer not to have to hire a taxi or find my own way to the hotel. I look forward to discussing franchise opportunities and to meeting ail of you. I will have my checkbook with me in case we work out a deal right away.

Thank you,

Kit-ken Lim

P. S. I'll be wearing a green hat and a long black coat.

To: Kit-ken Lim
From: Geo Friends
Re: Itinerary

Name: Kit-ken Lim
Departure: Chiang Kai-shek. 9:30 a.m. October 7th
Arrival: Tokyo. 1 p.m. October 7th
Hotel Accommodations: Tokyo Comfort Zone Inn; 3 nights
Style of occupancy: Double
Total cost including taxes: Not applicable.

*Paid in full using air travel points

Why does Lim apologize in his e-mail?

A black-out period changed his travel plans. (*)
He was busy on the weekend of the 3rd.
He forgot to book his return flight.
It is his first time traveling to Tokyo. This is true, but the traveler doesn't apologize for this.

How does Lim plan to get to the hotel from the airport?

He will take a shuttle bus.
He will hire a taxi.
He will walk the short distance.
He will be picked up. (*) he says I will assume that one of you will meet me at the airport.

What type of travel was booked?

A business trip (*)

A vacation This is contradicted by the correct answer.

A group tour

A study trip

How does Lim's reservation differ from the original ad?

He decided to stay in a 4-star hotel.

He requested a room with a television.

He switched to a double room. (*) the ad mentions only a single room, and Mr. Lim booked a double room.

He chose a different travel agency.

How was this trip paid for?

With travel points (*)

With a credit card

With cash This is contradicted by the correct answer.

With a check