

Q1) \_\_\_\_ is the biggest city in Brazil, it is not the capital.

Sao Paulo  
If Sao Paulo  
Although Sao Paulo (\*)  
Sao Paulo, which

Q2) \_\_\_\_ direct link exists between acidic soil and tooth decay, according to public health officials.

There is a  
A (\*)  
That there is  
Because

Q3) Passengers are hereby notified that all luggage \_\_\_\_ one hour before the scheduled departure time.

will check  
will be checked (\*)  
checks  
has checked

Q4) Did Mr. Moliere say that he \_\_\_\_ here only two weeks ago?

came (\*)  
has come  
has been coming  
comes

Q5) \_\_\_\_ in large quantities is not necessarily an indication of its quality.

A product is sold  
It is a product sold  
That a product is sold (\*)  
A product sells

Q6) The new security guard on the first floor is \_\_\_\_ person that everyone likes him.

a such nice  
a so nice  
such nice  
such a nice (\*)

Q7) I had to make so many international calls last month that now I am faced \_\_\_\_ a huge bill.

to  
with (\*)  
toward  
at

Q8) The cost of the necklace depends \_\_\_\_ the quality of the gold.

to  
on (\*)  
of  
about

Q9) It is an unfortunate fact that many forest fires are caused by cigarettes \_\_\_\_ out of car windows.

are throwing  
have thrown  
throw  
thrown (\*)

Q10) I wish I \_\_\_\_ the answer to your question so I could help you.

would know  
knew (\*)  
know  
have known

Q11) We ask that all important correspondence be sent by registered \_\_\_\_ certified mail.

or (\*)  
however  
but  
yet

Q12) The assistant jumped up on a chair and screamed when he saw a mouse \_\_\_\_ across the lounge.

ran  
run (\*)  
runs  
had run

Q13) \_\_\_\_ the plumber could repair the toilet, he still would not do it.

Therefore  
However  
So  
Even if (\*)

Q14) The laborers were \_\_\_\_ with mud after spending all day digging the ditch.

covering  
cover  
covered (\*)  
coverage

Q15) \_\_\_\_ his joining the group late, his manager is confident that he will fit right in.

Even though  
Despite (\*)  
If  
However

Q16) I filed my report last week, but now I wish I \_\_\_\_.

have waited  
waited  
had waited (\*)  
wait

Q17) The doctors will be ready to go home as soon as they \_\_\_\_ their rounds.

will finish  
will have finished  
are finishing  
finish (\*)

Q18) Vice President D'Agostino had her driver \_\_\_\_ her husband at the airport.

picking up  
to pick up  
pick up (\*)  
picked up

Q19) Mrs. Kurtoglu is a fast learner, and she has \_\_\_\_ mastered the drafting techniques.

already (\*)  
ever  
yet  
still

Q20) We have to complete the project because we still have a \_\_\_\_ obligation.

contract  
contractual (\*)  
contracts  
contracting

Q21) Who \_\_\_\_ how many of our clients can contact us at our new office?

knows (\*)  
is knowing  
has known  
are knowing

Q22) The advertising staff has been working hard but has not finished the campaign \_\_\_\_.

still  
yet (\*)  
anymore  
already

Q23) The high gross \_\_\_\_ product is an outcome of their work ethic.

nationally  
nationwide  
nation  
national (\*)

Q24) Our company has chosen the Swedish vendors \_\_\_\_ they guarantee the best after-sales service.

and  
because (\*)  
but  
so

Q25) After you go two kilometers, this road will turn \_\_\_\_ an interstate highway.

around  
about  
into (\*)  
off

Q26) Most small business owners are required to file their taxes \_\_\_\_.

quarterley (\*)  
usually  
anymore  
still

Q27) Our staff is smaller now because two people in our department \_\_\_\_ this year.

are terminated  
terminate  
had been terminated  
have been terminated (\*)

Q28) Because of the strong economy, there has been an increase in exported \_\_\_\_ imported goods.

and (\*)  
though  
or  
still

Q29) If Fujikin, Inc. \_\_\_\_ more available capital, they would have expanded their European operations.

has  
had had (\*)  
were having  
has had

Q30) \_\_\_\_ the patient's condition get worse, the nurse will call an internist.

Might  
Unless  
Should (\*)  
If

Q31) For reasons of public safety, the firefighters will not respond \_\_\_\_ the call is verified.

and  
until (\*)  
even  
because

Q32) All shareholders must fill out a \_\_\_\_ slip in order to get money.

withdraw  
withdrawing  
withdrawal (\*)  
withdrawn

Q33) The training staff does not have to attend the meeting, \_\_\_\_ they will anyway.

but (\*)  
and  
or  
already

Q34) I will never forget \_\_\_\_ the beautiful country of Thailand that I visited after I graduated from college.

to visit  
visited  
visiting (\*)  
visit

Q35) \_\_\_\_ president of the United States, but he also was a lawyer for a railroad company.

Not only Lincoln was  
Although Lincoln was  
Lincoln being  
Not only was Lincoln (\*)

Q36) Our friends offered \_\_\_\_ us some of their camping equipment for our trip to the mountains.

lending  
to lend (\*)  
to have lent  
on lending

Q37) All trainers \_\_\_\_ eighty hours of instruction by the end of March.

complete  
will have completed (\*)  
will be completing  
have completed

Q38) I think Ms. Chiu would not mind \_\_\_\_ so hard if only she had longer vacations.

working (\*)  
to work  
works  
on working

Q39) I broke a tooth when I \_\_\_\_ into a piece of hard candy.

bite  
had bitten  
have bitten  
bit (\*)

Q40) If Dr. Puri did not like jazz, he \_\_\_\_ to it so much.

would listen  
would not listen (\*)  
would not have listened  
would be listening

Q1)

HTCD Bank  
20 State Street  
Trenton, New Jersey 08625

June 17,20

Ms. Nukket Topal  
451 West Huron Drive  
Chicago, Illinois 60239

Dear Ms. Topal:

We received your e-mail requesting to close your savings account. Unfortunately, we are unable to

comply (\*)  
compliant  
compliance  
complicate

with the request because it was sent by e-mail.

To close your account, please mail us a letter stating that you wish to close your savings account. Don't forget to include your sixteen-digit account number and the mailing address where you would like to receive your remaining balance. You can also close your account by visiting our nearest branch. We always strive to give our customers the best possible service. We hope that you have been happy with

me  
us (\*)  
him  
them

and will consider using our bank again in the future. If you are closing your account because you have had an

adequate  
efficient  
interesting  
unsatisfactory (\*)

experience, please contact our customer service representatives to discuss how we can serve you better.

If we may be of further assistance, please contact us any time. We look forward to working with you.

Sincerely,  
Erich Gleisner  
Account manager

Q2)

From: Marika Fiehne  
To: Astrid Anderson  
Subject: New office equipment request

Thank you for welcoming me to Ontel. My first week working here has been wonderful.  
You asked me to e-mail you about the

color  
location  
condition (\*)  
dimension

of my office. Overall, it is very nice and suits most of my needs. However, I would like a few small changes. Could I get a different chair? The current chair is really too small for me. I'd also like a conference table for

meet  
to meet  
meeting (\*)  
will meet

with clients.

My office also needs some technology upgrades. The computer's Internet connection is slow and frequently freezes in the afternoons. It is very frustrating. Also, I don't have the ability to participate in video teleconferencing. Would it be possible for me to get this? I am expected to participate in weekly conferences with our partners in other countries.

I will need a visit from the IT specialist. I should have antivirus software installed on my computer. Maybe my current computer has it, but I

should not  
could not (\*)  
must not  
may not

find it.

Thank you.  
Marika Fiehne



Q3)

From: Sarah Spencer  
To: Eduardo Allende  
Re: Vacancy on Information Technology Committee

Maria Robles has

reacted  
resigned (\*)  
rejoined  
resisted

from her position on the IT Committee.

You have been recommended to fill the open spot. I hope that you want to participate on this important committee. Your time commitment would be minimal; however, the

respond  
responsible  
responsibly  
responsibility (\*)

is an important one. As you know, criminals have broken into our competitors' computer systems. These hackers have cost our industry millions in lost and compromised data. To prevent this electronic theft, we have installed anti-hacking measures on our company's computers. This is one of the IT Committee's best achievements.  
Our company's sales

have stagnated  
have increased (\*)  
have declined  
have stalled

because news spread about our anti-hacking devices. Customers trust us to protect their financial data. The IT Committee agrees that you are our ideal new member. Please consider this invitation and get back to me within the next few days.

Q4)

From: Sigmund Ferdinand

To: Mendel Wagner

Subject: Itinerary

Dear Mendel,

I wanted to let you know that I booked our train tickets for the upcoming business trip. The price of the tickets was higher than I expected. I don't know if the train is always so expensive or if this is considered a peak time of year for

air

road

rail (\*)

sea

travel.

In any case, Waterworks will cover the cost for us. Since the conference is free

at

in

by

of (\*)

charge for all GBC members, Waterworks has offered to put us up in a 5-star hotel. I booked us two single rooms at Champlain Manor. It has a spa, a heated indoor pool, tennis courts, and three restaurants. We definitely won't be

bore

bored (\*)

boring

boredom

there.

Let me know if you have any questions about these trip plans.

Sincerely yours,

Sigmund

Q1)

Yamitomo International continues to be a pioneer in the digital revolution. As one of the first companies to manufacture compact discs, we continue to develop and implement the latest techniques. At Yamitomo we manufacture compact discs, analog and digital cassettes, and records, as well as CD-ROM, Video CD, CD-I, and we are ready to deliver the next generation of sound carriers. We have carefully built a reputation of excellence in quality and customer service, providing not only manufacturing but also printing, packaging, drop-shipping, marketing, and distribution of music and media products.

We are ready to provide you with complete factory-to-store shelf service. Our complete wholesale catalog can be viewed online. To order, create your customer account by clicking on "new accounts." In addition, new accounts can be created and orders made by calling our wholesale customer line at 1-800-555-9098. Online or on the phone, you can always count on the high quality of our products.

What kind of company is Yamitomo International?

An electronics manufacturer

A computer distributor

A music companyCorrectCorrect

A moving company

What is the focus of this passage?

Musical artists are given much freedom with Yamitomo

Analog cassettes were developed by Yamitomo

Music and media products are sold by Yamitomo

Yamitomo has a reputation of excellence, diversity, and innovationCorrectCorrect

Q2)

Choose the magazine that meets your sourcing needs better...

And get a FREE sample copy!!!

As a regular or potential importer of Japanese-made electronics, computer products, and components, you know how important the latest marketing information is. You must also be alert to what, where, and how to get the most interesting offers to maintain your competitive edge.

Each of these magazines, Purchasing Components, Purchasing Computer Equipment, and Purchasing Electronics, is published monthly and reports on the Japanese exporting industries in each of these specialized fields. In addition to advertisements, they also contain surveys of new products, corporate and technological developments, details on market changes, and other valuable information to help you in your purchasing decisions.

Fill out the Request a Free Sample Copy form on the next page to receive a complimentary copy of the magazine that is right for your business. You will receive your copy in two to four weeks. In order to serve you better, we also ask you to take a few minutes to complete the survey at the bottom of the form. As a thank-you gift, we will send you, absolutely free, a copy of our Guide to Japanese Electronics Companies. This is an exclusive offer made available only to our customers. This book is not available in stores or online.

Who is the audience for this advertisement?

Japanese electronics manufacturers  
Security system installation companies  
Electronics wholesalersCorrect(\*)  
Magazine publishers

What is offered in this advertisement?

Electronics components  
Corporate changes  
MagazinesCorrect(\*)  
Computer products

Q3)

Dear 25-Year Club Members,

The massive changes taking place within Anderson Industries may be somewhat unsettling for our longer-term employees. Yet, as we pause to recognize our 25-Year Club members, it is appropriate that we also acknowledge the need to adapt and grow. For this, we need the knowledge and experience of you and of all our employees to guide us successfully through this journey.

Most of you will realize that the manufacturing processes that we utilize and the methods that we use to guide our business have changed very little over the years. In today's constantly changing world, it is the innovative companies with continuous improvement of flexible manufacturing systems and modern business practices that capture the attention of their customers. This is the kind of company that we are striving to become.

You are aware that we have been working over the past several months with a team of experts to discuss innovations in our manufacturing processes and business practices.

I want to ensure that you are also aware that we have built into this discussion process numerous opportunities to consult with our 25-Year Club members. No one knows better than we do that the perspective gained from experience is an essential part of any innovation process.

Anderson Industries has a solid reputation in the automotive industry, thanks to the efforts of you, the 25-Year Club members. Now it is time for all of us to create the necessary changes in our company to ensure that our 25-Year Club will grow in memberships for years to come.

Thank you all for your loyalty and commitment to the success of Anderson Industries.

Sincerely,

Karl Anderson, CEO

Why was this letter written?

To show appreciation to long-term employeesCorrect(\*)  
To explain the changes that have taken place  
To explain that changes are necessary in the near future  
To recruit new members

What does the writer of this letter hope for?

Innovation in the manufacturing process

Customers

A growth in club membershipCorrect(\*)

A reputation in the automotive industry

Where would this letter be most likely to appear?

In a trade publication

In a company newsletterCorrect(\*)

In an executive memo

In a community newspaper

Q4)

Flying over Venezuela's Lake Maracaibo, one is struck by the deep orange color of the water spewing from a river into the lake. This is not a natural phenomenon but the result of aggressive mining practices carried out in western Venezuela where tons of earth and rock are flushed away every day in the search for valuable diamonds.

As the river carries the earth and rock away from the mining areas, it carries it into other areas, most particularly to Lake Maracaibo. Tons of silt flow into the lake every day, with dire consequences for the natural environment and the people who live there. On the one hand, the silting of Lake Maracaibo increases the risk of flooding, thus endangering the lives and livelihoods of people living in the area. In addition, the mining is also destroying fishing grounds that have been a major source of protein food for the country, as well as an important part of the economy.

What is the most noticeable characteristic of the river?

Its location

Its direction

Its rate of flow

Its colorCorrect(\*)

What has been the outcome of the silting of Lake Maracaibo?

Fishing grounds have been increased

The loss of protein has been offset by the economic development of the mining

There has been an increase in the risk of floodingCorrect(\*)

Mining and flooding have been kept in check

Q5)

The monthly luncheon meeting of the National Society of Fundraising Executives will be held at noon on Friday, May 5, in the Hall of World Cultures at the Knotty Pines Center at 4141 East Estate Street. The cost is \$35 per person. Reservations are due by April 21 and should be sent directly to the Hall of World Cultures at the Knotty Pines Center. Following lunch, there will be a brief membership meeting with committee reports, then we will hear from our guest speaker. This month's speaker is Miranda Bottomley of Grantwriters, Inc., who will speak on the topic "Tapping into Old Money." Please note that this event is for members only. All those who are interested in joining the society in time to attend this month's meeting should contact our membership coordinator, Dr. Kamil Srivastava, at (312) 555-1298 before April 21.

Where should one send reservations?

To Dr. Srivastava's office

To the Hall of World Cultures of Knotty PinesCorrectCorrect

To the luncheon hall

To the National Society of Fundraising Executives' office

Who should contact Dr. Srivastava?

Potential society membersCorrectCorrect

Current society members

Any international representatives

Fundraising experts

Q6)

Manufacturer's Value of Shipments of Selected Types of Mining Equipment in the Industry			
TYPE OF MACHINERY	\$ AMOUNT IN MILLIONS	\$ AMOUNT IN MILLIONS	% OF INCREASE OR DECREASE
<u>Portable crushing, pulverizing, and screening machinery</u>	<u>63.7</u>	<u>85.1</u>	<u>+25</u>
<u>Stationary crushing, pulverizing, and screening machinery</u>	<u>160.3</u>	<u>132.1</u>	<u>-18</u>
<u>Underground mining machinery</u>	<u>381.8</u>	<u>318.8</u>	<u>-17</u>
<u>Mineral-processing equipment</u>	<u>90.2</u>	<u>86.6</u>	<u>-4</u>
<u>Portable drilling rigs</u>	<u>295.3</u>	<u>252.8</u>	<u>-14</u>
<u>Mine conveyors, hoists, and locomotives</u>	<u>56.6</u>	<u>82.8</u>	<u>+46</u>

What type of chart is this?

- An inventory list
- An industry reportCorrect(\*)
- An advertisement
- A sales report

What was the decrease in mineral processing equipment?

- 3 percent
- 4 percentCorrect(\*)
- 14 percent
- 18 percent

Which product saw the largest increase in shipments?

- Portable crushing machineryCorrect(\*)
- Portable drilling rigs
- Mineral-processing equipment
- All mining machinery and related equipment

Q7)

NARTAGAZ

The 10th annual International Trade Fair for Equipment for the Oil & Gas Industry will take place at Korbitt Andropov Park and Fairgrounds, Moscow, Russia, on June 10-15, 20.

Sponsored by:  
NGJ International GmbH  
Stuttgart, Germany

Exhibitors and attendees should contact NGJ International, 1151 Park Street, Baltimore, MD 22899  
(410) 555-9292

Exhibitors:  
Please ask for an application package.  
Applications due:  
January 1, 20  
Attendees:  
Visitors packages will be available February 1, including:  
•A list of exhibit highlights  
•Information on local accommodations  
• Information on discounted travel and hotel packages

Who is sponsoring this event?

U.S. Department of Commerce  
City of Moscow  
Oil & gas industry  
NGJ InternationalCorrect(\*)

Where should one write for more information?

BaltimoreCorrect(\*)  
Moscow  
Stuttgart  
Washington, D.C.

Who will attend this trade fair?

Politician  
Oil and gas executivesCorrect(\*)  
Environmentalists  
Trade negotiators



Q8)

Most European financial institutions agree that an ATM is not just a purchase, it is an investment. That is why more than 50 percent of banks that have ATMs have invested in ours.

At DynaBold we have always built our ATMs to last. But since we are continually developing new technologies, we have made them adaptable, too. Years ago we created the industry's first modular ATM that could be upgraded without changing the housing. Today these ATMs are still yielding dividends for their original investors.

However, we do much more than protect your investment. With more than 100 years of security expertise, we make sure your ATM is secure, too. Our service organization responds 24 hours a day, 365 days a year. Also, all our service engineers are trained to maintain everything from electronic components to security features.

It is no wonder that the majority of European financial institutions use our ATMs. They know their money is securely invested.

Shouldn't you invest your money wisely, too? Call DynaBold today to find out how. We will arrange to send a DynaBold representative to visit you at your place of business to discuss our complete line of products and show you how a DynaBold ATM system can save you valuable time and money in ways that other ATM systems cannot. Various maintenance and upgrade packages are available. Our representative will help you select the best system and packages to serve your needs. Call today!

What kind of company is DynaBold?

An ATM manufacturerCorrect(\*)

An investment firm

A bank

A security service

What did DynaBold develop?

Modular homes

New investment methods

A chain of banks

Upgradable ATMsCorrect(\*)

How does the company maintain its ATMs?

By upgrading them often

Through a 24-hour service programCorrect(\*)

By making them secure

By developing new technologies

Q9)

Drug advisory committees report to the Ministry of Health.

It is the responsibility of these committees to protect consumers, most of whom have little chemical or biological knowledge with which to evaluate medications. Drug advisory committees provide the Ministry of Health with the necessary information for evaluating the proper degree of access to medications by the consumers. Drug advisory committees also oversee the preparation of materials that provide clearly explained information about commonly available drugs in a manner that is readily understandable to the layperson.

Drug education may take the form of literature, advertisements, training of health care personnel, or other means as deemed appropriate by each committee. Drug advisory committees should be composed of physicians, registered nurses, epidemiologists, and pharmacologists. Members must possess specific scientific expertise and must have considerable experience working with consumers so that they can assess the impact of their decisions and projects on consumers. Each committee must have 10-15 members, who will be evaluated every two years by officials from the Ministry of Health.

Who is the audience for this passage?

Nurses

Medical doctors

Lab workers

ConsumersCorrect(\*)

What is the purpose of these committees?

To advise the Ministry of Health on the safety of drugsCorrect(\*)

To sell drugs

To serve as consumer advocates

To evaluate the Ministry of Health

The word "advisory" in line 1 is closest in meaning to  
performance

advocacy

testing

consultingCorrect(\*)

Which topic would a drug advisory committee discuss?

Causes of cancer

Availability of over-the-counter drugsCorrect(\*)

Hospital drug-dispensing systems

Ministry of Health budget cuts

Q10)

Having the proper documentation when you travel abroad is very important. Remember that immigration and customs officials are very document-minded, so failing to obtain the proper paperwork before entering a country or losing your passport in a foreign city can cause many complications. When traveling, you should always know where your passport is. Always carry it in a safe place on your person or, if not going far, leave it in the hotel safe. Do not leave it lying about in your hotel room or easily visible in a pocket. If staying in a country for several weeks, it is worthwhile to register at your embassy or consulate. Then, if your passport is stolen, the process of replacing it is simpler and faster. It is also recommended to keep photocopies of essential documents as well as some additional passport-sized photographs.

Remember that it is your responsibility to ensure that your passport is stamped in and out when you cross borders. The absence of entry and exit stamps can cause serious difficulties and could invalidate your visa. Therefore, it is important to seek out the proper officials if the stamping process is not carried out as you cross the border. Also, do not lose your entry card. Replacing it can cause a lot of headaches and expense. Citizens of countries that require visas, such as France and Korea, can expect more delays and problems at border crossings.

Where would this advice most likely appear?

- In a newspaper
- In an embassy pamphlet
- In an airline in-flight magazine
- In a travel guidebookCorrect(\*)

What should travelers do if staying in a country for a month?

- Register with their embassyCorrect(\*)
- Leave their passport in the hotel
- Find a good hotel
- Have extra passport photos taken

If border officials do not stamp the passport, what should a traveler do?

- Request that it be stamped as soon as possibleCorrect(\*)
- Refrain from entering the country
- Go to the embassy
- Get help at the hotel

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

- fasten
- tighten
- make certainCorrect(\*)
- protect

Q11)

Lumpkin's Computer Center 88 Chestnut Street Winterdale, MN 90480

July 26, 20\_\_

Dear Neighborhood Business,

Lumpkin's Computer Center has just opened in your neighborhood. We offer all the computer supplies you need for your daily business. In addition, we do computer repair and sell refurbished computers. Best of all, we offer a convenient location close to your place of business. Please stop by and find out what we have to offer that will make your work easier. Our specials this week include brand-new printer ink cartridges @ \$25 each and computer paper @ \$7 for a package of 500 sheets. Show this letter for an additional 10% off your first purchase at Lumpkin's. See you soon!

Your neighbors,

Robert and Oscar Lumpkin

Holloway & Svenson Attorneys-at-Law

Office Memorandum

From: Myra Holloway

To: Yoshi Phipps

Re: Computer Center

Please look at the attached letter. What a convenience to have a computer supply store on the same block as we are! Why don't you go today and pick up some things, let's say 5 ink cartridges and 10 packs of paper. Don't forget to take the letter with you for the discount. Then you can pop round the corner to Crawford's Stationery on Maple Avenue for some manila envelopes and anything else you think we need. Thanks.

Who probably received this letter?

Local attorneys only

Holloway & Svenson only

All neighborhood businessesCorrect(\*)

Businesses throughout the city

Who are Robert and Oscar Lumpkin?

Attorneys

Software trainers

Computer manufacturers

Owners of the Computer CenterCorrect(\*)

According to the letter, what can you do at the Computer Center?

Buy a used computerCorrect(\*)

Learn to use a computer

Have your printer repaired

Recycle your ink cartridges

Where is the office of Holloway & Svenson located?

On Maple Avenue

On Chestnut StreetCorrect(\*)

On Crawford Street

On Lumpkin Avenue

If Yoshi follows Myra's instructions, how much will he spend at the Computer Center?

\$112.50

\$125.00

\$175.50Correct(\*)

\$195.00

Q12)

September 9, 20

Mr. T. Sachimoto

Human Resources Director.

The Spindex Corporation

1809 35th Street Mayfield, AL 20812

Dear Mr. Sachimoto:

I recently received my master's degree in Accounting from Pitt University and am currently seeking a position as an accountant. I graduated from Carson College with a bachelor's degree in Economics and worked for three years as a bookkeeper for Harrison Telemarketing, Inc. before I entered graduate school. I would be interested in applying for any opening you may have for an accountant. I am enclosing my resume and two letters of reference. I also have copies of my college transcripts available if you are interested in seeing them.

Sincerely,

Gina Degenaro

September 30, 20\_\_\_\_

Ms. Gina Degenaro

71 Fern Lane

Mayfield, AL 20812

Dear Ms. Degenaro:

Thank you for your letter expressing interest in working for the Spindex Corporation. You have an impressive background. I was especially interested to see that you went to the same graduate school that I did.

We generally find that the best way to get a professional position in a large company like Spindex is to begin in one of the lower level jobs. Then you have the opportunity to show what you can do and when an opening in your field comes up, you are well positioned to apply for it

We currently have an opening in our Accounting Department, which you might be interested in applying for. It is for an administrative assistant. If you are interested in such a position, please call my assistant, Ms. Rogers, at 593-555-0954 to set up a time for an interview. When you come in, please bring the documents you mentioned in your letter. I look forward to meeting you.

Sincerely,

T. Sachimoto

Why did Ms. Degenaro write the letter?

To ask for advice

To answer an ad

To apply for a jobCorrectCorrect

To ask for a reference

What job does Mr. Sachimoto offer to Ms. Degenaro?

Accountant

Bookkeeper

Telemarketer

Administrative assistantCorrectCorrect

Where did Mr. Sachimoto go to graduate school?

Pitt UniversityCorrectCorrect

Carson College

Harrison College

University of Mayfield

Who is Ms. Rogers?

Head of the Accounting Department

Ms. Degenaro's former employer

Mr. Sachimoto's assistantCorrectCorrect

Director of Spindex

What should Ms. Degenaro take with her to the interview?

Her resume

Her phone number

Her college transcriptsCorrectCorrect

Her letters of reference

Q13)

<u>Trip Itinerary for Akiko Ono</u>		
<u>Monday, May 12th</u>	<u>Sydney</u>	<u>Meeting with Mr. Andrews of BelAir Corp.</u>
<u>Tuesday, May 13th- Wednesday, May 14th</u>	<u>Melbourne</u>	<u>Visit to the offices of Holiday, Inc.</u>
<u>Thursday, May 15th- Sunday, May 18th</u>	<u>Darwin</u>	<u>Global Marketing Assoc. Conference</u>
<u>Monday, May 19th</u>	<u>Singapore</u>	<u>Meeting with Ms. Chang of World Market</u>
<u>Tuesday, May 20th</u>	<u>Hong Kong</u>	<u>Visit to Technomarket branch office</u>
<u>Wednesday, May 21st</u>	<u>Home</u>	

To: Tamako Sato  
From: Akiko Ono  
Subject: My Trip  
Attach: ... Itinerary

Hello Tamako,

I am attaching the itinerary for my upcoming trip. Please take care of the following for me:

1. I'll need the photos for the new ad campaign to show at the Global Marketing Conference, but I don't think they'll be ready before I leave. I'll be staying at the Hotel Internationale during the conference. Please send the photos to me there.
2. I will discuss with Ms. Chang the visit she plans to make here. It will be very soon. I'll call you from her office to let you know the exact dates so you can start getting ready for her.
3. Please note that Mr. Andrews no longer works for Holiday, Inc. Correct his contact information in our files.

Thanks.

How many days will Akiko stay in Melbourne?

One  
TwoCorrect(\*)  
Three  
Four

When will she be in Hong Kong?

May 12th  
May 13th-14th  
May 15th-18th  
May 20thCorrect(\*)

What company does Mr. Andrews work for?

BelAir CorporationCorrect(\*)  
Holiday, Inc.  
World Market  
Technomarket

Where will Akiko be when she receives the photos?

Sydney  
Melbourne  
DarwinCorrect(\*)  
Singapore

When will Akiko call Tamako?

May 18th  
May 19thCorrect(\*)  
May 20th  
May 21st

Q14)

October 17, 20\_\_

Dear Roberto,

I have some interesting news for you. My company is sending me to Greendale to work on a project in our branch office there. I will spend about three months at that branch office. I wondered if you could give me some advice about housing. The office can arrange a hotel for me, but I'd rather find something more comfortable. Since my family won't be with me, I'll only need a small apartment. Our office is downtown, right across from Greendale Park, so I'll need to be able to get there easily by public transportation. I won't have a car. I would like to pay no more than \$1,500 a month. Is that possible in Greendale? I would appreciate any advice you could give me.

I'm also looking forward to seeing you. I plan to stay two weeks after my assignment is finished to travel around the area. I plan to spend most of that time at the beach. Maybe you would like to join me on this vacation. I'll see you soon.

Your friend,  
Luis Silva



October 31, 20\_\_\_\_

Dear Luis,

I was very happy to receive your news. I know you'll enjoy your time in our wonderful city. I have a good recommendation for you. There are several hotels that have special suites that are like small apartments. They all have kitchens and are very comfortable to live in for a few months. They are also inexpensive-- about \$300 less than the price you said you could pay. All of these hotels are located in the North End of the city. There are hotels in the business district, close to your office, but they don't have these comfortable suites. I am enclosing some brochures so you can pick the hotel you like the best.

I look forward to seeing you and joining you on the vacation you have planned.

Your friend,

Roberto Roberto Mendez

Why is Luis going to Greendale?

To take a vacation

To buy a house

To visit Luis

To workCorrectCorrect !

How long will Luis be in Greendale?

Two weeks

Three weeks

Two months

Three monthsCorrect(\*)

How much are the hotel suites that Roberto recommends?

\$300

\$1,200Correct(\*)

\$1,500

\$1,800

Where are the hotel suites that Roberto recommends?

Downtown

Near a park

In the North EndCorrect(\*)

In the business district

According to his letter, what will Roberto do during Luis' stay in Greendale?

Work with him

Take him to the park

Invite him to his house

Go to the beach with himCorrect(\*)