

Q1) Both companies are ____ the same business.

in (*)
with
from
through

Q2) ____ there were so many options, everyone was satisfied.

If
Why
Because (*)
When

Q3) If they ____ more aware of the trends, they could have avoided bankruptcy.

were
are
have been
had been (*) Had been is the correct past perfect verb for a past unreal condition in a clause.

Q4) Make checks ____ to the company.

paid
payable (*) Payable is the shorter substitution for the relative clause which can be paid.
paying
pay

Q5) Ms. Bolton is both a strong manager ____ a skilled negotiator.

or
with
and (*) The paired conjunction/adverb both . . . and is correct.
though

Q6) ____ the stockbrokers said the market was healthy, they refused to invest more money.

Because
Although (*) Although is the correct subordinate conjunction, since it shows an unexpected result.
In addition
So

Q7) The seminar will adjourn ____ five o'clock.

in
on
at (*) At is the correct preposition for a specific time.
the

Q8) Marketing is important; ____ we're hiring a new public relations firm.

therefore (*) Therefore is the correct adverb transition word showing an expected result.
even though
nevertheless
but

Q9) The secretary had the messenger ____ the envelope as soon as possible.

delivering
to deliver
deliver (*) Deliver is the correct form of the verb after the causative verb had.
delivered

Q10) The board meetings usually ____ on time.

have started
start (*) Start is the correct verb to show habitual aspect with usually.
are starting
have been starting

Q11) Everyone was disappointed to hear that the company's proposal was ____.

turned up
turned on
turned away
turned down (*) Turned down is the correct two-word verb showing rejection.

Q12) Even though the exchange rate was high, we ____ from them.

buy
must have bought
had to buy (*) Had to buy shows past necessity to complement the unexpected result from even though.
had better buy

Q13) ____ Dr. Rossi hired the new assistant, the office has become more organized.

When
Before
While
Since (*) Since is the correct subordinate conjunction showing cause and effect.

Q14) Mr. Cutler will ____ as president.

step out
step down (*) Step down is the logical choice meaning retire.
step from
step through

Q15) Ms. Silva sent the memo ____ it had been approved.

so

but

after (*) After is the correct subordinate conjunction showing a logical time relationship.

until

Q16) It's time to take advantage of current ____ rates.

interesting

interest (*) Interest is the correct noun modifying rates.

interested

interests

Q17) The manager has to ____ the presentation until next week.

put off (*) Put off is the logical choice because it means postpone.

put with

put on

put through

Q18) When the directors ____ a profit, they'll be satisfied.

will see

are seeing

see (*) See is the correct present tense verb in a future adverbial time clause.

have been seeing

Q19) Do ____ an estimate before getting it in writing.*

not ever accept (*) The correct word order places ever before the verb in a negative command using the auxiliary do.

never accept

accept never

not accept ever

Q20) Production went down ____ morale was low.

even though

when (*) When is the correct subordinate conjunction expressing at same time.

but

to

Q21) The distributors will collaborate ____ a British Company.

with (*) With is the correct preposition showing association.

in
from
of

Q22) If banks ____ the number of credit cards, the economy would improve.

limiting

limited (*) Limited is a correct If-clause verb for the second conditional.

had limited
are limiting

Q23) One suggestion was to ____ gasoline taxes.

raise (*) Raise is the correct infinitive.

have raised
be raising
raising

Q24) The host will want the total amount ____ before paying the bill.

checked (*) Checked is the correct choice with the causative verb want.

be checked
checking
check

Q25) The new sales manager cooperates with her colleagues; ____, she is a valued member.

although

however

for example

therefore (*) Therefore shows cause and effect with an expected result.

Q26) ____ our office, Mr. James voted against the proposal.

Representation

Representative

Representing (*) Representing, which is a reduced modifying phrase, is the correct participle.

Representative of

Q27) Paychecks ____ .

are twice distributed a month.

twice a month are distributed.

are distributed twice a month. (*) Adverbs of definite frequency may appear at the end of a clause.

a month are distributed twice.

Q28) There has been a decline in local ____ national advertising.

therefore

so

but

and (*) And is the correct coordinate conjunction meaning in addition to.

Q29) ____ Mrs. Lee was calling her husband's office, he was calling hers.

While (*) While expresses the idea of during.

Because

So

Then

Q30) The CEOs will meet ____ Chicago next month.

at

in (*) In is the correct preposition for a city.

to

from

Q31) The award was contested by one of the ____.

competitors (*) Competitors is the plural object of the preposition referring to people.

competition

competing

competitive

Q32) The ____ was considered final.

decisive

decided

decision (*) Decision is the noun and subject of the sentence.

deciding

Q33) Mr. Wong once lived ____ New Orleans.

in (*) In is the correct preposition for a city.

at

from

on

Q34) The report focused on the ____ of the study.

foundlings

finds

findings (*) Findings means results.

found

Q35) The staff ____ the office had been burglarized.

suspicion

suspense

suspicious

suspected (*) Suspected is the correct past tense verb.

Q36) ____ all the references to verify the information.

Look by

Look out

Look up (*) Look up means search for a reference source.

Look to

Q37) Mary is ____ an excellent writer.

considerate

considered (*) Considered is the correct passive of the verb.

considerable

considers

Q38) They ____ the launch of their new company only a year ago.

announce

are announcing

have announced

announced (*) The simple past of the verb is necessary because of the particular past time reference a year ago.

Q39) After re-evaluating the proposal, the agency ____ the contract to us.

awarding

had awarded

awarded (*) Awarded is the correct simple past for a particular time in the past.

awards

Q40) My supervisor had me ____ the morning taking inventory.

spend (*) Spend is the correct verb form to follow the causative verb had.

to spend

spent

spending

Q1)

Chandi Akella
Rapid Technology, Inc
450 Cherry Circle
Detroit, MI 40355

Dear Ms. Akella :

I was interested to read about your company in the online issue of "Technology Today". Perhaps your company's technology can help us. I own a candy company in Tennessee. We

consume

manufacture (*) The candy company makes, or manufactures, candy.

purchase

desire

a variety of kinds of candy which are sold all over the USA and in other countries as well. As part of their work, my employees use heavy equipment and move large boxes every day. Sometimes they fall or hurt their backs. As a result they

avoid

gain

miss (*) When employees get hurt in an accident, then they don't go to work for a few days.

save

days of work. Everyone suffers from this situation. These accidents cost my company a lot of money, and my employees suffer from health problems.

Rapid Technology's "cobots" may help. I understand that a "cobot" is like a robot. However, it is a robot that collaborates - or works with - people. So, you call it a "cobot." Is that correct? I understand that people are

safer (*) This is a comparative adjective form to describe people who work with cobots.

more safely

safety

more safety

when they work with cobots. However the article I read only discussed cobots at car companies. Could they also be used at a candy company?

We are very interested in cobots, but we are not sure if they would work here. What do you think?

Please reply via email. Thank you.

Best wishes,

Priscilla Parton
President of Prissy's Candies

Q2)

To: IEP GROUP ALL
From: Karin O' Flaherty
Subject: Office procedures

Dear Teachers,

Our new school year is starting, I would like to remind everyone about the rules for using our office during this exciting and busy time. Please revise these procedures carefully.

Door code: You need a code to unlock the office door. New teachers, your code will arrive this week.

Telephone: every one shares the same telephone number. If you answer a call for another teacher, please take the message and leave

them

her

his

it (*) It refers to the singular noun a message.

in the teacher's mailbox.

Computers: Please share the computers. Remember to sign

in

up

out (*) After using something, you sign out.

to

after using the computer. For help with the computer, please call Mario at extension 421.

Copying: Copying can be very

costly (*) The program coordinator wants people to make few copies because they are expensive, or costly.

useful

necessary

complicated

, so please make only a few copies.

Eating: Eat in the lunchroom. After eating, throw all trash in the bin. Keep this room clean at all times.

We have some new teachers this semester. They are not yet familiar with our office procedures, Please help these new teachers, and welcome them to our program. Thank you.

Best Wishes,

Karin O'Flaherty

Program Coordinator

Q3)

RDA COMPANY
5941-3 Alton Lane
Irvine, CA 91628

Office Services, Incorporated
Ms. Misato Sakai
1300 Lincoln Lane
San Francisco, CA 94043

Dear Ms. Sakai :

My boss recommended your company as the fastest at shipping office supplies. I work at RDA Company, and we urgently need some supplies. I hope that you can ship these items

quickly (*) The adverb quickly explains how the writer wants the items shipped.
quicker
quickest
quickness.

We need two large desks, model 156A, one dark brown and the other black. We also need two chairs for the new desks. We would like the colors to

contrast with
differ from

match (*) The writer wants the chairs to be the same color as the desks, in other words, he wants them to match.
cover

the desks, so please send one dark brown and one black chair.

We need one new computer, model ABG439, with a medium-sized, flat-screen monitor, Please

include (*) This is an imperative verb form, telling the reader what to do.

included
to include
will include

two speakers.

We also need ten boxes of white, letter-sized paper.

Please send everything immediately. Our new employees need these supplies as soon as possible.

Thank you for your assistance.

Regards,
Naser Abdelwali
Human Resources Director

Q4)

The Little Tea Room
Blumberg 77
Adlkofen, Germany
Dr. Johannes Spieker
Hinterkirchstrasse 15
Freiburg, Germany

Dear Dr. Spieker:

January 7, 20____

I wanted to write and personally thank you for your kind effort in helping to tend to one of our

doctors

nurse

customers (*) The person referred to is a customer who had ordered food at the restaurant called The Little Tea Room.

employees

at our restaurant in her time of need.

Briana Hilton, the woman you helped resuscitate on Monday, gave me your name and address when I spoke to her on the phone today. You

had better

could

will (*) The modal will makes this a future tense verb.

are

be glad to know that she is recovering in the hospital and is almost ready to be released.

As it turns out, you assumed correctly that the woman was suffering from a severe and sudden allergic reaction to nuts. She had neglected to inform the waitress that she couldn't eat any food containing nuts. Your skill and presence of mind saved her from suffering a terrible tragedy.

Please bring your family in for a complimentary meal at your earliest convenience so

that (*) The phrase so that means in order or for the purpose of.

thus

there

this

I may thank you in person.

Sincerely,

Henrik Andresen, Manager

Q1)

SALES

California-based company seeking to expand its sales overseas is looking for sales professionals to cover territory in the Pacific Rim region. Successful candidates will have a minimum of two years experience in sales, preferably in the clothing industry, as well as a good professional appearance, excellent communication skills, and a college degree. Conversational knowledge of Japanese or Mandarin Chinese and experience traveling or working in Asia are desirable. Job is based in San Francisco but requires one to two weeks a month of travel. We offer an excellent salary and benefits package including health and life insurance, relocation allowance, and professional development opportunities. Send résumé and two letters of reference to: J. M. Schmidt, 150 State Street, San Francisco, CA 94181. Closing date: June 15.

Who would most likely apply for this job? A clerk in a clothing store

Which of the following is NOT mentioned as a requirement? A master's degree

Q2)

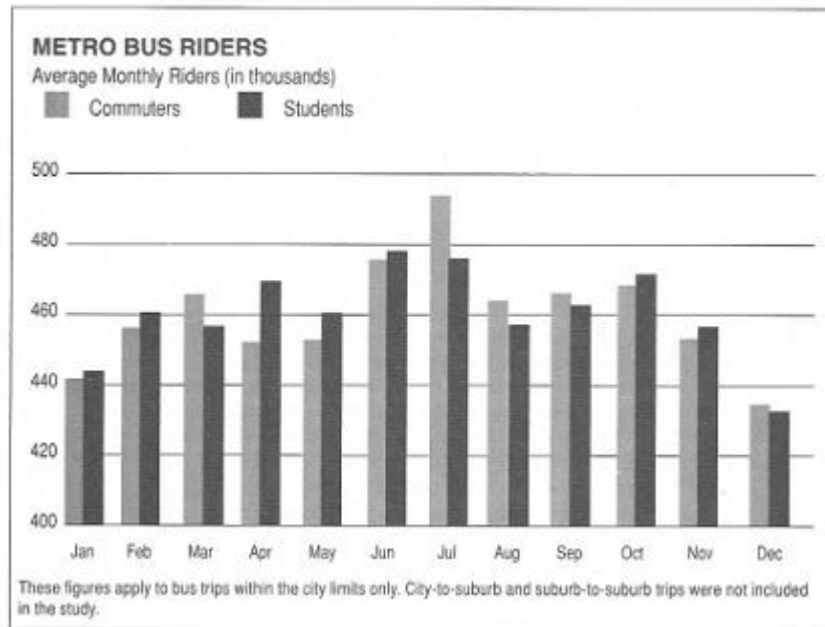
These days, everybody buys computer software. Consumers purchase all kinds of software, from games for the kids to highly sophisticated professional programs and everything in between. Computer software has become part of everybody's daily life, and this is just one more thing adding to an ever-growing problem. The excessive packaging on computer software is joining catchy wrappers, durable plastic and cardboard boxes, plastic jugs, and other types of packaging in the trash. Everything we buy is packaged in one way or another. When we get our purchases home, we unwrap them and throw the packaging in the trash. It then ends up in the nation's garbage dumps. Communities all around the country are struggling with the problem of where to put all this waste. Much of this excessive packaging serves only to make the products more attractive to consumers. It catches the eye but does not really protect the goods from damage. Environmentalists are asking consumers to say "No!" to wasteful packaging practices. Please purchase only those products that come with a minimum of packaging or that are packaged in 100% recycled materials.

What is this article about? A problem with packaging

According to the passage, why are products packaged? for attractiveness

What happens to most packaging? It's discarded

Q3) picture



What does this table compare? Monthly ridership
Which month had the highest number of commuters? July
In which month were the buses used least? December

Q4)

The Postal System has announced that postal rates are going up yet again. On the first of the year, the price of a first-class stamp will rise by 8 cents. Express mail and priority mail rates will increase by 20 percent. The rates for third-class mail will also go up, while the special book rate will be entirely eliminated. Special services such as delivery confirmation, return receipt, and overnight delivery will also cost more, and it has even been announced that rental rates on post office mail boxes will increase. Everybody everywhere will be paying more for postal services next year, but one sector will be hit much harder than others. Direct-marketing companies rely on the postal system to carry out their business. These companies include catalog houses as well as sellers of mailing lists. Postal services account for a significant percentage of their costs.

Direct-marketing companies say the proposed increases in postal rates will hurt their industry and will even drive some into bankruptcy. "Our business is carried out almost entirely through the mail," says Esther Bergen, president of Mega Marketers, Inc., one of the largest direct-marketing companies in the country. "Of course these increases will hurt us. They will have a huge effect on the way we do business." Direct-marketing companies rely mostly on third-class mail, which is expected to have rate increases as high as 30 percent. Does this mean less junk mail arriving at your doorstep? "Possibly," says Bergen. "But the more likely outcome is that the smaller companies, which will have more difficulty absorbing the costs of the rate increases, will go under, while the larger companies will stay in business and take over the market now covered by the smaller companies. There will probably be some increases in prices of mail-order products, but not enough to drive the average consumer away."

The word "drive" in paragraph 3, line 2, is closest in meaning to [force]

According to the passage, who will be most affected by this change? Direct-marketing companies

According to the passage, what rate do most direct-marketing companies use? Third class
What are the catalog houses in this report? Direct-marketing companies

Q5)

1. The One-Call System

In most states, natural gas industry-supported laws require contractors and private landowners to call the local One-Call number before beginning any kind of digging. With forty-eight hours' notice, a pipeline operator will locate the pipeline and mark it clearly. Any damage at all to a pipe - even the slightest scratch - could lead to a leak later on. Whether One-Call has become law in your state or not, you can help keep pipelines safe by calling the number on the right-of-way markers before you dig.

2. Leak Detection

Most pipelines are operated twenty-four hours a day from a control station, using telephone, satellite, or microwave communications systems. Computers are widely used to monitor conditions along the line every ten to sixty seconds, sounding an alarm if they detect any abnormality or sudden change in pressure. In the event of an alarm, valves can be closed and nearby pipeline crews dispatched within minutes.

3. Emergency Response Preparedness

Although leaks occur infrequently and rarely result in a fire, readiness for any emergency is a crucial responsibility for pipeline companies. Federal and state laws supported by the natural gas industry require pipeline companies and local police and fire departments to maintain a coordinated plan of response and to practice for an emergency by staging drills. These drills and personnel training programs emphasize the need for immediate action and for cooperation between the various rescue agencies and the pipeline company.

4. Public Awareness

The One-Call system, state-of-the-art leak detection equipment, and emergency response procedures have all been put in place with one thing in mind - the safety of you, the public. Please visit the website of the Natural Gas Association to find out more about our safety procedures, tips for using natural gas safely in your home, and information on what to do if you see someone tampering with pipeline right-of-way markers.

What is the main focus of this passage? Safety

What is One-call? A pipeline detection safety service

What do rescue agencies and pipeline companies coordinate? Emergency readiness

The word "dispatched" in paragraph 2, line 4, is closest in meaning to [sent]

Q6)

TROUBLESHOOTING			
If your TV does not work, check the following points:			
PICTURE	SOUND	POSSIBLE CAUSES	WHAT TO DO
No picture	Noise	Not properly tuned	Adjust tuning
Picture visible	No sound	<ul style="list-style-type: none">• Volume control dial turned too low• Earphones inserted	<ul style="list-style-type: none">• Turn up volume• Disconnect earphones
Picture all white	Sound heard	Brightness control not set correctly	Adjust brightness control
Picture dark or blurred	Sound heard	Brightness control not set correctly	Adjust brightness control

What is this chart used for? To determine a problem with a TV

What does the manual advise if the picture is all white? Adjust the brightness control

When should the tuning be adjusted? When there is noise but no picture

Q7)

San Fernando, CA 94509

To whom it may concern:

I have just received a "Payment Due" notice from your office. This is the second time I have received such a notice. I don't understand why I have received these notices since I paid for my purchase at the time I placed my order. I enclosed a check in the envelope with the order form. The first time I received a notice, I sent you a photocopy of the canceled check as proof of payment. I am now enclosing, for the second time, a photocopy of both sides of canceled check #535 in the amount of \$35.95, which I sent to cover payment for the book *In a Modern World*, plus shipping and handling costs. Please note that the date on the check is October 13. The information on the back shows that it was endorsed and deposited into your company's bank account on October 23.

Please call me at (415) 5554856 to acknowledge receipt of this letter. I wish to avoid any further harassment about this payment. Your company is a wonderful source for hard-to-find books about Asia, and I would like to continue doing business with you. As a professor of Asian Studies, I am a frequent buyer of books dealing with all aspects of Asian culture and history and often recommend your store to my students. However, if we cannot resolve this matter quickly, I will have to take my business elsewhere. I sincerely hope that will not be necessary.

Sincerely,
Margaret Tomkíns

Who owes money? No one

When was the check written? October 13

According to the letter, which of the following is NOT true? Ms. Tomkins has paid twice.

Q8)

When personal computers first began showing up in offices around the world, people believed that this business tool would lead to something called the "paperless office." This was hailed as a great advance in business practices.

The "paperless office" theory went something like this: people would store their information on disks and computers instead of using file folders and paper. As a result, paper use would decrease. This was supposed to help preserve natural resources as well as reduce the world's solid waste disposal problem. In some ways this theory has played out in practice. In offices everywhere around the world, files and records are increasingly being stored electronically rather than on paper. But the prediction has not proven to be entirely true. Documents are often printed out in part or in their entirety in order to be reviewed or shared with others. Often multiple versions of a document go through the printout stage, thus actually increasing the use of paper for each document rather than reducing it. In addition, computers have made it easier to generate notices and flyers, of which people readily make multiple copies to distribute to as wide an audience as possible; in some ways, computers have made it easier than ever before to use large quantities of paper.

So, while computers have reduced paper use in some areas, they have increased it in others. The issue of felling forests in order to manufacture paper and the question of how to dispose of so much solid waste still remain problematic.

What is the report about? The 'paperless office'

What would the "paperless office" have done? Preserved resources.

Q9)

Public Health

Pakistan

Position Available: Division of Public Health and Clinical Nutrition.

The University of Karachi at Karachi General Hospital (KGH) is recruiting for an assistant clinical professor of medicine for the Division of Public Health and Clinical Nutrition. The candidate will participate in all teaching, clinical, and basic research activities of the division and serve as chief of the public health clinic at KGH. The individual will be expected to develop independently funded clinical research programs dealing with basic public health issues and/or clinical nutrition. Board certification required. Competitive salary in U.S. dollars, airfare, and full board/lodging included. Professional growth and cultural opportunities abound. Send curriculum vitae, summary of clinical research interests, and three letters of reference to Faroque Khan, MD, 572 St. Kilda Road, Sydney 2000, Australia.

In line 2, the word "recruiting" is closest in meaning to Hiring

Which of the following is part of the job description? Supervising research

Which of the following is a requirement for employment? Medical board certification

Which of the following is NOT necessary to apply? Abstracts of published articles

Q10)

PURCHASE ORDER				
Ship Prepaid—Add all delivery charges on invoice				
Fish Market Restaurant 905 North High Street Baltimore, MD 21002				
Tel: (401) 555-5154 Fax: (401) 555-5177				
Vendor: Super Seafood Suppliers 39908 Cold Spring Circle Baltimore, MD 21117 Tel: (401) 555-0087 Fax: (401) 555-0097			Ship To: Joey Farina Restaurant Manager Address above	
Reference: Purchase Order 9855 Date: April 9, 20__			Invoice To: Catherine Cox Accounting Department Address above	
Delivery Date: April 16, 20__				
Item	Number	Quantity	Unit Cost	Total Cost
Tuna	S8704T	200 pounds	\$4.00	\$ 800.00
Lobster	S4399L	150 pounds	8.00	1200.00
Shrimp	S3280S	350 pounds	6.00	2100.00
Salmon	S2956A	300 pounds	8.00	2400.00
Subtotal				6500.00
Shipping/Handling 5%				325.00
TOTAL				\$6825.00
Prepared by: <u>Joey Farina</u>				
Date: <u>April 8, 20__</u>				
CC: Accounting Department; Purchasing Department; Receiving Department				

April 11, 20__
Mr. Joey Farina
Restaurant Manager
Fish Market Restaurant
905 North High street
Baltimore, MD 21002

Dear Mr. Farina:

I received your purchase order yesterday, and I need to go over a few items with you. Please call me as soon as you receive this letter. April 16 is coming soon and I have not been able to reach you to discuss the order. Have you received my voicemail messages? We normally need ten days between receiving a purchase order and filling it. You must pay an express service charge of \$100 in order to have the order filled by April 16.

I've checked with our suppliers, and we can provide 300 pounds of shrimp and 250 pounds of salmon at the present time. We will provide the remainder as soon after April 16 as possible, if that suits you. Finally, a correction needs to be made to the shipping/handling fee on the purchase order. Our usual charge for this is twice as much as you assumed. I'm enclosing a revised bill for you. With the express service charge, the change in quantity of shrimp and salmon, and the recalculated shipping/handling fee, your new total comes out to \$6,480.

Please call or e-mail me today so that we can discuss your order. Thank you for working with Super Seafood Suppliers,

Sincerely yours,

Sandra James

Sales Manager

Where does Joey Farina Work? At a seafood restaurant

When does Joey Farina want his order delivered? April 16

How long did Joey Farina's letter took to reach Sandra James? 1 day

What did Joey Farina forget to include in his purchase order? An express service charge

What is the usual shipping and handling fee charged by Super Seafood Suppliers? 10%

Q11)

FAX COVER SHEET

TECH INTERNATIONAL

Betlemske namestì 11

198 16 Prague

CZECH REPUBLIC

Tel: (204) 12 44

Fax: (204) 12 45

To: All Board Members

From: Jarek Cichy

Marketing Department

Date: November 30, 20_

Pages: This + 5

Ref: Annual Award

Message:

Please review the attached nomination form for our department's nominee for this year's award. Anezka Novotna is my best staff member and is truly deserving of this honor. I am going to Switzerland next week on business and won't return until December 13. I will be checking my e-mail regularly while I'm gone, so please e-mail me if you have any questions about this nominee.

Memo

To: All department staff

From: Jarek Cichy

Re: Annual party-please attend!

As usual, the Board Members are inviting everyone to their annual Appreciation Party held to show their appreciation of the hard work you have all done during the year. This year, as in past years, the Board Members will give out the Employee of the Year award during the party, I would like to especially encourage each of you to attend the party since this year's Employee of the Year award will be given to the nominee from our department. In addition to the honor and award she will receive from the Board, we're collecting money to buy her a group gift. If everyone contributes just \$10, we can buy her the portable DVD player that she wants. See my assistant, Basia, by Thursday at 4:00 to contribute to the gift, I hope to see you all on December 14 at 5:00 PM.

Why did Jarek Cichy send the fax? To recommend someone for an answer
When will Jarek Cichy return to the office? The day before the party
What is the purpose of the party? To honor all company staff
Who will receive an award? Anezka Novotna
Where does Basia work? In the marketing department

Q12)

Request for Information

Learn more about the company called the "Best Technology Company" by the Organization of Computer Engineers.

☒ YES! Send me information about the excellent opportunities at BTC, including the great benefits for employees.

☒ YES! I would like to have a BTC employee contact me.

Name: Bert Roberts

Job: Electrical Engineer

Address: Gulf Harbour Drive
Auckland, New Zealand

Interested in working in: Engineering Department

Tell us something about yourself.

Highest level of education: Master's degree in electrical engineering

Work Experience: 5 years as an electrical engineer at Servitrix, Ltd.,
Auckland, 2 years as an engineering assistant at R&J
Company, Auckland

When you have completed the form, [click here](#).

Join our company!
Bangalore Technology Centre (BTC)
Now hiring!

One of the world's top 5 electronic companies
Located in Bangalore, India

Excellent benefits!
Educational assistance, health coverage, free gym membership, paid vacation!

BTC is a great place to work, but don't just take our word for it. Look at the testimony from some of our employees:

"I've worked here for 3 years and it's wonderful. I will work here forever!"

---- Manov, Engineering Department

"BTC is the perfect employer. You should apply today.""

--- Rupal, Marketing Team

"Everyone on the BTC staff is a real team worker, and your supervisors really care about you. It's like one big family.""

--- Mohan, Accounting Department

Tel: (80) 91 22932001

Fax: (80) 91 22932011

Email: btc@btc.com

<http://www.btc.com>

To learn more, go to our website and fill out the "Request for information" form. => picture

What kind of business is BTC? An electronics company

Which of the following benefits is not offered by BTC? Life insurance

How did Bert Roberts get this form? He visited a website.

How many work of experience does Bert Robert have? Seven

If Roberts accepts a job with BTC, what will he probably have to do? Move another to the country.

Q13)

International Environmental Protection Group (IEPG)

Meeting & Awards Ceremony

Thursday, August 1, 20__ 7:00 P.M.

Place: Room 1, Sofitel Hotel

AGENDA

1. Welcome Birsen Aksay
2. Fall projects & plans Ari Tabaku
3. Introduction of Nominating Committee Kazadi Koite
4. Presentation of award;
Recipient: J. S. Choi, CEO Jakob Skolnik
5. Reception

To: Jakob Skolnik

From: Victoria Williams

Subject: Yesterday's awards ceremony

Mr. Skolnik,

We were all concerned about your sudden illness yesterday and hope that you are feeling better today. I know that you will feel reassured to learn that last night's awards ceremony went very well despite your absence. We had Kazadi Koite lead both items 3 and 4, and I am happy to report that he did an excellent job. The CEO of B. J. Technology accepted the award for "most environmentally friendly company" on his company's behalf and expressed great delight on receiving it. The reception was enjoyed by all. We had reserved the room for only three hours, and some guests stayed until the last possible moment. More guests attended than we expected, so we barely had enough room for everyone. Perhaps we should ask for a bigger room next year. Rooms 2 and 3 are also small, but either room 4 or room 6 would be a good size, I think. Even though the ceremony and reception were a great success, I have several other ideas for improvements for next year's ceremony. We can discuss them when you return to work. Please rest well. We hope to see you healthy and back at work soon.

Victoria

What company does J. S. Choi work for? B.J Technology

Who presented the award? Kazadi Doite

In which room was the reception held? Room 1

What time did the reception end? 10:00

What does Victoria Williams suggest doing next year? Reserving a different room.