

**READING**

In the Reading test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

You must mark your answers on the separate answer sheet. Do not write your answers in the test book.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. The website of Harvie Publishing Ltd. has detailed ----- that can help potential authors locate agents for their manuscripts.
(A) instructions
(B) instruct
(C) instructor
(D) instructive
102. It is a common misconception that running anti-virus software programs and keeping them up to date is enough to protect ----- from viruses.
(A) your
(B) yours
(C) you
(D) you're
103. ----- a recent incident with one of the newly installed elevators malfunctioning, repairmen have been hired to check all of them.
(A) Not only
(B) In fact
(C) Due to
(D) As much as
104. Epsilon Mining Corp. plans to ----- stock from the companies they supply with raw materials.
(A) purchased
(B) purchase
(C) purchases
(D) purchasing
105. Employees should be aware that staff in the Human Resources Department will be ----- every weekend this month.
(A) refrained
(B) unavailable
(C) dissolved
(D) understood
106. The Research and Development Department has come to the conclusion that customers purchase kitchen appliances more ----- compared to twenty years ago.
(A) attention
(B) attentive
(C) attentively
(D) attentiveness

107. The falling price of Chinese-made electronics last year ----- a number of companies to plan innovations to their products.
(A) causing
(B) causes
(C) has caused
(D) is caused
108. The shipments of air conditioning units are ----- to arrive at all four of the Lahore Trading Company's supply centers.
(A) measured
(B) scheduled
(C) distributed
(D) decided
109. We can create a visual identity for your company that is memorable and ----- recognizable to your target market.
(A) abruptly
(B) instantly
(C) hastily
(D) urgently
110. With the upgrading of the company website to a simpler format, potential stockholders can find the information they seek more -----.
(A) sympathetically
(B) sensitively
(C) rarely
(D) easily
111. When completing international orders online, customers must remember the added shipping and handling ----- in the total.
(A) guidelines
(B) rights
(C) charges
(D) concerns
112. Because of her ----- work ethic, Mrs. Moon, head of the marketing team, was awarded the Frank Watkins Award in May 2005.
(A) strong
(B) dependent
(C) finished
(D) probable
113. Customers ----- purchase their orders from the website of Westminster Books receive an automatic discount of at least 10%.
(A) who
(B) whom
(C) whomever
(D) whose
114. Consider volunteering at a nonprofit agency to gain new skills and experience that can help ----- your transition into a new job.
(A) easily
(B) ease
(C) eased
(D) easeful
115. Once the cause of the flooding on the ground level has been -----, the warehouse can resume operations.
(A) find
(B) finding
(C) found
(D) being found
116. The new CEO, Patrick Sinclair, has requested your ----- at the annual company banquet at the end of this month.
(A) presence
(B) occurrence
(C) urgency
(D) insistence



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117. After ----- interviewing more than fifty candidates for the position of manager of the Biotechnology Department, the committee chose Dr. Alan Liu.
(A) carefully
(B) to care
(C) most careful
(D) careful
118. None of the serious ideas submitted at the end of each month is -----.
(A) behaved
(B) operative
(C) ignored
(D) respected
119. The cheapest mode of transportation ----- the airport is the shuttle bus that ferries passengers to the nearest subway station from the airport.
(A) on
(B) off
(C) next
(D) from
120. Pierce and Hewitt Telecommunication has developed a computer program that ----- the risks posed by downloaded material.
(A) reserves
(B) trains
(C) excites
(D) monitors
121. The newest prototype ----- to give the engineers at Nova Enterprises a marked advantage over their competition.
(A) expects
(B) is expected
(C) expected
(D) had expected
122. Customers of Kent's Hardware have the choice of contacting store locations by phone ----- through the Internet.
(A) or
(B) but
(C) also
(D) either
123. Asperlode Power Corp. has agreed to prolong its long-term ----- with one of its suppliers of raw materials.
(A) journeys
(B) outcomes
(C) agreements
(D) effects
124. Transportation costs amidst rising oil prices and environmental issues are among the toughest ----- for Partridge Farms and Maple Orchard Mills.
(A) challenge
(B) challenging
(C) challenged
(D) challenges
125. Patterson Financial Firm's recent acceptance of the International World Development Award is a well ----- honor for this association.
(A) to deserve
(B) deserves
(C) deservedly
(D) deserved
126. This year's average customer satisfaction level was ----- last year's level.
(A) less
(B) little
(C) lower
(D) below
127. A company picnic is ----- for September, when most staff will be back from vacations, although no date has yet been selected.
(A) plan
(B) planning
(C) planned
(D) plans
128. The airline has recently cautioned passengers about leaving ----- items unattended.
(A) inherent
(B) personal
(C) factual
(D) subjective

129. Employees wishing to receive more information ----- the newest stock options are advised to make inquiries at the human resources office.

- (A) in
- (B) even if
- (C) about
- (D) so that

130. The deal between Salten Industries and Epitwee Ventures Limited will not be official ----- signed by both parties next week.

- (A) without
- (B) until
- (C) between
- (D) against

131. AmberCreek is the brand name associated with the most ----- and efficient agricultural machinery in the province.

- (A) afford
- (B) affordable
- (C) affordability
- (D) affordably

132. For the first time in fourteen years at this company, the responsibilities of the head accountant have ----- changed.

- (A) clearly
- (B) kindly
- (C) recently
- (D) exactly

133. Manufacturing personnel are directed to read the new instruction manuals ----- consulting with the Engineering Department.

- (A) than
- (B) whether
- (C) which
- (D) before

134. A team of ten janitors has been hired for the ----- of the newest terminal at the airport.

- (A) maintenance
- (B) anticipation
- (C) application
- (D) replenishment

135. The Prime Minister's decision to delay the upcoming election ----- a month will cause significant controversy among lawmakers.

- (A) to
- (B) for
- (C) within
- (D) with

136. Entry-level employees have a ----- to switch positions several times early in their careers in the hopes of finding a job that suits them.

- (A) trend
- (B) habit
- (C) tendency
- (D) purpose

137. Many corporate farms are increasingly ----- on subsidies from the government thanks to fluctuating food prices.

- (A) relied
- (B) reliant
- (C) reliance
- (D) relying

138. The new management will ask ----- you please make sure you are aware of the new safety guidelines in the laboratories.

- (A) that
- (B) so that
- (C) what
- (D) unless

139. After the surveys were collected, the Research Department organized them and ----- the results to the chemistry team on the 3rd floor.

- (A) exchanged
- (B) eliminated
- (C) proceeded
- (D) forwarded

140. Hitchens Financial Advisors has been hiring accountants ----- the highest ability.

- (A) by
- (B) of
- (C) while
- (D) around



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Part 6

Directions: Read the texts on the following pages. A word or phrase is missing in some of the sentences. Four answer choices are given below each of these sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141-143 refer to the following letter.

Dear Mr. Lassi,

We extend our gratitude to you for choosing Secure-1 for providing your home's security system. The security of your property is our number one priority, and you can be guaranteed of high-quality security monitoring with our system. We assure you that trusting us to ----- your home was the right decision.

- 141.** (A) sell
(B) renovate
(C) repair
(D) protect

From houses in your neighborhood to many of the country's largest corporations, we are the most popular choice in security in the nation. Our business has received a five-star rating from the National Security Network for the past ten years. Our monitoring and communications systems are continually upgraded, ----- you the best security systems

- 142.** (A) ensured
(B) ensuring
(C) be ensured
(D) will ensure

the industry has to offer today.

Do not hesitate to contact us if you have any questions regarding your security package. Operators are available 24 hours a day to assist you with any concerns that you may have. Your business is valuable to us and we want you to be ----- with our service.

- 143.** (A) satisfied
(B) satisfying
(C) satisfaction
(D) satisfactory

Questions 144-146 refer to the following letter.

Mr. Larry Larson
453 Pine St. Apt. #2
Oklahoma City, OK 53232

Dear Mr. Larson,

We recently received your letter regarding product #321, the Advanced Functions XJ1 calculator. We would like to apologize that the product was not functioning as promised. Thank you for returning the calculator; our order processing department will be contacting you regarding your options by the end of the week. You may choose to receive a new calculator of the same type, a different model, or a complete refund. Let our representatives know what your choice is when they call.

Even though we strive to ----- that all of our products meet the highest quality standards,

144. (A) sure
(B) ensure
(C) insure
(D) insurance

we occasionally find imperfections due to manufacturing errors.

Our company has met the nation's highest technology quality standards test every year, and I feel ----- that if you choose to replace your calculator with the same model, you will

145. (A) confident
(B) confide
(C) confidence
(D) confides

not have any problems.

Regardless of your choice of action, we will need to obtain a copy of your purchase order. Please fax this to us at 121-212-3245. After we have received your purchase order, we will be able to take ----- and complete your request.

146. (A) lunch
(B) break
(C) turn
(D) action

We are sorry for any inconvenience you may have experienced, and hope that we can better serve you in the future.

Sincerely,
Manny Salazar
Purchasing
Calc Corp.



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Questions 147-149 refer to the following information.

Did you know that a typical business uses over 2,000 ink cartridges per year? The environmental consequences of this are important for us to consider. Bold Ink, Inc. would like to minimize the amount of waste produced by local businesses. We urge our customers to recycle used ink cartridges ----- possible, because as a company we are

- 147.** (A) some
(B) whenever
(C) altogether
(D) meanwhile

committed to reducing environmental pollution.

It is easy to recycle used ink cartridges. You can deposit them in recycling bins labeled "Bold Ink" at any office supply store that sells our products. Store employees ----- the

- 148.** (A) will return
(B) have returned
(C) returned
(D) were returning

cartridges to us so that we can process them.

When you recycle a cartridge, you receive a discount on your next cartridge purchase. To get further ----- about the discount program, log on to our homepage at www.boldink.com.

- 149.** (A) views
(B) limits
(C) details
(D) issues

Questions 150-152 refer to the following memo.

To: Francis DeLane
From: Duke Ladron
Subject: Mailing problem

Dear Francis,

We ----- a complaint from Mr. Talero at Kitchen Nook of which I thought you should be

- 150.** (A) receive
(B) will be received
(C) were received
(D) have received

made aware.

He said our new catalog of kitchen equipment, which he had been expecting, had not arrived yet. I told him I was sorry and used express mail to send him the catalog right away.

Mr. Talero, thankfully, was not upset about it, but this problem has happened three times this month. As you know, our sales will continue to decrease if we are unable to distribute our catalog and other materials effectively. In order to resolve this problem, I have a recommendation. We currently have several people in charge of our database records, and I think this may be causing some confusion. My suggestion is that we try ----- one person

- 151.** (A) assigning
(B) containing
(C) explaining
(D) understanding

to send out all the mailings and maintaining records of the mailings in our database.

I would like to know what you think of my ----- at your earliest convenience.

- 152.** (A) order
(B) idea
(C) collection
(D) development

Thanks,
Duke



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Part 7

Directions: In this part, you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 153-154 refer to the advertisement.

MADHAN'S RESTAURANT

Monday-Saturday

Lunch: 10 a.m. - 4 p.m.

Dinner: 5 p.m. - 11 p.m.

Sunday

Breakfast: 8 a.m. - 3 p.m.

Dinner: 4 p.m. - 9 p.m.

Daily specials are served during dinner hours and are merely \$10.99. All of them include a main course, a non-alcoholic beverage and one side.

Monday: Tortellini Alfredo

Tuesday: Thai noodles

Wednesday: Vegetarian gumbo

Thursday: Meat loaf and gravy

Friday: Mega burger and fries

- Live Jazz band is on Tuesday and Thursday evenings.
- For your convenience please call and make a reservation for Friday and Saturday evenings.

153. On what day are Thai noodles a special?

- (A) Monday
- (B) Tuesday
- (C) Wednesday
- (D) Friday

154. What is special about Thursday nights?

- (A) Thai food is a special.
- (B) Breakfast is available at 9 a.m.
- (C) The drinks are half price.
- (D) A live band will play.

Questions 155-156 refer to the following announcement.

James Town Medical Equipment Company

Employee Mixer Lunch

Date: January 10

Time: From 11:30 a.m. to 1:30 p.m.

Place: Staff dining room

The entire company has invited you to join us for a complimentary lunch to welcome the most recently-hired staff, and to spend some time together getting to know them. If you would like to join, please send a confirmation to Sophia Carlton in the Human Resources department by January 10th.

In addition, we would like to remind you to leave your parking passes in a visible spot so that the security staff will be able to easily recognize them. Thank you!



155. Why is James Town Medical Equipment having this mixer?

- (A) To introduce new products
- (B) To introduce new staff members
- (C) To attract new employees
- (D) To promote their new branch

156. According to the passage, what will happen on January 10?

- (A) Employees of James Town Medical Equipment Company will eat lunch free of charge.
- (B) Sophia Carlton will start working at James Town Medical Equipment Company.
- (C) James Town Medical Equipment Company will be shut down.
- (D) A corporate training course will be introduced.

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Questions 157-158 refer to the following job advertisement.

Employment Opportunity

The Roseville Herald is looking for a full-time managing editor for the sports section. This is a small-town newspaper with a readership of almost 30,000 strong. The position requires an applicant with at least five years of work experience as an editor, good people skills, and a diligent attitude. Knowledge of sports is a major plus. We will accept senior writers too if they have extensive experience writing in the sports field.

The newspaper offers a very competitive salary, and good medical and dental packages. If interested, send a cover letter and a résumé, including a small portfolio of your work to David Snell at davesnell@roseyh.com.

157. What is this advertisement for?

- (A) Sports editor
- (B) Lead reporter
- (C) Managing editor
- (D) Director of news operations

158. What is mentioned as a requirement for the job?

- (A) A university education
- (B) Willingness to travel
- (C) Management experience
- (D) Interpersonal skills

Questions 159-161 refer to the following press release.

Sarnia Area Outdoor Public Pools to Reopen in July

June 10—In Sarnia the local neighborhoods are eagerly awaiting the opening of their two newly-renovated outdoor public pools, which are scheduled to open their gates in early July.

The Shindo Aquatic Center was abruptly shut down last month after having serious drainage problems with its pool water system. The problem has been located and should be fixed soon. The pool is scheduled to be open and ready to enjoy as of July 3rd.

The addition of a super slippery water slide to the outdoor pool is days away from completion at the Wayne Gretzsky Public Pool. This will add a load of fun for youngsters eight years and older. In addition, the cafeteria and the fitness area will undergo minor renovations. The slide and full pool will be finished and tested for safety by July 5th.

Sarnia has planned to make more renovations to its five other recreation centers. This is the fulfillment of a pledge made by Mayor Taylor Johns last year.



159. Why was this press release made?

- (A) To inform of the renovation of city facilities
- (B) To announce a new schedule
- (C) To talk about the mayor's plans
- (D) To introduce the construction of a new healthcare facility

161. What was the problem at Shindo Aquatic Center?

- (A) The roof was leaking.
- (B) The attendance was poor.
- (C) The pool was not safe.
- (D) Water was not properly drained.

160. What is NOT going to be renovated at the Wayne Gretzsky Public Pool?

- (A) The fitness area
- (B) The cafeteria
- (C) The outdoor pool
- (D) The indoor pool

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Questions 162 -164 refer to the following letter.

Tuesday, October 31st

Dear all,

I have some sad news I'm afraid. Some of you may know this already, but Betty Jackson is retiring after 25 years of service with us. She will be greatly missed by us all and the office will certainly not be the same without her. To show her how much she has meant to all of us, we're going to have a black-tie dinner and dance on Saturday, December 15th at Rosebud Hotel, a lovely country house set in acres of beautiful countryside where we can give her the send-off she deserves. All members of Davey Papers and their significant others are invited to join us. The hotel is a wonderful place for a weekend getaway if any of you were thinking about staying there. If you need a map, send me an e-mail at bobbay@davey.com.

- Location: Rosebud Hotel

- Time: 7 p.m. until 11 p.m.

Please RSVP before the 1st December.

To RSVP please call Sandra Day on ext. 2488 or send her an e-mail: sandyday@davey.com. She will need to take the names for table settings. By the way, Sandra says that she would be more than happy to take care of any room reservations for those of you who wish to stay at the hotel that night.

I hope you can join us to show Betty how much she has meant to us. If you have any ideas for a special gift, please e-mail me or Sandra as we would like to make this as personal as possible.

Bob

162. Why is the company holding a dinner in December?

- (A) To welcome a new employee
- (B) To celebrate a colleague's promotion
- (C) To bid farewell to someone retiring
- (D) To observe the opening of a new office

164. The phrase "I'm afraid" in paragraph 1, line 1 is closest in meaning to

- (A) I'm scared.
- (B) I'm nervous.
- (C) I'm regretful.
- (D) I'm unhappy.

163. Why does Bob want attendees to call Sandra Day?

- (A) He doesn't have a phone.
- (B) He needs a volunteer to coordinate the dinner.
- (C) He wants her to take the names of those attending.
- (D) He would like to ensure a variety of food.

Questions 165-167 refer to the following e-mail.

To: Barbara Moore <bmoore@juindustries.com>
From: Vince Miller <vmiller@juindustries.com>
Date: Wednesday, April 20, 9:00 a.m.
Subject: Tonight's meeting in Los Angeles

I am sorry to give you such late notice, but I need to postpone our early afternoon meeting today until later this week. Arie Gold, our leading agent, has booked us a meeting later today with Quinton Jones, the famous director from Detroit, about his upcoming movie *Aquaman*. On top of that, I have an executive producer meeting with the studio and with the president of operations in Hollywood. I have free time on Friday morning at around 11. Is that time good for you? If that is not a good time for you, please tell me a more suitable date and time. I am looking forward to meeting you and your client.

Vince

165. What's the purpose of the e-mail?

- (A) To postpone a meeting
- (B) To confirm a meeting
- (C) To arrange a meeting with Quinton Jones
- (D) To talk about making a movie

166. When will Vince meet with Quinton Jones?

- (A) On Monday
- (B) On Tuesday
- (C) On Wednesday
- (D) On Thursday

167. Where does Vince most likely work?

- (A) In New York
- (B) In Detroit
- (C) In San Diego
- (D) In Los Angeles



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Questions 168-171 refer to the following letter.

Best Eastern Star Hotel
123 Slone Street
Denver, CO 65432

Joyce Goldstein
2213 Streamside Drive
Denver, CO 65432

October 22

Dear Ms. Goldstein,

Your reservation for the Regal Star Banquet hall has been booked for December 2nd from 7 p.m. to 10 p.m. We have on file that you would like to host about 170 people for your son's Bar Mitzvah celebration. The decorations and preparations will be confirmed at a later date. I will really need to get the final head count a week before.

For us to confirm your reservation, we will need a deposit of \$1,200 by November 10th. This is a non-refundable deposit, and will be applied to the overall cost of your event. We accept cash, checks or money orders. Make all payments to The Best Eastern Star Hotel, attn: Event Services. We realize that this is a sizeable amount of money, so we suggest that you bring it in person.

For your convenience we will provide a tasting session in which you can sample our fine chefs' cuisine. We have enclosed a menu of our specialties. We would like you to please select those you wish to try, and we will then arrange a meeting for you to sample the food.

To book this meeting I ask that you call me at 1-800-EASTERN, and dial extension 0743.

I hope to hear from you soon.

Terence Sams
Manager of Event Services
Best Eastern Star Hotel

168. What is the purpose of this letter?

- (A) To book a reservation at the hotel
- (B) To send out invitations
- (C) To arrange a meeting
- (D) To confirm a reservation

169. By what date will Mr. Sams need to be informed of the number of guests?

- (A) November 10
- (B) November 11
- (C) November 24
- (D) November 25

170. What does Mr. Sams promise to send to Ms. Goldstein?

- (A) A reservation list
- (B) A deposit slip
- (C) A list of names
- (D) A list of possible meals

171. What is NOT included in the letter?

- (A) The date of the event
- (B) Mr. Sams' contact information
- (C) Mr. Sams' address
- (D) The fax number for Best Eastern Star Hotel

Questions 172-176 refer to the following article.

Last night, in a quiet ceremony it was announced that Ivan Gorelikov won this year's Escalade Award for his book *The Matterhorn*. He is best known for his spy-based action-thriller *The End Game*, which will soon be made into a movie starring Jim Bates. "I am more surprised than anyone!" exclaimed Gorelikov with a giant smile. "I am just happy that people enjoy my writing."

The young writer, who is just 30 years old, has already published 10 books, and won a few minor writing awards but he has never enjoyed winning an award like this. Gorelikov was the youngest writer to win the Silver Leaflet Award for his second book in the series. His books have quickly become common household names and are considered must-reads by the spy-book genre crowd. Gorelikov came from a poor family, with one sister, in a small town outside of Moscow. His father was a factory worker who said this about his son, "All I ever wanted for my son was a good education, but he has done so much with it. I couldn't be more proud of him!" Ivan Gorelikov is currently working on a compilation of poetry *Higher Life* that as he says, "was made just for me."

The Escalade Award is presented every year to an author who writes books that show promise in the spy genre. Last year's award was given to Neil Stratus for his book called *The Approach* which has now sold over 5 million copies worldwide.

172. What is true about Gorelikov?

- (A) His family was rich growing up.
- (B) He was surprised to win the Escalade Award.
- (C) He was born in California.
- (D) He writes romance novels.

173. The phrase "has never enjoyed" in paragraph 2, line 2 is closest in meaning to

- (A) strongly likes
- (B) is not satisfied
- (C) would love it
- (D) has not experienced

174. How many books has Ivan Gorelikov published?

- (A) 9
- (B) 10
- (C) 20
- (D) 30

175. What is a requirement for the Escalade Prize?

- (A) The winner must apply to the Writers' guild.
- (B) The winner must be Russian.
- (C) The winner must write in English.
- (D) The winner must show talent in the spy-book genre.

176. What is suggested about the books Gorelikov has written?

- (A) They are mostly about his childhood.
- (B) They are very popular.
- (C) They haven't been translated into Polish.
- (D) They are mainly about social issues.



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Questions 177-180 refer to the following e-mail.

Date: November 12, 09:25

To: Ergonomic Designs, North West Development <staff_list@ed_NWdev.com>

From: Dave Chappelle <DChap@ed_NWdev.com>

Subject: Testing Phase

Staff,

I am Dave Chappelle, the research head in the North West division. Our team is currently working on making comfortable office furniture and equipment for the larger worker. This division was created to meet the demands of a heavier nation. These days the common office worker is somewhere between 10 to 20 lbs. heavier than a decade ago, and this has caused our old designs to be rendered ineffective. We hope to produce new designs to fit this market properly, to reduce stress on the body, and ultimately to improve the company's bottom line.

At the moment, we have reached the preliminary stage of testing for our new line of office chairs. These chairs possess a sturdier construction, with a wide wheelbase for safety. They are also designed to support a lower center of gravity. Before we begin the stress tests we welcome the general staff to come and try out our new chairs. We encourage the staff to spend some time in the viewing room this Friday afternoon. We would like you to fill out a short questionnaire about the comfort and the aesthetics of these new designs. The testing session will be open from 8 a.m. until noon and then from 2 p.m. until 9 p.m. We ask that you be as candid as you possibly can, as your feedback will be critical for future design and production ideas.

For those employees who would like to help and evaluate our new chairs, please pick up a survey form at Human Resources in the next few days. There will be anonymous ballot boxes located inside the testing facility for the completed forms.

Thank you,

Dave Chappelle
Research Head

177. What is the main purpose of the e-mail?

- (A) To create an open forum for discussing research ideas
- (B) To talk about a new research direction
- (C) To encourage staff to evaluate potentially new products
- (D) To ask the employees about their interests

178. According to the e-mail, what does the market need?

- (A) Improved products for teachers
- (B) A greater variety of products for larger people
- (C) Economically-viable ergonomic office supplies
- (D) New product packaging designs

179. What does Dave Chappelle wish to receive information about?

- (A) The strength of the chairs
- (B) The staff's favorite products
- (C) The amount of weight the chairs can hold
- (D) The comfort and looks of the products

180. What are interested people asked to do?

- (A) Send in their designs
- (B) Fill out a questionnaire
- (C) Make a phone call
- (D) Reply to this e-mail



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Questions 181-185 refer to the following letter and e-mail.

May 5

Daryl Bean

Sun of a Beach Magazine

Gerrard Avenue

Los Angeles, CA 78665

Dear Mr. Bean,

As I mentioned on the phone earlier, I was at the Kitchener Beach Volleyball tournament yesterday and I took a few pictures that you might be interested in. They were taken during the qualifying and playoff rounds.

I have enclosed the pictures and have labeled each one. The labels include the names of the players and a description of the game. For your convenience I have summarized this information below in the following table:

| Photo (code) | Description | Player names (left to right) |
|--------------|---------------------|------------------------------|
| 9576-Semi | Semi-finals – men | James Curry and Barry Lester |
| 4321-Semi | Semi-finals – women | Jenny Herth and Sarah Park |
| 2113-Finals | Finals – men | Chris Denny and Nick Young |
| 32115-Finals | Finals – women | Loren Smith and Lora Meany |

These are the best of the bunch, but I have many more if you are interested.

My sincerest regards,

James Hurley

Freelance photographer

Hurles@Beachblast.com

To: James Hurley <Hurles@Beachblast.com>
From: Daryl Bean <Beanie@sunofabeach.com>
Date: May 8, 14:56

Dear Mr. Hurley,

Thank you for your photos. We really enjoyed the selection of shots you sent us but we will only use two of them. We would like to use 2113-Finals for the cover of our next issue, and 32115-Finals for the article. If you could, please send the negatives after you receive your remuneration.

In case you were not aware, our standard freelance photo fee is \$300 per photo, with a \$200 bonus for the cover shot. That means that we will pay you \$800 minus the applicable taxes to your account this week. If you would, please come in this week so that we can work out the details.

Thanks again,

Daryl Bean
Sun of a Beach Magazine



181. Why did Mr. Hurley contact Mr. Bean?

- (A) To change magazines
- (B) To sell his goods
- (C) To arrange to have his picture taken
- (D) To submit an advertisement

182. What did Mr. Hurley send with his letter?

- (A) Samples of his work
- (B) A money order and some pictures
- (C) A personal résumé
- (D) A list of pictures

183. What does Mr. Bean want to publish on the front page?

- (A) A picture of Chris Denny and Nick Young playing volleyball
- (B) A picture of the tournament judges
- (C) A picture of Loren Smith and Lora Meany playing volleyball
- (D) A picture of the competition finals

184. What does the e-mail suggest about Mr. Hurley?

- (A) He is a writer at Sun of a Beach.
- (B) He works independently.
- (C) He was a referee at the competition.
- (D) He is a new employee at Sun of a Beach.

185. What does Mr. Bean probably want Mr. Hurley to do next?

- (A) Collect his money
- (B) Call an editor
- (C) Write a summary
- (D) Bring in his negatives

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Questions 186-190 refer to the following e-mails.

To: David Lings

From: Fung Sueng

Subject: Your itinerary

Date: February 10

First, I would like to say thanks again for coming. I have included the schedule for your time here in Beijing. You will be visiting our university and our research facility.

Your visit will include as follows:

March 6 – China National University, Beijing

- | | |
|------------------|---|
| 9:15-10:00 a.m. | Meeting with the Board of Deans and the President of the University |
| 10:10-11:40 a.m. | Bai Lee, director of Research and Development Medicine, talk on the direction of the University |
| Noon | Lunch – Peking Duck |
| 1:00-3:00 p.m. | Tour of the research facility |
| 4:00-7:00 p.m. | Tour of campus and sightseeing – Tiananmen Square |

March 7 - Research Facility, Peking University

- | | |
|----------------|--|
| 1:00-3:30 p.m. | Board of Directors Research meeting, hosted by Dr. Lings |
| 3:45-4:45 p.m. | Tour of research labs and optical microscopy unit |
| 5:30-8:00 p.m. | Dinner – Wine and cheese at Fung Shui Restaurant |

Dr. Lings, can you please send me your flight information so I can make sure the limo is waiting for you at the airport when you arrive. If you have any questions, please send me an e-mail. I hope you have a good trip and I will see you soon.

Fung Sueng

To: Fung Sueng
From: David Lings
Subject: [RE] Your itinerary
Date: February 12, 3:00 p.m.

Dear Mr. Sueng,

I appreciate that you were so quick and thorough in sending the itinerary for my visit. I will be flying in on Canadian Air flight JR183, which is scheduled to land at 9:00 p.m. on March 5. I will be leaving on Canadian Air flight JR563 on March 8 at 12:00 midnight. I was hoping that you would provide a summary of the research direction of both institutions so I will be prepared to evaluate their systems. I am also hoping you will provide some maps for sightseeing too as I am staying for another day and this is my first trip to Beijing. I am looking forward to my visit.

Dr. David Lings
PHD Medical Bioscience
University of Toronto



- 186.** What is the purpose of the first e-mail?
(A) To confirm a flight number
(B) To give a detailed schedule of a visit
(C) To set up a meeting with Dr. Lings
(D) To change the details of a trip

- 187.** What is Dr. Lings NOT scheduled to do during his stay in Beijing?
(A) Meet with the president of Peking University
(B) Hold a research meeting at a university
(C) Assess the systems of the two universities
(D) Fly out of Beijing on March 8

- 188.** Where will Dr. Lings NOT visit?
(A) Beijing
(B) The Great Wall of China
(C) National University of China
(D) Peking University

- 189.** When will Dr. Lings arrive at the airport?
(A) March 4
(B) March 5
(C) March 6
(D) March 7

- 190.** What will Mr. Lings be doing at 6 o'clock on the 6th?
(A) Taking a tour of the National University of China
(B) Having dinner
(C) Taking a tour of the research facility
(D) Taking a tour of Peking University

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Questions 191-195 refer to the following article and letter.

The Florence Herald

On June 2, last week, during the sweltering heat, university students and recent graduates across the European Union flocked to the Pannini Conference Center. The reason for this was the inaugural Science and Medical Jobs in Italy Fair. This fair boasted over 75 different organizations and companies all looking for new graduates and interns for a diverse field of employment.

These companies offered on-site representatives providing not only information, but in many cases face-to-face interviews. The fair ran from 9 a.m. to 6 p.m. and hosted approximately 700 potential employees. "This turnout was significantly more than I expected!" Fabio Fabrizi, the conference staff, stated. "We hope to expand this for next year," he added.

Diamond Plating Limited
Via Ceaseare
Florence, 214
Italy

June 30
Ms. Sarah Oates
189 Kings Road
Chelsea
SO32 6Y4
England

Dear Ms. Oates

We would like to thank you for coming to our booth earlier this month and interviewing with us. We are happy to offer you a job as a technician with Diamond Plating, Florence division. We can offer you a very decent starting salary, health coverage, and up to four weeks paid vacation and 10 paid sick days.

As a diamond-plating technician, you will be involved in making tips for high definition atomic force microscopes. You will have to pass a three-month evaluation period, after which

you will be evaluated and if you qualify you will be given a full-time contract. After this period, all of your benefits will be effective.

If you accept our offer, we hope you can start on July 30th. Please respond to this letter no later than July 15. Lastly, I would like to tell you we really felt like you were a good fit with our company, and we hope that you will take the job and join us. If you have any questions about us, or living in Italy don't be afraid to ask.

Sincerely,

Danielle Fava

Danielle Fava

Technical Manager

191. According to the article, what is not said about the career fair?

- (A) Students and graduates are the majority of patrons.
- (B) The turnout was a surprise.
- (C) It is only for scientific and medical-based jobs.
- (D) It is held every three months.

192. In the article, the word "inaugural" in paragraph 1, line 3 is closest in meaning to

- (A) first
- (B) second
- (C) annual
- (D) landmark

193. What does Ms. Fava ask Ms. Oates to do?

- (A) To move to Italy by July 15th
- (B) To accept the job by July 15th
- (C) To take a diamond-plating course
- (D) To meet Fabio Fabrizi

194. When was the first day Ms. Oates and Ms. Fava met?

- (A) On June 2
- (B) On June 30
- (C) On July 15
- (D) On July 30

195. Which of followings are not benefits of this job?

- (A) A competitive salary
- (B) Ten days of paid sick leave
- (C) Dental coverage
- (D) Four weeks vacation



Questions 196-200 refer to the following report and e-mail.

MOSS RESIDENTIAL TECH

Staff Expense Form

Name: Bill Sweet

Reason for expense: Client meetings and product demonstrations in Indianapolis, Indiana with Davies Home Distribution Corporation

Dates of Trip: May 12-18

| Expense | Amount Paid (\$) | Details |
|-------------------|------------------|-----------------------------------|
| Plane ticket | 600 | Round trip – Economy class |
| Hotel room | 0 | Complimentary – Bonus Card |
| Food and Beverage | 400 | |
| Taxi/airport limo | 100 | The airport is far from the site. |
| Misc. | 150 | Alcohol for the clients |
| Total | 1,250 | |

Employee signature: Bill Sweet

Manager signature: Elsa Wagner

Comments:

All of the receipts from my business trip have been attached via staple to this form. I am sorry that I missed the submissions deadline of 2 weeks after returning. I was overwhelmed by the response from the clients to my product demonstration as I had an 80% increase in sales. I am hoping that this increase in sales is a valid excuse for my tardiness. I would appreciate it if you could reimburse me as soon as possible, as I have to make another trip soon. My manager and I will be in the office today if you have any questions. Thanks in advance.

Date: May 28, 11:20 a.m.

To: Bill Sweet <b_sweet@mossrtech.com>

From: Samuel Wilson <s_wilson@mossrtech.com>

Cc: Payton Maroney <p_maroney@mossrtech.com>

Subject: Expense Report

Mr. Sweet,

Thanks for completing and submitting the proper forms for your reimbursement. Although, you missing the deadline we will be able to pay you back for the money you spent on your trip. Your

supervisor has already informed me of your situation, and it is acceptable. I hope that you continue your good sales record, but if you could try and submit your forms on time, it would make my job easier.

After reading your report I noticed that you expensed drinks for clients. I am sorry to say that we don't cover that type of expense, so we will not be able to reimburse you for that. If you have any questions about what is covered, you should refer to the employee manual. Additionally, next time you attach your receipts, can you please put them in the order you have written them on the form? This will speed processing time and reduce errors.

I will be out of town starting tomorrow. I am going on a short vacation and I will be out of reach. If you have any questions, please contact my assistant Payton at extension 6859. I have carbon copied this e-mail to him, so he is aware of the details.

Sincerely,

Samuel Wilson
Accounting Division



196. Why did Mr. Sweet submit the report?

- (A) To list the things he spent his money on
- (B) To ask for permission to take a business trip
- (C) To tell the company of his successful trip
- (D) To request that he be paid back for his expenses

197. What did Mr. Sweet's supervisor ask him to do in Indiana?

- (A) Go to a sales training seminar
- (B) Make a sales presentation to potential clients
- (C) Acquire new sales employees
- (D) Deliver new products to customers

198. Why was Mr. Sweet late in submitting the form?

- (A) He filled out the form incorrectly.
- (B) He was swamped with new customers.
- (C) He returned from Indiana after the due date.
- (D) He sent the form to the wrong person.

199. What was not covered on the expense form?

- (A) Taxi fares
- (B) Drinks for clients
- (C) Airfare
- (D) Food and beverages

200. What is indicated in the e-mail?

- (A) Mr. Wilson recently hired Payton Maroney.
- (B) Mr. Wilson is Ms. Wagner's supervisor.
- (C) Mr. Sweet contacted Ms. Wagner to obtain a form.
- (D) Ms. Wagner and Mr. Wilson spoke about the delay.