



## 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. Employees must reserve a time to copy by writing their names on the ----- on the lid of the photocopiers.  
(A) schedule  
(B) scheduled  
(C) schedules  
(D) schedulers
102. Most of the cabins situated at the bottom of the hill are ----- grey and white.  
(A) painted  
(B) charged  
(C) alternated  
(D) transferred
103. Workshop participants were required to be ----- not to choose any reserved front-row seats.  
(A) caution  
(B) cautious  
(C) cautiously  
(D) cautiousness
104. If you won't be able to present a valid receipt, neither may the products be returned ----- are you refunded.  
(A) or  
(B) and  
(C) neither  
(D) nor
105. Road and street signs must be ----- visible even in the distance in order for drivers to know where they are heading.  
(A) clearness  
(B) clear  
(C) clearly  
(D) clearest
106. To be safe, don't use bank cash machines located ----- pillars or away from public view.  
(A) over  
(B) within  
(C) down  
(D) behind
107. So as to ----- that your medical treatment will be paid for, you must present a note from your doctor.  
(A) ensure  
(B) ensuring  
(C) ensured  
(D) be ensured
108. Since supplies are -----, you are invited to order this gorgeous laptop model on sale before it is sold out.  
(A) speedy  
(B) available  
(C) presentable  
(D) limited

- 109.** The two companies signed an ----- on the acquisition in spite of a few differing opinions.  
 (A) agreement  
 (B) agrees  
 (C) agreements  
 (D) agreed
- 110.** This e-mail is to let you know that the book you ordered is ----- on back order.  
 (A) quickly  
 (B) precisely  
 (C) currently  
 (D) temperately
- 111.** As soon as the shipment of computer equipment comes in, ----- will ship it to you promptly.  
 (A) we  
 (B) us  
 (C) our  
 (D) ourselves
- 112.** New employees were ----- to be photographed immediately in order to have their new identification made.  
 (A) recalled  
 (B) memorized  
 (C) reminded  
 (D) identified
- 113.** As portable audio items ----- currently unavailable in the store, you'd better check the Internet for more information.  
 (A) is  
 (B) been  
 (C) are  
 (D) being
- 114.** Our ----- is not to issue refunds on software programs used on a trial basis.  
 (A) adoption  
 (B) policy  
 (C) exhibit  
 (D) regard
- 115.** We have worked ----- hard on health insurance plans to enhance employee satisfaction.  
 (A) exception  
 (B) exceptionally  
 (C) exceptional  
 (D) except
- 116.** Funds from the government grant will be allocated to or distributed ----- the affected areas.  
 (A) among  
 (B) toward  
 (C) after  
 (D) during
- 117.** More efforts to accomplish the objectives for reducing costs have been made ----- they were set out at the beginning of this year.  
 (A) if  
 (B) since  
 (C) how  
 (D) than
- 118.** As the desktop printer was out of service, we called a skilled ----- yesterday for repairs.  
 (A) technician  
 (B) factory  
 (C) certificate  
 (D) generator
- 119.** The head of the marketing department attributed success in the overseas market to ----- motivated and hard-working employees.  
 (A) them  
 (B) they  
 (C) itself  
 (D) its
- 120.** We require all club members to ----- their membership cards to the service desk in order to use the fitness room.  
 (A) notify  
 (B) present  
 (C) assign  
 (D) permit

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121. All the required application forms must be filled out ----- before they are turned in to the appropriate office.  
(A) complete  
(B) completes  
(C) completely  
(D) completed
122. A few executive positions have been ----- for women as part of corporate efforts to place women in upper-level positions.  
(A) chaired  
(B) performed  
(C) reserved  
(D) presided
123. You are advised to check documents related to the continuation of health insurance coverage ----- leaving your current job.  
(A) before  
(B) therefore  
(C) until  
(D) because
124. Lightware Kitchen Goods Ltd. reserves the ----- to deny any liability for damages caused by abnormal use.  
(A) residence  
(B) right  
(C) endeavor  
(D) encompass
125. ----- merchandise may be exchanged for the same item in compliance with our exchange policy.  
(A) Defective  
(B) Defect  
(C) Defects  
(D) Defected
126. Questions concerning the billing process will be ----- by customer service representatives while the billing department is closed.  
(A) handled  
(B) replied  
(C) attended  
(D) exempted
127. The medications widely used for patients should be ----- evaluated for long-term use.  
(A) rigor  
(B) rigors  
(C) rigorous  
(D) rigorously
128. Along the shore of the lake is a recreational family camping site, complete ----- fire places, showers and refrigerators.  
(A) with  
(B) across  
(C) beside  
(D) from
129. Employment application forms completed by applicants must be ----- to Mr. Keith by Friday at noon.  
(A) submitting  
(B) submitted  
(C) submit  
(D) submission
130. After weeks of intensive negotiations, they have ----- agreed upon a minimum wage for on-site workers.  
(A) finally  
(B) distinctively  
(C) extremely  
(D) predominantly
131. ----- please find the documents that contain confidential data on the visibility of operations.  
(A) Enclosed  
(B) Enclose  
(C) Enclosure  
(D) Enclosing
132. If you are looking for a good restaurant in your area, look it up in our ----- directory of local restaurants.  
(A) various  
(B) apparent  
(C) redundant  
(D) comprehensive

**133.** In order to ----- the needs of demanding customers, the telecommunications industry is considering developing better functions.

- (A) accommodates
- (B) accommodate
- (C) accommodating
- (D) accommodation

**134.** Installing air-cooling systems is scheduled to begin ----- at 10 A.M. and end at 3 P.M.

- (A) promptly
- (B) vocally
- (C) openly
- (D) neutrally

**135.** The recent findings indicate that the effects of weight loss associated with calorie restriction are quite -----.

- (A) beneficial
- (B) benefits
- (C) beneficiary
- (D) benefit

**136.** The finished report should not exceed 20 pages, including a one-page -----, and should be turned in by this Friday.

- (A) meaning
- (B) belief
- (C) excursion
- (D) abstract

**137.** The newly launched cell phones were designed to deliver exceptional ----- in various functions.

- (A) performing
- (B) performed
- (C) perform
- (D) performance

**138.** Diamond Getaway travel agency is considered to be the ----- source of worldwide trips among travelers.

- (A) selective
- (B) expressive
- (C) definitive
- (D) competitive

**139.** It appears to be a ----- impossible plan to charge fees to cars visiting the city park on the weekend.

- (A) nearing
- (B) nears
- (C) nearly
- (D) neared

**140.** People who have wanted to buy a home but couldn't afford to will be able to qualify, ----- interest rates remain moderate.

- (A) whereas
- (B) as if
- (C) whether
- (D) assuming that

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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 advertisement.

The Volunteer Community here at WWA is ----- any other volunteer opportunity.

- 141.** (A) other  
(B) rather than  
(C) similar  
(D) unlike

That will be good news for busy people who wish to get involved to make a ----- in the lives of

- 142.** (A) gain  
(B) living  
(C) difference  
(D) progress

others in need, but who need an alternative to traditional volunteering.

In fact, these well-meaning people are often unable to commit themselves to any charitable activity that requires ----- to show up at a specific time or for specific lengths of time.

- 143.** (A) their  
(B) theirs  
(C) them  
(D) themselves

For people whose schedule is hectic and unpredictable, traditional training is nearly impossible. Now you can meet new people, meet new friends, learn new skills flexibly and get more active. Much more insight on virtual volunteering can be found at WWA.

Questions 144-146 refer to the following article.

All the speed camera fines issued by the Traffic Authority since 1998 may be invalid because a judge in a Sydney district court ruled the photos used to convict drivers were meaningless.

The authority ----- to convict a man of driving 95 km/h in an 80 km/h zone on Bollwell Street in

- 144.** (A) seek  
(B) seeks  
(C) sought  
(D) will seek

July last year.

Yet Judge Nicolas ruled that the photograph provided by the Traffic Authority was not -----

- 145.** (A) sincere  
(B) discouraging  
(C) valid  
(D) extra

evidence, since those speed cameras were not periodically tested for accuracy.

The Traffic Authority said its cameras were accurate and denied the court's decision. It is considering an appeal, ----- that every camera was subject to comprehensive tests.

- 146.** (A) state  
(B) stating  
(C) statement  
(D) stated

There are almost 150 fixed speed cameras in Sydney. Last year 50 million dollars worth of speed camera fines were issued, up from 45.9 million dollars in 2006.



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Questions 147-149 refer to the following news report.

During the second half of last year, prices in the oilseed moved upward. The market reacted to the prospect of less ample supplies and reduced inventories, compared with the two ----- years, when

- 147.** (A) precede  
(B) preceding  
(C) preceded  
(D) proceedings

supplies were abundant relative to demand.

The rise was more pronounced for meal and cake prices, which have also come under the influence of rising prices of wheat and feed grains.

The latest forecasts for 2008 confirm that production of oilseeds may not be sufficient to meet global demand for oils and fats. Such an outlook suggests that prices for oils and fats may continue rising.

By contrast, the increase in prices for meals and cakes could come to a ----- as global output of

- 148.** (A) halt  
(B) block  
(C) clarification  
(D) conservation

meals is now expected ----- demand, leading to more rising inventories.

- 149.** (A) excessively  
(B) to exceed  
(C) in excess  
(D) exceeded

Questions 150-152 refer to the following letter.

Dear Absolute Card customers,

It has come to my ----- that there may be some confusion as to how to process your Absolute

- 150.** (A) end  
(B) appreciation  
(C) attention  
(D) amazement

Card applications. Please refer to any of the three methods in place to solve this problem.

First, on our website you can process applications, submit sales and review all of your impending and settled transactions. We have received feedback on this system from many customers and the response has been overwhelmingly positive.

Secondly, we have The Fast App system which allows you to call our automated credit approval system and submit an application by simply entering the information ----- the touch tone pad on

- 151.** (A) upon  
(B) amid  
(C) through  
(D) throughout

your telephone.

Finally, you can make a call to our credit department at 1-800-703-1254 and turn in the application directly to a credit representative.

Please remember to ----- one of these three methods for credit approvals on your Absolute Card.

- 152.** (A) eliminate  
(B) proceed  
(C) incline  
(D) utilize

If you have any questions regarding processing applications, don't hesitate to call our services department at 800-525-3251.

Best regards,

Michael Lee  
Shoppers Charge Accounts  
Absolute Card

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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 following advertisement.

### Green Forest... we care about your lawn

Green Forest specializes in friendly service at an affordable rate. Our services include basic lawn mowing, custom landscaping, garden design, and general maintenance. Here are just a few of the jobs we can do for you:

- **Monthly Mowing:** Organize someone from Green Forest to mow your lawn once a month.
- **Custom Landscapes:** For anyone who needs a little help designing their dream landscape. Our professional staff can help you choose which flowers and trees to buy, and where to plant them.
- **Garden Design:** For experienced gardeners who want to learn more about the science of creating a successful garden.
- **General Maintenance:** For people who already have a garden, or landscape design, but who need a little help maintaining it.

Green Forest is a small family-run business with over fifteen years of experience. In addition to providing great service, Green Forest also uses only the best tools, so you can be sure that your lawn is in safe hands with us. Call today and receive a free lawn care consultation.

**153.** What kind of service is being offered?

- (A) Home cleaning
- (B) Real estate consultations
- (C) Home appliance repairs
- (D) Lawn care

**154.** Which is NOT one of the characteristics mentioned?

- (A) Family-operated business
- (B) Excellent equipment
- (C) Professional crew
- (D) Fast service

Questions 155-156 refer to the following job posting.

### Join the ITS Environmental Research Team

**Duties:** Are you interested in research on the impact of carbon emissions on the environment? If so, we have a challenging opportunity for you. Reporting to the Environmental Section Director, you will plan and implement Regional Environmental Assessment Projects with a particular emphasis on evaluating the impact of current global carbon emissions on ecosystems. You will also provide scientific advice to engineers, biologists, and technicians on Environmental Management Permits.

**Qualifications:** Strong analytical and interpersonal skills. Qualified applicants will have a Bachelor's degree in biology or environmental sciences and two years' related experience. Please send your résumé and cover letter to our Personnel Manager, Sharon Risby, at [sharon@ITS.com](mailto:sharon@ITS.com). If you want to learn more about the position, please visit our website at [www.itsenvironment.com](http://www.itsenvironment.com).

**155.** What is one of the duties of this position?

- (A) To advise professionals in other industries
- (B) To conduct research on fuel-efficient cars
- (C) To devise waste management strategies
- (D) To write reports about endangered species

**156.** How can someone find out more about the position?

- (A) Call Sharon Risby
- (B) Check the website
- (C) E-mail the regional manager
- (D) Contact the Section Director



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Questions 157-159 refer to the following e-mail.

To: Barbara Clemons <babs27@funmail.com>  
From: Susan Poletti <spoletti@fineclothes.com>  
Date: January 16  
Subject: Employee E-mail

Dear Ms. Clemons,

Thank you for your kind e-mail regarding the service you received from one of our employees. A copy of your e-mail has been forwarded to the Personnel Department and will be included in the employee's file.

It is so rare that a customer takes the time to express her appreciation of our service. In fact, I was so touched by your action that I feel inclined to reward you.

Please accept the enclosed voucher, which, when presented, will entitle the bearer to a ten percent discount on any merchandise in our store.

This is but a small token of our appreciation of customers like you. Our company's success depends on your satisfaction, and with your support we will continue to grow and prosper in this competitive marketplace.

Again, on behalf of everyone at Fine Clothes, thank you for your praise.

Susan Poletti  
Director, Customer Services

**157.** What is the purpose of the e-mail?

- (A) To express gratitude to the customer
- (B) To answer the customer's question
- (C) To praise the employee for his service
- (D) To request a file from an employee

**158.** What is included in the e-mail?

- (A) A letter of recommendation
- (B) A gift certificate to the store
- (C) An invoice for the service charge
- (D) A copy of the order form

**159.** What can be inferred about Susan Poletti?

- (A) She has met with Barbara Clemons before.
- (B) She works in the Customer Services department.
- (C) She was hired recently.
- (D) She went on a business trip last week.

Questions 160-162 refer to the following information.

Time	Day One	Day Two
8:15 - 10:00	<b>Starting an E-Business</b> (also available online) Designing a Functional Website Mastering E-commerce	<b>Internet Technology</b>  Choosing an Internet Provider Understanding Search Engines
10:30 - 12:00	<b>Online Advertising</b> (also available online) Writing Sales Copy for the Web Marketing your Product Online	<b>Outsourcing Online</b>  The Advantages of Hiring Freelancers How to Find a Freelancer
12:00 - 1:15	Lunch	
1:15 - 2:45	<b>Keeping Track of Finances</b> Basic Rules of Accounting Important Tax Laws	<b>Shipping Products</b> (also available online) How to Create a Simple Online Order Form How to Minimize Shipping Problems
2:45 - 3:15	Coffee Break	
3:15 - 4:45	<b>Advice from Successful E-business Owners</b> Mark Henrich, President of IP Media Online  Linda Orlick, co-founder of Intelligent Designs, an online web design company George Tulane, author of "E-Business and You"	<b>Conclusion</b> This portion of the seminar has not been determined.  Contact Brent Sprites, Event Coordinator, for more information.

- 160.** What subject will mainly be covered in the seminar?
- (A) Writing effective advertisements
  - (B) Creating a strong marketing campaign
  - (C) Developing a business using the Internet
  - (D) Improving customer relation strategies

- 161.** What is TRUE about the Shipping Products seminar?
- (A) It explains how to create a product database.
  - (B) It is also offered through the Internet.
  - (C) It is organized by Brent Sprites.
  - (D) It takes place after the coffee break.

- 162.** Who is George Tulane?
- (A) A published writer
  - (B) The founder of IP Media Online
  - (C) A successful e-business accountant
  - (D) The Event Coordinator

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Questions 163-164 refer to the following letter.

Dear Mr. Jorgensen,

We are sorry to hear that you have been experiencing problems with your new Okawa desktop computer. While we usually require our customers to contact their Okawa service provider in the event of a problem, we recognize that, in your case, this would be impossible, since you are currently living abroad. Therefore, if you will carefully package the unit in its original carton and send it to us, our Okawa experts will examine it thoroughly to determine the source of the problem.

If it turns out that the problem requires a few minor adjustments, we will make the necessary repairs and return the computer to you within thirty days. If we determine that the unit is defective, we will send you an immediate replacement. Please remember to remove all important files from your hard drive to ensure that you do not lose them in the event that repairs are made.

Again, I am sorry that you experienced this inconvenience and thank you for purchasing an Okawa computer.

Regards,

Harold Plume

Service Department

**163.** Why didn't Mr. Jorgensen take the computer to a service center?

- (A) He works during its operating hours.
- (B) He is unsure of the center's location.
- (C) He is living outside the country now.
- (D) He prefers to deal with the head office directly.

**164.** What is NOT one of the actions the company offers to take?

- (A) Repair the computer
- (B) Replace the unit
- (C) Return the item in a month
- (D) Restore lost computer files

Questions 165 -168 refer to the following notice.

The National Wildlife Service at Mt. Andover National Wildlife Refuge announces the opportunity for a recreational business contract for the Snake Creek facility. An opportunity like this doesn't come often, and it is perfect for anyone who is interested in opening a recreational business and contributing positively to the natural environment. This contract involves boat rentals, bike rentals, canoe rentals, campsite rentals, and equipment sales.

The closing date for the submission of applications for the business contract is Thursday, March 16, at 5:00 p.m. Interested parties can take a one-time guided tour and attend a question-and-answer session about the recreational facility on Wednesday, February 23. To make the meeting run more efficiently, we recommend that you personally review the information on our website ([www.mtandover.com](http://www.mtandover.com)) and write down a list of questions that you might want to ask at the session. Please e-mail the questions that you write down to the Refuge Manager, Joe Yosemite, at [jyosemite@mtandover.com](mailto:jyosemite@mtandover.com). Questions must be received by February 10, so that a transcript of the questions and answers can be made available to all parties. You will receive this transcript at the start of the question-and-answer session.

Also, since the weather in the park is unpredictable and we may be walking over some pretty rocky terrain, participants are asked to wear hiking boots and warm clothing for the tour, which will start at approximately 3 p.m. and last about two hours. For further information regarding this opportunity, please contact Michelle Vance, Manager of the National Wildlife Service, at 1-236-547-9875.

- 165.** What is the purpose of the notice?
- (A) To announce the opening of a national park
  - (B) To advertise an opening for a guide in the National Wildlife Service
  - (C) To inform people about a business opportunity at Mt. Andover
  - (D) To recruit maintenance workers for the Snake Creek facility
- 166.** What will some people probably do on February 23?
- (A) Tour the park
  - (B) Submit a proposal
  - (C) Meet with the Manager
  - (D) Sign the contract
- 167.** According to the notice, what will participants most likely receive at the meeting?
- (A) Free hiking equipment
  - (B) A summary of the questions and answers
  - (C) Advice on safety procedures
  - (D) A free pass to enter the park
- 168.** What should participants remember to bring to the meeting?
- (A) A list of their most recent accomplishments
  - (B) Some examples of their best work
  - (C) The appropriate clothes for the weather
  - (D) The materials to complete the project

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Questions 169-172 refer to the following letter.

Dear Mr. Ritter,

Your account with The Professional's Closet has been approved for credit. We would like to inform you that your account number is 987-6589-9874. Please inform your personnel to be sure to include this account number on any documents and correspondence directed to The Professional's Closet. We welcome you to our family of customers and hope that you will be satisfied with our company's exceptional service.

As our way of saying thank you for opening your new account with us, we are offering you a ten percent discount on all copy paper and notebooks ordered in the month of July. As stated in the terms and conditions of your account with The Professional's Closet, which you will find in the enclosed contract agreement, you are also entitled to a twenty percent discount on your first order of \$500 or more.

If you have any questions regarding our credit policy, please contact Jill Bunt, our Credit Manager, who will be more than happy to discuss your account with you. Additionally, if you would like to take advantage of our automatic monthly order system, please call Howard Hale, the Sales Supervisor.

We will be looking forward to your orders and to the opportunity of serving you.

Sincerely,

Jennifer Teller  
Director, The Professional's Closet

**169.** Why did Jennifer Teller write this letter?

- (A) To inquire about a delinquent account
- (B) To advertise a special storewide sale
- (C) To accept a business transaction
- (D) To talk about a delivery policy

**170.** What type of product does The Professional's Closet probably sell?

- (A) Professional clothing
- (B) Office supplies
- (C) Computer software
- (D) Investment advice

**171.** What is one clause written in the terms and conditions of Professional's Closet?

- (A) Mr. Ritter can get a discount on the first purchase.
- (B) The customer must pay all delivery fees.
- (C) All products have a one-year warranty.
- (D) Payments are due at the end of the month.

**172.** Why would Mr. Ritter contact Howard Hale?

- (A) To request information about the contract
- (B) To change the method of payment
- (C) To discuss the details of the project
- (D) To organize regular shipments

Questions 173-175 refer to the following excerpt from an article.

## Think Like a Champion

By Dennis Flatmeyer

What secret power do professional athletes and Olympians possess that enables them to perform under pressure? Well, the answer, according to psychologists and athletic trainers, is in the brain.

For years, athletes and coaches alike believed that athletic skill and physical training were the two most important factors determining competitive success.

Recent evidence, however, suggests that mental training is actually more critical than athletic ability. Thus, while you may not have been born a champion golfer, you can certainly train yourself to become one by employing the proper mental training.

Take for example, the four-time Olympic gold medal winner in the 200-meter dash, Paul Fisher. Paul was born with a rare neuromuscular disease that prevented him from growing normally. He spent the first five years of his life in a hospital bed, and doctors told his parents that he would probably have to use a wheelchair all his life. Then, in 1988, while watching the Seoul Olympics from his hospital bed, Paul decided that he would one day be an Olympic runner.

Twelve years later, in Sydney, Paul Fisher was standing on the Olympic podium, wearing a gold medal around his neck. When asked about his incredible victory, Paul said, "It was easy, once I made up my mind to do it."

At Haverford University, psychologists monitored ten athletes who were each given the exact same physical training schedule. However, five athletes were also given a mental training schedule, where they practiced meditating and using positive thinking techniques. What did the University discover? The five athletes who prepared mentally and physically performed nearly seventy percent better than the other five athletes!

**173.** What does the article mention about athletic performance?

- (A) It is most influenced by physical training.
- (B) It is greatly affected by mental preparation.
- (C) It teaches people the value of competitiveness.
- (D) It is a new field of study in psychology.

**174.** What is NOT true about Paul Fisher?

- (A) He is an Olympic athlete.
- (B) He suffered from a rare disease.
- (C) He participated in the 1988 Seoul Olympics.
- (D) He won a gold medal in Sydney.

**175.** What did Haverford University do for their research?

- (A) They evaluated the performance of different athletes.
- (B) They interviewed current Olympic athletes.
- (C) They studied important historical figures.
- (D) They conducted online surveys of international athletes.

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Questions 176-180 refer to the following excerpt from a magazine.

With winter quickly approaching, I thought it would be appropriate to devote a portion of November's issue to discussing how winter affects our minds and bodies, and how we can cope with the shorter, colder, and darker days.

An article published in the Journal of Medicine revealed that 3 out of every 5 people in the country are affected by Seasonal Affective Disorder (SAD). Common symptoms include lack of energy, increased need for sleep, mood swings, and depression.

This winter is going to be the coldest in ten years. The good news is that a number of scientists and psychologists have developed interesting and effective remedies to help those affected by SAD escape the ailment that leaves them wanting to crawl into bed, bury themselves under the blankets, and hibernate until spring. In this issue, we have included three different articles which discuss SAD and provide helpful solutions for preventing it.

On page 13, in an article entitled "Staying Creative and Productive this Winter," Dr. Leonard O'Reilly, a psychologist who has been studying SAD for the last ten years, discusses how high-intensity artificial light, which simulates the longer days of summer, can help people reduce the effects of SAD this winter. Dr. O' Reilly even designed a lamp that you can put beside your bed.

You'll find a second remedy to SAD on page 23, in an article called "Sleeping through SAD." The article features a discussion about SAD with Dr. Lauren Scott, a researcher at Hedrick University in Germany. Finally, on page 34, you'll learn how Dr. Livingston and Dr. Sue Tao of the National Psychiatric Institute discovered that cognitive behavioral therapy, a form of psychological therapy, can stimulate brain activity and increase energy levels.

**176.** What will November's issue be mainly about?

- (A) How to stay healthy during winter
- (B) How to improve your diet
- (C) How to change your sleep habits
- (D) How to recover from insomnia

**177.** What is NOT a common symptom of SAD?

- (A) Lack of energy
- (B) Increased sleep
- (C) Decreased appetite
- (D) Feeling depressed

**178.** The word "escape" in paragraph 3, line 3, is closest in meaning to

- (A) make
- (B) follow
- (C) retreat
- (D) avoid

**179.** What can be inferred about Dr. O'Reilly from the article?

- (A) He works at Hedrick University.
- (B) He specializes in cognitive therapy.
- (C) He has interest in brain activity.
- (D) He has studied SAD for a decade.

**180.** Which of the following is a remedy for SAD mentioned in the article?

- (A) Spending the winter in a warmer climate
- (B) Eating certain foods that stimulate metabolism
- (C) Using artificial light in your home
- (D) Speaking to a psychologist regularly



Questions 181-185 refer to the following advertisement and letter.

### Administrative Assistant Needed

John Leon Disability Care Inc. requires an administrative assistant to work in its central Los Angeles office. The organization specializes in the field of disability care services for elderly people. The successful candidate will enjoy working as part of a dedicated team, and be committed to the care and support of disabled people.

The job involves a variety of administrative duties. These will include filing, letter writing, distributing mail, entering data into a computer, photocopying and maintaining records. Training will be provided, if necessary, to enable the job-holder to use the organization's computer system.

Applicants are required to have a university degree and some experience in administration.

Salary will start at \$25,000, and the incumbent is entitled to 15 paid-vacation days per year.

Please fill out the application form, which can be downloaded from our website, and mail it to:

Angie Garner

Director, Personnel Department

Job Applications

John Leon Disability Care Inc.

San Antonio Dr.

Los Angeles, CA

For further information, contact our personnel assistant, Adam Rye, at 214-845-6598.

Applications that are not submitted in the form requested will not be considered for review.

Starting date for applications: Immediately

Closing date for applications: February 27

124 Rodeo Ave.  
Atlanta, GA 25874  
404-587-3265

Personnel Department  
John Leon Disability Care Inc.  
San Antonio Dr.  
Los Angeles, CA

1 February

To whom it may concern:

I was extremely interested in your advertisement for the Administrative Assistant position, which appeared

in the Atlanta Herald.

I am presently affiliated with a highly regarded private medical supplies company, and I plan to ask my company's vice president, Danny Bartholomew, to write a reference. Furthermore, I am positive that he will give you a good reference.

I have one problem though. I visited your organization's website to download the application form, but for some reason, I could not access the application form with my computer. I called your personnel assistant several times yesterday and today, but the line always seems to be busy. Let me know what I should do about this situation, please.

Thank you most sincerely for your time and consideration.

Cordially,  
Eleanor Montgomery

**181.** What position is advertised?

- (A) Office associate
- (B) Medical assistant
- (C) Computer programmer
- (D) Physical therapist

**182.** What is NOT one of the requirements of the job?

- (A) A bachelor's degree
- (B) Computer skills
- (C) Relevant experience
- (D) Desire to work on a team

**183.** How did Ms. Montgomery find out about the position?

- (A) By looking in a newspaper
- (B) By contacting the company directly
- (C) By attending the job fair
- (D) By researching on the Internet

**184.** What can be implied about Mr. Bartholomew?

- (A) He introduced Disability Care Inc. to Ms. Montgomery.
- (B) He is the Director of a medical care facility.
- (C) He trains people to be physical therapists.
- (D) He might write a letter for Ms. Montgomery's job application.

**185.** Who did Ms. Montgomery call yesterday?

- (A) John Leon
- (B) Angie Garner
- (C) Adam Rye
- (D) Danny Bartholomew



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Questions 186-190 refer to the following e-mail and itinerary.

Dear Ms. Knight,

Thank you for giving Vacation Planners the opportunity to make your travel arrangements for your trip to Italy. We are confident that you will be very pleased with the destinations and accommodations we chose for you.

Since you mentioned in your initial telephone call that your family was interested in Italian cooking, for your stay in Rome, we booked a special tour of an authentic Italian restaurant, where an Italian chef will teach you how to prepare a traditional five-course Italian meal. As promised, we did not charge you for this activity.

We recommend that you review the enclosed itinerary and e-mail us immediately, if you have any questions or would like to make any changes. Note: a \$50 fee will be applied to any changes you make.

We look forward to hearing from you and hope that you will afford us the opportunity to help you plan your next vacation or business trip. And don't forget to take a look at the enclosed brochure, which highlights all the special deals we'll be offering this summer. Thank you.

Sincerely,

Patrick Anderson  
Travel Associate  
Vacation Planners

<b>Destination</b>	<b>Accommodation</b>
Rome (3 days)	Rosa Hotel
Venice (2 days)	Green Hotel
Florence (1 day)	International Hotel
Tuscany (3 days)	Regency Bed and Breakfast
Italian Riviera (2 days)	Hotel Italiano

- For more information on traveling to Italy, visit our new website at [www.vacationplanners.com/Italy](http://www.vacationplanners.com/Italy).

**186.** What is most likely Ms. Knight's reason for visiting Italy?

- (A) Family vacation
- (B) Honeymoon
- (C) Business trip
- (D) Exchange program

**187.** What is mentioned about Vacation Planners?

- (A) It includes a travel guide with each itinerary.
- (B) It offers a complimentary activity in Rome.
- (C) It lets Ms. Knight change an itinerary free of charge.
- (D) It arranges special language classes.

**188.** What can be found in the company's brochure?

- (A) The company's history
- (B) The refund policy
- (C) Upcoming holiday specials
- (D) The new booking form

**189.** Where will Ms. Knight be staying while she learns about Italian cooking?

- (A) Rosa Hotel
- (B) Green Hotel
- (C) International Hotel
- (D) Hotel Italiano

**190.** How long will Ms. Knight stay in Tuscany?

- (A) 1 day
- (B) 2 days
- (C) 3 days
- (D) 4 days



Questions 191-195 refer to the following e-mail and schedule.

To: Rob Gordon  
From: Human Resources <HRM@eltoninsurance.com>  
Subject: Employment  
Date: June 17

Dear Mr. Gordon,

Thank you for your recent application for employment with Elton Insurance. An interview has been scheduled for you on Monday, June 23, at 10:00, with Mr. Alex Meadow, Head of Human Resources. This schedule may be changed and I will contact you again if that occurs. Mr. Meadow's office is located on the 10th floor, Room 1009. I have been informed that he is very excited to meet with you, as he is a fellow graduate of Ohio State University.

A forty-five-minute exam will be administered to you immediately following your interview, which will take approximately one hour. To be eligible for the position, you must receive a score of 75 percent or higher on the exam.

If you are unable to keep this appointment or if you have any questions, please call me at (813) 555-4000.

Paul Newton  
Human Resources

**June 23rd Interview Schedule for Associate Accountant Position**  
(confirmed as of June 19)

Name	Time	Room (10th Floor)	Interviewer	Notes
Linda Reid	8:00 a.m.	1008	Charles Orson	Applicant graduated from the University of Illinois with a degree in Business Finance.
Kevin Spade	8:30 a.m.	1007	Bethany Lumley	Applicant holds a master's degree in accounting from Tulane University.
Rob Gordon	9:00 a.m.	1009	Alex Meadow	Applicant held associate accountant position for two years at Tuttle Capital Inc.
Sara Overlay	9:30 a.m.	1010	Gail Devonshire	Applicant received 2006 Performance Award from Warton Business Institute.

**191.** What is the purpose of the e-mail?

- (A) To announce an employment opportunity
- (B) To offer the applicant a position
- (C) To inform the applicant of an interview
- (D) To ask the applicant to submit a form

**192.** What requirement must Mr. Gordon fulfill to be eligible for the position?

- (A) He must pass a test.
- (B) He must have a medical exam.
- (C) He must submit a contract agreement.
- (D) He must attend a training session.

**193.** Why is Mr. Meadow excited to meet Rob Gordon?

- (A) He thinks Mr. Gordon has the strongest educational background.
- (B) He graduated from the same university.
- (C) He worked with him during his internship.
- (D) He heard good things about Mr. Gordon's work at Tuttle Capital Inc.

**194.** Which candidate has a master's degree?

- (A) Linda Reid
- (B) Kevin Spade
- (C) Rob Gordon
- (D) Sara Overlay

**195.** What can be inferred about Mr. Gordon's interview?

- (A) It will take place on Tuesday instead of Monday.
- (B) It will be held on the first floor.
- (C) It will occur after the oral examination.
- (D) It will be held an hour earlier than planned.





Questions 196-200 refer to the following letters.

Dear Mr. Pompeii,

On behalf of FRT Electronics, I'd like to thank you for your interest in submitting to us a product proposal relative to the FRT Digital Cell Phone. We always appreciate receiving ideas from independent inventors.

Our firm receives many ideas, suggestions and proposals, and has many of its own projects under development. Nevertheless, we would be pleased to accept your proposal for review, provided it is accompanied by an acknowledgement letter signed and dated by you. Enclosed with this letter, you will find the specific terms and conditions (T&C) of submitting a proposal to FRT Electronics. If these terms are acceptable to you, please sign the document where indicated and return it together with your idea or proposal.

Please note: FRT Electronics will only accept the original copy of the T&C document.

Again, thank you for your time and interest in FRT Electronics. We look forward to hearing from you in the future.

Very truly,

Bob Appleby  
Project Manager

Dear Mr. Appleby,

I have reviewed the terms and conditions that were sent to me in a letter dated June 23, 2007. Unfortunately, I spilled coffee on the original document and therefore have copied the terms and conditions for submitting a project proposal to FRT Electronics below:

I understand that:

1. Samples or other submissions will be returned to the submitter only if return postage or freight is prepaid.
2. The company accepts no responsibility for loss of samples in its possession.
3. The company shall pay compensation only in the event it, a) accepts the idea, and b) reaches an agreement with the submitter about intellectual property rights and commensurate compensation.

Note: contracts are drafted on an individual basis and will vary according to the estimated value of the proposed product or idea.

The foregoing terms and conditions are understood and acknowledged:

Charles Pompeii  
June 25, 2007

I have also included the project proposal for your review. Thank you again for this great opportunity. I look forward to hearing from you.

Sincerely,  
Charles Pompeii

- 196.** Why did Mr. Appleby send the letter?
- (A) To discuss the terms of submitting an idea
  - (B) To accept the client's contract for a project
  - (C) To praise an employee for the helpful suggestion
  - (D) To request the lawyer's opinion

- 197.** In the first letter, the word "specific" in paragraph 2, line 4, is closest in meaning to
- (A) broad
  - (B) draft
  - (C) detailed
  - (D) common

- 198.** Which product does Mr. Pompeii intend to improve?
- (A) Computer
  - (B) Cell phone
  - (C) Calculator
  - (D) CD player

- 199.** What is mentioned in the T&C document?
- (A) The company accepts full responsibility for all items.
  - (B) The company will return all items free of charge.
  - (C) The submitter has intellectual property rights.
  - (D) The company negotiates each contract individually.

- 200.** What could be the problem with Mr. Pompeii's T&C form?
- (A) It is not signed.
  - (B) It is not dated properly.
  - (C) It is not the original.
  - (D) It is not sent on time.