**4. Reading practice:**

Read the following passages and choose the best answer to each question given.

Passage 01: E-mail (Questions 153-154, Test 02, ETS 1200)

**Questions 153-154** refer to the following e-mail.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Any Patel <a2atel@southeastind.com> |   From:   |  | | --- | | Tom Ramon <tramon@southeastind.com> |   To:   |  | | --- | | Ceremony for Josephine Coletti |   Subject:   |  | | --- | | June 10 |   Date:   |  | | --- | | Hi Tom,  I suppose you’ve heard that we are planning a ceremony to honor Josephine Coletti’s 25 years at Southeast Industries. I’d like to know if you could say a few words about her contributions to your department as well as present her with the award (a plaque and gift certificate). As sales director and Josephine’s immediate supervisor for the past 18 years, you probably know her better than anyone else here. You will receive the official invitation with more details by the end of the week.  Please let Susan Chen, my executive assistant (extension 4092), know if you will be  able to attend and if you’d be willing to give a short speech.  Thanks.  Anya Patel, Vice President | |

**153.** Who is Josephine Coletti?

(A) Tom Ramon’s immediate

supervisor

(B) A sales department employee

(C) A worker who recently retired

(D) A vice president at Southeast

Industries

**154.** What is Mr. Ramon asked to do?

(A) Attend a luncheon

(B) Reserve a meeting room

(C) Order food for a party

(D) Make a presentation

Passage 02: Letter (Questions 169-171, Test 05, ETS 5 Tests)

**Questions 169-171** refer to the following letter

|  |
| --- |
| Gedman and Associates  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  17 Commerce Parkway • Cumberland, CA 93041  Carlos Guerrero 17 Dawson Lane Ralston, CA 93007  November 6  Dear Mr. Guerrero,  Thank you for taking the time to complete an application for employment with Gedman and Associates. As you know, we make every effort to recruit attorneys with a demonstrated record of professional excellence. Our corporate clients depend on us for both our expertise and our commitment to providing superior legal representation on matters of business and tax law.  We were impressed by your skills and experience, and we would like to invite you to interview for the position of junior attorney. The enclosed form provides important details about the interview, including the date, time, and location, as well as my personal contact information. Please let me know no later than November 13 whether you will attend the interview.  Also, if you have any questions about the schedule, please do not hesitate to ask me. I look forward to hearing from you soon, and thank you again.  Best regards,  Noriko Kasahara  Noriko Kasahara Director of Human Resources nkasahara@gedmanassociates.com (831) 555-0154 |

**169.** What is the purpose of the letter?

(A) To request employment references  
 (B) To set up an interview with an

applicant  
 (C) To make an offer of employment  
 (D) To change a scheduled meeting

**170.** When must Mr. Guerrero respond to

the letter?

(A) By November 4  
 (B) By November 6

(C) By November 13  
 (D) By November 15

**171.** What kind of business is Gedman and  
 Associates?

(A) A law firm  
 (B) An accounting firm  
 (C) An architectural firm  
 (D) A marketing firm

Passage 03: Letter (Questions 169-173, Test 01, ETS 1200)

**Questions 169-173** refer to the following letter.

Kyushu Technology

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

October 5

Ms. Chatura Visweswaran

Senior Researcher

Supertech Microelectronics

Mumbai, India

Dear Ms. Visweswaran,

I appreciate the information you recently sent me about the laser technology conference in Mumbai from November 10 to 13. Due to a prior engagement, I will not be able to attend the conference myself. However, I will be sending three technicians from my division. I am sure that they will benefit greatly from this experience.

They will likely attend the second half of the conference, as the topics being covered in the first half are not applicable to our work here. This means that my technicians will be

attending the conference on November 12 and 13.

After scheduling the technicians for various workshops, I will contact you to set up a meeting between your project managers and my technicians on one of the two evenings. I hope they will be able to explore a potential collaboration on our upcoming project on memory recording devices (Project MRD-4).

I hope your opening day presentation goes well and I look forward to reading the

transcript as soon as it is available. Thank you again.

Kaori Inose

Kaori Inose

Laser Mechanics Division

Kyushu Technologies

Fukuoka, Japan

**169.** What does the letter suggest about

Ms. Visweswaran?

(A) She works in Fukuoka.

(B) She contacted Ms. Inose earlier.

(C) She is interested in hiring Ms.

Inose’s technicians.

(D) She has just completed a project

on memory recording devices.

**170.** The word “engagement” in paragraph

1, line 2, is closest in meaning to

(A) obligation

(B) encounter

(C) proposal

(D) purpose

**171.** What proposal does Ms. Inose make?

(A) That she conduct a workshop

(B) That her technicians attend the

entire conference

(C) That the registration deadline be

extended

(D) That the two companies work

together

**172.** When will Ms. Visweswaran give her

presentation?

(A) On November 10

(B) On November 11

(C) On November 12

(D) On November 13

**173.** How will Ms. Inose learn the details of

Ms. Visweswaran's presentation?

(A) She will attend in person.

(B) Her technicians will give her a

summary.

(C) She will watch a video recording.

(D) She will read a written version.