**4. Reading practice:**

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

Passage 01 (Questions 163-164, Test 01, ETS 1200)

**Questions 163-164** refer to the following memo.

|  |
| --- |
| **Goodman Theater Company**  **CONFIDENTIAL**  Date: July 11 To : Charlie Ullman From: Gordon Furr Re : Budget Approval Concerns  Thank you for attending W ednesday's meeting. I'm glad that after exploring several possibilities we were able to come to an agreement on ways to reduce spending in next year's equipment budget. Because of this $2,000 reduction , I have no doubt that our chairperson Renee Walker will approve the new budget at Friday’s meeting. See you in the conference room on Friday. |

**163.** What problem is mentioned in the

memo?

(A) A meeting had to be rescheduled.

(B) A conference room is unavailable.  
 (C) Spending had to be reduced.  
 (D) Some money was lost.

**164.** What is Renee Walker expected to do

on Friday?

(A) Approve a budget  
 (B) Order equipment  
 (C) Attend a theater performance  
 (D) Plan a theater schedule

Passage 02 (Questions 165-167, Test 07, Economy 03)

**Questions 165-167** refer to the following memorandum.

|  |
| --- |
| To: *Virtual Magazine* employees From: Lauren Popko, General Affairs Director Date: May 3 Subject: Computer security software update  We are contacting you today to make you aware that the Technology Security Division of our company will be running an upgrade of our firm's computer security software on May 18 from 6 P.M. to roughly 9 P.M. This will involve total virus and spyware protection and a real-time upgrade of our current antivirus software.  While we admit that it may cause some inconvenience, this work is necessary to protect our computers from the risk of attacks. While the installation is going on, you are not allowed to use computers to access the Internet and please make the necessary arrangements and back up any important data, as this might delete files from your hard drive.  If you have any questions, please contact David Orr in the Technology Security Division. He can be reached at 5429-3290 or at extension 128. Please do not contact the General Affairs Division as it has nothing to do with any technical issues of the software update.  Regards,  Lauren Popko  Lauren Popko |

**165.** What will take place from 6 p.m. to 9  
 p.m.?

(A) An upgrade of the company’s  
 computer access  
 (B) An improvement of the company’s

computer safety systems  
 (C) An enhancement of the company’s

electronic technology  
 (D) An installation of new facility  
 maintenance systems

**166.** What is NOT mentioned about the  
 installation process?

(A) All current work should be saved.  
 (B) The use of the Internet is forbidden.  
 (C) Important information should be  
 copied onto other media.  
 (D) Computers should be unplugged.

**167.** What should people do if they have  
 problems?

(A) E-mail or phone the General

Affairs Division  
 (B) Get in touch with Ms. Popko  
 (C) Contact Mr. Orr  
 (D) Refer to the relevant page from

the magazine

Passage 03 (Questions 166-169, Test 10, Economy 03)

**Questions 166-169** refer to the following memorandum.

From : Ben Francis, Mailroom Supervisor  
To : All employees  
Date : February 20  
Re : Office Supply Returns

As we well recognize that there are many complaints about the recently introduced return policy, we are reinstating our former policy regarding office supply returns. As of March 5, returns will no longer need to be handed to the accounting department as this process caused much unnecessary paperwork. Instead, office supply returns will be accepted at the mailroom as previously done. Attach a return form with the name of the store the item was purchased from, the total cost of the merchandise purchased, the date purchased, and the reason for the return, and bring them to the mailroom. Return forms are available at the mailroom. The mailroom is located on the fourth floor in room 455. If you have any questions, contact Ben Francis, Mailroom Supervisor, telephone: 738-9221, e-mail: bfrancis@hostworks.com.

Thank you,

Ben Francis

**166.** What is the subject of this memo?

(A) How to return office supplies  
 (B) How to purchase office supplies  
 (C) Relocation of the mailroom  
 (D) Ben Francis' promotion

**167.** Where should the staff return office  
 supplies on March 6?

(A) The office supply room  
 (B) The purchasing department  
 (C) The mailroom  
 (D) The accounting department

**168.** Which of the following information

must be included on the return form?

(A) The method of payment  
 (B) The department account number  
 (C) The price of the supplies  
 (D) The reason for the purchase

**169.** How can employees who have a  
 question contact Ben Francis?

(A) Stop by room 455  
 (B) Fax at 738-9221  
 (C) Online  
 (D) By inter-office mail