**MỤC LỤC**

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| **GRAMMAR**  **PART 5 & 6** |

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| **UNIT 1: DANH TỪ (NOUN)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** I’d like to delay the \_\_\_\_\_\_\_ of the copy machine until we can move the old one into the basement.

(A) delivered

(B) deliver

(C) deliverable

(D) delivery

**02.** The feasibility study which was postponed a few months ago is expected to resume in time for the New Projects Committee’s \_\_\_\_\_\_\_.

(A) evaluated

(B) evaluation

(C) evaluator

(D) evaluates

**03.** Prescription service and the purchase of medication over the Internet are provided at great \_\_\_\_\_\_\_ to sickly and aging patients.

(A) convened

(B) convenient

(C) conveniently

(D) convenience

**04.** With so many products to choose from, consumers demand a high \_\_\_\_\_\_\_ of customer service when choosing which company to support.

(A) level

(B) leveling

(C) levels

(D) leveled

**05.** Many of the policyholders of National Insurance receive ten percent \_\_\_\_\_\_\_ for cars or houses covered in their contracts.

(A) discount

(B) discounts

(C) discounting

(D) discounted

**06.** We became one of the most recognized digital camera manufacturers through an \_\_\_\_\_\_\_ that both young adults and parents could relate to.

(A) advertise

(B) advertisable

(C) advertising

(D) advertisement

**07.** \_\_\_\_\_\_\_ merchandise returned to the store after purchase must be checked for flaws or alterations before being put back on the shelf.

(A) An

(B) Many

(C) Any

(D) A few

**08.** After spending a full year on redesign, our programmers have developed a program that offers customers several convenient new \_\_\_\_\_\_\_.

(A) to feature

(B) feature

(C) featuring

(D) features

**09.** \_\_\_\_\_\_\_ probationary accounting trainee must undergo six months’ instruction before he is allowed to work in financial systems.

(A) All

(B) Much

(C) Each

(D) A few

**10.** If long-term \_\_\_\_\_\_\_ is a possibility at this company, I would be interested and willing to relocate myself to this site.

(A) employs

(B) employee

(C) employed

(D) employment

**II. BÀI TẬP VỀ NHÀ**

**11.** The chemical company gave local government officials a report detailing the \_\_\_\_\_\_\_ of its plant in Westbury.

(A) operative

(B) operator

(C) operation

(D) operate

**12.** It is common practice today for psychologists to serve as \_\_\_\_\_\_\_ to toy companies in the design of toys for children of different ages.

(A) consult

(B) consultants

(C) consultancy

(D) consultations

**13.** The \_\_\_\_\_\_\_ program is being financed privately, although the government is looking into the possibility of supporting the program.

(A) researching

(B) researched

(C) research

(D) researches

**14.** The \_\_\_\_\_\_\_ equipment at the new fitness club is guaranteed to help men and women achieve greater muscle tone in just a few weeks.

(A) exercise

(B) exercisable

(C) exercising

(D) exercised

**15.** With nearly two \_\_\_\_\_\_\_ orders placed within the first day, the manager has decided to add another work shift to meet product demand.

(A) thousands

(B) a thousand

(C) thousand

(D) thousands of

**16.** Any \_\_\_\_\_\_\_ submitted without the requirements listed in the contest rules will automatically be disqualified.

(A) enter

(B) entries

(C) entering

(D) entrance

**17.** Visitors are not allowed to use the back of the building to park their cars without obtaining a parking \_\_\_\_\_\_\_ from the attendant.

(A) permit

(B) permission

(C) permitting

(D) to permit

**18.** Having a good business \_\_\_\_\_\_\_ can help one to plan a career that involves long-term goals and strategies.

(A) to sense

(B) sensing

(C) sensation

(D) sense

**19.** During Henry Ford’s time, the \_\_\_\_\_\_\_ of the Model-T was divided into eighty-four distinct steps, with each step assigned to a single worker.

(A) assemble

(B) assembly

(C) assembler

(D) assembled

**20.** The factory supervisor said that there was no \_\_\_\_\_\_\_ but to shut down the production until the technicians could repair the defective machine.

(A) alternate

(B) alternative

(C) alternation

(D) alternatively

**21.** Market Solutions is one of Europe’s leading international business magazines, with \_\_\_\_\_\_\_ in over 50 countries.

(A) subscribers  
(B) spectators  
(C) witnesses  
(D) participants

**22.** Sending a letter of thanks immediately after a job interview is a highly recommended \_\_\_\_\_\_\_.

(A) reference  
(B) plot  
(C) resource  
(D) practice

**23.** Retail properties in the downtown area generally stay on the \_\_\_\_\_\_\_ for periods of three to six weeks before they are sold.

(A) sale  
(B) place  
(C) market  
(D) advertisement

**24.** Customers unhappy with the performance of their stereo equipment have two months to request a refund or \_\_\_\_\_\_\_.

(A) complaint  
(B) receipt  
(C) replacement  
(D) promotion

**25.** Patients who wish to reschedule their \_\_\_\_\_\_\_ must give at least 24 hours advance notice.

(A) appointments  
(B) positions  
(C) assignments  
(D) subscriptions

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| **UNIT 2: TÍNH TỪ (ADJECTIVE)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** Commercial banks are advised to take \_\_\_\_\_\_\_ action to amend the serious currency shortfall.

(A) quickness

(B) quicken

(C) quickly

(D) quick

**02.** If we continue with the \_\_\_\_\_\_\_ production rate, inventory in all stores should be stocked by next week.

(A) present

(B) presented

(C) presently

(D) presenting

**03.** Workers in general are much less \_\_\_\_\_\_\_ to detail during the day if they haven’t had sufficient rest.

(A) attentive

(B) attention

(C) attentively

(D) attentiveness

**04.** \_\_\_\_\_\_\_ order that comes to our department is processed with the utmost care and attention.

(A) Many

(B) All

(C) Every

(D) Most

**05.** The unconventional manner of leadership by the company’s new marketing manager was the cause of \_\_\_\_\_\_\_ debate in the office.

(A) much

(B) many

(C) mostly

(D) almost

**06.** Pharmacists have publicly refused to condone any cream which claims to provide \_\_\_\_\_\_\_ impossible cosmetic results and skin altering benefits.

(A) every

(B) a lot

(C) many

(D) some of

**07.** Given the recent trends in stocks and bonds, the market is \_\_\_\_\_\_\_ to drop by 2 percent in the next couple of quarters.

(A) like

(B) alike

(C) likely

(D) likelihood

**08.** Unless the company’s proof of age requirement is satisfied, application for membership in the online shopping club may be \_\_\_\_\_\_\_ to rejection.

(A) subject

(B) subjects

(C) subjective

(D) subjecting

**09.** Persons with disabilities are not \_\_\_\_\_\_\_ to apply for labor positions because of the extensive physical demands.

(A) eligibility

(B) eligibleness

(C) eligible

(D) eligibly

**10.** Erickson & Co. has called in a number of professional \_\_\_\_\_\_\_ advisors to give their opinions about the company’s potential merger.

(A) finance

(B) financial

(C) financed

(D) financing

**II. BÀI TẬP VỀ NHÀ**

**11.** To avoid giving clients misleading advice on investments, brokers must have access to information that is completely \_\_\_\_\_\_\_.

(A) reliance

(B) reliable

(C) reliant

(D) relying

**12.** Visitors to the United States often see signs in public places that state, “Management is not \_\_\_\_\_\_\_ for any loss or damage of personal belongings left unattended.”

(A) responsibly

(B) responsible

(C) responsibility

(D) responsive

**13.** The report indicated that \_\_\_\_\_\_\_ independent broker agents in the European continent were being put on of business by larger corporations.

(A) the most

(B) almost

(C) most of

(D) most

**14.** Larger discount stores that sell products in bulk are \_\_\_\_\_\_\_ to middle-class families that lead busy lives.

(A) attracted

(B) attractive

(C) attraction

(D) attractively

**15.** The \_\_\_\_\_\_\_ interests of the corporation make it difficult for management to form definite decisions.

(A) diverse

(B) diversification

(C) diversifying

(D) diversity

**16.** Every means \_\_\_\_\_\_\_ will be used to ensure that your valuables are delivered quickly and safely.

(A) possibility

(B) possible

(C) possibilities

(D) possibly

**17.** An outstanding tenor and a captivating plot made last night’s opera at the Carnegie Hall very \_\_\_\_\_\_\_.

(A) exciting

(B) excitable

(C) excitedly

(D) excitement

**18.** Customer complaints have become much more \_\_\_\_\_\_\_ since we installed the automatic messaging system that filter calls.

(A) managing

(B) manage

(C) manageable

(D) management

**19.** The health club management keeps customers \_\_\_\_\_\_\_ by providing quality service and discounted memberships on a monthly basis.

(A) satisfaction

(B) satisfy

(C) satisfyingly

(D) satisfied

**20.** It is \_\_\_\_\_\_\_ that with the glut of digital products coming into the market, the electronics industry in entering a challenging phase.

(A) cleared

(B) clearly

(C) clearest

(D) clear

**21.** The jacket you ordered is currently \_\_\_\_\_\_\_ in the color you requested, but we will send the rest of your order promptly.

(A) related  
(B) stylish  
(C) disinterested  
(D) unavailable

**22.** When the copying process is \_\_\_\_\_\_\_, a small “Done” window appears on the computer screen.

(A) total  
(B) entire  
(C) complete  
(D) whole

**23.** The sales representatives consider the size of the space before recommending an \_\_\_\_\_\_\_ air-conditioning system.

(A) enlisted  
(B) opportune  
(C) intentional  
(D) appropriate

**24.** Because this document contains confidential information, please keep it in a \_\_\_\_\_\_\_ location.

(A) cautious  
(B) secure  
(C) distinguished  
(D) strict

**25.** Because our supplies are \_\_\_\_\_\_\_, we can only make this offer to the first fifty customers who come to the store.

(A) limited  
(B) speedy  
(C) available  
(D) presentable

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| **UNIT 3: TRẠNG TỪ (ADVERB)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** A surveyor’s inspection shows that it may be \_\_\_\_\_\_\_ impossible to lay the foundation for the memorial on the suggested site.

(A) technically

(B) technician

(C) technicality

(D) technical

**02.** Recent advances in telephony have made it possible for mobile phone owners to \_\_\_\_\_\_\_ transmit clear and sharp images to other users.

(A) easy

(B) easier

(C) easiest

(D) easily

**03.** He was fired \_\_\_\_\_\_\_ after getting into a heated debate with the manager about appropriate office etiquette.

(A) short

(B) shorter

(C) shortly

(D) shorten

**04.** The manager sent a memo complaining about the timeliness of report submissions and mentioned that monthly reports are being submitted one or two days \_\_\_\_\_\_\_.

(A) lately

(B) later

(C) lateness

(D) late

**05.** Sales of compact disc players have gone down \_\_\_\_\_\_\_ 15 percent this fiscal year.

(A) nearly

(B) near

(C) quite

(D) very

**06.** Kurt Drew works \_\_\_\_\_\_\_, his communication skills are very exemplary, and I have no doubt he will be an asset to your company.

(A) hardly

(B) harden

(C) hard

(D) hardened

**07.** The traffic was so heavy that by the time we arrived at the theater, the award-winning play had \_\_\_\_\_\_\_ started.

(A) yet

(B) already

(C) once

(D) still

**08.** We have the production laborers change schedules \_\_\_\_\_\_\_ to prevent laziness from too much routine.

(A) soon

(B) often

(C) shortly

(D) hardly

**09.** Mr. Johnson expressed interest in a marketing job; \_\_\_\_\_\_\_, the previous positions on his résumé were exclusively in accounting.

(A) moreover

(B) however

(C) therefore

(D) otherwise

**10.** This business visa allows you to travel to your destination \_\_\_\_\_\_\_ on the days listed at the bottom of the paper.

(A) also

(B) only

(C) even

(D) however

**II. BÀI TẬP VỀ NHÀ**

**11.** The company decided that a \_\_\_\_\_\_\_ more aggressive approach to advertising was needed to pull ahead of the competition.

(A) so

(B) very

(C) much

(D) really

**12.** Mrs. Dorsey is \_\_\_\_\_\_\_ being considered for a promotion to the position of head manager for the company’s technology division.

(A) present

(B) presently

(C) presenter

(D) presentation

**13.** The new PowerPoint software is the most \_\_\_\_\_\_\_ advanced presentation program on the market today.

(A) high

(B) higher

(C) highly

(D) highest

**14.** The drafting programs available at our firm are \_\_\_\_\_\_\_ too advanced for the trainees to use.

(A) well

(B) quite

(C) far

(D) pretty

**15.** Although the restaurant is \_\_\_\_\_\_\_ new, it has already been praised by Food Review and most of other restaurant rating services.

(A) relatively

(B) related

(C) relative

(D) relatedly

**16.** Consumer views are becoming an \_\_\_\_\_\_\_ important factor in determining the way a product is presented and packaged.

(A) increase

(B) increased

(C) increasing

(D) increasingly

**17.** To register for your online account, \_\_\_\_\_\_\_ proceed to the website and click on the “sign up” button.

(A) simply

(B) simple

(C) simplify

(D) simplicity

**18.** All purchases made on the company credit card should be listed \_\_\_\_\_\_\_ on the monthly statement.

(A) direct

(B) directly

(C) directed

(D) directing

**19.** The task force spent an entire day selecting applications that most \_\_\_\_\_\_\_ matched the requirements of the positions being offered.

(A) closer

(B) closest

(C) closely

(D) close

**20.** The fat content of food products sold in supermarkets should be labeled much more \_\_\_\_\_\_\_ to allow people to make informed decisions.

(A) clear

(B) clearly

(C) clearing

(D) clearness

**21.** According to the Cosmopolitan News, Gemstone Records will soon be opening a store \_\_\_\_\_\_\_ located on Grand Avenue.

(A) conveniently  
(B) correctly  
(C) greatly  
(D) widely

**22.** Fordham Stationers recently decided to switch suppliers because Valley Paper has been \_\_\_\_\_\_\_ late in shipping their orders.

(A) steadily  
(B) sensibly  
(C) exactly  
(D) consistently

**23.** We at TPG Financial Planning welcome the opportunity to assist you in your business and look forward to a \_\_\_\_\_\_\_ beneficial relationship.

(A) mutually  
(B) punctually  
(C) respectively  
(D) precisely

**24.** Ms. Rivera made it clear that \_\_\_\_\_\_\_ the landowner may authorize improvements to the property.

(A) only  
(B) easily  
(C) simply  
(D) merely

**25.** Due to technical problems, Nelson’s Electronic Auctions is \_\_\_\_\_\_\_ not accepting any picture submissions via e-mail.

(A) quickly  
(B) currently  
(C) precisely  
(D) temperately

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| **UNIT 4: SO SÁNH (COMPARISON)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** Management has decided to rotate workers to keep the assembly line running as \_\_\_\_\_\_\_ as possible.

(A) efficiency

(B) efficiently

(C) more efficient

(D) efficient

**02.** Studies have proven that laborers work twice \_\_\_\_\_\_\_ hours on average as skilled professionals in any field.

(A) much

(B) more

(C) as many

(D) more than

**03.** In order to serve you best, we ask that you take time to fill out our questionnaire in \_\_\_\_\_\_\_ detail as possible.

(A) as

(B) more

(C) as much

(D) many

**04.** \_\_\_\_\_\_\_ we put off finishing these case, the more work there will be to do over the weekend.

(A) Longer

(B) Longest

(C) The long

(D) The longer

**05.** Sending the memos by fax is far \_\_\_\_\_\_\_ than attempting to deliver them by express mail.

(A) quickest

(B) quickly

(C) quicker

(D) quick

**06.** Although less popular than the phonograph, the projection box was the \_\_\_\_\_\_\_ of the home viewing devices available in the early 1900s.

(A) success

(B) successful

(C) most success

(D) most successful

**07.** Erickson Brands offers customers the \_\_\_\_\_\_\_ variety of cellular phone accessories in the marketplace.

(A) wider

(B) more widely

(C) most widely

(D) widest

**08.** I would rather make the reservation now \_\_\_\_\_\_\_ risk not getting a ticket down the road.

(A) than

(B) else

(C) whereas

(D) rather

**09.** Garson’s Manufacturing boasts in its advertisement that it can produce steel rods \_\_\_\_\_\_\_ than any other producer in the business.

(A) fast

(B) faster

(C) fastest

(D) the fastest

**10.** Improving our customer outreach program is \_\_\_\_\_\_\_ important than reorganizing our office system right now.

(A) better

(B) more

(C) well

(D) greater

**II. BÀI TẬP VỀ NHÀ**

**11.** Recent changes in the regulations and procedures at the American embassy have made it \_\_\_\_\_\_\_ to get a visa in a timely manner.

(A) such difficult

(B) not difficult

(C) fewer difficult

(D) more difficult

**12.** A meeting sometime after the project deadline fits \_\_\_\_\_\_\_ for my schedule than trying to have one this week.

(A) better

(B) good

(C) any better

(D) any good

**13.** At this firm, young and motivated candidates who show enthusiasm have \_\_\_\_\_\_\_ value as experienced professionals.

(A) a lot

(B) also

(C) as much

(D) so many

**14.** The company is currently much \_\_\_\_\_\_\_ than it was five year ago.

(A) weaker

(B) weakest

(C) weak

(D) weakness

**15.** Piles of old newspapers must be stacked and tied as \_\_\_\_\_\_\_ as possible before being loaded into the truck and brought to the plant.

(A) tight

(B) tighter

(C) tightly

(D) tightest

**16.** Bringing all of the brochure and website information up to date is the \_\_\_\_\_\_\_ task the office team has ever faced.

(A) challenged

(B) challenging

(C) more challenged

(D) most challenging

**17.** Installing a new blower for an air ventilation system may seem expensive but actually costs \_\_\_\_\_\_\_ in the long run than repairing an existing one.

(A) less

(B) lesser

(C) lessen

(D) least

**18.** The more \_\_\_\_\_\_\_ a camera is, the more the customers are willing to spend on the features that it provides.

(A) sophisticate

(B) sophisticated

(C) sophisticating

(D) sophistication

**19.** In determining whether to close a bank branch, the impact on the majority of community members is the \_\_\_\_\_\_\_ important factor.

(A) very

(B) most

(C) much

(D) mostly

**20.** Orders are filtered to separate departments when they are arrive \_\_\_\_\_\_\_ given to the shipping personnel right away.

(A) than

(B) rather

(C) rather as

(D) rather than

**21.** In an effort to reduce \_\_\_\_\_\_\_, Barsom Cosmetics has halved its advertising budget.

(A) values  
(B) expenses  
(C) customs  
(D) refunds

**22.** According to the commerce report released today, retail sales in apparel declined in August after a significant \_\_\_\_\_\_\_ in July.

(A) increase  
(B) impression  
(C) access  
(D) accent

**23.** The new graphic design software program has improved the quality of the designers’ work as well as their \_\_\_\_\_\_\_.

(A) economies  
(B) harvest  
(C) measures  
(D) productivity

**24.** Our \_\_\_\_\_\_\_ is not to offer refunds to customers unless they return the item, accompanied by a receipt, within 30 days of the purchase date.

(A) policy  
(B) adoption  
(C) exhibit  
(D) regard

**25.** The fax machine is out of service, and an experienced \_\_\_\_\_\_\_ has been called in to see if it can be repaired.

(A) technician  
(B) factory  
(C) certificate  
(D) generator

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| **UNIT 6: ĐẠI TỪ (PRONOUN)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** When the trade negotiators arrived at the airport, \_\_\_\_\_\_\_ were picked up and brought to their hotel.

(A) them

(B) theirs

(C) their

(D) they

**02.** After delivering \_\_\_\_\_\_\_ proposal, Mr. Gouglas sat with committee advisors to listen to their comments.

(A) he

(B) his

(C) him

(D) himself

**03.** If you experience any problems using the website, you may contact \_\_\_\_\_\_\_ at any of the following telephone numbers or send an e-mail to website op@unicom.net.

(A) we

(B) us

(C) our

(D) ours

**04.** I have not been able to examine the statement \_\_\_\_\_\_\_ although it has been on my desk for the past two days.

(A) me

(B) myself

(C) mine

(D) my

**05.** Chad Reyes’s total sales for this year topped everyone else’s in the entire company, so the manager gave \_\_\_\_\_\_\_ the top employee award.

(A) him

(B) he

(C) his

(D) himself

**06.** Karen got the job by \_\_\_\_\_\_\_ despite rumors that she has friends in high places.

(A) her

(B) she

(C) herself

(D) hers

**07.** This factory’s shoes can be distinguished from \_\_\_\_\_\_\_ of another factory because of the spiral imprint on the bottom.

(A) this

(B) them

(C) that

(D) those

**08.** Food prices in general rose nearly 14 percent, with the price of meat going up by 20 percent and \_\_\_\_\_\_\_ of vegetables by 5,8 percent.

(A) this

(B) that

(C) these

(D) those

**09.** The company has grown so quickly that its owners are planning to set up one branch in China and \_\_\_\_\_\_\_ in Japan.

(A) each other

(B) one another

(C) other

(D) another

**10.** The company purchased most of its necessities from a single supplier, but \_\_\_\_\_\_\_ were ordered from special sources.

(A) other

(B) others

(C) the other

(D) both

**II. BÀI TẬP VỀ NHÀ**

**11.** During the orientation for the new employees, it was discovered that two of the workers already knew \_\_\_\_\_\_\_.

(A) ones

(B) each other

(C) another one

(D) another

**12.** \_\_\_\_\_\_\_ of the clerks in the supply room faulted themselves for not accurately recording the inventory of supplies.

(A) No

(B) One

(C) Some

(D) Any

**13.** The library has its own collection of rare books, but \_\_\_\_\_\_\_ also sponsors local exhibits with books loaned by other libraries.

(A) they

(B) he

(C) it

(D) we

**14.** The executive committee decided that the task force would not have \_\_\_\_\_\_\_ own decision-making capacity, but would defer to management for resolutions.

(A) its

(B) his

(C) her

(D) theirs

**15.** The finance department would like to announce the addition of Jake Pasternak to \_\_\_\_\_\_\_ team of accountants.

(A) its

(B) it

(C) his

(D) him

**16.** One employee at the company prefers working during fixed hours, while \_\_\_\_\_\_\_ appreciates the flex-hour system recently installed by the manager.

(A) any

(B) other

(C) either

(D) another

**17.** We are waiting for Anrom to turn in its annual fiscal report before we calculate \_\_\_\_\_\_\_.

(A) us

(B) our

(C) ourselves

(D) ours

**18.** The company cannot let \_\_\_\_\_\_\_ present problem with organizational restructuring affect its plans to merge with Macro Technologies.

(A) its

(B) it

(C) itself

(D) them

**19.** Famous people sometimes make good use of \_\_\_\_\_\_\_ celebrity status by launching their own product lines.

(A) they

(B) their

(C) them

(D) themselves

**20.** It is the company’s policy that the director \_\_\_\_\_\_\_ must abstain from any political involvement in carrying out his responsibilities.

(A) him

(B) himself

(C) he

(D) his

**21.** Super Discounts, Inc., reserves the \_\_\_\_\_\_\_ to limit quantities of certain sale items purchased by each customer.

(A) importance  
(B) right  
(C) goal  
(D) selection

**22.** Baxter Consulting intends to combine information from various sources in order to  
provide a single \_\_\_\_\_\_\_ directory of local businesses.

(A) variable  
(B) apparent  
(C) redundant  
(D) comprehensive

**23.** The training class on Internet security begins \_\_\_\_\_\_\_ at 8:00 A.M. and ends at 5:00 P.M., with a one-hour break for lunch.

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

**24.** Research grant proposals must be submitted by next Friday and should include a budget and a one-page \_\_\_\_\_\_\_.

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

**25.** Because it covers nearly every aspect of French cooking, the Bleu School Guide is  
considered the \_\_\_\_\_\_\_ resource for preparing authentic French cuisine.

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

|  |
| --- |
| **UNIT 6: ĐỘNG TỪ (VERB)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** The value of the dollar \_\_\_\_\_\_\_ yesterday against the Japanese yen after the conflict in the Middle East died down.

(A) rising

(B) to rise

(C) rise

(D) rose

**02.** Salaried employees \_\_\_\_\_\_\_ a 10 percent increase in wages last year as an incentive to increase production.

(A) receipt

(B) to receive

(C) received

(D) receiving

**03.** A notice about the vacancy \_\_\_\_\_\_\_ on the company message board.

(A) were posted

(B) have posted

(C) to posted

(D) will be posted

**04.** When making a presentation, \_\_\_\_\_\_\_ discussing matters already known to the audience.

(A) to avoid

(B) avoids

(C) avoiding

(D) avoid

**05.** Sales revenue \_\_\_\_\_\_\_ since the launch of the company’s new ad campaign.

(A) increase

(B) has increased

(C) to increase

(D) increasing

**06.** Katherine Bryant \_\_\_\_\_\_\_ Purcell Firm forty years ago, making her one of our longest-serving employees since the firm was first established.

(A) joining

(B) join

(C) joined

(D) have joined

**07.** The chef \_\_\_\_\_\_\_ a cooking clinic for housewives to teach them how to make consommé and other French soups.

(A) to organize

(B) organized

(C) organization

(D) organizing

**08.** By the end of the first quarter, the company \_\_\_\_\_\_\_ estimated profit by over 10 percent.

(A) exceeding

(B) had exceeded

(C) were exceed

(D) to exceed

**09.** The project development director \_\_\_\_\_\_\_ evaluations for all projects administered in the last quarter to be on her desk by tomorrow morning.

(A) have expected

(B) expects

(C) to expect

(D) expecting

**10.** The Board overwhelmingly \_\_\_\_\_\_\_ the proposal made by the marketing division, considering it too complex at the present stage of expansion.

(A) rejected

(B) rejecting

(C) reject

(D) was rejected

**II. BÀI TẬP VỀ NHÀ**

**11.** The corporation’s plan to overhaul the employee benefits program will \_\_\_\_\_\_\_ because it has the full support of the staff.

(A) success

(B) succeed

(C) succeeds

(D) to succeed

**12.** To achieve success in today’s competitive environment, companies must \_\_\_\_\_\_\_ a solid business plan.

(A) to establish

(B) establishing

(C) establish

(D) establishes

**13.** The book was delivered by an international courier, but it did not \_\_\_\_\_\_\_ until three weeks after the expected delivery date.

(A) arrival

(B) arrive

(C) arriving

(D) arrived

**14.** The fee must \_\_\_\_\_\_\_ within two days if you do not wish to forfeit your reservation.

(A) paying

(B) be paid

(C) to pay

(D) paid

**15.** At the meeting, we will \_\_\_\_\_\_\_ about the problem concerning the misuse of company telephones and fax machine.

(A) object

(B) oppose

(C) talk

(D) discuss

**16.** Once all the proposals have been submitted, we will \_\_\_\_\_\_\_ which company is best suited for the new construction project.

(A) determining

(B) determine

(C) determined

(D) determines

**17.** Your team will need to meet and prepare a timetable when you \_\_\_\_\_\_\_ ready to begin work on the new project.

(A) is

(B) are

(C) has

(D) to be

**18.** A test was given to the applicants to eliminate those who did not \_\_\_\_\_\_\_ the basic knowledge requirements for the job.

(A) meet

(B) meeting

(C) be met

(D) to meet

**19.** Faced with a huge decrease in sales, the company \_\_\_\_\_\_\_ half of its employees and closed down two factories.

(A) dismiss

(B) to dismiss

(C) dismissed

(D) have dismissed

**20.** Having received certification from the federal drug administration, MediComp \_\_\_\_\_\_\_ a few companies with free trial samples of the drug.

(A) supply

(B) to supply

(C) supplying

(D) has supplied

**21.** Every two years, the board of directors \_\_\_\_\_\_\_ a new financial officer to oversee the company’s domestic operations.

(A) deposits  
(B) appoints  
(C) predicts  
(D) operates

**22.** Some fans lined up outside the box office for as long as fourteen hours to \_\_\_\_\_\_\_ tickets for the concert.

(A) support  
(B) purchase  
(C) achieve  
(D) replace

**23.** Neblus, Inc., will have to add staff if it expects to \_\_\_\_\_\_\_ all of the orders by the end of the year.

(A) affect  
(B) contain  
(C) fulfill  
(D) mention

**24.** National Bank officials announced that they have taken the necessary steps to \_\_\_\_\_\_\_ another computer system failure.

(A) upgrade  
(B) ignore  
(C) prevent  
(D) improve

**25.** If you would like to be considered for a position in our advertising division, please \_\_\_\_\_\_\_ an application to the director of human resources.

(A) comply  
(B) submit  
(C) urge  
(D) advise

**26.** If you require additional information about our products, please do not \_\_\_\_\_\_\_ to contact the customer service department.

(A) provide  
(B) qualify  
(C) hesitate  
(D) compete

**27.** The International Society of Economists will \_\_\_\_\_\_\_ leadership to develop and launch a collection of electronic journals.

(A) remain  
(B) serve  
(C) grant  
(D) provide

**28.** We require all visitors to \_\_\_\_\_\_\_ photo identification prior to entering the building.

(A) notify  
(B) assign  
(C) permit  
(D) present

**29.** Please remember to \_\_\_\_\_\_\_ your account number and signature on all payment checks.

(A) describe  
(B) include  
(C) contain  
(D) involve

**30.** All commercial catering businesses refrigerate perishable food to \_\_\_\_\_\_\_ it from spoiling.

(A) remove  
(B) oppose  
(C) prevent  
(D) forbid

|  |
| --- |
| **UNIT 7: THÌ (TENSE)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** Mr. Sanders \_\_\_\_\_\_\_ out of the country until next Friday, but you can contact him by e-mail if there are matters of urgency.

(A) is being

(B) will be

(C) will have been

(D) has been

**02.** If management \_\_\_\_\_\_\_ Ms. Fernandez to rewrite the project analysis over the weekend, they will have to pay her for overtime.

(A) will ask

(B) asks

(C) will have asked

(D) would ask

**03.** Facilities at the university recreational center \_\_\_\_\_\_\_ an Olympic-sized swimming pool, five racquetball courts, and an indoor track.

(A) are including

(B) include

(C) includes

(D) has included

**04.** The company president \_\_\_\_\_\_\_ the applicant for the accounting manager position at 8 this morning.

(A) interview

(B) interviewed

(C) was interviewing

(D) will interview

**05.** This year the car industry \_\_\_\_\_\_\_ many investors because automotive products now make up 15 percent of the country’s export.

(A) attract

(B) has attracted

(C) attracting

(D) had attracted

**06.** Television viewership \_\_\_\_\_\_\_ slightly since the advent of the Information Age and the invention of the personal computer.

(A) drop

(B) will drop

(C) has dropped

(D) dropping

**07.** Last week, a newspaper columnist \_\_\_\_\_\_\_ an article that triggered an investigation into the university’s admissions practices.

(A) writes

(B) has written

(C) wrote

(D) have written

**08.** Management was informed that the shipment from the branch office in Paris \_\_\_\_\_\_\_ the following Thursday.

(A) arriving

(B) would arrive

(C) have arrived

(D) has arrived

**09.** Mr. Keating \_\_\_\_\_\_\_ Rick Chang as officer-in-charge for the duration of his European business trip last Wednesday.

(A) designate

(B) is designating

(C) has designated

(D) designated

**10.** When Mr. Arellano and his team \_\_\_\_\_\_\_ the write-up, please have them send it to my desk immediately.

(A) will finish

(B) would finish

(C) finish

(D) will have finished

**II. BÀI TẬP VỀ NHÀ**

**11.** A competent manager \_\_\_\_\_\_\_ opportunities for his employees to improve themselves professionally.

(A) created

(B) create

(C) creates

(D) creating

**12.** Until the beginning of this year, the amusement park \_\_\_\_\_\_\_ not attracting many visitors.

(A) has

(B) was

(C) is

(D) being

**13.** In the past ten years, the number of Americans using 90 percent of their disposable income to pay off credit card debts \_\_\_\_\_\_\_ by 30 percent.

(A) has been rising

(B) will have risen

(C) was rising

(D) has risen

**14.** To create a more healthy work atmosphere, Craydon Finance \_\_\_\_\_\_\_ a sports center in the office facilities two month ago.

(A) building

(B) built

(C) has built

(D) builds

**15.** Analysts predict that agricultural biotechnology \_\_\_\_\_\_\_ little interest for investors because of the opposition to genetically modified products.

(A) hold

(B) held

(C) will hold

(D) have held

**16.** If you \_\_\_\_\_\_\_ any problems with your new word processing software, check the handbook first before consulting our technical support.

(A) had experience

(B) experience

(C) experiences

(D) experiencing

**17.** Although online brokers usually \_\_\_\_\_\_\_ the least in commissions, they require you to do your own research instead of giving you advice.

(A) charging

(B) charges

(C) charge

(D) are charging

**18.** The supervisor thinks that the factory’s production capacity \_\_\_\_\_\_\_ by the end of the year, provided a new group of full-time workers is hired.

(A) will double

(B) has doubled

(C) has doubled

(D) was doubling

**19.** By the time the two new large printers are installed, demand for the popular publication \_\_\_\_\_\_\_ twofold.

(A) has increased

(B) had increased

(C) increased

(D) will have increased

**20.** Although there \_\_\_\_\_\_\_ a concerted effort by the company to increase its market share, the result have been disappointing.

(A) has been

(B) are

(C) were

(D) will be

**21.** The August shipment has just \_\_\_\_\_\_\_ from Busan and is waiting in the receiving dock.

(A) sent  
(B) arrived  
(C) delayed  
(D) examined

**22.** To avoid leaving anyone behind, the tour operator \_\_\_\_\_\_\_ all the visitors to be in the front lobby by 7 A.M.

(A) recalled  
(B) memorized  
(C) reminded  
(D) identified

**23.** We are \_\_\_\_\_\_\_ seeking volunteers to participate in an upcoming consumer research study for Mayfee Marketing.

(A) significantly  
(B) currently  
(C) completely  
(D) slightly

**24.** Hua Husing’s achievements in biochemistry were remarkable, \_\_\_\_\_\_\_ considering that he was only twenty-six at the time.

(A) greatly  
(B) unusually  
(C) especially  
(D) positively

**25.** Ms. Kushida’s managers feel that she deserves special \_\_\_\_\_\_\_ for her performance in the last sales campaign.

(A) recognition  
(B) accomplishment  
(C) capability  
(D) balance

**26.** The Cornwall Times is published weekly by OYC Newspapers, Inc., a \_\_\_\_\_\_\_ of Woodbridge Media Holdings.

(A) division  
(B) category  
(C) selection  
(D) separation

**27.** The \_\_\_\_\_\_\_ of the new inventory process has had a significant impact on our management of resources.

(A) habit  
(B) adoption  
(C) trade  
(D) reservation

**28.** Genter Electronics has always followed the \_\_\_\_\_\_\_ that the risk involved in developing new technology is one that is worth taking.

(A) conduct  
(B) principle  
(C) character  
(D) order

**29.** I do not \_\_\_\_\_\_\_ that the shipment schedule will change when our factories relocate, but if it does, I will notify you immediately.

(A) regard  
(B) appear  
(C) follow  
(D) anticipate

**30.** All resumes submitted to our human resources department will remain on record for one year from the date of \_\_\_\_\_\_\_.

(A) receipt  
(B) admission  
(C) ownership  
(D) membership

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| **UNIT 8: CHỦ ĐỘNG & BỊ ĐỘNG (ACTIVE & PASSIVE)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** The e-mail addresses and telephone numbers should be \_\_\_\_\_\_\_ carefully in the blanks provided.

(A) written

(B) write

(C) wrote

(D) writing

**02.** Though somewhat new at making presentations, Paul Blakely is \_\_\_\_\_\_\_ the best public speaker of the team.

(A) consider

(B) to consider

(C) considering

(D) considered

**03.** The research team \_\_\_\_\_\_\_ to make back-up files of all their work to prevent loss of valuable data.

(A) reminded

(B) was reminded

(C) will remind

(D) was reminding

**04.** The manager \_\_\_\_\_\_\_ her staff with news of an upcoming bonus if sales figures reached company goals by the end of the quarter.

(A) encourage

(B) was encouraged

(C) encouraging

(D) encouraged

**05.** The accounting team is \_\_\_\_\_\_\_ to providing accurate billing statements and resolving all customer enquiries within twenty-four hours.

(A) dedicating

(B) dedicated

(C) dedicate

(D) dedication

**06.** We are truly \_\_\_\_\_\_\_ with the positive consumer response to our new marketing strategy.

(A) delight

(B) delighting

(C) delighted

(D) delightedly

**07.** A replacement for the outgoing advertising manager has not been \_\_\_\_\_\_\_, but the possible have been narrowed down to five applicants.

(A) chose

(B) choice

(C) chosen

(D) choose

**08.** Each year, Gibbins Foods, a local food manufacturer, \_\_\_\_\_\_\_ five thousand cans of vegetables to the city’s homeless shelters.

(A) donates

(B) to donate

(C) donating

(D) are donated

**09.** The contract stipulates that an employee is \_\_\_\_\_\_\_ to do overtime during weeks that presentations or special reports are being prepared.

(A) requirement

(B) requiring

(C) required

(D) requisition

**10.** The announcement in the newsletter is meant to \_\_\_\_\_\_\_ Mr. Meyer’s remarks on the merger between the two communications firm.

(A) clarified

(B) be clarified

(C) clarification

(D) clarify

**II. BÀI TẬP VỀ NHÀ**

**11.** No matter what the brand, computers purchased at this shop will be \_\_\_\_\_\_\_ free of charge for a full year from the date of purchase.

(A) service

(B) servicing

(C) to service

(D) serviced

**12.** First class seats are \_\_\_\_\_\_\_ with Internet hook-ups, global telephones and faxing capabilities for all of your airborne professional needs.

(A) equip

(B) equipment

(C) equipped

(D) equipping

**13.** After today’s planning session is completed, the members of each group will be \_\_\_\_\_\_\_ a report of their team’s objectives for the next three years.

(A) generation

(B) generate

(C) generated

(D) generating

**14.** To meet the special needs of our branches in Asia, a total of twenty-four trained staff will \_\_\_\_\_\_\_ to Japan, Hongkong, and Thailand.

(A) send

(B) be sent

(C) be sending

(D) have sent

**15.** Membership at the exclusive sports club \_\_\_\_\_\_\_ benefits ranging from the use of all sports equipment to discounted rates at the club’s restaurant and bar.

(A) includes

(B) are included

(C) have included

(D) will be included

**16.** The introduction of the specially trained conflict resolution advisors \_\_\_\_\_\_\_ to reduce tension between management and frustrated employees.

(A) expected

(B) is expected

(C) has been expecting

(D) have been expected

**17.** Participants in the seminar were \_\_\_\_\_\_\_ to make hotel reservations by the date indicated on the list of hotels.

(A) advisable

(B) advisory

(C) advising

(D) advised

**18.** Access to the computer terminals \_\_\_\_\_\_\_ during evening hours, so it is necessary for us to finish the work during the day.

(A) restrict

(B) to restrict

(C) is restricted

(D) has restricted

**19.** Now that the winter season is nearly over, all company cars must \_\_\_\_\_\_\_ in for necessary maintenance and repairs.

(A) be returned

(B) to return

(C) turn

(D) turning

**20.** This week, all employees \_\_\_\_\_\_\_ to bring their automobiles in to any of the automotive centers that the company recommends.

(A) encourage

(B) is encouraged

(C) encouraged

(D) are encouraged

**21.** Tomorrow’s training is \_\_\_\_\_\_\_ for employees who have been with the company for less than one year.

(A) based  
(B) intended  
(C) agreed  
(D) invited

**22.** When Howland Bakery first began using larger trucks for delivery, all of them were  
\_\_\_\_\_\_\_ white and brown.

(A) changed  
(B) painted  
(C) alternated  
(D) transferred

**23.** Workshop participants may choose any seat in the auditorium except those in the front row, which are \_\_\_\_\_\_\_ for the presenters.

(A) chaired  
(B) reserved  
(C) substituted  
(D) performed

**24.** While the accounting department is closed, all billing questions will be \_\_\_\_\_\_\_ by the customer service department.

(A) expired  
(B) handled  
(C) replied  
(D) attended

**25.** LTD Enterprises is currently seeking an \_\_\_\_\_\_\_ individual to replace the current  
director, who will be retiring at the end of the month.

(A) accomplished  
(B) illustrated  
(C) observed  
(D) influenced

**26.** In order to keep up with the \_\_\_\_\_\_\_ demand for our products, we will have to hire a minimum of four additional workers.

(A) elaborating  
(B) useful  
(C) tracking  
(D) increasing

**27.** It was Joanne Huber’s groundbreaking work on the photoelectric effect that \_\_\_\_\_\_\_ her the lifetime excellence award.

(A) honored  
(B) achieved  
(C) took  
(D) won

**28.** In order to \_\_\_\_\_\_\_ a table for the luncheon, we need to call the cafe by noon.

(A) respond  
(B) appoint  
(C) reserve  
(D) connect

**29.** Falco Brand engine parts are put through a \_\_\_\_\_\_\_ inspection process.

(A) dependent  
(B) withheld  
(C) stringent  
(D) founded

**30.** Tower Apartments plans to add a recreation complex that will accommodate a swimming pool and other \_\_\_\_\_\_\_.

(A) facilities  
(B) qualities  
(C) conventions  
(D) categories

|  |
| --- |
| **UNIT 9: ĐỘNG TỪ NGUYÊN MẪU CÓ TO (TO-INFINITIVE)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** Now that the new branch has opened, the company can use this opportunity to \_\_\_\_\_\_\_ business in Latin America.

(A) expand

(B) expanding

(C) expanded

(D) have expanded

**02.** The firm temporarily closed one of its branch offices \_\_\_\_\_\_\_ operating expenses.

(A) will reduce

(B) reduces

(C) reduced

(D) to reduce

**03.** The purpose of the program is \_\_\_\_\_\_\_ museum staff with the know-how and feedback to set priorities and identify areas for change.

(A) provide

(B) provided

(C) provision

(D) to provide

**04.** The Dogwood Company is pleased \_\_\_\_\_\_\_ that you can now purchase seeds and all your gardening needs directly from their website.

(A) to announce

(B) announcement

(C) announced

(D) be announcing

**05.** Having failed \_\_\_\_\_\_\_ a consensus, the manager asked that the decision be postponed.

(A) creating

(B) created

(C) to creating

(D) to create

**06.** Please take time \_\_\_\_\_\_\_ the names on this invitation list and feel free to add anyone whom we might have missed.

(A) review

(B) be reviewed

(C) to review

(D) reviewing

**07.** The CEO believes that the staff will be able \_\_\_\_\_\_\_ on the Albers Project once the staff evaluations are completed.

(A) concentrate

(B) concentrating

(C) to concentration

(D) to concentrate

**08.** The training program offered by the company can help \_\_\_\_\_\_\_ your future work options.

(A) broad

(B) broaden

(C) broader

(D) broadly

**09.** The general manager will have his assistant \_\_\_\_\_\_\_ the proceedings of the meeting and prepare a report for senior management.

(A) transcribe

(B) to be transcribed

(C) be transcribing

(D) transcribed

**10.** Employees who want to do volunteer work sponsored by the company are to let their supervisors \_\_\_\_\_\_\_ before the end of the week.

(A) know

(B) to know

(C) known

(D) knowing

**II. BÀI TẬP VỀ NHÀ**

**11.** Customers who need \_\_\_\_\_\_\_ lengthy documents over the Internet should have their network connection configured to optimize large data transfers.

(A) receive

(B) to receive

(C) receiving

(D) reception

**12.** It was important \_\_\_\_\_\_\_ the presentation before giving it to the over two hundred business school graduates in the audience.

(A) rehearse

(B) rehearsal

(C) to rehearse

(D) rehearsed

**13.** Mr. Rosenberg had his secretary \_\_\_\_\_\_\_ out copies of the agenda to each of the members of the Board of Directors.

(A) is mailing

(B) mail

(C) mailed

(D) to mail

**14.** Some customers prefer \_\_\_\_\_\_\_ a minimum balance in their checking accounts rather than pay monthly fees.

(A) to maintain

(B) is maintaining

(C) maintained

(D) maintain

**15.** Customer complaints show that there may be a need for Net Manage \_\_\_\_\_\_\_ the present quality assurance and monitoring systems.

(A) enhance

(B) to enhance

(C) enhancing

(D) to enhancing

**16.** We call the mall \_\_\_\_\_\_\_ out whether the products were sold out.

(A) finding

(B) for finding

(C) to find

(D) find

**17.** The candidate promised to \_\_\_\_\_\_\_ prescription drug prices by as much as 30 percent if voted into office.

(A) low

(B) lower

(C) lowering

(D) having lowered

**18.** Three people from the research department have been asked to investigate ways \_\_\_\_\_\_\_ non-taxable imported goods into the country.

(A) bring

(B) of bring

(C) to bring

(D) bringing

**19.** With the prices of natural gas and other energy sources increasing, utility companies are now encouraging people \_\_\_\_\_\_\_ energy.

(A) conserve

(B) conserved

(C) to conserve

(D) for conserving

**20.** All the employees are ready \_\_\_\_\_\_\_ the new project.

(A) implementing

(B) to implement

(C) implement

(D) implemented

**21.** Beginning August 1, Carla Frist will \_\_\_\_\_\_\_ the company as its attorney in all dealings with the local government.

(A) attend  
(B) perform  
(C) express  
(D) represent

**22.** Please accept our \_\_\_\_\_\_\_ thanks for the fine work you are doing in our sales department.

(A) original  
(B) estimated  
(C) sincere  
(D) completed

**23.** Please check in with Ms. Nakamura’s assistant when you arrive so he can \_\_\_\_\_\_\_ her of your arrival.

(A) speak  
(B) notify  
(C) report  
(D) attend

**24.** Companies need to provide year-round training to technical support staff due to \_\_\_\_\_\_\_ improvements in technology.

(A) continuous  
(B) prosperous  
(C) mature  
(D) straight

**25.** Companies need to provide year-round training to technical support staff due to \_\_\_\_\_\_\_ improvements in technology.

(A) continuous  
(B) prosperous  
(C) mature  
(D) straight

**26.** Metropolitan Herald, the city’s leading newspaper, is offering new customers a twenty percent \_\_\_\_\_\_\_.

(A) economy  
(B) retail  
(C) market  
(D) discount

**27.** Although our employees did not write the correct address on the shipping form, the machine parts arrived at the dairy farm on \_\_\_\_\_\_\_.

(A) schedule  
(B) appointment  
(C) authority  
(D) condition

**28.** Advertisements placed by merchants in The Weekly Roundup do not \_\_\_\_\_\_\_ imply endorsement by the management of the newspaper.

(A) barely  
(B) highly  
(C) gradually  
(D) necessarily

**29.** Sanford Electronics recently installed a new data management system to keep better  
\_\_\_\_\_\_\_ of customers’ orders.

(A) states  
(B) marks  
(C) points  
(D) records

**30.** The Gallo Museum’s display of Mexican silver crafts will remain open for a \_\_\_\_\_\_\_  
time only.

(A) minor  
(B) lower  
(C) partial  
(D) limited

**Questions 31-33** refer to the following letter.

|  |
| --- |
| B. Gowling 784 Quail Court Seattle, WA 98101  Dear Mr. Gowling,  Greetings, fellow book lover! The Seattle Book Enthusiast’s Club thanks you for \_\_\_\_\_\_ your  **31.** (A) renewing  (B) enrolling  (C) offering  (D) removing  membership!  Enclosed you will find a new membership card and a copy of your contact information as it currently appears in your membership record. Please take a moment to review the information to make sure that both are correct.  To make changes to your membership record, simply indicate the changes on the enclosed form and return it to us.in the envelope provided. Once we receive it, your record will be updated accordingly. These changes may \_\_\_\_\_\_\_ be made at the Member Resources section  **32.** (A) also  (B) lately  (C) only  (D) then  of our Web site. To do this, you will need the username and password listed below.  We thank you for your membership in the club, and we hope you \_\_\_\_\_\_\_ to enjoy Seattle’s  **33.** (A) continued  (B) have continued  (C) will have continued  (D) continue  oldest book club for many years to come!  Username: bgowling Password: gh78fds9  Sincerely,  Bethany Applebaum President, SBEC |

**Questions 34-36** refer to the following article.

|  |
| --- |
| Tokyo, March 4-The Japan Classical Music Society announced yesterday that it will hold its twenty-fifth annual Modern Classics Festival at the Kizuno Center for Performing Arts in Tokyo, June 15- 22. The announcement \_\_\_\_\_\_\_ by Nobu Watanabe, the society’s president.  **34.** (A) made  (B) will be made  (C) was made  (D) had made  This year’s festival will feature a performance by renowned violinist Siaw Ling Tan, who will be accompanied \_\_\_\_\_\_\_ the Shanghai Orchestra. The featured conductor will be Madeleine  **35.** (A) following  (B) by  (C) beyond  (D) into  DuPre, who will lead her Osaka Chamber Orchestra in the closing “Night at the Pops” concert.  Tickets for all events can be purchased online at www.mc\_festival.org. Buying tickets early is \_\_\_\_\_\_\_, since many of last year’s performances were sold out before the festival opened.  **36.** (A) advice  (B) advising  (C) advisable  (D) advisor |

|  |
| --- |
| **UNIT 10: DANH ĐỘNG TỪ (GERUND)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** \_\_\_\_\_\_\_ regular donations to local charities from businesses profits is not only personally rewarding, but is good for developing a reputation.

(A) Give

(B) Gives

(C) Giving

(D) Given

**02.** Department heads distributed a memo reminding employees to refrain from \_\_\_\_\_\_\_ their cell phones during company meetings.

(A) to use

(B) using

(C) uses

(D) use

**03.** The chef obtains interesting and different results with this dish by \_\_\_\_\_\_\_ the ingredients he uses in the recipe.

(A) vary

(B) varying

(C) varied

(D) varies

**04.** The small appliance manufacturer has recently begun \_\_\_\_\_\_\_ into the consumer electronics industry.

(A) expand

(B) expanded

(C) expanding

(D) has expanded

**05.** It would be wise of you to consider \_\_\_\_\_\_\_ with your firm, as the job market is tough right now.

(A) renegotiate

(B) renegotiated

(C) to renegotiate

(D) renegotiating

**06.** Do not forget \_\_\_\_\_\_\_ the application form before submitting it to Ms. Radowick at the front desk.

(A) signing

(B) sign

(C) to sign

(D) signed

**07.** By \_\_\_\_\_\_\_ paperwork, the Stamford Company is able to more efficiently accomplish routine tasks.

(A) reduce

(B) reduced

(C) reducing

(D) reduction

**08.** The frozen dinner company is utilizing consumer \_\_\_\_\_\_\_ on nutrition to formulate wholesome menus for its products.

(A) research

(B) to research

(C) researching

(D) researched

**09.** The team met for three hours to discuss strategies for \_\_\_\_\_\_\_ the midmarket needs of small to medium-sized business.

(A) address

(B) to address

(C) addressing

(D) addressed

**10.** Mr. Gray looks forward to \_\_\_\_\_\_\_ out more about investment opportunities with your growing company.

(A) find

(B) finding

(C) have found

(D) be found

**II. BÀI TẬP VỀ NHÀ**

**11.** The overseas branches have many difficulties in \_\_\_\_\_\_\_ the main branch’s system to their local operations.

(A) adapt

(B) adapts

(C) adapted

(D) adapting

**12.** Although the employees are satisfied with the training program, they object to \_\_\_\_\_\_\_ to travel an hour each way to get to the training center and back.

(A) have

(B) has

(C) had

(D) having

**13.** The government’s report found that CIZMO Group had failed to take the necessary steps in \_\_\_\_\_\_\_ the building’s cash vault.

(A) secured

(B) was secured

(C) securing

(D) has secured

**14.** Despite \_\_\_\_\_\_\_ more employees for the factory, the production manager still believes the facility is understaffed.

(A) hired

(B) have hired

(C) having hired

(D) were hired

**15.** Because demand for shop sharp-toed boots has been decreasing, Martinique Shoemakers has decided to discontinue \_\_\_\_\_\_\_ this particular style.

(A) made

(B) making

(C) make

(D) to make

**16.** The department is committed to \_\_\_\_\_\_\_ customers with a satisfactory resolution to their complaints.

(A) provision

(B) providing

(C) provides

(D) provided

**17.** Please indicate your desire to renew your membership with our club within ten days of \_\_\_\_\_\_\_ this notice.

(A) received

(B) receipt

(C) receive

(D) receiving

**18.** The cosmetics division is considering a product line for men, which will probably include facial creams and concealers.

(A) introduce

(B) introducing

(C) to introduce

(D) introduced

**19.** The recent cuts in budget appropriations were aimed at \_\_\_\_\_\_\_ the company’s year-end deficit.

(A) reduce

(B) reduced

(C) reducing

(D) reduction

**20.** Shopping websites can continue to \_\_\_\_\_\_\_ shoppers by ensuring product quality, offering low prices, and being user-friendly.

(A) attractive

(B) attract

(C) attracting

(D) attraction

**21.** As of January 1, all managers will berequired to \_\_\_\_\_\_\_ at least three professional development seminars per year.

(A) decide  
(B) continue  
(C) attend  
(D) regard

**22.** Gryphon Solutions is a growing computer support company \_\_\_\_\_\_\_ to expand its business in East Asia.

(A) simple  
(B) frequent  
(C) common  
(D) eager

**23.** Mr. Ortega has received an \_\_\_\_\_\_\_ to attend the awards ceremony in Brussels next month.

(A) honor  
(B) ovation  
(C) expression  
(D) invitation

**24.** The new science museum is expected to \_\_\_\_\_\_\_ many tourists to the city.

(A) attract  
(B) value  
(C) capture  
(D) observe

**25.** As of October 1, all books borrowed from the Queenstown Library will be \_\_\_\_\_\_\_ three weeks from the checkout date.

(A) owing  
(B) due  
(C) payable  
(D) mature

**26.** To take \_\_\_\_\_\_\_ of the company’s free software-upgrade program, customers should mail a copy of their receipt to the address provided.

(A) merit  
(B) service  
(C) advantage  
(D) improvement

**27.** The environmental commission concluded that there is a \_\_\_\_\_\_\_ for immediate funding to repair the dam.

(A) control  
(B) center  
(C) look  
(D) need

**28.** Ms. Ishimura generously offered to \_\_\_\_\_\_\_ the invitation in person rather than send it through the mail.

(A) respond  
(B) benefit  
(C) commute  
(D) deliver

**29.** On Thursday, Ms. Cornado should receive the \_\_\_\_\_\_\_ of the recent survey conducted by the research and development department.

(A) chances  
(B) results  
(C) matters  
(D) events

**30.** Swabian Motors will \_\_\_\_\_\_\_ its current name even after it merges with a rival company.

(A) receive  
(B) inquire  
(C) grant  
(D) retain

**Questions 31-33** refer to the following letter.

|  |
| --- |
| Dear Mr. Geremi,  We are very pleased that you have accepted a summer position with us as a computer technician. The work will begin on June 28 and end on August 15. The \_\_\_\_\_\_\_ will be $850  **31.** (A) charge  (B) estimate  (C) cost  (D) pay  per week.  On your first day of work, please \_\_\_\_\_\_\_ to bring a valid form of identification and the  **32.** (A) remembering  (B) to remember  (C) remember  (D) are remembered  completed tax forms we sent you earlier this month. After you have submitted these forms and your identification has been copied for our records, there will be a reception in the Wooley Building to welcome all interns. Following the reception, the specific details of your job responsibilities will be \_\_\_\_\_\_\_.  **33.** (A) requested  (B) provided  (C) retrieved  (D) informed  We look forward to seeing you on June 28.  Warm regards,  Bill Bella Coordinator, Summer Work Program Chadwick Chemical Corporation |

**Questions 34-36** refer to the following article.

|  |
| --- |
| Wholesale food stores are becoming increasingly popular among thrifty shoppers. Unlike \_\_\_\_\_\_\_ supermarkets, which have always relied on marketing departments to advertise  **34.** (A) recent  (B) traditional  (C) successful  (D) convenient  products, wholesale stores sell directly to the consumer. This distribution method can result in considerably lower prices.  Wholesale stores typically offer little personalized assistance and in the past have served only specialty shops and restaurants. However, due to a concerted effort in recent years by these stores to attract \_\_\_\_\_\_\_ shoppers, this is slowly changing. \_\_\_\_\_\_\_, many consumers are now  **35.** (A) individual  **36.** (A) Because  (B) individualize (B) In fact  (C) individually (C) On the other hand  (D) individuals (D) Despite  quite happy to shop at wholesale stores as well as supermarkets. |

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| **UNIT 11: PHÂN TỪ (PARTICIPLE)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** Because flu is a \_\_\_\_\_\_\_ public concern, pharmaceutical companies have been marketing a variety of medications.

(A) grow

(B) grew

(C) growth

(D) growing

**02.** The resort keeps its patrons \_\_\_\_\_\_\_ by offering numerous services that ensure their comfort and well-being.

(A) satisfy

(B) satisfies

(C) satisfied

(D) satisfaction

**03.** Mr. Sanders had decided to take on the position at Barker Technologies because the work seems \_\_\_\_\_\_\_.

(A) interest

(B) interests

(C) interesting

(D) interested

**04.** For over three hundred years, cork has been the \_\_\_\_\_\_\_ means to cap wine bottles, but manufacturers are now looking into metal screw caps.

(A) preferred

(B) preferring

(C) preference

(D) preferably

**05.** The new company regulation states that \_\_\_\_\_\_\_ tardiness will be grounds for suspension from work without pay.

(A) repeating

(B) repeats

(C) repeated

(D) repeatedly

**06.** The small shop recently won an award for the originality and outstanding quality of its \_\_\_\_\_\_\_ pieces.

(A) handcraft

(B) handcrafts

(C) handcrafted

(D) handcrafting

**07.** The editor spoke to his assistant about how to keep the writers \_\_\_\_\_\_\_ to write lively and interesting articles.

(A) have inspiration

(B) be inspired

(C) inspired

(D) inspiring

**08.** Net Connect furnishes its clients with \_\_\_\_\_\_\_ networking solutions, ranging from file and printer sharing to group calendar and scheduling.

(A) customize

(B) customizes

(C) customized

(D) customizing

**09.** Readers find the young writer’s first novel \_\_\_\_\_\_\_ despite the fact that the initial reviews of the book were so dismal.

(A) fascinate

(B) fascination

(C) fascinating

(D) fascinated

**10.** From the moment he comes up with a concept, it usually takes Mr. Barnes a week to produce the \_\_\_\_\_\_\_ product.

(A) finished

(B) finishing

(C) finish

(D) finishes

**II. BÀI TẬP VỀ NHÀ**

**11.** Even though the business trip was \_\_\_\_\_\_\_, a lot of headway was made with our future Swiss partner.

(A) tire

(B) tired

(C) tiring

(D) tiredness

**12.** The symposium’s \_\_\_\_\_\_\_ event is the Peace Ball, where delegates can meet members of the community.

(A) culminate

(B) culmination

(C) culminating

(D) culminated

**13.** Due to a significant change in the nation’s tax laws, we are likely to see \_\_\_\_\_\_\_ investments by foreign individuals.

(A) decrease

(B) to decrease

(C) decreases

(D) decreased

**14.** Employees are expected to use the newly \_\_\_\_\_\_\_ reference materials to expand their knowledge of computer software and their applications.

(A) purchased

(B) purchasing

(C) purchases

(D) purchase

**15.** Mr. Lee’s conciliatory comments appear to have been \_\_\_\_\_\_\_ by some of his readers.

(A) misinterpret  
(B) misinterpreted  
(C) misinterpretation  
(D) misinterpreting

**16.** Critics of the recent movie with Michelle Zhao have called the plot too \_\_\_\_\_\_\_.

(A) predicting  
(B) predicted  
(C) predictable  
(D) predictably

**17.** All orders for office supplies must be \_\_\_\_\_\_\_ to Ms. Reaton by Thursday at noon.

(A) submitting  
(B) submit  
(C) submitted  
(D) submission

**18.** Please accept the \_\_\_\_\_\_\_ coupon book as thanks for opening your personal savings account with South Branch Bank.

(A) enclose  
(B) enclosed  
(C) enclosing  
(D) enclosure

**19.** The advertisement said that 20 percent would be \_\_\_\_\_\_\_ from the regular price at  
the time of purchase.

(A) deduct  
(B) deducted  
(C) deduction  
(D) deducting

**20.** Our office secretary had made a backup of the computer files, so the information was  
\_\_\_\_\_\_\_ successfully after the power failure.

(A) recovered  
(B) recover  
(C) recovering  
(D) recovery

**21.** According to company guidelines, new employees are \_\_\_\_\_\_\_ to receive vacation benefits after three months of full-time employment.

(A) capable  
(B) variable  
(C) flexible  
(D) eligible

**22**. Safety \_\_\_\_\_\_\_ must be taken by all laboratory employees while working with chemicals that are potentially harmful.

(A) precautions  
(B) rules  
(C) abilities  
(D) guidelines

**23.** Jane Wiseman has her own publishing company dealing almost \_\_\_\_\_\_\_ with biographies.

(A) exclusively  
(B) impulsively  
(C) mutually  
(D) generously

**24.** A tax expert will come to our company tomorrow to respond to any \_\_\_\_\_\_\_ you have about recent changes in the law.

(A) components  
(B) importance  
(C) agreement  
(D) concerns

**25.** In order for us to \_\_\_\_\_\_\_ Ms. Brown’s suitability as a candidate, she has been asked to supply several letters of reference.

(A) evaluate  
(B) persuade  
(C) object  
(D) compensate

**26.** Henriksen Accounting offers a year-end financial summary as \_\_\_\_\_\_\_ of its basic  
bookkeeping service.

(A) piece  
(B) division  
(C) section  
(D) part

**27.** At Cottonwood Park, you will find a \_\_\_\_\_\_\_ range of outdoor activities, including  
swimming, hiking, and rock climbing.

(A) broad  
(B) deep  
(C) thick  
(D) heavy

**28.** Plumville Library \_\_\_\_\_\_\_ announces the launch of a brand-new Web site.

(A) extremely   
(B) proudly  
(C) distantly  
(D) previously

**29.** When \_\_\_\_\_\_\_ your Galaxy glass dishware in boxes, first wrap it in soft tissue paper to protect against scratches.

(A) planning  
(B) storing  
(C) designing  
(D) making

**30.** Tulayo Associates has \_\_\_\_\_\_\_ reliable financial advice to first-time investors for over twenty years.

(A) sought  
(B) informed  
(C) provided  
(D) asked

**Questions 31-33** refer to the following article.

|  |
| --- |
| **Higher Gasoline Prices Are Everyone’s Business**  The retail price of fuel continues its steady rise for the tenth week in a row, and experts say there is no immediate end in sight.  Preston Okura, director of Henson Oil & Gas, Inc., made a \_\_\_\_\_\_\_ observation.  **31.** (A) contrasting  (B) promising  (C) similar  (D) false  Attributing the sharp increase in fuel prices to higher crude oil prices, he expects prices to continue \_\_\_\_\_\_\_ for another month.  **32.** (A) rise  (B) rising  (C) be rising  (D) have risen  While businesses like trucking and shipping companies are feeling the direct impact of these high prices, the \_\_\_\_\_\_\_ on the general public may be less evident. “Every item that ends up in  **33.** (A) effect  (B) effecting  (C) effected  (D) effective  the store has a freight cost built into it,” said Okura. “These transport companies have no choice but to charge higher fees and to pass on the cost to their customers.” |

**Questions 34-36** refer to the following letter.

|  |
| --- |
| News from De Medici Opera End of Season 5, May 31  Dear Friends of De Medici Opera:  Thank you very much for your financial support over the past year! De Medici Opera has just completed our most successful season yet. We are pleased to report that your generous \_\_\_\_\_\_\_ made it possible for us to produce four operas instead of the usual three. We are also  **34.** (A) acquisitions  (B) contributions  (C) additions  (D) benefits  thrilled to report that more shows sold out this past season than in any of our previous years! You made these exciting developments possible in our fifth season.  Now, won’t you please take the time to support us with a donation for the \_\_\_\_\_\_\_ season?  **35.** (A) prior  (B) current  (C) upcoming  (D) first  Please take a moment to fill out the enclosed donation form and mail it to us. Remember, our sixth season will begin on August 30.  \_\_\_\_\_\_\_ De Medici Opera, thank you once again.  **36.** (A) On behalf of  (B) Due to  (C) Inasmuch as  (D) In spite of  Best wishes,  Irina Thomas Director, De Medici Opera |

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| **UNIT 12: GIỚI TỪ & LIÊN TỪ (PREPOSITION & CONJUNCTION)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** The company anniversary party will take place \_\_\_\_\_\_\_ August 26, so please mark the date on your calendars.

(A) in

(B) at

(C) on

(D) for

**02.** The innovative website allows a traveler to search and find locations of interest that lie \_\_\_\_\_\_\_ a fifty-mile radius of the city.

(A) among

(B) within

(C) into

(D) through

**03.** We need not remind everyone here today that mobile phones and pagers should be turned off while the symposium is \_\_\_\_\_\_\_ progress.

(A) at

(B) on

(C) over

(D) in

**04.** The BCN Company will not accept applications for transfers to overseas branches \_\_\_\_\_\_\_ the first of the month.

(A) by

(B) when

(C) until

(D) through

**05.** The Travel Holiday Group offers some of the best horseback tours \_\_\_\_\_\_\_ the coast of the Eastern Mediterranean basin.

(A) into

(B) along

(C) under

(D) among

**06.** The workshop teaches managers and employees how to dispute someone else’s ideas \_\_\_\_\_\_\_ being disagreeable.

(A) except

(B) without

(C) whereas

(D) otherwise

**07.** The director wants all of the items shipped by the end of the week, \_\_\_\_\_\_\_ of the cost.

(A) regardless

(B) regard

(C) regarding

(D) regarded

**08.** The data will be posted on a secure password-protected server that is accessible exclusively \_\_\_\_\_\_\_ authorized staff members.

(A) for

(B) within

(C) to

(D) over

**09.** Country Air offered free tickets to every passenger that missed their flight \_\_\_\_\_\_\_ a malfunction in the plane’s engine.

(A) owed to

(B) thanks for

(C) resulting in

(D) because of

**10.** Employees who are planning to extend holiday vacations with unused leave days must inform their supervisors \_\_\_\_\_\_\_ October 31.

(A) at

(B) for

(C) by

(D) until

**II. BÀI TẬP VỀ NHÀ**

**11.** Human resources personnel are trained to tell the differences \_\_\_\_\_\_\_ a resolvable conflict and an irresolvable confrontation.

(A) upon

(B) about

(C) during

(D) between

**12.** We are holding a dinner this evening to congratulate Mr. Brian Banks \_\_\_\_\_\_\_ his thirty years with the Meyers Cold Cuts Company.

(A) to

(B) of

(C) on

(D) from

**13.** \_\_\_\_\_\_\_ the last ten years, professional and business services comprised 38 percent of the total job growth in the Washington region.

(A) In

(B) On

(C) Since

(D) While

**14.** As always, we here at Gray Consulting look forward \_\_\_\_\_\_\_ assisting you with your future legal needs.

(A) up

(B) in

(C) to

(D) on

**15**. The director complained that the report submitted by the supervisor was \_\_\_\_\_\_\_ too lengthy but also too detailed.

(A) only

(B) not

(C) not only

(D) either

**16.** The Maxwell Byrd Company prides itself on having established modern \_\_\_\_\_\_\_ efficient procedures unmatched in the industry.

(A) either

(B) so

(C) and

(D) too

**17.** All examinees should bring \_\_\_\_\_\_\_ a driver’s license or passport and a pencil to the testing center.

(A) or

(B) and

(C) both

(D) either

**18.** The new interior design of the office has both increased employee productivity \_\_\_\_\_\_\_ drawn many positive remarks from the clients.

(A) or

(B) yet

(C) like

(D) and

**19.** Your participation in \_\_\_\_\_\_\_ support of our charity benefit will help feed the thousands of starving children our company sponsors.

(A) and

(B) so

(C) because

(D) however

**20.** The company will have performance reviews over the next few weeks, \_\_\_\_\_\_\_ the manager is going to inform all employees of the review process.

(A) since

(B) but

(C) or

(D) so

**21.** Payments postmarked after the due date are \_\_\_\_\_\_\_ to a late fee of five percent of the total amount due.

(A) subject  
(B) intact  
(C) suspect  
(D) distinct

**22.** Tour participants must be on time as the bus will depart \_\_\_\_\_\_\_ at 8:00 A.M. tomorrow.

(A) promptly  
(B) formerly  
(C) frequently  
(D) annually

**23.** The \_\_\_\_\_\_\_ behind the initiative is to ensure that all members of our support staff have adequate opportunities for professional development.

(A) resemblance  
(B) dependence  
(C) intention  
(D) retention

**24.** The XT1000 is one of the most \_\_\_\_\_\_\_ home-kitchen scales on the market, providing accurate measurement to the milligram.

(A) tentative  
(B) deliberate  
(C) investigative  
(D) sensitive

**25.** Due to her strong \_\_\_\_\_\_\_ in tax law, Ms. Sakai was a natural choice to lead Celina Legal Associates.

(A) summit  
(B) opposition  
(C) evidence  
(D) background

**26.** According to a recent consumer survey, furniture purchases are influenced by such \_\_\_\_\_\_\_ as store layout, helpfulness of staff, and special sales.

(A) variables   
(B) collections  
(C) versions  
(D) commitments

**27.** In a carefully worded statement, Tae-Hyun Bak \_\_\_\_\_\_\_ his reasons for withdrawing his name from consideration in the search for a new Coult-Ross CEO.

(A) outlined  
(B) detected  
(C) familiarized  
(D) achieved

**28.** Tourism has \_\_\_\_\_\_\_ significantly to the economic success of the seaside towns in the region.

(A) found  
(B) located  
(C) promoted  
(D) contributed

**29.** Having achieved considerable success in Asia, Celena Tea Merchants is \_\_\_\_\_\_\_ to enter European markets.

(A) eager  
(B) active  
(C) busy  
(D) firm

**30.** The latest microwave oven from Dabato Industries \_\_\_\_\_\_\_ a stainless steel interior and ten different heat settings.

(A) features  
(B) produces  
(C) implies  
(D) appoints

**Questions 31-33** refer to the following letter.

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| --- |
| January 15  Esther Chen 555 Queens Road Leeds, England  Dear Dr. Chen:  Thank you for your letter. We understand that you have decided not to \_\_\_\_\_\_\_ your  **31.** (A) renew  (B) include  (C) review  (D) supply  subscription to International Medicine. We are truly sorry to lose you as a subscriber. As you know, most other journals in the field focus on specialized research topics, with little \_\_\_\_\_\_\_ to  **32.** (A) applying  (B) application  (C) applicants  (D) apply  day-to-day medical care. Our magazine is one of the few to feature new advances in both medical research and clinical practice.  We would like to offer you a 40 percent discount on one year’s subscription. Plus, if you call our subscription office before January 30, we will send you any issues you have missed free of charge. Please mention my name in order for your discount to be applied \_\_\_\_\_\_\_.  **33.** (A) appropriately  (B) separately  (C) reasonably  (D) agreeably  We hope to hear from you.  Sincerely,  Robert Goldberg Vice President, Subscriptions Department |

**Questions 34-36** refer to the following e-mail.

|  |
| --- |
| To: Gamma Corporation Activities Club From: Kate Gordy, outings coordinator Date: January 3 Subject: Upcoming ski trip  Dear Gamma Corporation Activities Club Members:  I am pleased to announce that Gamma is sponsoring a ski trip to Setter Mountain on Saturday, February 12. On that day, a charter bus \_\_\_\_\_\_\_ the main parking lot at 7:30 A.M. We plan to  **34.** (A) left  (B) had left  (C) will leave  (D) has left  arrive at Setter Mountain at 8:30 A.M., and we will ski all day. The bus will return at 6:30 P.M.  Setter Mountain is a beautiful ski resort located only an hour north of our office. Beginning skiers will have an opportunity to take a lesson from an expert instructor, and all \_\_\_\_\_\_\_ can rent skis.  **35.** (A) participation  (B) participates  (C) participatory  (D) participants  The trip costs $26, which includes transportation and lunch.  Please e-mail \_\_\_\_\_\_\_ before February 1 if you are interested.  **36.** (A) her  (B) me  (C) it  (D) them  Thank you,  Kate Gordy |

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| **UNIT 13: MỆNH ĐỀ TRẠNG NGỮ (ADVERB CLAUSE)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** \_\_\_\_\_\_\_ the minimum wage has increased in some countries over the past few years, it is still below poverty level in many places.

(A) However

(B) Whereas

(C) That

(D) Despite

**02.** \_\_\_\_\_\_\_ all of the appropriate paperwork has been filed, you will be officially registered as an accountant at this firm.

(A) Whether

(B) Once

(C) As if

(D) Yet

**03.** Staff member have reported hundreds of phone calls \_\_\_\_\_\_\_ the promotion was aired on television and radio a few month ago.

(A) by

(B) before

(C) past

(D) since

**04.** The CEO has decided to bring Perry James along on his business trip \_\_\_\_\_\_\_ he is inexperienced and underqualified.

(A) if

(B) so

(C) although

(D) because

**05.** Please refer to the enclosed manual or call one of our technicians \_\_\_\_\_\_\_ you are unable to fine-tune your voice.

(A) unless

(B) while

(C) whether

(D) if

**06.** A gathering of all the company’s senior managers has been arranged \_\_\_\_\_\_\_ we can discuss problems involving customer dissatisfaction.

(A) in order

(B) so that

(C) because

(D) such

**07.** A number of our staff were late coming to the office today \_\_\_\_\_\_\_ the eastbound A-train got stuck on the tracks.

(A) if

(B) because

(C) that

(D) unless

**08.** Housing prices stabilized \_\_\_\_\_\_\_ interest rates on mortgages rose sharply due to the overall economic fluctuation.

(A) during

(B) in addition

(C) while

(D) meantime

**09.** \_\_\_\_\_\_\_ the company has been selling the same product for thirty years, it is still popular with consumers all over the country.

(A) In spite of

(B) Nevertheless

(C) Therefore

(D) Although

**10.** The telephone information service is available round the clock \_\_\_\_\_\_\_ it is a special holiday.

(A) regardless

(B) whether

(C) despite

(D) even if

**II. BÀI TẬP VỀ NHÀ**

**11.** The new work schedule cuts back on extra hours \_\_\_\_\_\_\_ improving employee efficiency with longer lunch breaks.

(A) while

(B) but

(C) after

(D) since

**12.** At this company, quarterly bonuses are awarded, \_\_\_\_\_\_\_ all of the sales goals are met.

(A) so as

(B) depending on

(C) rather than

(D) provided that

**13.** The loan agency has been closed for investigation \_\_\_\_\_\_\_ claims were made that the owner dipped into overhead funds.

(A) when

(B) due to

(C) in spite of

(D) since

**14.** \_\_\_\_\_\_\_ Frank prefers having a quick meal at his desk, Carl would rather have leisurely lunch at a good restaurant.

(A) As soon as

(B) While

(C) Because of

(D) However

**15.** Employees are being asked to pull overtime \_\_\_\_\_\_\_ the current project has been completed.

(A) while

(B) until

(C) during

(D) upon

**16.** \_\_\_\_\_\_\_ you sign the document, you should carefully review the details of the contract.

(A) Because

(B) Since

(C) Before

(D) While

**17.** This color copier will las beyond its warranty \_\_\_\_\_\_\_ the machine is periodically maintained and worn-out parts are replaced.

(A) whereas

(B) in case

(C) unless

(D) as long as

**18.** \_\_\_\_\_\_\_ the bank approves his application for a small business loan, Gary intends to open his shop by the end of the year.

(A) Providing

(B) Nevertheless

(C) The fact what

(D) Until

**19.** Ms. Baxter would like to meet with all members of the hiring committee again after \_\_\_\_\_\_\_ candidates.

(A) interview  
(B) interviews  
(C) interviewing  
(D) interviewed

**20.** \_\_\_\_\_\_\_ in the downtown area, the information center for expatriates provides various types of assistance and serves as a meeting place for young adults.

(A) Locating

(B) Located

(C) Locate

(D) Location

**21.** Dr. Suzuki arrived for the awards ceremony on time \_\_\_\_\_\_\_ her train had left twenty minutes late.

(A) as if  
(B) even though  
(C) while  
(D) because

**22.** Nonaka Consultancy’s strength lies in its accomplished team of data analysts, and  
\_\_\_\_\_\_\_ the company highlights its analytic services when seeking new clients.

(A) therefore  
(B) now that  
(C) in case  
(D) otherwise

**23.** The proposal for the parking garage was due yesterday, \_\_\_\_\_\_\_ the program director has agreed to a short extension.

(A) but   
(B) beyond  
(C) until  
(D) that

**24.** Personnel must sign the register \_\_\_\_\_\_\_ removing any confidential papers from the organization’s vaults.

(A) before   
(B) until  
(C) from  
(D) during

**25.** Arten Publishing has experienced an average annual growth of over 7 percent in sales \_\_\_\_\_\_ it went public twenty years ago.

(A) if  
(B) since  
(C) how  
(D) than

**26.** Any employee working late on a Friday must remember to turn off all computer equipment \_\_\_\_\_\_\_ leaving for the night.

(A) until   
(B) then  
(C) before  
(D) because

**27.** The company’s revenue during the next quarter will increase, \_\_\_\_\_\_\_ the lucrative contract with Kang Securities can be finalized before next month.

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

**28.** \_\_\_\_\_\_\_ she loves animals, Ms. Peters is a technician at the Eldridge Veterinary Center.

(A) If   
(B) So  
(C) Unless  
(D) Since

**29.** \_\_\_\_\_\_\_ you wish to see a complete list of hotel amenities, please refer to the informational binder on the desk in your guest room.

(A) Whether   
(B) Despite  
(C) If   
(D) For

**30.** \_\_\_\_\_\_\_ receiving notice that the director of the Deerfield Orchestra will retire, the board of directors has been searching for a replacement.

(A) Since   
(B) While  
(C) Once  
(D) Because

**Questions 31-33** refer to the following e-mail.

|  |
| --- |
| To: Sales Department <sales@baricorp.com> From: Frank Garcia <garcia\_frank@baricorp.com> Subject: Sales results Date: November 20  Dear Sales Staff:  I wanted to thank you for your hard work this last quarter. The months from July to September have historically been a difficult time for sales, but our dedicated sales team has met this challenge head-on. As a result, we have \_\_\_\_\_\_\_ our goals.  **31.** (A) exceeded  (B) reduced  (C) followed  (D) explained  Our third-quarter sales summary showed a 10 percent \_\_\_\_\_\_\_ over the second quarter, when  **32.** (A) increase  (B) increasing  (C) increased  (D) increasingly  we had actually been worried that sales would be lower than before.  By the end of December, I feel \_\_\_\_\_\_\_ that we can achieve the highest sales ratings this  **33.** (A) strong  (B) confident  (C) likely  (D) probable  department has seen in a long time. Keep up the good work.  Sincerely,  Frank Garcia  Chief Financial Officer |

**Questions 34-36** refer to the following e-mail.

|  |
| --- |
| From: Jennifer Choi To: Mark Anderson Date: Friday, April 15 Subject: Good news  Dear Mark,  I’m pleased to inform you that our bid for the town hall renovation project has been accepted! I do not think our submission would have been \_\_\_\_\_\_\_ without your help on the landscaping  **34.** (A) success  (B) succeed  (C) successful  (D) successfully  portion of the project. Your suggestion to add a walk-through fountain for children made our proposal stand out from the others.  In order to celebrate our success, the team \_\_\_\_\_\_\_ for dinner at the Chevrolet Lounge.  **35.** (A) has met  (B) will have met  (C) was meeting  (D) will meet  We’re inviting everyone to join us on Sunday, April 17. The restaurant is very easy to find, at 55 Main Street, located \_\_\_\_\_\_\_ a bank and the post office.  **36.** (A) about  (B) between  (C) with  (D) into  We hope that you can come. Call me at my office if you have any questions.  Sincerely,  Jennifer |

|  |
| --- |
| **UNIT 14: CÂU ĐIỀU KIỆN (CONDITIONAL SENTENCE)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** If energy \_\_\_\_\_\_\_ inexpensive and unlimited, many things in the world would be different.

(A) is

(B) will be

(C) would be

(D) were

**02.** \_\_\_\_\_\_\_ interested in that subject, I would try to learn more about it.

(A) If I am

(B) Should I

(C) Had I been

(D) Were I

**03.** If you \_\_\_\_\_\_\_ to my advice in the first place, you wouldn’t be in this mess right now.

(A) listened

(B) will listen

(C) had listened

(D) listen

**04.** If I could speak Spanish, I \_\_\_\_\_\_\_ next year studying in Mexico.

(A) will spend

(B) had spent

(C) would have spent

(D) would spend

**05.** It would have been a much more serious accident \_\_\_\_\_\_\_ fast at that time.

(A) was she driving

(B) she had driven

(C) had she driven

(D) if she drove

**06.** If you can give me one good reason for your acting like this, I \_\_\_\_\_\_\_ this incident again.

(A) don’t mention

(B) will never mention

(C) never mention

(D) will have mentioned

**07.** If measures had not been taken to reduce company expenses, the added costs would \_\_\_\_\_\_\_ by the customers.

(A) assume

(B) have been assumed

(C) had been assumed

(D) be assuming

**08.** If the personal income taxes had been lowered, the national economy \_\_\_\_\_\_\_ much more quickly.

(A) recovered

(B) has recovered

(C) would have recovered

(D) has been recovered

**09.** If the client had come on time, these negotiations \_\_\_\_\_\_\_ completed by now.

(A) would be

(B) would have been

(C) wouldn’t have been

(D) would not be

**10.** Had the contract \_\_\_\_\_\_\_ earlier, we might have been able to discuss the conditions and make a decision before the weekend.

(A) deliver

(B) delivered

(C) been delivered

(D) were delivered

**II. BÀI TẬP VỀ NHÀ**

**11.** Had the team submitted the report on schedule, the manager \_\_\_\_\_\_\_ to postpone the meeting of the Board of Director.

(A) did not have

(B) would not be had

(C) would not had

(D) would not have had

**12.** \_\_\_\_\_\_\_ your rental application be denied, the owner of the apartment will refund the cost of processing the application.

(A) Could

(B) Do

(C) May

(D) Should

**13.** If customers were unhappy with the quality of a product, the store \_\_\_\_\_\_\_ it or provide a refund.

(A) would exchange

(B) exchange

(C) have exchange

(D) will exchange

**14.** Had we \_\_\_\_\_\_\_ that Mr. Robbins had a case pending in criminal court, we would never have hired him for the job.

(A) been known

(B) knew

(C) know

(D) known

**15.** The company \_\_\_\_\_\_\_ never have won the account without the support of the very talented copywriters in the advertising division.

(A) would

(B) need

(C) must

(D) can

**16.** If all members of our staff were consistently productive, it is likely that our output \_\_\_\_\_\_\_ greater.

(A) have been

(B) would be

(C) been

(D) be

**17.** The reductions in the budget will have serious implications if the projects \_\_\_\_\_\_\_ in the next quarter.

(A) will be executed

(B) executes

(C) are executed

(D) will execute

**18.** If insolvency laws do not change and continue to favor creditors, many small-scale companies \_\_\_\_\_\_\_ bankrupt.

(A) have gone

(B) will go

(C) went

(D) goes

**19.** The supervisor commented that the manual could \_\_\_\_\_\_\_ better had the company hired an editor to go over the material before it was printed.

(A) organize

(B) be organized

(C) have organized

(D) have been organized

**20.** Without the health clubs in the city, amenities such as weight machines and separate saunas for men and women \_\_\_\_\_\_\_.

(A) cannot be provided

(B) could not have been provided

(C) were not provided

(D) were not providing

**21.** Since the design of the Seino Towers is still in the \_\_\_\_\_\_\_ planning phase, the blueprints have not yet been prepared.

(A) initial  
(B) entire  
(C) various  
(D) formed

**22.** \_\_\_\_\_\_\_ situated near the business district, Radowski Hotel has been our venue for all large-scale corporate events.

(A) Very  
(B) Overly  
(C) Ideally  
(D) Rarely

**23.** Luzern Aromatics, Inc., has been a leading supplier of raw \_\_\_\_\_\_\_ to the fragrance industry for almost 50 years.

(A) issues  
(B) materials  
(C) interests  
(D) conditions

**24.** A report in the Journal of the Southern Agricultural Society suggests that consumers are increasingly\_\_\_\_\_\_\_ about where their produce is grown.

(A) exceptional  
(B) essential  
(C) concerned  
(D) significant

**25.** Before traveling to Kuala Lumpur for the Medical Technology Conference, Ms. Osuyah must receive management’s \_\_\_\_\_\_\_.

(A) occupation  
(B) potential  
(C) appearance  
(D) authorization

**26.** Currently operating out of a small office in Tokyo, the Organization for International Banking is set to move to its \_\_\_\_\_\_\_ headquarters next year.

(A) responsible  
(B) unlimited  
(C) repetitive  
(D) permanent

**27.** Radner Laboratories’ fourth-quarter report shows that revenues rose nearly 20 percent  
\_\_\_\_\_\_\_ to the previous quarter.

(A) reminded  
(B) considered  
(C) compared  
(D) preferred

**28.** If it wishes to become a market leader in electronics, Ribeira Technology, Inc., has no  
\_\_\_\_\_\_\_ but to diversify its product range.

(A) instance  
(B) alternative  
(C) preference  
(D) reserve

**29.** The \_\_\_\_\_\_\_ smaller size of the new picture format will allow us to store hundreds more pictures on each disk.

(A) gradually  
(B) promptly  
(C) accurately  
(D) considerably

**30.** Jemline Electronics is \_\_\_\_\_\_\_ daily from 9 A.M. to 7 P.M.

(A) broad  
(B) open  
(C) whole  
(D) frequent

**Questions 31-33** refer to the following letter.

|  |
| --- |
| August 10  Anita Spelman 112 Widener Street Huntington, NY 98998  Dear Ms. Spelman:  Thank you for agreeing to take part in our research project on skin-care products. This letter serves to inform you of some of the details involved.  We would like you to participate in a \_\_\_\_\_\_\_ to be held at the Ackart Institute on August 22.  **31.** (A) discussion  (B) survey  (C) lecture  (D) conference  On that day, you will test samples of our new line of lotions and note your opinion of each of them on the form provided.  Please arrive by 9:30 A.M. so we can begin promptly. The train is the most convenient mode of transportation to the institute. The \_\_\_\_\_\_\_ station, Huntington Station, is only a five-minute  **32.** (A) closest  (B) busiest  (C) biggest  (D) oldest  walk away.  A train schedule \_\_\_\_\_\_\_ for your reference.  **33.** (A) enclosed  (B) is enclosed  (C) has enclosed  (D) was enclosed  If you have any questions, feel free to contact me at 555-0445. Thank you again for your participation, and we look forward to working with you.  Sincerely,  Kimberley Nelson Project Director |

**Questions 34-36** refer to the following letter.

|  |
| --- |
| Mr. Frederick Vito 217 Blossom Lane Anchorage, Alaska 03462  Dear Mr. Vito:  Thank you for ordering twenty cases of paper from DL Suppliers. Your order was shipped today, and per your request, it should arrive between April 14 and April 18. Note that we are using a new shipping company. Should your order not arrive \_\_\_\_\_\_\_ that time period, please contact  **34.** (A) after  (B) within  (C) among  (D) since  me directly at (555) 245-8267, and I will make sure the problem is solved to your satisfaction.  Because you have been a valued \_\_\_\_\_\_\_ of DL Suppliers for the past seven years, we would  **35.** (A) customizing  (B) custom  (C) customer  (D) customary  like to demonstrate our appreciation by including two additional cases \_\_\_\_\_\_\_ free of charge.  **36.** (A) absolute  (B) absolve  (C) absolution  (D) absolutely  We hope you will be pleased with your order and look forward to doing business with you again in the future.  Sincerely,  Victor Carter Client Services Manager DL Suppliers |

|  |
| --- |
| **UNIT 15: MỆNH ĐỀ QUAN HỆ (RELATIVE CLAUSE)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** Most of the products and goods \_\_\_\_\_\_\_\_ are traded online are sold directly by the owner.

(A) they

(B) those

(C) that

(D) these

**02.** Recently the director released the list of engineers \_\_\_\_\_\_\_ have been nominated to lead the bridge project.

(A) which

(B) what

(C) who

(D) they

**03.** Dietary supplements \_\_\_\_\_\_\_ come from plants are generally known to be safe, but some may interfere with a wound’s capacity to heal.

(A) whatever

(B) what

(C) whichever

(D) which

**04.** Any contract \_\_\_\_\_\_\_ is not signed by the members of the Board of Directors would have no legal power even though its terms many have already been executed.

(A) who

(B) which

(C) whom

(D) of which

**05.** Gecko is an organization \_\_\_\_\_\_\_ mission is to provide financial relief to families left homeless by natural disasters.

(A) which

(B) that

(C) whom

(D) whose

**06.** Job candidates \_\_\_\_\_\_\_ are presently unemployed or are studying to obtain a degree must furnish this information on their application forms.

(A) who

(B) which

(C) whom

(D) whose

**07.** There are more than 100 graduate students in attendance at our internship fair, many of \_\_\_\_\_\_\_ had prior work experience.

(A) who

(B) whom

(C) them

(D) that

**08.** Any person \_\_\_\_\_\_\_ would like to visit the exhibition must have a written statement of permission from administration.

(A) who

(B) when

(C) which

(D) whose

**09.** The new shuttle service, \_\_\_\_\_\_\_ has been operating since last year, serves all of the city’s main stopping points.

(A) who

(B) which

(C) what

(D) where

**10.** She applied to the company \_\_\_\_\_\_\_ she had previously worked when just out of university.

(A) which

(B) when

(C) of which

(D) where

**II. BÀI TẬP VỀ NHÀ**

**11.** Of the applicants \_\_\_\_\_\_\_ for appointment to a managerial position, two have worked in an international setting.

(A) eligibility

(B) eligible

(C) eligibly

(D) eligibleness

**12.** Interpid Travel employed eight certified agents, all of \_\_\_\_\_\_\_ were trained at the same institute in Manhattan.

(A) what

(B) whom

(C) this

(B) their

**13.** Conference attendees \_\_\_\_\_\_\_ confirm their attendance early will be eligible for pre-assigned seating.

(A) whose

(B) what

(C) who

(D) whom

**14.** Changes in our organizational structure have created ways for employees to explore opportunities \_\_\_\_\_\_\_ were previously not available.

(A) what

(B) those

(C) that

(D) there

**15.** People entering business administration need a broad knowledge of the culture in \_\_\_\_\_\_\_ they will eventually put their professional training to work.

(A) which

(B) that

(C) whom

(D) whose

**16.** Mr. Thompson collected a list of employees \_\_\_\_\_\_\_ were unable to attend the official company picnic.

(A) whose

(B) who

(C) whom

(D) whoever

**17.** The company is requesting that high-level executives complete a survey \_\_\_\_\_\_\_ details what their main tasks consist of.

(A) who

(B) why

(C) which

(D) where

**18.** The package \_\_\_\_\_\_\_ was sent to Mr. Jones was returned to us when the mail carrier could not locate the address on the shipping label.

(A) when

(B) who

(C) what

(D) that

**19.** GasCo sells more than 8 million gallons of oil a year, half of \_\_\_\_\_\_\_ is consumed in the United States alone.

(A) these

(B) which

(C) that

(D) whose

**20.** A dinner will take place next Friday to honor Richard Perkins, \_\_\_\_\_\_\_ has been a great asset to this bank for over thirty years.

(A) who

(B) which

(C) whose

(D) of which

**21.** Because of roadwork, Ms. Neeley’s drive to the office may \_\_\_\_\_\_\_ longer than usual.

(A) move  
(B) take  
(C) act  
(D) do

**22.** Tedeschi Shoes\_\_\_\_\_\_\_ a discount to students of Brinkley University.

(A) seems  
(B) pleases  
(C) meets  
(D) offers

**23.** Once you have placed your \_\_\_\_\_\_\_, its status will be available on our Web site.

(A) order  
(B) value  
(C) refund  
(D) sale

**24.** According to Murata-Abe’s corporate \_\_\_\_\_\_\_, each team member receives an annual performance review.

(A) supply  
(B) degree  
(C) worth  
(D) policy

**25.** The Buramsan Polar Star refrigerator is \_\_\_\_\_\_\_, requiring less energy than similar  
appliances.

(A) transferable  
(B) considerable  
(C) absorbent  
(D) efficient

**26.** User response to Sandling’s online publishing service has been largely \_\_\_\_\_\_\_, with only a handful of unsatisfactory ratings.

(A) enthusiastic  
(B) talented  
(C) perpetual  
(D) comfortable

**27.** In the event of \_\_\_\_\_\_\_ weather, the employee recognition ceremony will be relocated from the gardens to the conference room.

(A) vigilant  
(B) unfounded  
(C) susceptible  
(D) inclement

**28.** While no one has called for an \_\_\_\_\_\_\_ end to hiring temporary workers, the human resources department has begun to recruit additional permanent staff.

(A) apart  
(B) alike  
(C) indeed  
(D) outright

**29.** The mist-covered mountains and forests of Merlet Island provide an ideal \_\_\_\_\_\_\_ for your vacation photographs.

(A) outcast  
(B) difference  
(C) reception  
(D) backdrop

**30.** By signing this form, I agree to \_\_\_\_\_\_\_ to the revised protocol for client confidentiality.

(A) convene  
(B) remain  
(C) adhere  
(D) divulge

**Questions 31-33** refer to the following article.

|  |
| --- |
| **When Less Is More**  The obvious way for a company to stay in business is to keep improving its products. Traditional product development involves a search for a better, longer-lasting product. \_\_\_\_\_\_\_, some  **31.** (A) Therefore  (B) However  (C) Although  (D) So that  producers are now realizing that consumers do not always want the latest high-tech gadget. If a microwave oven is used just to reheat leftover food, how complicated does its owner want the controls to be?  A new approach to product development stresses products that are “good enough” for the use for \_\_\_\_\_\_\_ they are intended. Defenders of this approach argue that some products can safely  **32.** (A) what  (B) whom  (C) where  (D) which  have shorter life spans.  They also point out that there is a large market for products with limited features. For example, sales of mobile telephones that \_\_\_\_\_\_\_ make and receive calls remain strong in spite of heavy  **33.** (A) only  (B) singly  (C) gradually  (D) slightly  advertising for more sophisticated models. |

**Questions 34-36** refer to the following letter.

|  |
| --- |
| June 23  Super Card Credit Services 1000 Universal Way Marketsville, NJ 08100  Dear Super Card Customer Service Department:  I am writing to report an error on my Super Card bill. The charge for fuel on May 15 was \_\_\_\_\_\_\_.  **34.** (A) superficial  (B) ineffective  (C) imbalanced  (D) unauthorized  When my card was stolen on May 13, I notified your customer service department of the theft in writing and \_\_\_\_\_\_\_ that no charges after that date would be applied to my account.  **35.** (A) will be assured  (B) was assured  (C) am assured  (D) was assuring  Enclosed is a copy of the letter I received from Super Card \_\_\_\_\_\_\_ that no new account  **36.** (A) predicting  (B) requesting  (C) confirming  (D) allowing  activity would be permitted after May 13. Please remove the charge from my account.  Sincerely,  Daniel Sullivan |

|  |
| --- |
| **UNIT 16: MỆNH ĐỀ DANH NGỮ (NOUN CLAUSE)** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** The company’s press relations officer confirmed \_\_\_\_\_\_\_ Selectric, Inc. would no longer be manufacturing pagers.

(A) about

(B) of

(C) that

(D) it

**02.** Please submit your picks for employee of the month so that our manager can decide \_\_\_\_\_\_\_ will be given the award.

(A) those

(B) them

(C) who

(D) while

**03.** \_\_\_\_\_\_\_ Alice Diaz was willing to work over the weekends to ensure the success of the ceremony is evidence of her devotion to her work.

(A) That

(B) But

(C) Since

(D) After

**04.** Mr. Forster was convinced \_\_\_\_\_\_\_ his decision to sell his shares had been the right one when the value of the stock plunged the next day.

(A) which

(B) that

(C) about

(D) of

**05.** During the meeting, the manager referred to the rumor \_\_\_\_\_\_\_ the business was losing money.

(A) then

(B) that

(C) which

(D) how

**06.** Ms. Owen still isn’t sure \_\_\_\_\_\_\_ she will open a production plant in South America to cut down the cost of labor.

(A) if

(B) though

(C) however

(D) while

**07.** She is still thinking about whether \_\_\_\_\_\_\_ to boost the office’s computer systems with the latest software programs.

(A) or

(B) or not

(C) and

(D) and not

**08.** The committee is still deciding about \_\_\_\_\_\_\_ to allocate funds for monthly training sessions for employees.

(A) if

(B) that

(C) whether

(D) which

**09.** The manager wants to know \_\_\_\_\_\_\_ prepared the employee profiles for the company website, as he finds them unprofessional and inappropriate.

(A) how

(B) that

(C) which

(D) who

**10.** To make preparations for the event, the caterer asked \_\_\_\_\_\_\_ many people would be present at the dinner.

(A) about

(B) concerning

(C) how

(D) what

**II. BÀI TẬP VỀ NHÀ**

**11.** The company’s lawyer will know \_\_\_\_\_\_\_ to do in this situation, so let’s make an appointment to see him.

(A) what

(B) that

(C) which

(D) where

**12.** \_\_\_\_\_\_\_ is said at this very private meeting is confidential and should not leave the room for any reason.

(A) Whichever

(B) Whatever

(C) Whenever

(D) However

**13.** The supervisor reminded us that \_\_\_\_\_\_\_ needed a certificate of employment for personal reasons should ask for Ms. Simon’s assistance.

(A) who

(B) whenever

(C) whoever

(D) whomever

**14.** \_\_\_\_\_\_\_ team of sales representatives has sold the highest number of units will receive the Team of the Month award.

(A) Which

(B) Some

(C) Whichever

(D) These

**15.** As an advertiser, it is absolutely vital to understand \_\_\_\_\_\_\_ most customers expect and want from manufacturers.

(A) how

(B) that

(C) what

(D) whether

**16.** Implementers understand \_\_\_\_\_\_\_ they cannot use company funds earmarked for project expenses on rest and recreation.

(A) about

(B) it

(C) what

(D) that

**17.** New computer programs have made it so much easier to store information in databases \_\_\_\_\_\_\_ even a novice can compile one from a given set of data.

(A) that

(B) there

(C) what

(D) when

**18.** \_\_\_\_\_\_\_ the holiday is only going to last three days is a disappointment to the entire staff.

(A) What

(B) That

(C) Although

(D) So

**19.** Our supervisor wants to know \_\_\_\_\_\_\_ the final revisions will be made to the contract.

(A) on

(B) about

(C) which

(D) when

**20.** At 6:00, \_\_\_\_\_\_\_ club members joining the special clambake at the beach should be at the entrance of the Lakeside Center.

(A) all

(B) somewhat

(C) when

(D) whichever

**21.** Mr. Woo is \_\_\_\_\_\_\_ looking for ways to make the operation of Eterna Cosmetics more efficient.

(A) considerably  
(B) countlessly  
(C) compactly  
(D) continually

**22.** Complaints about the telephone service must be \_\_\_\_\_\_\_ to the department manager.

(A) answered  
(B) questioned  
(C) directed  
(D) informed

**23.** Advance \_\_\_\_\_\_\_ is required for the Northwest Regional Hospital Management conference.

(A) result  
(B) registration  
(C) respect  
(D) regulation

**24.** The revised work plan is scheduled to begin \_\_\_\_\_\_\_ and will be in effect for at least three months.

(A) immediately  
(B) lately  
(C) closely  
(D) extensively

**25.** Employees were told that bonuses may be larger this year because of \_\_\_\_\_\_\_ sales  
volumes.

(A) perceptive  
(B) increased  
(C) defended  
(D) expressive

**26.** Passengers are \_\_\_\_\_\_\_ to fill out a customs declaration form before leaving the plane.

(A) appealed  
(B) instructed  
(C) remarked  
(D) described

**27.** The company’s expansion will \_\_\_\_\_\_\_ in the creation of 200 new jobs.

(A) hand  
(B) restore  
(C) set  
(D) result

**28.** An applicant for this bank loan must have a \_\_\_\_\_\_\_ source of annual income.

(A) verifiable  
(B) various  
(C) virtual  
(D) vacant

**29.** The music hall is supported largely by \_\_\_\_\_\_\_ donations from local companies.

(A) tolerant  
(B) thorough  
(C) generous  
(D) capable

**30.** Twenty new electrical engineers will \_\_\_\_\_\_\_ the company next month.

(A) recruit  
(B) join  
(C) connect  
(D)perform

**Questions 31-33** refer to the following e-mail.

|  |
| --- |
| From: amarx135@uni.edu To: carter@howard.org Date: May 30 Subject: Interview Request Attachment: résumé.doc  Dear Ms. Carter:  I am a former student of Dr. Marilyn Baer who has informed me that you and she have been \_\_\_\_\_\_\_ acquaintances for many years and that you might be willing to consider a job  **31.** (A) full  (B) strict  (C) close  (D) exact  application on her recommendation. I \_\_\_\_\_\_\_ to you to request an interview with your firm.  **32.** (A) had written  (B) am writing  (C) did write  (D) would write  I have a university degree in international business and marketing. Last year, I was an intern in the Addams-Marsh public relations department, where I worked on a successful advertising campaign for their new line of soft drinks.  I would appreciate the opportunity to put into practice all that I have learned \_\_\_\_\_\_\_ Dr. Baer’s  **33.** (A) across  (B) over  (C) behind  (D) under  guidance.  Thank you for your consideration.  Sincerely,  Andrew Marx |

**Questions 34-36** refer to the following e-mail.

|  |
| --- |
| To: All Employees <allstaff@fdxa.org> From: Information Technology <ithelp@fdxa.org> Date: August 1 Subject: Allympian is online!  The long-awaited Allympian Database will be launched on August 15. This large database of computer software will be accessible to all FDXA staff.  Allympian \_\_\_\_\_\_\_ in response to the virus-related problems we have experienced when  **34.** (A) will be created  (B) has created  (C) was created  (D) is creating  employees use software downloaded from the Internet.  Programs and files in Allympian are guaranteed to be virus free, and the wide variety of programs should satisfy all your professional needs.  Allympian will be \_\_\_\_\_\_\_ through our Web site http://www.fdxa.org/allympian.html.  **35.** (A) remarkable  (B) conceivable  (C) impossible  (D) accessible  A password will be emailed to your account automatically. IMPORTANT: Please save your password!  \_\_\_\_\_\_\_ lost passwords is time-consuming for our technical support team.  **36.** (A) Recover  (B) Recovered  (C) Recovery  (D) Recovering |

|  |
| --- |
| **UNIT 17: THỂ GIẢ ĐỊNH, CHỦ NGỮ GIẢ, TÂN NGỮ GIẢ** |

**I. LUYỆN TẬP TRÊN LỚP**

**01.** The Trattoria Restaurant requests that patrons \_\_\_\_\_\_\_ reservations for a table at least two weeks ahead of time.

(A) makes

(B) making

(C) made

(D) make

**02.** The manufacturer insists that the defective air bags \_\_\_\_\_\_\_ replaced in spite of the high cost of recalling thousands of affected cars.

(A) are

(B) be

(C) have

(D) has

**03.** Due to the urgency of this matter, it is imperative that Mr. Lambert \_\_\_\_\_\_\_ one of our customer representatives by 5 p.m.

(A) is contacting

(B) will contact

(C) contact

(D) contacted

**04.** It is essential that no unauthorized persons \_\_\_\_\_\_\_ into the building once it has been locked by the security personnel.

(A) amdmitted

(B) admit

(C) be admitted

(D) admittance

**05.** Financial advisers suggest that setting aside cash for emergencies \_\_\_\_\_\_\_ it easier for the first-time investor to recover from losses.

(A) makes

(B) be made

(C) make

(D) made

**06.** When deciding what food to serve guests at a party, \_\_\_\_\_\_\_ is always best to choose dishes that can be prepared ahead of time.

(A) there

(B) what

(C) that

(D) it

**07.** It is mandatory \_\_\_\_\_\_\_ a work identification card when you first enter the company.

(A) to obtain

(B) obtaining

(C) obtainment

(D) obtained

**08.** Although the two copywriters in the office are often at odds with one another, \_\_\_\_\_\_\_ is clear that they have respect for each other’s work.

(A) there

(B) it

(C) what

(D) that

**09.** \_\_\_\_\_\_\_ is very important that all visitors to the production plant wear protective glasses and helmets in the assembly area.

(A) There

(B) This

(C) That

(D) It

**10.** \_\_\_\_\_\_\_ remain significant challenges for the fledging company as it tries to gain a foothold in a highly competitive market.

(A) It

(B) There

(C) He

(D) They

**II. BÀI TẬP VỀ NHÀ**

**11.** The publisher prints and apology on the second page of the magazine when \_\_\_\_\_\_\_ are errors of fact in previous issues.

(A) It

(B) They

(C) There

(D) That

**12.** I am hopeful that somewhere in the city \_\_\_\_\_\_\_ exists a position with the hours and benefits I seek.

(A) there

(B) it

(C) he

(D) what

**13.** The proposed budget increases would make it possible \_\_\_\_\_\_\_ added support to each sector of the firm.

(A) give

(B) gave

(C) to give

(D) giving

**14.** The whole community found it unreasonable \_\_\_\_\_\_\_ the city proposed building a land fill site within a twenty-mile radius of the city limits.

(A) which

(B) about

(C) that

(D) when

**15.** To develop a spirit of creativity in the office, supervisors should make it necessary \_\_\_\_\_\_\_ the initiative of each employee.

(A) recognize

(B) to recognize

(C) recognition

(D) recognized

**16.** Berne Tech has recommended that its clients \_\_\_\_\_\_\_ the invoices from the last quarter for pricing irregularities.

(A) to review  
(B) reviewed  
(C) review  
(D) reviewing

**17.** Caley-Hibernia management asks that cameras and mobile phones \_\_\_\_\_\_\_ at the security desk before the tour of the facility commences.

(A) left  
(B) were left  
(C) will be leaving  
(D) be left

**18.** Professional Photographic Arts Studio requests that applicants \_\_\_\_\_\_\_ a portfolio of black-and-white photographs.

(A) to submit  
(B) submitted  
(C) submit  
(D) would submit

**19.** It looks like directors of the corporate finance division \_\_\_\_\_\_\_ the details of managerial compensation contracts.

(A) regulate  
(B) regulating  
(C) regulates  
(D) is regulated

**20.** The restaurant, closed for extensive renovations, assured customers that it \_\_\_\_\_\_\_ them with better-quality food and exceptional service.

(A) will provide  
(B) provide  
(C) providing  
(D) to provide

**21.** Our team of specialists works with clients to develop \_\_\_\_\_\_\_ marketing strategies.

(A) unavailable  
(B) innovative  
(C) resolved  
(D) convinced

**22.** The Kolor Corporation cut the retail prices of its computers in a bid to make the line \_\_\_\_\_\_\_ to a wider customer base.

(A) accessible  
(B) accredited  
(C) accustomed  
(D) accomplished

**23.** The publisher’s goal is to \_\_\_\_\_\_\_ the daily circulation figure of 80,000 by next year.

(A) surpass  
(B) excel  
(C) pressure  
(D) instill

**24.** Please be sure to arrive \_\_\_\_\_\_\_ for next Monday’s finance seminar, which will be held in the main auditorium.

(A) exactly  
(B) presently  
(C) previously  
(D) early

**25.** Tickets for the Anniversary Concert Series will be \_\_\_\_\_\_\_ at the Brewster Hall ticket office from January 9 until January 22.

(A) vacant  
(B) revised  
(C) available  
(D) finished

**26.** Employees who wish to \_\_\_\_\_\_\_ the sales exposition in London next month should let their managers know.

(A) participate  
(B) cooperate  
(C) submit  
(D) attend

**27.** Based on its \_\_\_\_\_\_\_ performance in laboratory tests, the new Conlime cleaning solution was approved for commercial use.

(A) outstanding  
(B) willing  
(C) contentious  
(D) applicable

**28.** The town council of Santa Rosa will \_\_\_\_\_\_\_ tomorrow to discuss a new zoning plan for the commercial district.

(A) obtain  
(B) review  
(C) meet  
(D) appoint

**29.** Fujimori Builders will put up signs redirecting traffic in order to \_\_\_\_\_\_\_ for road construction in the area.

(A) restore  
(B) predict  
(C) initiate  
(D) prepare

**30.** Byong-Yoon Sun will retire at the end of the month, and Hye-Kyong Kwon will assume the \_\_\_\_\_\_\_ of company vice president.

(A) role  
(B) portion  
(C) use  
(D) example

**Questions 31-33** refer to the following article.

|  |
| --- |
| A recommended way to start a company is to turn one's hobby into a business. That is \_\_\_\_\_\_\_  **31.** (A) how  (B) if  (C) what  (D) when  Hughes Flowers got its start five years ago. Melissa Hughes, founder of Hughes Flowers, decided to try her luck in business after years of winning awards in gardening competitions. She started selling roses from her own greenhouse and \_\_\_\_\_\_\_ a year was able to open a small  **32.** (A) during  (B) within  (C) under  (D) beside  flower shop.  “In the past, my flowers cost me money,” says Ms. Hughes. “Now they’re \_\_\_\_\_\_\_ me money!”  **33.** (A) charging  (B) losing  (C) making  (D) producing  Hobbyists who already have expertise in their area often enter the market with experience that will help them deal with the difficulties inherent in starting up a business. |

**Questions 34-36** refer to the following excerpt from a Web page.

|  |
| --- |
| Thanks to all of you who participated in this year’s Pedal Power event! More than 3,000 \_\_\_\_\_\_\_ from all over the country completed the scenic course along the river. This was the  **34.** (A) drivers  (B) runners  (C) cyclists  (D) swimmers  highest number of participants in the history of the event. The ride was made even more \_\_\_\_\_\_\_ by the sunny weather and warm temperatures.  **35.** (A) enjoy  (B) enjoying  (C) enjoyed  (D) enjoyable  We also want to thank our amazing volunteers and sponsors, especially the Bayside Bicycle Club. Almost 200 people helped with registration, setup, and other logistics. \_\_\_\_\_\_\_ their help,  **36.** (A) Without  (B) After  (C) By  (D) Despite  the event would not have been possible.  Next year’s Pedal Power will take place on Saturday, August 21 . Mark your calendars now, and check back in the spring for registration details. |

|  |
| --- |
| READING  PART 7 |

|  |
| --- |
| **UNIT 18: CÂU HỎI TỔNG QUAN (OVERVIEW QUESTIONS)** |

**Passage 01** (Question 181, Test 01, ETS 1200)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Thursday, 23 July 11:45:29 |   Date:   |  | | --- | | Sid Zablonski |   Subject:   |  | | --- | | “Lewis Cucuk” <lcuck@komptex.com> |   From:   |  | | --- | | jarvisw@komptex.com; sloanet@komptex.com; joanmac@komptex.com; giles@komptex.com |   To:   |  | | --- | | First of all, thank you all for a very productive meeting this morning. This message confirms our agreement on the main points of the media report Komptex will release to the press at 4 P.M. this afternoon.  The report will be brief and to the point. It will announce Sid Zablonski’s resignation and the appointment of his replacement. There will be no references to Mr. Zablonski’s reasons for resigning his position. Sid has asked us to respect his privacy, and we intend to do that. The media will be asked to contact the vice president of human resources with any follow-up questions.  Thank you for your cooperation and support. Lewis Cucuk President Komptex, Inc. | |

**181.** What is the main purpose of Lewis Cucuk’s e-mail?

(A) To plan new collaborations with film studios  
(B) To confirm details of an announcement  
(C) To request employee feedback on a report  
(D) To announce new positions at the company

**Passage 02** (Question 181, Test 02, ETS 1200)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | January 25 |   Date:   |  | | --- | | Tori Ray <tray@alvertonfinancecorp.com> |   From:   |  | | --- | | Paul Han <phan@nj.universaltechsoftware.com> |   To:   |  | | --- | | Update on the workshop on Friday, February 3 |   Subject:   |  | | --- | | Hi Paul,  Thank you for agreeing to conduct a workshop for us at Alverton Finance Corporation. We are excited to hear about your new software program, which may be a beneficial tool for our business.  In my previous e-mail, I said the workshop would be held in room 135, but it has been changed to room 455. Please stop at the security desk when you get here, and give the security guard that room number. The guard will issue you a guest pass and escort you to the room.  If you have any handouts that you want us to copy before the workshop, my assistant, Hilary Rigby, can make them. If you send her your handouts electronically by Wednesday, February 1, she will have the copies ready for you. Her e-mail address is hrigby@alvertonfinancecorp.com.  If you have any questions, please let me know. I look forward to seeing you at the workshop.  Tori Ray | |

**181.** What is the purpose of Ms. Ray’s e-mail?

(A) To confirm the details of a presentation  
(B) To place an order for computer software  
(C) To explain the changes in a security policy  
(D) To change the date of a workshop

**Passage 03** (Question 153, Test 04, ETS 1200)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | mburnes@worldstore.com |   From:   |  | | --- | | wpitts@pma.net |   To:   |  | | --- | | Your order #3456 |   Subject:   |  | | --- | | January 13, 10:25 AM |   Date:   |  | | --- | | Dear Mr. Pitts:  Severe weather conditions have caused substantial disruptions to air traffic in and out of many airports in the Midwest, where the World Store™ sorting facilities are located. As a resµlt, many deliveries will be delayed by approximately 24 to 48 hours.  World Store™ is committed to providing the highest level of service possible. For the latest package status information, please go to “My Account” on Worldstore.com, where you will be able to track your package.  Thank you for your patience and understanding as we work through this situation.  Yours, Michael Burnes President Worldstore.com | |

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

(A) To postpone travel plans  
(B) To introduce a company Web site  
(C) To request the latest flight schedule  
(D) To give information about shipping delays

**Passage 04** (Question 174, Test 04, ETS 1200)

|  |
| --- |
| To: All Randolph branch employees From: Roger Smithwick, Randolph branch manager Re: Sylvia Langley July 16  Dear All:  I am sure you are all aware that as of July 1, Coleman Bank has a new president. I am writing to inform you that Sylvia Langley will be visiting us here at the Randolph branch on August 5. We want to do our best to welcome the new president warmly and ensure she recognizes the excellence of our branch.  I am confident that with your cooperation, the visit by Ms. Langley will be positive and productive.  Thank you, Roger |

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

(A) To discuss an upcoming visit  
(B) To review the employee dress code  
(C) To notify employees of a customer service award  
(D) To announce the retirement of the bank’s president

**Passage 05** (Question 178, Test 04, ETS 1200)

|  |
| --- |
| Dear Mr. Meyer:  I am very pleased to confirm your one-year international assignment in Hong Kong with the Kater Company. While in Hong Kong, you will work on the property underwriting team, pricing and managing property insurance contracts in the East Asian region. You will report to Ms. Helen Duann.  Your international assignment allows you certain benefits from the Kater Company. While you will retain your current position as senior underwriter, you will receive an extra monthly living allowance of 5,000 Hong Kong dollars. In addition, you are eligible to live in corporate housing provided by the Kater Company.  Sincerely, |

**178.** What is the purpose of this letter?

(A) To ask for a salary increase  
(B) To announce a promotion  
(C) To discuss a temporary assignment  
(D) To request a transfer to Hong Kong

**Passage 06** (Question 188, Test 04, ETS 1200)

|  |  |
| --- | --- |
| **E-mail Message** | |
| From: rsilva@nysmail.com  To: info@zenopublications.com  Subject: your travel guides | Sent: September 16 |
| I am writing to compliment Zeno Publications on its excellent service and commitment to quality. I recently ordered the guides to London, Madrid, and Paris in preparation for a trip to Europe. I paid the charge required for regular shipping and was pleasantly surprised when my order arrived in just four days. When I opened the box, I was even more delighted. The books are outstanding! I was impressed with the beautiful layout and breathtaking photographs even before I left for my vacation. When I arrived at my destination, I quickly discovered how wonderful they truly are. Every detail is accurate, and the guides cover not only the famous, must-see sights, but also many little-known places that turned out to be well worth a visit. Had I not ordered books from Zeno, I’m sure I would have missed some very worthwhile sightseeing opportunities.  Please count me as a new loyal customer. I have already recommended your books to friends who are planning trips abroad and will continue to do so.  Sincerely, Raquel Silva | |

**188.** What is the purpose of Raquel Silva’s e-mail?

(A) To request some travel guides  
(B) To praise Zeno Publications  
(C) To express concern about an order  
(D) To recommend Zeno Publications to a friend

**Passage 07** (Question 173, Test 05, ETS 1200)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Bill Withers (president@HQRenterps.org) |   From:   |  | | --- | | All department heads |   To:   |  | | --- | | 8.15 A.M., Monday, March 4 |   Sent:   |  | | --- | | Conference program |   Subject:   |  | | --- | | Hello everyone,  This is a quick update on the program for Friday’s conference at the Houghton Landmark Hotel. Registration will begin at 8:45 in Conference Room A. You can pick up your name tag there. I will make some opening remarks and introduce the main speaker at 9:00 in the Grand Ballroom. We are pleased to announce that Sanjay Varma has confirmed that he will be able to attend. He will deliver the keynote address following my remarks.  For the remainder of the day, participants will disperse and attend separate sessions in designated rooms. The executive officers will meet in room 85 starting at 10:30. The management team will divide into two groups: department heads and group leaders. They will attend workshops in room 124 and 101, respectively. Closing remarks will be given in the ballroom at 4:00.  I look forward to seeing you all there.  Bill Withers President | |

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

(A) To confirm a hotel reservation  
(B) To provide a schedule of events  
(C) To inform employees of an updated policy  
(D) To invite managers to a conference next month

**Passage 08** (Question 172, Test 01, ETS 5 Tests)

4 April  
Charles Tang  
350 Lady Jane Way  
Melbourne VIC 3004  
Australia

Dear Mr. Tang:

Thank you for stopping by our booth at the International Fibre Optics Trade Conference in Sydney last month. I enjoyed speaking to you about your career interests.

As I mentioned when we spoke, our company is currently in the process of launching operations in South America through our soon-to-open Buenos Aires bureau. We are thus very interested in individuals with Spanish-language skills such as yours. If we were to offer you employment, we would first invite you to our headquarters in New Delhi for a three-week training course to familiarize you with our company’s products and business model.

If you would like to pursue this opportunity, please send me your resume at your  
earliest convenience. I will then send it on to one of the division managers to arrange an interview. If you have any questions, please do not hesitate to contact me.

Sincerely,  
Nandita RajawatNandita Rajawat  
Human Resources  
Telefibro Systems Ltd.

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

(A) To revise the terms of a contract  
(B) To request information about a company  
(C) To recruit a new employee  
(D) To announce an upcoming talk

**Passage 09** (Question 196, Test 01, ETS 5 Tests)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Hitomi Suzuki <hsuzuki@wattlefinancial.com.hk> |   From:   |  | | --- | | Priya Kulkarni <pkulkarni@multiconnect.com.hk> |   To:   |  | | --- | | Multiconnect Communications |   Subject:   |  | | --- | | 10 October |   Date:   |  | | --- | | Thank you for taking the time last week to introduce Multiconnect Communications and for speaking to me about your business phone and Internet bundle packages. As I mentioned, we are not seeking Internet services as part of a combined package, as we have a five-year contract with Colbert Wireless that is currently only in its third year. After careful consideration, though, we have decided to transfer from Duostar to a new provider for our phone systems.  I have outlined our specific phone needs. The service should not exceed HK$6,000 monthly. There will be twenty phones at our central location, and each phone should have call-transferring, call-forwarding, and phone-conferencing capabilities. The service should also include voicemail with personalized password access and the ability to queue up to thirty voicemails per phone number. Please send the information in an attachment to your e-mail. I look forward to hearing from you soon.  Sincerely,  Hitomi Suzuki Wattle Financial | |

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

(A) To supply information about Internet providers  
(B) To request further information on phone packages  
(C) To describe a new phone package being offered  
(D) To offer a discount on communications technology

**Passage 10** (Question 159, Test 03, ETS 5 Tests)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Tom Gough <tomgough@versatileware.com> |   From:   |  | | --- | | Marc Hammond <marchammond@versatileware.com> |   To:   |  | | --- | | Thursday, June 13, 4:12 P.M. |   Date:   |  | | --- | | Ride tomorrow? |   Subject:   |  | | --- | | Hi Marc,  I’m writing to ask a favor of you. My car broke down on my way home today, and I had to take it to the mechanic. Could you give me a ride to and from work tomorrow? I’m hoping it won’t be too much of an inconvenience since we live on the same street and work in the same building. The mechanic says he’ll have the car running again by Saturday, so I shouldn't need a ride on Monday.  Thanks, Tom | |

**159.** What is the purpose of the message?

(A) To arrange transportation  
(B) To recommend an auto repair shop  
(C) To request time off from work  
(D) To advertise a car for sale

**Passage 11** (Question 168, Test 04, ETS 5 Tests)

**------------------------------------------------**

The fast-growing chain of Greenley electronics stores has recently instituted new training for its sales staff. The program, called Staff Training Scheme, or STS, is based on an open-learning principle in which trainees set their own pace and make extensive use of workbooks, videos, and in-store training.

Several workbooks – there are seven in all – are given to each trainee. The books cover in a very straightforward manner every aspect of sales work, from daily operations, knowledge of products, and sales techniques to security and basic store management. In addition, the books contain a number of question-and-answer assessment sections that, when reviewed by a trainer, clearly identify any weaknesses in the trainee’s preparation.

After successfully completing the course,  
Greenley staff will qualify to take examinations for the nationally recognized Certificate in Sales, Level 1. STS was introduced in 47 of the Greenley stores in October. Eventually, similar schemes will be designed for supervisory and management staff.

**------------------------------------------------**

**168.** What is the article mainly about?

(A) A hiring procedure

(B) A learning program

(C) A national examination  
(D) A new school

**Passage 12** (Question 160, Test 05, ETS 5 Tests)

|  |
| --- |
| **Hamelmann Corporation** |
| Jill K. Anders Garden Square Hotel Goodridge Road Cardiff CFlO 3AL, United Kingdom  Dear Ms. Anders,  As a client who has bought paper products from Hamelmann Corporation in the past, you may like to know that as of May 30, we will begin offering a line of products made only from recycled paper. You can browse these and other Hamelmann products on our recently redesigned Web site, www.hamelmanncorp.de/ENG. I have enclosed a brochure featuring some of the products that have been designed especially for our customers in the hotel industry.  We look forward to continuing to supply your business with the finest paper products.  Very truly yours, Ulrich HamelmannUlrich Hamelmann  enclosure |

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

(A) To introduce a company’s new product line  
(B) To announce the relocation of a company  
(C) To request information about hotels in Cardiff  
(D) To inform a customer that a product is no longer available

|  |
| --- |
| **UNIT 19: CÂU HỎI THÔNG TIN (INFORMATION QUESTIONS)** |

**Passage 01** (Question 163, Test 03, ETS 1200)

|  |
| --- |
| You are invited to a special party celebrating the grand opening of Musienko's Furniture Store on October 2. Please come and preview our large selection of beautiful, handcrafted furniture. We carry everything from sofas and cabinets to bedroom sets.  From 7 P.M. to 10 P.M. the store will be open only to invited guests. This is your opportunity to purchase any of the fine furniture we carry at a ten percent discount before the store opens to the general public on October 3.  In addition , all guests who return the enclosed reply card will be entered in a contest to win a brand-new set of dining-room chairs. Appetizers and soft drinks will be served.  To attend this exclusive event and be entered in the drawing, please return the replay card by September 25. The drawing will take place on September 30, and I will announce the winner at the party.  We hope to see you there! |

**163.** What will happen on October 2?

(A) The winner of a prize will be announced.  
(B) A new business will open to the general public.  
(C) There will be a furniture-making demonstration.  
(D) Invitations to a celebration will be mailed out.

**Passage 02** (Question 154, Test 04, ETS 1200)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | mburnes@worldstore.com |   From:   |  | | --- | | wpitts@pma.net |   To:   |  | | --- | | Your order #3456 |   Subject:   |  | | --- | | January 13, 10:25 AM |   Date:   |  | | --- | | Dear Mr. Pitts:  Severe weather conditions have caused substantial disruptions to air traffic in and out of many airports in the Midwest, where the World Store™ sorting facilities are located. As a resµlt, many deliveries will be delayed by approximately 24 to 48 hours.  World Store™ is committed to providing the highest level of service possible. For the latest package status information, please go to “My Account” on Worldstore.com, where you will be able to track your package.  Thank you for your patience and understanding as we work through this situation.  Yours, Michael Burnes President Worldstore.com | |

**154.** What does Mr. Burnes suggest Mr. Pitts do?

(A) Respond to the e-mail for free shipping  
(B) Contact the carrier service immediately  
(C) Visit a Web site for more information  
(D) Call a company representative

**Passage 03** (Questions 175 & 177, Test 04, ETS 1200)

|  |
| --- |
| **Coleman Bank** |
| To: All Randolph branch employees From: Roger Smithwick, Randolph branch manager Re: Sylvia Langley July 16  Dear All:  I am sure you are all aware that as of July 1, Coleman Bank has a new president. I am writing to inform you that Sylvia Langley will be visiting us here at the Randolph branch on August 5. We want to do our best to welcome the new president warmly and ensure she recognizes the excellence of our branch. I have a few requests.  1. Please clean all visible work spaces. Discard old papers or materials you no longer need; organize other materials into files.  2. Please review the dress code. If you have questions regarding appropriate attire, please discuss them with my assistant, Peter.  3. Ms. Langley would like to meet with as many Randolph branch employees as possible. If you are interested in speaking with her, please see me by July 25 so I can organize the meetings.  4. Remember that treating customers well is our number one goal at Coleman Bank. As always, do your best to interact with customers in a courteous manner.  I am confident that with your cooperation, the visit by Ms. Langley will be positive and productive.  Thank you, Roger |

**175.** Who is Sylvia Langley?

(A) The president of the bank  
(B) Mr. Smithwick’s assistant  
(C) A bank customer  
(D) The Randolph branch manager

**177.** What is the significance of July 25?

(A) It is the date the new president was

installed.

(B) It is the date the company president

will inspect the Randolph branch.

(C) It is the deadline for scheduling a

meeting with the bank president.

(D) It is the deadline for organizing

employee work spaces.

**Passage 04** (Question 181, Test 04, ETS 1200)

|  |
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| From: Zuravsky, Anne <azuravsky@acc-ciz.com> Sent: Wednesday, March 10 To: Torres, Cynthia Subject: Re: accounting position (Correspondence #98798) |
| Dear Ms. Torres,  This is to confirm receipt of your e-mail of March 10. Thank you for inquiring about the full-time position in our accounting department and for sending your employment history. The opening is still available but all applications must be submitted by March 14. A copy of the appropriate application form can be found on the ACC-CIZ Web site. Please note that resumes should list job positions starting with the one you held the longest.  On March 28, we will be contacting the candidates we wish to interview. All interviews will take place on April 4. Regarding your question about compensation, I am not authorized to provide an estimate of the salary associated with this opening.  If you have any other questions, do not hesitate to contact me. Please use the number in the subject line of this message in any further e-mails you send concerning the application process.  Regards, Anne Zuravsky, Manager Human Resources |

**181.** When are applications for the accounting position due?

(A) On March 10  
(B) On March 14  
(C) On March 28  
(D) On April 4

**Passage 05** (Questions 174-175, Test 05, ETS 1200)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Bill Withers (president@HQRenterps.org) |   From:   |  | | --- | | All department heads |   To:   |  | | --- | | 8.15 A.M., Monday, March 4 |   Sent:   |  | | --- | | Conference program |   Subject:   |  | | --- | | Hello everyone,  This is a quick update on the program for Friday’s conference at the Houghton Landmark Hotel. Registration will begin at 8:45 in Conference Room A. You can pick up your name tag there. I will make some opening remarks and introduce the main speaker at 9:00 in the Grand Ballroom. We are pleased to announce that Sanjay Varma has confirmed that he will be able to attend. He will deliver the keynote address following my remarks.  For the remainder of the day, participants will disperse and attend separate sessions in designated rooms. The executive officers will meet in room 85 starting at 10:30. The management team will divide into two groups: department heads and group leaders. They will attend workshops in room 124 and 101, respectively. Closing remarks will be given in the ballroom at 4:00.  I look forward to seeing you all there.  Bill Withers President | |

**174.** Where will the workshops for group

leaders be held?

(A) In room A  
(B) In room 85  
(C) In room 101  
(D) In room 124

**175.** What will Sanjay Varma do?

(A) Give a formal speech  
(B) Lead a workshop for managers

(C) Introduce a speaker

(D) Supervise participant registration

**Passage 06** (Questions 153-154, Test 06, ETS 1200)

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| --- |
| September 30  Dear Mr. Fernandez,  Wagner Art Museum cordially invites you, as one of its generous donors, to a reception to celebrate its 10th anniversary. The reception will be held in the main hall of the museum on the evening of Friday, October 22, from 7:30 P.M. to 9:00 P.M. We are pleased to present Professor Natasha Grabowski, from the art history department at Orem State University, as our speaker at the reception.  Attendance at this reception is open only to our invited guests. Please note that preregistration is required for the reception. If you plan to attend the reception, please check the appropriate box at the bottom of the enclosed registration sheet. A return envelope is provided for your convenience; we must receive your reply no later than October 10. We look forward to seeing you at the reception.  Sincerely,  Matthew Ameriks  Matthew Ameriks  Chief Public Relations Officer Wagner Art Museum |

**153.** What is Ms. Grabowski scheduled to do at

the reception?

(A) Give a talk  
(B) Present an award  
(C) Introduce Mr. Ameriks  
(D) Donate some artwork

**154.** According to the letter, what is a

requirement for attending the reception?

(A) Payment of a fee  
(B) Prompt arrival  
(C) A reply to the invitation  
(D) Formal attire

**Passage 07** (Questions 167-168, Test 06, ETS 1200)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Linda Bradshaw YTF Construction Ltd. 252 Maclean Ave. Hackensbury, Nova Scotia B6A4V4  July 28  Dear Ms. Bradshaw:  This letter is to confirm the prices we discussed on July 20. In our conversation, we determined that the sound-screen acoustical partitions Pacol Corporation produces will suit your construction needs well. As you will be ordering a large quantity, we are prepared to offer you the partitions at a substantially reduced price. These prices will remain in effect through December 31; however, if you wish to receive these items before November 1 as you mentioned, your order must be placed by September 15.   |  |  |  | | --- | --- | --- | | Partitions | Regular Price Each | Discounted Price | | Style A | $ 122.75 | $ 92.07 | | Style B | $ 132.00 | $ 99.00 | | Style C | $ 152.75 | $ 114.56 | | Style D | $ 191.00 | $ 143.25 |   The clear, anodized aluminum frames t hat you were interested in would cost an additional $15.00 per unit. The hardware-end legs, top caps, and decorative handles that match the frames-usually cost $5.00 per unit but will be provided at no extra charge.  Thank you for your interest in our products. We look forward to hearing from you soon.  Sincerely,  Rheal Gauthier  Rheal Gauthier  Sales Representative |

**167.** Why is Ms. Bradshaw offered a discount?

(A) She is a loyal customer.  
(B) She is placing a large order.  
(C) She was not satisfied with the quality

of her previous order.

(D) Her previous order did not arrive on

time.

**168.** How much does a style D partition cost

with the discount?

(A) $92.07  
(B) $132.00  
(C) $143.25  
(D) $191.00

**Passage 08** (Question 187, Test 06, ETS 1200)

**DLC  
AUTOMOTIVE  
830 North Ward Road  
Toronto, ON L3RON9**

July 15

Dear Mr. Jensen,

Congratulations on your purchase from the DLC auto dealership. We at DLC know you have a choice of dealers when you buy a car, and we sincerely appreciate that you’ve chosen to do business with us. In this spirit, be assured that our staff will do everything we can to ensure you are completely satisfied with your vehicle.

During the year, we will send you in the mail periodic reminders of upcoming service needs. You will also receive our monthly newsletter, *Drive Time,* in which you will find car safety and maintenance tips, as well as coupons available only to our customers.

Enclosed please find two complimentary tickets to the Metropolitan Area Art Museum. Be our guest as you enjoy the paintings of local artists, sculpture gardens, and seasonal exhibits, and thank you again for your patronage.

Sincerely,Rob Wood  
Sales Manager  
DLC Automotive

**187.** What service does Mr. Wood’s business provide for customers?

(A) Free transportation to a museum  
(B) Regular notification of recommended vehicle service  
(C) Automatic renewal of subscriptions  
(D) Prompt delivery within the Toronto area

**Passage 09** (Question 191, Test 06, ETS 1200)

|  |
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| **Job Listing 14523-Posted May 1:** |
| *The World Health Coalition* (WHC) seeks a highly qualified individual for immediate employment on the HS-I Vaccination Program. The job provides the opportunity to collaborate with some of the leading researchers in vaccine production. This WHC facility is located in London. Position available from May 27. **Duties:** Individual is responsible for compiling and storing research results and will assist in creating disease prevention workshops. **Requirements:** Applicants must have a degree in statistics and at least four years experience working in a research facility . Knowledge of PZB software is a must, as is a team-oriented approach to working. Fluency in English is required; abilities inadditional languages preferred.  Send resume along with cover letter to *iobs@whc.org.uk.* Include an e-mail address and telephone number. Deadline is May 10. Applicants will be notified of their status by May 17 . Applicants chosen for interviews will be responsible for their own transportation to London. | |

**191.** What is the last day to apply for the WHC position?

(A) May 1  
(B) May10  
(C) May 17  
(D) May 27

**Passage 10** (Questions 155-156, Test 01, ETS 5 Tests)

|  |  |
| --- | --- |
| May4  Dr. Charles Somerville 1785 Taylor Street Allentown, PA 18102  This is a friendly reminder that your next dental cleaning is scheduled for Friday, May 11, at 8:30 A.M. If you are unable to keep your appointment, please call us by 3:00 P.M. on Wednesday, May 9, during regular office hours. We can be reached from 8:00 A.M. to 5:00 P.M. Monday through Saturday, at 555-0119.  Please note, we will be closed on Monday, May 28 for the holiday. | Mr. Steven Hines 15 Greenwood Way Bethlehem, PA 18018 |

**155.** When does Mr. Hines have an

appointment?

(A) On May4

(B) On May 9

(C) On May 11

(D) On May 28

**156.** According to the postcard, why would

Mr. Hines call the dental office?

(A) To confirm an appointment

(B) To cancel an appointment

(C) To make a payment

(D) To request information

**Passage 11** (Questions 166-167, Test 01, ETS 5 Tests)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Klaus Wittem <kwittern@meisterkorp.de> |   From:   |  | | --- | | Victoria Jonsen <victoria.jonsen@citymail.co.uk> |   To:   |  | | --- | | 26 December |   Date:   |  | | --- | | Order #BK-23 |   Subject:   |  | | --- | | Dear Ms. Jonsen: Thank you for the e-mail you sent this morning regarding your recent purchase. I have reviewed the order you placed on 19 December and it does indeed show that you ordered a tin of Chocolate Nougat Biscuits and not a tin of Butter Almond Stollen. We sincerely apologize for the mistake. During the busy holiday season, we handle a high volume of orders, and occasionally errors are made.  As an apology for our mistake, please keep the Butter Almond Stollen with our compliments. We will send you a tin of the biscuits immediately, via Locus Package Couriers, and we will mark it as an express delivery shipment at no cost to you. You should receive the package in two to three days , on 29 December or earlier. Thank you for your patience.  Sincerely,  Klaus Wittern Customer Service Representative Meisterkolrp Products | |

**166.** When did Ms. Jonsen report a problem

with her order?

(A) On December 19  
(B) On December 23  
(C) On December 26  
(D) On December 29

**167.** How does Mr. Wittern propose to resolve

the problem?

(A) By sending a replacement product  
(B) By issuing a refund check  
(C) By giving a discount on a future order  
(D) By offering to repair a product for free

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| **UNIT 20: CÂU HỎI NOT / TRUE (NOT /TRUE QUESTIONS)** |

**Passage 01** (Question 160, Test 01, ETS 1200)

**DNB Banking Online**

**The Closest DNB Bank Branch Is at Your Fingertips**

Take a look at what you can do through DNB Banking Online, 24 hours a day, from anywhere you have access to a PC with an Internet connection.

• See current balances of your DNB Bank accounts on one screen.  
• Review details of your transaction history.  
• Transfer funds between your DNB Bank accounts.  
• Make a payment on a DNB loan.

**Self-Service Features That Will Save You Time**DNB Banking Online also saves you time by providing online self-service resources.

• Pay all of your bills with our powerful, free Web bill payment service.

• Make address or telephone number changes online on your DNB accounts. Just fill out the online form; there’s no need to call DNB for these changes.

• Sign up to receive information on DNB products, services, and special offers by e-mail.

• Visit our Tools & Resources Web site to determine the best product options for your and your family with one of our many financial calculators and so much more.

**Sign On Today!**You need only have an active DNB account to be eligible to access all these services.

**160.** What is NOT an advertised feature of DNB Banking Online?

(A) Up-to-date account balances  
(B) Monthly online newsletters  
(C) Information on financial products  
(D) Tools to help with financial decisions

**Passage 02** (Question 164, Test 03, ETS 1200)

|  |
| --- |
| You are invited to a special party celebrating the grand opening of Musienko's Furniture Store on October 2. Please come and preview our large selection of beautiful, handcrafted furniture. We carry everything from sofas and cabinets to bedroom sets.  From 7 P.M. to 10 P.M. the store will be open only to invited guests. This is your opportunity to purchase any of the fine furniture we carry at a ten percent discount before the store opens to the general public on October 3.  In addition, all guests who return the enclosed reply card will be entered in a contest to win a brand-new set of dining-room chairs. Appetizers and soft drinks will be served.  To attend this exclusive event and be entered in the drawing, please return the replay card by September 25. The drawing will take place on September 30, and I will announce the winner at the party.  We hope to see you there! |

**164.** What does the invitation NOT offer to guests?

(A) A discount on furniture  
(B) Refreshments  
(C) A chance to win products  
(D) Free delivery

**Passage 03** (Question 176, Test 04, ETS 1200)

|  |
| --- |
| **Coleman Bank** |
| To: All Randolph branch employees From: Roger Smithwick, Randolph branch manager Re: Sylvia Langley July 16  Dear All:  I am sure you are all aware that as of July 1, Coleman Bank has a new president. I am writing to inform you that Sylvia Langley will be visiting us here at the Randolph branch on August 5. We want to do our best to welcome the new president warmly and ensure she recognizes the excellence of our branch. I have a few requests.  1. Please clean all visible work spaces. Discard old papers or materials you no longer need; organize other materials into files.  2. Please review the dress code. If you have questions regarding appropriate attire, please discuss them with my assistant, Peter.  3. Ms. Langley would like to meet with as many Randolph branch employees as possible. If you are interested in speaking with her, please see me by July 25 so I can organize the meetings.  4. Remember that treating customers well is our number one goal at Coleman Bank. As always, do your best to interact with customers in a courteous manner.  I am confident that with your cooperation, the visit by Ms. Langley will be positive and productive.  Thank you, Roger |

**176.** What are employees NOT asked to do?

(A) Organize their files  
(B) Review guidelines for appropriate clothing  
(C) Throw away unneeded material  
(D) Remind customers of bank policy

**Passage 04** (Question 180, Test 04, ETS 1200)

**KATER COMPANY**Mythenquai 44  
8045 Zurich  
Switzerland

June 5

Mr. Bernhardt Meyer  
Mutschellenstrasse 69  
8022 Zurich  
Switzerland

Dear Mr. Meyer:

I am very pleased to confirm your one-year international assignment in Hong Kong with the Kater Company. While in Hong Kong, you will work on the property underwriting team, pricing and managing property insurance contracts in the East Asian region. You will report to Ms. Helen Duann.

Your international assignment allows you certain benefits from the Kater Company. While you will retain your current position as senior underwriter, you will receive an extra monthly living allowance of 5,000 Hong Kong dollars. In addition, you are eligible to live in corporate housing provided by the Kater Company. The corporate apartments in Hong Kong contain sufficient space for a family of four and are located within walking distance of the Kater offices. Finally, you will receive complimentary plane tickets to return to Switzerland three times during your year abroad. More details on these benefits will be available to you upon your September 1 arrival at the Hong Kong office. Your human resources contact in Hong Kong will be Ms. Shu Fang Tan.

Please let me know if you have any questions regarding your upcoming international  
assignment. I wish you the best of luck in Hong Kong.

Sincerely,  
Olivia LeydenfrostOlivia Leydenfrost  
Human Resources  
Kater Company

**180.** What benefit is NOT mentioned in the letter?

(A) A corporate residence  
(B) Free trips home  
(C) Money for living expenses  
(D) Use of a company vehicle

**Passage 05** (Question 169, Test 06, ETS 1200)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Linda Bradshaw YTF Construction Ltd. 252 Maclean Ave. Hackensbury, Nova Scotia B6A4V4  July 28  Dear Ms. Bradshaw:  This letter is to confirm the prices we discussed on July 20. In our conversation, we determined that the sound-screen acoustical partitions Pacol Corporation produces will suit your construction needs well. As you will be ordering a large quantity, we are prepared to offer you the partitions at a substantially reduced price. These prices will remain in effect through December 31; however, if you wish to receive these items before November 1 as you mentioned, your order must be placed by September 15.   |  |  |  | | --- | --- | --- | | Partitions | Regular Price Each | Discounted Price | | Style A | $ 122.75 | $ 92.07 | | Style B | $ 132.00 | $ 99.00 | | Style C | $ 152.75 | $ 114.56 | | Style D | $ 191.00 | $ 143.25 |   The clear, anodized aluminum frames tShat you were interested in would cost an additional $15.00 per unit. The hardware-end legs, top caps, and decorative handles that match the frames-usually cost $5.00 per unit but will be provided at no extra charge.  Thank you for your interest in our products. We look forward to hearing from you soon.  Sincerely,  Rheal Gauthier  Rheal Gauthier  Sales Representative |

**169.** What will NOT be included free of charge?

(A) End legs  
(B) Top caps  
(C) Decorative handles  
(D) Aluminum frames

**Passage 06** (Question 171, Test 02, ETS 5 Tests)

**Maier Menswear**  
68 Caldwell Street, Sydney NSW 2000

4 May

Dietrich Mackert  
870 Cobb Lane  
Sydney NSW 2000

Dear Mr. Mackert:

Since you are a valued Maier Menswear customer, I wanted you to be among the first to know about our new customer rewards card, an incentive program that rewards our frequent customers for purchases made at our stores. Once you have completed the enclosed membership enrollment form and returned it to the customer service department, they will mail you your rewards card. Then just bring your card with you and start reaping the benefits. Each time you use your rewards card at one of our stores, you will receive a 5 percent rebate on select purchases. I hope you will take advantage of this beneficial program and apply for membership today.

Maier’s customer rewards card program will launch on 7 June with a customer appreciation hour at select stores, including free beverages, snacks, and door prizes from 7 P.M. to 8 P.M. If you have any questions about the rewards card program, please contact customer service at (02) 9452 2244 or e-mail rewards@maiersmenswear.com.au. You may also visit any Maier’s store location to complete your enrollment or visit our Web site at www.maiermenswear.com.au for more information or to sign up online. Thank you again for being a valuable Maier Menswear customer!

Sincerely,  
Danita NachikDanita Nachik  
Public Relations

**171.** What is NOT indicated about Maier’s customer rewards program?

(A) It is a new program for the company.  
(B) It requires a membership to be utilized.  
(C) Discounts are available only on certain items.  
(D) Customers receive a monthly statement in the mail.

**Passage 07** (Question 175, Test 02, ETS 5 Tests)

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| --- | --- | --- | --- | --- | --- | --- |
| **Harper Fields Business News Online**   |  | | --- | | Search | | | | | | |
| Home | About Us | Free Materials | Blogs | Contact | My Account |
| For 25 years, *Harper Fields Business News* (HFBN) has been a major resource for business professionals. In print and online, we offer professional coverage of business news, background analyses, and commentaries on the world of finance. Our Web site offers additional features that are available only to online subscribers. These include staff picks, press releases issued by major players in the business world, and various software applications that allow users to create sophisticated data charts.  To those considering a subscription to our online service, we offer a 30-day free trial. You must be at least 18 years old and provide a valid credit card to subscribe. No money will be charged to your credit card during your trial period. Your card will only be used to automatically upgrade you to paid online subscriber status at the end of the trial period, at which time you will be charged an annual subscription fee of $45.  If you do not wish to become a paid online subscriber, you must cancel the service before the trial period expires. To do so, go to the My Account page on our Web site and select Do Not Upgrade. This action will prevent your credit card from being charged. You will, however, continue to enjoy our service for the remainder of the trial period.   |  | | --- | | Get started now! | | | | | | |

175. What is NOT indicated about HFBN?

(A) It offers online software tools.  
(B) It covers topics related to finance.  
(C) It has been in business for 25 years.  
(D) It has stopped publishing in a print format.

**Passage 08** (Question 180, Test 02, ETS 5 Tests)

|  |
| --- |
| **E-mail Message** |
| To: Kyungbin Yi <kyi@moto.net> From: Miguel Hernandez <mhernandez@mintner\_mag.com> Date: 3 January Subject: Your submission |
| We’re writing with some good news. Your photograph *Coastline in Winter* has been chosen as the third-place winner in the “Views of Our World” landscape photography contest sponsored by *Mintner Photography Magazine.* Our judges felt that your panoramic winter scene conveys a sense of wonder at the scale of nature and that the impressionistic image you captured shows your skill as an artist.  Your photograph will appear among the other winning photographs in the March issue of *Mintner Photography Magazine.* In addition, your work will be featured in a special landscape photography exhibit in Birmingham at Perivale Art Museum from 9 May to 21 May.  You will receive a prize of --400 as well as a two-year subscription to *Mintner Photography Magazine.* A cheque in the amount of the prize will be sent to you in February, and your subscription will begin with the issue featuring your photograph.  When you submitted your photograph, you stated that you used a Fisk SLR 500 camera and a Genoma XRwide-angle lens. Please let us know if this is correct by replying to this e-mail. This information will accompany your photograph in the magazine and in the museum exhibit.  Congratulations on your success. We are looking forward to sharing your work with our international readership and hope to see more of your work in the future.  Sincerely,  Miguel Hernandez Editor |

**180.** What is mentioned about *Mintner Photography Magazine?*

(A) It is read around the world.  
(B) It sponsors several contests each year.  
(C) It is a new publication.  
(D) It is published four times a year.

**Passage 09** (Question 163, Test 03, ETS 5 Tests)

|  |
| --- |
| https://www.rkconway.com |
| **Welcome to RK Conway** |
| RK Conway offers its customers an array of Web-based account services. Log in to your RK Conway online account to do the following.  • Review and print your monthly power bill • Make a one-time payment using a credit or debit card\* • Schedule an in-home appointment with a system technician • Monitor your power usage by checking kilowatt-hours used in previous months  Now offering paperless billing! If you no longer want a paper bill to be mailed to your home then enroll in paperless billing and receive your bill by e-mail. Enroll for free!  \*Note: An additional $1 fee applies to all electronic payments |

**163.** What is mentioned as something customers can do online?

(A) Ask a question  
(B) Close an account  
(C) Look at a bill  
(D) Enter a contest

**Passage 10** (Question 171, Test 04, ETS 5 Tests)

**------------------------------------------------**

The fast-growing chain of Greenley electronics stores has recently instituted new training for its sales staff. The program, called Staff Training Scheme, or STS, is based on an open-learning principle in which trainees set their own pace and make extensive use of workbooks, videos, and in-store training.

Several workbooks – there are seven in all – are given to each trainee. The books cover in a very straightforward manner every aspect of sales work, from daily operations, knowledge of products, and sales techniques to security and basic store management. In addition, the books contain a number of question-and-answer assessment sections that, when reviewed by a trainer, clearly identify any weaknesses in the trainee’s preparation.

After successfully completing the course,  
Greenley staff will qualify to take examinations for the nationally recognized Certificate in Sales, Level 1. STS was introduced in 47 of the Greenley stores in October. Eventually, similar schemes will be designed for supervisory and management staff.

**------------------------------------------------**

**171.** What are NOT mentioned as part of STS?

(A) Videos  
(B) Interviews  
(C) Individual assessments  
(D) Workbooks

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| --- |
| **UNIT 21: CÂU HỎI SUY LUẬN (REFERENCE QUESTIONS)** |

**Passage 01** (Question 162, Test 01, ETS 1200)

**DNB Banking Online**

**The Closest DNB Bank Branch Is at Your Fingertips**

Take a look at what you can do through DNB Banking Online, 24 hours a day, from anywhere you have access to a PC with an Internet connection.

• See current balances of your DNB Bank accounts on one screen.  
• Review details of your transaction history.  
• Transfer funds between your DNB Bank accounts.  
• Make a payment on a DNB loan.

**Self-Service Features That Will Save You Time**DNB Banking Online also saves you time by providing online self-service resources.

• Pay all of your bills with our powerful, free Web bill payment service.

• Make address or telephone number changes online on your DNB accounts. Just fill out the online form; there’s no need to call DNB for these changes.

• Sign up to receive information on DNB products, services, and special offers by e-mail.

• Visit our Tools & Resources Web site to determine the best product options for your and your family with one of our many financial calculators and so much more.

**Sign On Today!**You need only have an active DNB account to be eligible to access all these services.

**162.** What is suggested as an important benefit of using online banking services?

(A) Availability of special loan rates  
(B) Access to customer service representatives  
(C) Convenience of use  
(D) Reduced banking fees

**Passage 02** (Question 180, Test 06, ETS 1200)

**Slow Oil Production Spurs  
Increase in Gas Prices**

Source: International News  
Agency

Given the current rate of world oil production, fuel prices are expected to rise slightly next month, according to industry analysts.

Several of the world’s largest oil companies are producing below capacity, even though some smaller oil companies are achieving relatively high rates of production. However, the overall gap between current production and the demand of previous months has caused some economic analysts to predict a modest spike in gas prices in the coming weeks.

Industries that depend on fuel production are most likely to be affected. Sales of some of the larger automobile models, for example, may remain steady or experience a slight decrease – in contrast to the expanding market enjoyed by most car companies in recent months. Smaller car models, especially those with high fuel efficiency, could on the other hand see a rise in popularity.

**180.** What does the article suggest?

(A) Car companies recently had high sales figures.  
(B) A surplus of oil has been created.  
(C) Gasoline prices rose steadily last year.  
(D) Analysts have noted changes in oil quality.

**Passage 03** (Question 165, Test 01, ETS 5 Tests)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Klaus Wittem <kwittern@meisterkorp.de> |   From:   |  | | --- | | Victoria Jonsen <victoria.jonsen@citymail.co.uk> |   To:   |  | | --- | | 26 December |   Date:   |  | | --- | | Order #BK-23 |   Subject:   |  | | --- | | Dear Ms. Jonsen: Thank you for the e-mail you sent this morning regarding your recent purchase. I have reviewed the order you placed on 19 December and it does indeed show that you ordered a tin of Chocolate Nougat Biscuits and not a tin of Butter Almond Stollen. We sincerely apologize for the mistake. During the busy holiday season, we handle a high volume of orders, and occasionally errors are made.  As an apology for our mistake, please keep the Butter Almond Stollen with our compliments. We will send you a tin of the biscuits immediately, via Locus Package Couriers, and we will mark it as an express delivery shipment at no cost to you. You should receive the package in two to three days , on 29 December or earlier. Thank you for your patience.  Sincerely,  Klaus Wittern Customer Service Representative Meisterkolrp Products | |

**165.** For whom does Mr. Wittern most likely work?

(A) A delivery service  
(B) A specialty foods retailer  
(C) A greeting card company  
(D) A manufacturer of packaging materials

**Passage 04** (Question 167, Test 02, ETS 5 Tests)

|  |
| --- |
| **Gharat Light Rail Commission - For immediate release**  **Gharat (November 5)-**The Gharat Light Rail Commission announced today that the 3.4 kilometer long section of the Gharat Light Rail from Hanubad to Robini will open to the public on Monday. The first trains will depart from Hanubad Station at 6:00 A.M. The new section is an extension of the Blue line, which was first put into service eight years ago. The new line is expected to add more than 40,000 passengers to the system. Those living in Robini will now have access to commuter train service into the center of Gharat without having to travel by other means to Hanubad Station.  Making the Blue line fully operational marks the halfway point in the completion of the light rail system. While the Orange line was completed last summer, work continues on the Yellow and Green lines. The Yellow line extension from Nagar to Bankulu is set for completion late next month. The Green line extension connecting Sangau to Gallwa is scheduled to open in six months,just in time for the busy summer tourist season in the Gallwa area. Once the Green line is completed, commuters in all the suburban areas surrounding Gharat will have convenient access to the light rail system.  More information about train schedules, fares, station layouts, and new station parking facilities – as well as an interactive map of the Gharat Light Rail system – are available at our Web site www.gharatlightrail.org.  **Contact Information:** Mariam Qadri 983 5977 45786 mediacontacts@gharatlightrail.org |

**167.** What is suggested about Gharat Light Rail?

(A) It has increased its fares.  
(B) It operates multiple train lines.  
(C) It has completed all scheduled construction.  
(D) It first opened one year ago.

**Passage 05** (Question 176, Test 02, ETS 5 Tests)

|  |
| --- |
| **E-mail Message** |
| To: Kyungbin Yi <kyi@moto.net> From: Miguel Hernandez <mhernandez@mintner\_mag.com> Date: 3 January Subject: Your submission |
| We’re writing with some good news. Your photograph *Coastline in Winter* has been chosen as the third-place winner in the “Views of Our World” landscape photography contest sponsored by *Mintner Photography Magazine.* Our judges felt that your panoramic winter scene conveys a sense of wonder at the scale of nature and that the impressionistic image you captured shows your skill as an artist.  Your photograph will appear among the other winning photographs in the March issue of *Mintner Photography Magazine.* In addition, your work will be featured in a special landscape photography exhibit in Birmingham at Perivale Art Museum from 9 May to 21 May.  You will receive a prize of --400 as well as a two-year subscription to *Mintner Photography Magazine.* A cheque in the amount of the prize will be sent to you in February, and your subscription will begin with the issue featuring your photograph.  When you submitted your photograph, you stated that you used a Fisk SLR 500 camera and a Genoma XRwide-angle lens. Please let us know if this is correct by replying to this e-mail. This information will accompany your photograph in the magazine and in the museum exhibit.  Congratulations on your success. We are looking forward to sharing your work with our international readership and hope to see more of your work in the future.  Sincerely,  Miguel Hernandez Editor |

**176.** What is implied about Ms. Yi’s photograph?

(A) It is in black and white.  
(B) It has previously been published.  
(C) It has been purchased by a magazine.  
(D) It depicts a landscape scene.

**Passage 06** (Question 161, Test 03, ETS 5 Tests)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Tom Gough <tomgough@versatileware.com> |   From:   |  | | --- | | Marc Hammond <marchammond@versatileware.com> |   To:   |  | | --- | | Thursday, June 13, 4:12 P.M. |   Date:   |  | | --- | | Ride tomorrow? |   Subject:   |  | | --- | | Hi Marc,  I’m writing to ask a favor of you. My car broke down on my way home today, and I had to take it to the mechanic. Could you give me a ride to and from work tomorrow? I’m hoping it won’t be too much of an inconvenience since we live on the same street and work in the same building. The mechanic says he’ll have the car running again by Saturday, so I shouldn't need a ride on Monday.  Thanks, Tom | |

**161.** What is indicated about Mr. Gough?

(A) His car is being repaired.  
(B) He lives near his workplace.  
(C) He works on Saturdays.  
(D) His office is being remodeled.

**Passage 07** (Question 169, Test 04, ETS 5 Tests)

**------------------------------------------------**

The fast-growing chain of Greenley electronics stores has recently instituted new training for its sales staff. The program, called Staff Training Scheme, or STS, is based on an open-learning principle in which trainees set their own pace and make extensive use of workbooks, videos, and in-store training.

Several workbooks – there are seven in all – are given to each trainee. The books cover in a very straightforward manner every aspect of sales work, from daily operations, knowledge of products, and sales techniques to security and basic store management. In addition, the books contain a number of question-and-answer assessment sections that, when reviewed by a trainer, clearly identify any weaknesses in the trainee’s preparation.

After successfully completing the course,  
Greenley staff will qualify to take examinations for the nationally recognized Certificate in Sales, Level 1. STS was introduced in 47 of the Greenley stores in October. Eventually, similar schemes will be designed for supervisory and management staff.

**------------------------------------------------**

**169.** For whom is the current version of STS designed?

(A) Supervisors  
(B) Security personnel  
(C) Store managers  
(D) Sales staff

**Passage 08** (Question 156, Test 05, ETS 5 Tests)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPENINGSONLINE.NET** | | | | | | | |
| **Openings Online**  **Your next career should be your best career** | | | | | | | |
| **Home** | **Find a Job** | **Post your Resume** | **Apply** | **E-mail Job** | **Save Job** | **Print Job** | **Back to Job Search** |
| To apply for any job listed on openingsonline.net, please refer to the instructions provided in the description of each job.  **Job #17-4436 Delivery driver**  East Midlands Transport has an immediate opening for a delivery driver. Applicants must have a valid driving license and an excellent driving record. The driver will make deliveries of packages of up to 50 pounds from our three area warehouses. Deliveries will be made along a variety of routes throughout the Nottingham area; knowledge of streets in Nottingham and the surrounding area is a must. Complete an application in person at our main office, located inside our Marlton Street warehouse, between the hours of 8:00 A.M. and 4:00 P.M.  East Midlands Transport 41 Marlton Street Nottingham, NG1 3PZ | | | | | | | |

**156.** What is indicated about East Midlands Transport?

(A) It has one warehouse in the Nottingham area.  
(B) Its drivers make deliveries all around the country.  
(C) It will have an opening for a delivery driver next month.  
(D) Its main office is on Marlton Street.

**Passage 09** (Question 161, Test 05, ETS 5 Tests)

|  |
| --- |
| **Hamelmann Corporation** |
| Jill K. Anders Garden Square Hotel Goodridge Road Cardiff CFlO 3AL, United Kingdom  Dear Ms. Anders,  As a client who has bought paper products from Hamelmann Corporation in the past, you may like to know that as of May 30, we will begin offering a line of products made only from recycled paper. You can browse these and other Hamelmann products on our recently redesigned Web site, www.hamelmanncorp.de/ENG. I have enclosed a brochure featuring some of the products that have been designed especially for our customers in the hotel industry.  We look forward to continuing to supply your business with the finest paper products.  Very truly yours, Ulrich HamelmannUlrich Hamelmann  enclosure |

**161.** What is indicated about Ms. Anders?

(A) She prefers to use recycled paper.  
(B) She is not satisfied with the paper products her business now uses.  
(C) She has not done business with Hamelmann Corporation in the past.  
(D) She works in the hotel industry.

**Passage 10** (Question 178, Test 05, ETS 5 Tests)

|  |
| --- |
| **Meadlin Books**  147 Woodland Ave. Roanoke, VA 24016 Phone: (540) 555-0128 • Fax: (540) 555-0139 www.meadlinbooks.com  Hyun Sil Kim 451 Aspen Drive Richmond, VA 23219  July 15  Dear Ms. Kim:  Thank you for becoming a preferred member of Meadlin Books.Your preferred member number is H2389X, and your membership is valid for one year.  Our records indicate that the e-mail address associated with your account is hskim@redkin.net. As you have requested, all correspondence will be sent to you by both postal mail and e-mail. If you wish to change your contact details, please call us at (540) 555-0128 between the hours of 9:00 A.M. and 6:00 P.M., Monday through Friday, or visit us online at www.meadlinbooks.com.  You may continue to purchase books from us online, or you may use your membership card at ourstore in Roanoke. As a member, you will save 15% on all new books, and you can preregister online for book signings, question-and-answer sessions with notable authors, and other popular in-store events.  Your business is important to us, and we hope you enjoy your membership. For your convenience, your Meadlin Books membership card is enclosed so that you can take advantage of your savings immediately.  Sincerely,  John Hewitt John Hewitt Member Services Meadlin Books  Enclosure |

**178.** What is indicated about Meadlin Books?

(A) It holds promotional events in the store.  
(B) It offers discounts on magazines.  
(C) It contains a large selection of travel books.  
(D) It advertises in area newspapers.

|  |
| --- |
| **UNIT 22: CÂU HỎI TỪ ĐỒNG NGHĨA (SYNONYM QUESTIONS)** |

**Passage 01** (Question 184, Test 01, ETS 1200)

**Change in Leadership at Komptex, Inc.  
Press Release  
July 23, 16:00**

Komptex has just announced the resignation of its chief executive officer, Sid Zablonski, effective immediately. Since taking over the leadership of Komptex eight years ago, Mr. Zablonski has been instrumental in building relationships with major film companies and broadcast studios, including Komptex’ recent collaborations with Hoorah Filmworks. Jarvis Wang, vice president of human resources at Komptex, said, “Sid led our company through some major advancements . We owe a lot of the company’s current success to him, and we will be forever grateful for his insight and initiative.”

Harriet Trudeau, the creative director of Camden Entertainment for the past five years, will assume the position vacated by Mr. Zablonski. Prior to her position at Camden Entertainment, Ms. Trudeau was senior vice president of McNamus Brothers’ marketing and advertising department. At Komptex, she will focus on expanding the company’s television, news, finance, and children’s media initiatives. A short biography of Ms. Trudeau and a list of her professional achievements can be found on the company Web site at www.komptex.com/bios.

**184.** In the press release, the word “assume” in paragraph 2, line 3 is closest in meaning to

(A) take on  
(B) expect  
(C) apply for  
(D) understand

**Passage 02** (Question 193, Test 02, ETS 1200)

|  |
| --- |
| **E-mail Message** |
| From: Maria Quintana <mquintana@smith&jones.com> To: Alan P. Hall <aphall@smith&jones.com> Date: October 17 Re: Re: Difficulty with Web Access |
| Alan, I’m sorry for the inconvenience. Our technical support manager, Jack Harrison, usually handles Internet problems, but he is out of the office until Monday. The failure of access seems to be occurring randomly. Some employees still have full online access, but your workstation must be one of the ones that is experiencing connection problems today. To determine the cause of the problem and prevent it from happening again, I have forwarded your e-mail to our system administrators for investigation. We expect to have the situation resolved within the hour.  In the meantime, please delete your temporary Internet files . These files may have become corrupted and could possibly be contributing to the problem. Instructions for deleting the files can be found in your employee manual.  I will be leaving at 4:00 P.M. today, so if you need further assistance after that time, please call Ronald Chen, at extension 4092.  Maria Qointana Technical·support |

**193.** In the e-mail, the word “randomly” in paragraph 1, line 3, is closest in meaning to

(A) irregularly  
(B) casually  
(C) carelessly  
(D) accidentally

**Passage 03** (Question 188, Test 04, ETS 1200)

|  |  |
| --- | --- |
| **E-mail Message** | |
| From: rsilva@nysmail.com  To: info@zenopublications.com  Subject: your travel guides | Sent: September 16 |
| I am writing to compliment Zeno Publications on its excellent service and commitment to quality. I recently ordered the guides to London, Madrid, and Paris in preparation for a trip to Europe. I paid the charge required for regular shipping and was pleasantly surprised when my order arrived in just four days. When I opened the box, I was even more delighted. The books are outstanding! I was impressed with the beautiful layout and breathtaking photographs even before I left for my vacation . When I arrived at my destination, I quickly discovered how wonderful they truly are. Every detail is accurate, and the guides cover not only the famous, must-see sights, but also many little-known places that turned out to be well worth a visit. Had I not ordered books from Zeno, I’m sure I would have missed some very worthwhile sightseeing opportunities.  Please count me as a new loyal customer. I have already recommended your books to friends who are planning trips abroad and wi ll continue to do so.  Sincerely, Raquel Silva | |

**190.** In the e-mail, the word “cover” in paragraph 1, line 8, is closest in meaning to

(A) omit  
(B) protect  
(C) hide  
(D) include

**Passage 04** (Question 187, Test 05, ETS 1200)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Technical Support Team |   To:   |  | | --- | | Sanchez, Hanna <hsanchez@espicaos.com> |   From:   |  | | --- | | Wednesday,July 10 |   Sent:   |  | | --- | | Business Technologies Seminar |   Subject:   |  | | --- | | This message is to finalize the organizational details for the technical support team for next Monday’s Business Technologies Seminar. Attached you will find the schedule with the names of technical support specialists assigned to the various conference rooms.  Each session runs for two hours and is made up of four 30-minute presentations.  Presenters have been asked to designate a timekeeper to ensure that they do not exceed their time limits. Note that there is a break between each session, which should allow you sufficient time to prepare for the next speaker.  Your job is to set up microphones, adjust lighting, and address any other needs of the speakers. Speakers will not be videotaped, but several have asked to be recorded, so please be sure the recording equipment is in place and functioning properly. Also, room 106 does not have a computer on-site, but the presentations in the third session will require one. Fortunately, this is not a big problem because neithe.r of the laptop computers in rooms 104 and 108 will be in use at that time. The technician assigned to room 106 for that session must remember to bring the laptop from one of those other rooms to room 106 and set it up.  If you have any questions, feel free to contact me.  Hanna Sanchez | |

**187.** In the e-mail, the word “address” in paragraph 3, line 1, is closest in meaning to

(A) give attention to  
(B) write to  
(C) look forward to  
(D) call by name

**Passage 05** (Question 198, Test 01, ETS 5 Tests)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Hitomi Suzuki <hsuzuki@wattlefinancial.com.hk> |   From:   |  | | --- | | Priya Kulkarni <pkulkarni@multiconnect.com.hk> |   To:   |  | | --- | | Multiconnect Communications |   Subject:   |  | | --- | | 10 October |   Date:   |  | | --- | | Thank you for taking the time last week to introduce Multiconnect Communications and for speaking to me about your business phone and Internet bundle packages. As I mentioned, we are not seeking Internet services as part of a combined package, as we have a five-year contract with Colbert Wireless that is currently only in its third year. After careful consideration, though, we have decided to transfer from Duostar to a new provider for our phone systems.  I have outlined our specific phone needs. The service should not exceed HK$6,000 monthly. There will be twenty phones at our central location, and each phone should have call-transferring, call-forwarding, and phone-conferencing capabilities. The service should also include voicemail with personalized password access and the ability to queue up to thirty voicemails per phone number. Please send the information in an attachment to your e-mail. I look forward to hearing from you soon.  Sincerely,  Hitomi Suzuki Wattle Financial | |

**198.** In the e-mail, the word “consideration” in paragraph 1, line 6, is closest in meaning to

(A) payment  
(B) deliberation  
(C) application  
(D) commitment

**Passage 06** (Question 177, Test 02, ETS 5 Tests)

|  |
| --- |
| **E-mail Message** |
| To: Kyungbin Yi <kyi@moto.net> From: Miguel Hernandez <mhernandez@mintner\_mag.com> Date: 3 January Subject: Your submission |
| We’re writing with some good news. Your photograph *Coastline in Winter* has been chosen as the third-place winner in the “Views of Our World” landscape photography contest sponsored by *Mintner Photography Magazine.* Our judges felt that your panoramic winter scene conveys a sense of wonder at the scale of nature and that the impressionistic image you captured shows your skill as an artist.  Your photograph will appear among the other winning photographs in the March issue of *Mintner Photography Magazine.* In addition, your work will be featured in a special landscape photography exhibit in Birmingham at Perivale Art Museum from 9 May to 21 May.  You will receive a prize of --400 as well as a two-year subscription to *Mintner Photography Magazine.* A cheque in the amount of the prize will be sent to you in February, and your subscription will begin with the issue featuring your photograph.  When you submitted your photograph, you stated that you used a Fisk SLR 500 camera and a Genoma XRwide-angle lens. Please let us know if this is correct by replying to this e-mail. This information will accompany your photograph in the magazine and in the museum exhibit.  Congratulations on your success. We are looking forward to sharing your work with our international readership and hope to see more of your work in the future.  Sincerely,  Miguel Hernandez Editor |

**177.** The word “conveys” in paragraph 1, line 4, is closest in meaning to

(A) expresses  
(B) supports  
(C) retains  
(D) transports

**Passage 07** (Question 183, Test 02, ETS 5 Tests)

|  |
| --- |
| **Front Force Designs** 10 Townsend Lane Dublin 2  29 May  Dear Business Owner,  For ten years my company, Front Force Designs, has created window displays and decoration for Dublin’s most fashionable shops, including Bassett Music Company, O’Leary Shoes, Trumont Clothiers, and Gallagher’s Department Store. Front Force Designs is a full-service design studio dedicated to giving local shops a competitive edge with original, eye-catching displays. I offer reasonable rates and professional, personalized service. I work with a team of two other designers but am involved in every aspect of each project, from concept to completion.  To see examples of our designs and read what our customers are saying, visit our Web site at www.frontforcedesigns.ie.  If you would like to schedule a free consultation, I can be reached at +353 1 555 0188.  Sincerely, Eabha MadiganEabha Madigan, M.F.A. Owner, Front Force Designs |

**183.** In the letter, the word “edge” in paragraph 1, line 5, is closest in meaning to

(A) advantage  
(B) border  
(C) force  
(D) quality

**Passage 08** (Question 179, Test 05, ETS 5 Tests)

|  |
| --- |
| **Meadlin Books**  147 Woodland Ave. Roanoke, VA 24016 Phone: (540) 555-0128 • Fax: (540) 555-0139 www.meadlinbooks.com  Hyun Sil Kim 451 Aspen Drive Richmond, VA 23219  July 15  Dear Ms. Kim:  Thank you for becoming a preferred member of Meadlin Books.Your preferred member number is H2389X, and your membership is valid for one year.  Our records indicate that the e-mail address associated with your account is hskim@redkin.net. As you have requested, all correspondence will be sent to you by both postal mail and e-mail. If you wish to change your contact details, please call us at (540) 555-0128 between the hours of 9:00 A.M. and 6:00 P.M., Monday through Friday, or visit us online at www.meadlinbooks.com.  You may continue to purchase books from us online, or you may use your membership card at ourstore in Roanoke. As a member, you will save 15% on all new books, and you can preregister online for book signings, question-and-answer sessions with notable authors, and other popular in-store events.  Your business is important to us, and we hope you enjoy your membership. For your convenience, your Meadlin Books membership card is enclosed so that you can take advantage of your savings immediately.  Sincerely,  John Hewitt John Hewitt Member Services Meadlin Books  Enclosure |

**179.** The word “savings” in paragraph 4, line 3, is closest in meaning to

(A) account  
(B) rescue  
(C) supply  
(D) discount

**Passage 09** (Question 197, Test 05, ETS 5 Tests)

|  |  |
| --- | --- |
| |  | | --- | | The Trevisore Hotel |   Our hotel is located in the heart of Rome, close to most major tourist attractions and just minutes away from several bus and train stations. The hotel’s unique combination of old-world charm and modem amenities make it perfect for business travelers and tourists alike. Not only do we have spacious, air-conditioned guest rooms and suites, we also have two dining areas that afford panoramic views of the city. For those who need to work during their stay, we have a business center with fax and copy machines. We also offer Internet access in every room. Our state-of-the-art fitness center is open to all guests, and for those who wish to relax in the comfort of their rooms, we recommend taking advantage of our twenty-four-hour room service.  Right now, we are offering our special “Autumn in Rome” package. Simply make your reservation before September 10 and enjoy 25 percent off the cost of any single-or double-occupancy room between September 20 and November 1.This package also includes free breakfast every morning.  For more information, call us at +39 06 5555 0292 or visit us online at www.trevisorerome.it. |

**197.** In the advertisement, the word “afford” in paragraph 1**,** line 5, is closest in meaning to

(A) manage  
(B) provide  
(C) regard  
(D)notice

**Passage 10** (Question 182, Test 01, Economy 03)

Dear Ms. Blamires,

Bestest Fitness has been providing our members the best environment for more than 15 years. Now, we have approximately 60,000 members all over Australia and we are very proud to say that our program is perfectly designed to fulfill our members’ needs on a daily basis.

Our experienced and qualified instructors can give you advice on the best fitness program by having a counseling session. And if you want to lose weight in a healthy manner, we are willing to help you find the best way to work out and slim down. We have also arranged excellent and safe exercise programs for kids and the disabled.

For more details, please see the enclosed brochure. If you have any questions, leave us an e-mail message at information@bestest.com at any time, or you can contact us toll-free call (1-800-551-7790) during our business hours.

Sincerely,  
Richards Grant

Richards Grant

Manager  
Bestest Fitness

**182.** In the letter, the word “arranged” in paragraph 2, line 4, is closest in meaning to

(A) settled  
(B) run  
(C) installed  
(D) inaugurated

|  |
| --- |
| **UNIT 23: E-MAIL / THƯ (E-MAILS & LETTERS)** |

**Passage 01**: E-mail (Questions 153-155, Test 01, ETS 1200)

|  |
| --- |
| **E-mail** |
| |  | | --- | | Summers, Jennifer |   From:   |  | | --- | | Editing staff |   To:   |  | | --- | | Management, supervisory staff |   CC:   |  | | --- | | Unclaimed print copies |   Subject:   |  | | --- | | Hi, all,  A box has been placed next to the printer for unclaimed print copies to avoid a mess of papers being left on the printer table at the end of the day.  I’d like to remind you to pick up all your copies as soon as possible after you print them. This has been the clear guideline for several months now, so please try to follow through with it. It is particularly important that confidential documents be picked up immediately after printing.  Thank you for your cooperation.  Jennifer | |

**153.** What problem does the e-mail address?

(A) The printer is not working properly.  
(B) The area around the printer has been

left untidy.

(C) Employees were not told of a change

in guidelines.

(D) Office regulations are unclear.

**154.** What does Jennifer ask the employees to

do?

(A) Keep confidential papers off their

desks

(B) Check with a supervisor for instructions

(C) Collect documents from the printer

table

(D) Cover the printer at the end of each day

**155.** Why does Jennifer thank the employees?

(A) To indicate that the managers are

pleased

(B) To acknowledge their efforts over the

last few months

(C) To emphasize the importance of their

work

(D) To encourage them to do what she has

asked

**Passage 02**: Letter (Question 165-168, Test 01, ETS 1200)

**STAR TRAVEL**

41 Main St.

North Windsor, CT 06075

1-888-555-7642

March 1

Mr. Donald Bertram  
19 Belles Lane  
South Windsor, CT 06074  
Account Number: 8321

Dear Mr. Bertram:

Enclosed you will find the tickets for your April 18 flight to Brazil. We suggest you arrive at the airport two hours before your flight is scheduled to depart. Along with your plane tickets, I have enclosed a copy of your final itinerary and the luggage tags you will need for your tour. Everything has been charged to your credit card, as you requested. Please note that a charge of $110.00 has been added for the meal plan you chose for the week at the hotel. We would like to remind you that you are responsible for obtaining travel visas. Feel free to contact me so that I can go over the information with you or answer any questions you might have.

Sincerely,  
*Gloria Farelli*Gloria Farelli

**165.** Who most likely wrote this letter?

(A) A hotel clerk  
(B) A travel agent  
(C) A tour guide  
(D) A flight attendant

**166.** According to the letter, what will happen

on April 18?

(A) The itinerary will be finalized .  
(B) The tour will be advertised to the public.  
(C) Mr. Bertram ‘s credit card will be

charged.

(D) Mr. Bertram will leave for Brazil.

**167.** What is NOT enclosed with the letter?

(A) Suitcase labels  
(B) A tour schedule  
(C) Travel visas  
(D) Airplane tickets

**168.** For what has Mr. Bertram been charged

extra money?

(A) A meal plan  
(B) A replacement ticket  
(C) Transportation to the airport  
(D) Heavy luggage

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

Kyushu Technology

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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.

**Passage 04**: E-mail (Questions 153-154, Test 02, ETS 1200)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | 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 05**: Letter (Questions 169-171, Test 02, ETS 1200)

|  |
| --- |
| 214 Ryland Avenue Miami, Florida 00432  May30  Dear Ms. Kovin  Our records show that the June issue of *Today’s Trends* will be your last and that you have not yet renewed your subscription. To encourage you to renew, we would like to offer you *Today’s Trends* at a reduced price. You are currently paying $3.00 per issue. We will offer you the magazine for six months at only $2.25 per monthly issue. That means that you will save a total of $4.50 from July to December if you renew your subscription.  Please contact our business office at 888-555-3214 Monday through Friday from 9 A.M. to 5 P.M. or on Saturday from 10 A.M. to 3 P.M. The business office is closed on Sundays. We look forward to continuing to serve you in the future.  Sincerely,  *Marsha Clemmins* Marsha Clemmins Director of Sales |

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

(A) To explain an increase in fees  
(B) To confirm that a payment was received  
(C) To request that a bill be paid  
(D) To offer a discount to a customer

**170.** When will Ms. Kovin’s current subscription

end?

(A) In May  
(B) In June  
(C) In July  
(D) In December

**171.** What is Ms. Kavin currently paying for her

subscription per month?

(A) $2.25  
(B) $3.00  
(C) $4.50  
(D) $6.00

**Passage 06**: E-mail (Questions 157-159, Test 03, ETS 1200)

|  |
| --- |
| **E-mail Message** |
| From: customer-relations@videotrunk.com To: roberta.alvarez@LPEnterprise.net Sent: January 15, 9:05:32 A. M. Subject: Order #1673 |
| Dear Ms. Alvarez:  We have received the inquiry dated January 14 about the status of your January 5 order. We apologize for the delay in shipping the Clearvision television set. We expect to ship your complete order by February 1.  We understand the inconvenience this has caused you. Normally we take a maximum of seven days to ship online purchases. To show that we truly regret the time delay, we will not charge you for shipping and handling. We will expedite delivery of your order and send it via National Express. You should receive it no later than February 3.  If you have any further inquiries or comments, please don’t hesitate to e-mail the order department, or you may call me directly at 1-777-789-0120.  Sincerely,  Brian Kim Assistant Sales Manager Videotrunk Ltd. |

**157.** When did the customer report a problem

with the order?

(A) January 14  
(B) January 15  
(C) February 1  
(D) February 3

**158.** What solution is being offered in the e-mail

message?

(A) The customer will receive a full refund.  
(B) The order will be received the next day.  
(C) The customer will be contacted by

telephone.

(D) There will be a reduction in the total

cost.

**159.** Who is Mr. Kim’s employer?

(A) Clearvision  
(B) Videotrunk Ltd.  
(C) National Express  
(D) LP Enterprise

**Passage 07**: Letter (Questions 169-172, Test 03, ETS 1200)

|  |
| --- |
| Eastern Styles, Inc. 25 Mission Blvd. Fullerton, CA 92837  February 15  Tsurumi Ito 11 Almont Street Los Angeles, CA 90103  Dear Ms. Ito:  Our records indicate that you have not ordered from our seasonal catalogs in the last twelve months. As a company dedicated to maintaining our relationships with previous customers, we would like to offer you a 20 percent discount on all telephone or mail orders, available for 30 days from the date of this letter.  You may be interested to know that in January we introduced a brand-new line of casual attire, including several comfortable and fashionable new items under 50 dollars. These attractive outfits appear in both our winter and spring catalogs.  To take advantage of this special offer, just mention reference code ES005 when ordering. If you would like a copy of our latest catalogs or if your address has changed over the last six months, please call us at 415-555-9990, and one of our representatives will be delighted to assist you. We hope to hear from you soon!  Sincerely, Brenda MasonBrenda Mason Vice President of Customer Relations |

**169.** What product does the company sell?

(A) Telephones

(B) Sporting equipment  
(C) Clothing  
(D) Books

**170.** What is suggested about Ms. Ito?

(A) She has purchased goods from the

company in the past.

(B) She moved to Los Angeles during the

last year.

(C) She used to work for Brenda Mason.  
(D) She has requested a mail-order catalog.

**171.** How long is the offer valid?

(A) Until February 15  
(B) For 30 days  
(C) For 6 months  
(D) Until the end of the year

**172.** What is NOT suggested in the letter?

(A) The letter was sent to all previous

customers.

(B) The company has telephone sales

representatives.

(C) The catalog sometimes contains new

products.

(D) The company publishes more than one

catalog a year.

**Passage 08:** Letter (Questions 171-173, Test 04, ETS 1200)

**Cable Canada, Inc.**1 Seedling Way  
Hamilton, ON J2T 4M7

August 3

Dear Resident:

There’s never been a better time to sign up for **Cable Canada** television service. For a limited time only, you can enjoy a huge selection of outstanding programming, including specialty channels devoted to children’s shows, sports, and educational programs. All this can be yours for an amazingly low $19.99 a month for your first six months.\*

Not only that, but if you sign up by the end of the month, you can add *Movie Channel Plus* for just $9.99 more a month. *Movie Channel Plus* allows you to view an extensive library of recent and classic films, that are updated weekly. You’ll also be able to see award-winning original shows and sporting events on *Movie Channel Plus.*

Sign up for **Cable Canada** service today and enjoy a huge selection of channels with clear reception regardless of the weather. All this for only $19.99 a month for six months. Place your order today by calling 1-800-555-3958 or visiting our Web site at www.cablecanada.co.ca.  
This offer expires on August 31, so act now!  
  
Sincerely,  
Graham FordGraham Ford  
Director of Marketing  
Cable Canada, Inc.

\*After six months, monthly bill will revert to the standard charge of $39.99 for the basic cable  
package; $59.99 with *Movie Channel Plus.*

**171.** What will the monthly charge for the basic

cable package be after the first six months?

(A) $9.99  
(B) $19.99  
(C) $39.99  
(D) $59.99

**172.** What is NOT a stated advantage of Cable

Canada service?

(A) Friendly customer service  
(B) Coverage of sporting events  
(C) Consistently clear reception  
(D) Access to children’s channels

**173.** How frequently is the movie library

updated?

(A) Once a week  
(B) Twice a month

(C) Once a month  
(D) Once every two months

**Passage 09**: E-mail (Questions 161-163, Test 05, ETS 1200)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | All staff |   To:   |  | | --- | | Sylvia Orrmond <S\_Ormond@nttc.com> |   From:   |  | | --- | | Retirement Party |   Subject:   |  | | --- | | Monday, January 12, #:34 P.M. |   Date:   |  | | --- | | Dear Colleagues,  As you all know, Karen Montoya will be retiring from NTTC Industries at the end of April. Karen has been with NTTC for 30 years. She spent ten years in our public relations department, five years as manager of the sales department, and the last fifteen years as vice president of the company.  We will be holding a formal dinner at Cassandra’s Restaurant on March 27 to celebrate her career. I’m sure Karen would appreciate seeing as many of her colleagues and friends there as possible.  Please contact me by February 15 if you will be able to attend. If you would like to contribute money toward a gift for Karen, please contact Richard Mendez or Victoria Futagi in the sales department.  Sylvia | |

**161.** How long did Karen Montoya work in the

public relations department at NTIC  
Industries?

(A) 5 years  
(B) 10 years  
(C) 15 years  
(D) 30 years

**162.** When will Karen Montoya’s retirement

party be held?

(A) In January  
(B) In February  
(C) In March  
(D) In April

**163.** Who should employees contact if they plan

to attend the party?

(A) Sylvia Ormond  
(B) Victor Cassandra  
(C) Victoria Futagi  
(D) Richard Mendez

**Passage 10**: Letter (Questions 170-172, Test 05, ETS 1200)

|  |
| --- |
| **Chem Labs of Australia** 45 Broad Street Sydney, New South Wales 1120  Australia  March 19  Mr. Larry Silva 356 Dill Lane Devonport, Tasmania 7310  Dear Mr. Silva,  Thank you for your interest in Chem Labs of Australia. We received your application for the administrative assistant position that was advertised earlier this month in *The Sydney Dispatch.* Unfortunately, that position has already been filled. However, as we anticipate that a similar position will open up in August and believe you are a suitable candidate for it, we will keep your cover letter and resume on file. That position will also be at our corporate headquarters in Sydney. However, it will require travel to our branch offices in Canberra, Melbourne, and Brisbane. In the meantime, please continue to check our Web site for a complete list of our job openings. We wish you success in your continuing search for employment.  Sincerely, Mary Rutzman  Mary Rutzman Director of Personnel |

**170.** What is the main purpose of the letter?

(A) To inform an applicant that he failed to

meet the qualifications for the position

(B) To let an applicant know that the job

he applied for is no longer vacant

(C) To arrange an interview with an

applicant

(D) To ask an·applicant to provide

additional information

**171.** Where is the main office of Chem Labs of

Australia located?

(A) In Brisbane  
(B) In Canberra  
(C) In Devonport  
(D) In Sydney

**172.** What does Ms. Rutzman suggest that

Mr. Silva do?

(A) Apply at one of the branch offices  
(B) Send in a new cover letter and resume  
(C) Check the Web site for additional job

openings

(D) Read the job advertisements in the

newspaper

|  |
| --- |
| **UNIT 24: QUẢNG CÁO (ADVERTISEMENTS)** |

**Passage 01**: (Questions 158-159, Test 01, ETS 1200)

|  |
| --- |
| Job Fair  Metzger Airlines  Metzger Airlines is seeking international flight attendants and will hold a job fair on Tuesday, March 1, beginning at 9:00 A.M. at the Metzger Airlines Corporate Center in Miami.  Requirements:  • Must be able to work nights , weekends, and holidays • Must be at least 21 years old • Must be prepared to relocate • Must have superior communication skills • Must function well in stressful situations • Must work well with others  Metzger Airlines offers all employees paid vacations, semi-annual raises, profession al development courses, and much more.  Interested individuals should be prepared to submit a resume and complete an application at the job fair. Initial Interviews will take place during the afternoon.  Successful candidates will spend six weeks at the Metzger Airlines Training Facility in Tokyo. After completion of the training program, newly certified flight attendants will be based in Barcelona or Milan. |

**158.** What is NOT a stated requirement for

becoming a Metzger Airlines flight attendant?

(A) Willingness to work on holidays  
(B) Willingness to move to a new city  
(C) A minimum age of 21  
(D) A minimum of one year of experience

**159.** Where will successful candidates train to

become flight attendants?

(A) In Miami  
(B) In Tokyo  
(C) In Barcelona  
(D) In Milan

**Passage 02**: (Questions 155-156, Test 02, ETS 1200)

|  |
| --- |
| ***Are you a lively conversationalist and an inspiring cook?***  How would you like to be the host of *The Half-Hour Chef,* a new television program scheduled to start broadcasting in February?  Try your luck at VAL-TV’s Studio 6 on December 5 by demonstrating your cooking in action. We have all the appliances you’ll need. Just bring your own ingredients. Our program directors are not interested in your professional experience or personal portfolio. What they want to see is your on-the-air potential as a live performer. So drop by our studio at 9:00 A M . and show us what you can do! |

**155.** What position is being advertised?

(A) Restaurant chef

(B) Television show host  
 (C) Program director  
 (D) Cookbook editor

**156.** What are interested candidates asked  
 to do?

(A) Provide their food ingredients  
 (B) Invent a new food recipe  
 (C) Watch a live television program  
 (D) Submit photographs of their work

**Passage 03**: (Questions 153-154, Test 03, ETS 1200)

|  |
| --- |
| The Mountain View **in the heart of beautiful Basel, Switzerland**  **GRAND OPENING**  Reduced rates – from September to November, all rooms are 20% reduced! Great location – within walking distance to old city center and museums Modern facilities – luxury suites, Internet access, fitness room Complimentary breakfast!  *For more information or to book a room, please contact us at:* **The Mountain View Neue Gasse 34 8008 Basel Switzerland 41 44 555 41 67** Or visit us online at www.mountainview.com |

**153.** What is the purpose of this advertisement?

(A) To announce a conference

(B) To promote the opening of a museum  
 (C) To introduce a new fitness center  
 (D) To publicize a new hotel

**154.** What is NOT one of the attractive features

offered?

(A) Internet access  
 (B) A free meal  
 (C) A swimming pool  
 (D) A convenient location

**Passage 04**: (Questions 155-156, Test 03, ETS 1200)

|  |
| --- |
| **Captain Pete’s,** Canada’s favorite seafood restaurant chain, has an immediate opening for a Marketing Manager. Based in our corporate offices in Ottawa, this individual will have responsibility for all print and television advertising. **Captain Pete’s** is a growing company, with 1,500 employees at 45 locations, including our latest openings in Sudbury and Sherbrooke.  *Requirements*  \* Minimum 5 years managerial experience \* Working knowledge of Canada’s media markets \* Bilingual in English-French  Interested parties should forward resumes to hiring@captpete.com  or fax them to **980-555-6228.** |

**155.** Where will the successful applicant work?

(A) In a restaurant

(B) In a television station  
 (C) In an office building  
 (D) In a seafood market

**156.** What is a stated requirement for the job?

(A) Fluency in two languages  
 (B) Ability to work well with others  
 (C) Knowledge of computer software  
 (D) A background in the food industry

**Passage 05**: (Questions 157-159, Test 04, ETS 1200)

|  |
| --- |
| Posted April 9  **Part-Time Help Wanted!**  Lomoxi Sporting Goods 213 Elmwood Highway Flemington, NJ 08822 908-555-2150  Lomoxi Sporting Goods has an opening for part-time help starting in June. Applicants must enjoy working with customers and be comfortable using a computer. At least one year of retail experience is preferred. Applicants must be available to work all of the hours stated below. Knowledge of sporting goods is helpful but not necessary.  The hours are Mondays, Tuesdays, and Thursdays from 10 A.M. to 4 P.M.; Saturdays from 10 A.M. to 3 P.M.; and Sundays from 12 P.M. to 4 P.M.  The starting wage is $7.50 per hour on weekdays and $8.00 per hour on the weekends. After a month of successful employment, the wage will be raised to $8.50 and $9.00, respectively.  Individuals interested in the position should apply by contacting Louisa Alaniz in the customer relations office at 908-555-2155 or lalaniz @lomoxi.com  no later than April 30. Interviews will be conducted in the week of May 10. |

**157.** What is suggested in the advertisement?

(A) The working hours are flexible.  
 (B) The job includes some computer use.  
 (C) Candidates must be available to start

work on May 10.

(D) Applicants should apply in person at

the store.

**158.** What is a requirement for applicants?

(A) Training in customer service  
 (B) Experience in computer repair  
 (C) Knowledge of sporting goods  
 (D) Availability to work on weekends

**159.** What is the hourly rate of pay for weekdays

during the first month of employment?

(A) $7.50  
 (B) $8.00  
 (C) $8.50  
 (D) $9.00

**Passage 06**: (Questions 155-158, Test 05, ETS 1200)

|  |
| --- |
| Living Well  invites you to  **REWARD YOURSELF!**  Let us help you get fit, increase your energy, and feel great!  • All new members get two free sessions with a personal trainer! • There are no annual contracts-membership renews month to month. • Choose from a wide array of aerobic dance and exercise classes! • Going on vacation? We’ll hold your place until you return.  • We love kids! Let our child care specialists supervise your children in  our new playroom ($10/hour fee applies).  *This Week’s Special!!* **Join us this week and save $50 off the $150 enrollment fee!**  105 East Devonia Street • Newark, DE 19702 • 302-555-9764 |

**155.** What kind of business is Living Well?

(A) A fitness club

(B) A health food store  
 (C) A vacation resort  
 (D) A music studio

**156.** How frequently are memberships

renewed?

(A) Once every two weeks (B) Once a month  
 (C) Once every six months  
 (D) Once a year

**157.** What can new members receive for free?

(A) Child care services  
 (B) Subscription to a monthly magazine  
 (C) Sessions with a personal trainer  
 (D) Membership for a friend

**158.** What is the usual enrollment fee?

(A) $50  
 (B) $100  
 (C) $150  
 (D) $200

**Passage 07**: (Questions 177-178, Test 06, ETS 1200)

|  |
| --- |
| **Agricultural Research Officer** Organization for the Improvement of Rice Production Technologies (OIRPl)  OIRPT is seeking an experienced agricultural economist to work with a multidisciplinary team as part of a research program on improving crop yield for rice-farming communities. OIRPT has four branch offices in South Asia, which are located in Dhaka, Calcutta, Kathmandu, and Thimphu. The successful candidate will be posted in Calcutta but will travel throughout the region. Responsibilities will include conducting surveys on the agricultural technology needs of local communities and using past research to assess how improved technologies would affect those communities.  Candidates should have a university degree in agricultural economics, resource economics, or other relevant disciplines. Candidates should have strong research and writing skills, be fluent in English, and have a working knowledge of another language.  Send a letter of interest and resume along with three letters of recommendation to:  Personnel Department Job #1223 OIRPT - South Asia Main Office 237B Parliament Street New Delhi 110 069, India |

**177.** What is one of the stated job

responsibilities?

(A) Conducting research on plants  
(B) Developing new farming technology  
(C) Improving natural wildlife areas  
(D) Utilizing data from previous studies

abilities

**178.** What is NOT a requirement for this job?

(A) Well-developed written language  
(B) Proficiency in English  
(C) Strong computer programming skills  
(D) A university degree

**Passage 08** (Questions 155-156, Test 03, ETS 5 Tests)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Summer in Sinchon**

One-bedroom lodging located in Sinchon, one of the trendiest neighborhoods in Seoul!  
• Newly renovated and fully furnished, including modem appliances  
• Only steps away from art galleries, restaurants, tearooms, and shopping  
• Three-minute walk from Seoul Station, Subway Line 2  
• Available August 1-31 only-perfect for a summer vacation in Korea  
• Monthly rent W900,000, plus W900,000 refundable security deposit

Contact Chan Joon Gil at cjgil293@maponet.co.kr to schedule an apartment viewing.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**155.** What is being advertised?

(A) An annual summer festival  
(B) A short-term rental offer  
(C) Apartment vacancies throughout Seoul  
(D) Recently renovated houses for sale

**156.** According to the advertisement, how

should someone arrange to look at the property?

(A) By visiting a real estate agency  
(B) By placing a phone call  
(C) By sending an e-mail  
(D) By completing an application form

**Passage 09**: (Questions 155-157, Test 04, ETS 5 Tests)

|  |
| --- |
| Would you like to be more productive? Do you find that you sometimes have a lot to do but get nothing done? Do you procrastinate? Would you like to be more organized? Are you tired of being rushed or under pressure?  Enroll in the Time Management workshop and learn how to plan and schedule work, how to set goals and overcome procrastination, and how to set priorities and follow through on them.  The workshop will be held on October 26 and run for three hours. Two identical sessions will be offered - one from 1 P.M. to 4 P. M. and the other from 5:30 P.M. to 8:30 P.M. Please choose the one that works best with your schedule. Contact Marcy Halford at extension 425 for more information. |

**155.** What is being advertised?

(A) A job

(B) A workshop  
 (C) A club  
 (D) A computer program

**157.** How long is each session?

(A) One hour  
 (B) Two hours  
 (C) Three hours  
 (D) Five hours

**156.** For whom is the advertisement probably

intended?

(A) People who work quickly  
 (B) People with planning experience  
 (C) Recently retired people  
 (D) Unorganized people

**Passage 10** (Questions 157-159, Test 05, ETS 5 Tests)

|  |
| --- |
| **The Kinsley Mirror Company** *Beauty and Affordability*  For several decades, the name Kinsley has been associated with high-quality mirrors. Our mirrors have always been both inexpensive and durable. The quality of our products has earned us several regional and national honors, including the United Glass Company’s award for excellence in manufacturing.  This month, we proudly present four new wall mirrors. They include the Padley dark pine mirror, the Hinderly maple mirror, the Gatson wrought-iron mirror, and the Lexford imperial silver mirror. Those who purchased our most popular mirror, the Cooper round mirror, may appreciate the beauty of either the Gatson wrought-iron mirror or the Lexford imperial silver mirror. Lighter mirrors, like the Padley pine mirror and the Hinderly maple mirror, also make excellent additions to any home.  For your peace of mind, every purchase comes with a one-year warranty that provides a guarantee against defects in artisianship or material. And unlike all of our competitors, we willship your products to you at no extra cost, regardless of the size of the order. For additional information, go to our Web site at www.kinsleymirrors.com or visit us at one of our locations in Dunville or Forbinton. |

**157.** What is implied about the Kinsley Mirror

Company?

(A) It plans to open four new stores.  
(B) It advertises weekly sales.  
(C) It has been in business for many years.  
(D) It is a family-owned company.

**158.** What mirror has been sold the most by the

Kinsley Mirror Company?

(A) The Padley pine mirror  
(B) The Hinderly maple mirror  
(C) The Cooper round mirror  
(D) The Gatson wrought-iron mirror

**159.** According to the advertisement, what does

the Kinsley Mirror Company offer that other companies do not?

(A) Overnight delivery  
(B) A one-year warranty  
(C) A customer newsletter  
(D) Free shipping

|  |
| --- |
| **UNIT 25: NIÊM YẾT & THÔNG BÁO (NOTICES & ANNOUNCEMENTS)** |

**Passage 01**: Job announcement (Questions 160-162, Test 02, ETS 1200)

|  |
| --- |
| **BUFFALO METROPOLITAN UNIVERSITY LAW SCHOOL FACULTY OPENING**  Buffalo Metropolitan University School of Law is seeking a full-time Assistant Professor to teach a course designed to introduce first-year law students to legal research, analysis, and courtroom interaction. This course is taught as a series of simulations in which students research and analyze legal concepts, prepare documents, and engage in formal and informal advocacy. Qualifications include J.D. or LL.B. degree, excellent academic record, and demonstrated teaching ability.  All law courses are taught on our West Seneca campus, which is only 10 minutes away from our Grand Island campus.  All applications must include resume, transcript, and proof of degree from an accredited law school.  Please apply to: Professor Miriam Cho, Buffalo Metropolitan University Personnel Committee, 10 Main Street, Fort Erie, NY 98115, or e-mail to miriam.cho@mu.law.edu. Please note that incomplete applications will not be considered. |

**160.** What is mentioned about the course to be

taught?

(A) It is for beginning law students.  
(B) It is a popular course at the university.  
(C) It includes courtroom visits.  
(D) It is currently taught by Professor Cho.

**161.** When/ will the courses be held?

(A) Buffalo .(B) West Seneca  
(C) Grand Island  
(D)Fort Erie

**162.** What is NOT listed as a requirement for

the position?

(A) Teaching experience  
(B) A law school degree  
(C) Service on faculty committees  
(D) Ability to teach full time

**Passage 02**: Announcement (Questions 172-175, Test 02, ETS 1200)

Roger Wilkinson to Join  
Pace and Brown Architects, Inc.

At Friday’s company-wide meeting, president and CEO Cynthia Hu announced that, following a lengthy search, Pace and Brown has selected Roger H. Wilkinson as the new director of restoration projects. Beginning May 1 Mr. Wilkinson will succeed Keira Powells, who retired on January 3. Mr. Wilkinson is coming to Pace and Brown from his position as senior project designer at Bershire Blakeburns in London, where he has Jived for the last ten years.

Mr. Wilkinson will be responsible for representing the firm externally and ensuring that the firm has a clear strategic direction as it expands its work in restoration and historic preservation. He brings with him many diverse talents and more than 25 years of design and project management experience. He is probably best known for his restoration work on the historic 32-story Starsham Hotel in Melbourne, for which he was awarded the Schills Medal, Australia’s most prestigious design award.

**172.** Where would this announcement most  
 likely appear?

(A) In a newspaper advertisement  
 (B) In a business textbook  
 (C) In a telephone directory  
 (D) In a company newsletter

**173.** Who is Keira Powells?

(A) A past president of a business  
 (B) A former director of a business  
 (C) A successful clothing designer  
 (D) A well-known historian

**174.** How long has Roger Wilkinson lived in

London?

(A) For 10 years  
 (B) For 15 years  
 (C) For 25 years  
 (D) For 32 years

**175.** According to the announcement, what is

Roger Wilkinson known for?

(A) Directing restoration projects at Pace

and Brown

(B) Being Bershire Blakeburns’ longest-

serving director

(C) Renovating a historic building in

Melbourne

(D) Winning a major design award in

London

**Example 03**: Notice (Questions 165-168, Test 03, ETS 1200)

|  |
| --- |
| **WASTE PREVENTION – HOW YOU CAN HELP**  ***Photocopies*** • Eliminate unnecessary photocopies by storing documents on a shared directory. • Create a central filing system instead of maintaining duplicate files. • Invest in a program that allows fax transmission directly from your computer. • Redesign forms and reports to reduce margins (and the number of copies required). • Prepare executive summaries for lengthy documents. Provide full document only on  request. • Use e-mail and voice mail for interoffice messages. • Post information on a bulletin board instead of making copies.  ***Equipment*** • Rent (rather than buy) equipment that is used only occasionally. • Buy high-quality equipment; it usually lasts longer and requires fewer repairs. • Buy remanufactured office equipment that comes with an extended warranty. • Schedule regular maintenance to prolong the life of equipment. • Recycle usable parts from outdated equipment.  ***Donations*** • Donate old office furniture and equipment or surplus supplies to local schools. • As an alternative to recycling, donate magazines to hospitals or clinics. |

**165.** What is the main topic of the notice?

(A) Recycling  
 (B) Waste reduction  
 (C) Equipment maintenance  
 (D) Interoffice communication

**166.** What is NOT a suggested way to reduce

photocopying?

(A) Post a list of guidelines for

photocopying

(B) Use a shared-document directory  
 (C) Write executive summaries  
 (D) Decrease margins on documents

**167.** What is suggested as a way to make  
 equipment last longer?

(A) Turning off equipment when not in use  
 (B) Purchasing a supply of replacement

parts  
 (C) Having equipment serviced regularly  
 (D) Replacing older models with newer

ones

**168.** According to the notice, where can  
 companies donate reading material?

(A) To an employee lounge  
 (B) To a local school  
 (C) To a public library  
 (D) To a hospital

**Passage 04**: Notice (Questions 160-163, Test 06, ETS 1200)

|  |
| --- |
| **WANTED: AMATEUR ANIMATORS**  *12THANNUAL COMPUTER ANIMATION FESTIVAL AND COMPETITION*  Once again, Johannsen University will host its computer animation festival and competition. With home computers becoming more powerful and animation software less expensive, many animated films are being made at home. If you’ve been making amateur animated films, we urge you to enter the competition. Past winners have gone on to work in television and with major studios. This is a real opportunity to have your work critiqued by animation professionals and seen by the public.  The festival will be held at Johannsen University starting May 15. It will feature works from around the world as well as competition winners.  Our judges will select five entries for awards. The entries will be evaluated based on the originality of both the story line and the production. The trophy for the grand prize winner will be presented at the opening night event. The other four winners will have their work shown during the afternoon programs on May 16 and 18.  Our Web site, www.newlookanima.com, has complete instructions for preparing submissions. Note that the competition is open to amateur animators only. Employees of broadcast, film production, and publishing organizations may not enter. |

**160.** What is a goal of the competition?

(A) To encourage people to attend a

university

(B) To raise funds for a university program  
(C) To provide exposure to unknown artists  
(D) To publicize a new computer software

product

**162.** When will the top prize be awarded?

(A) On May 15  
(B) On May 16  
(C) On May 17  
(D) On May 18

**161.** On what basis will the entries be judged?

(A) The simplicity of the software design  
(B) The creativity of the work  
(C) The length of the story  
(D) The presenter’s public speaking skills

**163.** Who is not eligible to enter the

competition?  
(A) Those who have won the competition

in the past

(B) Those who make films on home

Computers

(C) Animators working for television

studios

(D) Students at Johannsen University

**Passage 05**: Notice (Questions 164-166, Test 06, ETS 1200)

|  |
| --- |
| **SIMPLE TIPS FOR BETTER TRIPS**  **Don’t Be Left Behind**  Always allow plenty of time to catch your bus. Arrive early and be sure you are at the correct bus stop. Ask the bus driver to give you a schedule if you need one.  **Save Time**  Have your money, bus pass, or ticket ready as soon as you board the bus. Have the exact fare, because the bus driver cannot make change.  **Be Safe**  When exiting the bus, immediately step onto the sidewalk. Make sure it is safe before crossing the street.  **Be Courteous**  Allow riders to get off the bus before you get on. Use earphones with your radio. Please be seated quickly and do not block the aisles with your belongings.  **Thank you for riding Blue Point Bus Lines.** |

**164.** What is the purpose of the notice?

(A) To provide suggestions to bus

passengers

(B) To advertise a new bus company  
 (C) To answer questions about bus routes  
 (D) To inform tourists about bus tours

**165.** What are readers asked to do?

(A) Choose a seat close to the driver  
 (B) Keep walkways clear  
 (C) Buy a monthly pass  
 (D) Write a letter to the bus company

**166.** According to the notice, what can be  
 obtained from the bus driver?

(A) Change for ticket fares  
 (B) Discounts on long-distance travel  
 (C) Bus schedules  
 (D) Information about tourist sites

**Passage 06**: Notice (Questions 174-176, Test 06, ETS 1200)

|  |
| --- |
| **Atherton Township Division of Public Recreation** Atherton Municipal Building  Please refamiliarize yourselves with the following pool safety precautions. As a recreation manager, you are responsible for discussing these regulations with your staff at your next weekly meeting. We must be sure that our facility is in full compliance with the laws and regulations of Atherton Township.  • General pool safety and conduct rules must be posted in an area clearly visible to all pool patrons.  • Gate must be locked and secured whenever lifeguard staff are not on duty.  • Pools must maintain appropriate chlorine levels at all times to ensure the health of guests.  • Patio and grass areas surrounding pools must be inspected once every hour and kept free of debris.  • Emergency phone numbers for police and ambulance services must be provided to all your lifeguards while on duty.  Any questions or concerns with regard to these regulations may be directed to: Len Shrove, Division of Public Safety,  Atherton Municipal Building,  38 Woodbridge Drive, Atherton, ON L4W 152 |

**174.** What is the purpose of this notice?

(A) To advertise a recreational facility

(B) To ensure that management staff

follow regulations  
 (C) To announce job openings for

lifeguards  
 (D) To instruct guests about swimming

pool use

**175.** For whom is this notice most likely  
 intended?

(A) Len Shrove  
 (B) Lifeguard staff  
 (C) Recreation managers  
 (D)Guests at a swimming pool

**176.** What are lifeguards expected to have  
 available while on duty?

(A) Emergency telephone numbers  
 (B) The address of the municipal building  
 (C) A list of local health care centers  
 (D) A key to the swimming pool gate

**Passage 07**: Notice (Questions 153-154, Test 02, ETS 5 Tests)

|  |
| --- |
| **Attention Waylon Concert Hall Guests**  • Ticket holders arriving late will not be admitted to the auditorium until a suitable break during the performance and must be shown to their seats by an usher.  • Mobile telephones must be turned off during all performances.  • Cameras and video or audio recorders of any kind are prohibited unless specifically authorized by the promoter. Those found during the performance will be.held at the box office until the end of the show.  • Standing in the aisles during performances is forbidden by the fire regulations.  • Smoking is prohibited throughout the building.  • Food or beverages may not be brought into the auditorium at any time.  Please be courteous to those around you while you enjoy the show. |

**153.** What does the notice mainly discuss?

(A) Rules for concertgoers  
 (B) Equipment used by concert-hall staff  
 (C) Safety procedures  
 (D) Performance schedules

**154.** According to the notice, what might a

promoter do?

(A) Distribute concert programs  
 (B) Escort guests who arrive late to their

seats

(C) Approve the use of audio devices  
(D) Collect mobile phones

**Passage 08**: Notice (Questions 153-154, Test 04, ETS 5 Tests)

|  |
| --- |
| **RETIREMENTS**  **PATRICIA JOHNSON** of the publications office is retiring from DANCO after 25 years of service. Come and join us in wishing her a happy retirement at a gathering in her honor on June 29 in room J-410 at 5 P.M. A $6 donation covers the cost of your refreshments and a gift. Please bring your donation to Anna Hortensen in room P-220 by June 20. For more information, call Anna at extension 7013. |

**153.** Where will the gathering be held?

(A) In room J-410  
 (B) In room P-220  
 (C) At Anna Hortensen’s home  
 (D) In the publications office

**154.** What should people who wish to attend

the gathering do?

(A) Prepare some food for everyone  
 (B) E-mail the publications office  
 (C) Give a contribution to Anna Hortensen  
 (D) Telephone Patricia Johnson

**Passage 09**: Announcement (Questions 163-165, Test 04, ETS 5 Tests)

|  |
| --- |
| **Attention Clients of Doyle, Inc.**  While waiting for its permanent headquarters to be completed, architectural and engineering firm Doyle, Inc., will be moving its offices just down the street as of September 1. The move from 1102 Main Street to 813 Main Street will be temporary (until the completion of the firm’s new permanent headquarters at the Odessa Business Center). We would like to assure you that business will continue as usual and none of our current projects will be delayed as a result of this move. Please note, however, that our involvement with the university’s architectural intern program will be postponed this summer and will not resume until next year. |

**163.** What is being announced?

(A) The relocation of a company  
(B) The opening of a university  
(C) The closing of a firm  
(D) The merger of two organizations

**164.** Where are the offices of Doyle, Inc.,

currently located?

(A) At the local university  
(B) At 813 Main Street  
(C) At the Odessa Business Center  
(D) At 1102 Main Street

**165.** What will be delayed?

(A) The construction of a business center  
(B) The completion of architectural plans  
(C) A company’s participation in a program  
(D) A company’s annual meeting

**Passage 10**: Announcement (Questions 153-154, Test 05, ETS 5 Tests)

|  |
| --- |
| Wong’s Picture Frames  The staff at Wong’s Picture Frames would like you to join us on our opening day. When you visit us this Friday, December 1, you will be eligible for a 10% discount on any item! Just mention coupon code WPFlOD at the time of purchase. We are located at the corner of Willow and Randall Avenues, and our hours of operation are 9:00 A.M.-6:00 P.M., Tuesday through Sunday.  We are confident that you will love our selection of frames. Our frame specialists will be happy to answer any questions you may have, and they will help you to choose the frame that is right for you.  For more information, visit us online at www.wongspictureframes.com, or call us at (814) 555-0224. |

**153.** On what day is Wong’s Picture Frames

closed?

(A) Monday  
(B) Tuesday  
(C) Friday  
(D) Sunday

**154.** According to the announcement, how can

customers receive a discount?

(A) By visiting a Web site  
(B) By providing coupon details  
(C) By referring other customers  
(D) By joining a mailing list

|  |
| --- |
| **UNIT 26: BÀI BÁO & BÁO CÁO (ARTICLES & REPORTS)** |

**Passage 01**: Article (Questions 174-177, Test 01, ETS 1200)

**BAC Welcomes  
*Timothy Kang***

**------------------------------------------**

Kowloon, Dec. 16 – BAC, Inc., today announced that it has appointed Timothy Kang as senior vice president of marketing. In his new role, Kang will oversee the marketing department and be responsible for corporate strategy, market analysis, and market evaluation. As a seasoned executive, Kang has more than 20 years of experience and a successful track record in generating new sales partners and developing successful marketing strategies. He is expected to strengthen BAC’s market position as a leading provider of software applications in the education industry.

Prior to joining BAC, Kang was with SAGE Software Company, where he was vice president of corporate sales, and at Tobbler Corporation, where he spent several years as head of the marketing department. At Tobbler, he was credited with earning record-high revenues for the company. After these highly successful endeavors, Kang started his own company, Greenwood Partners, Inc., where he developed and implemented new business strategies for large corporate clients.

**------------------------------------------**

**174.** According to the article, what is Kang best

known for?

(A) His experience as an educator  
 (B) His expertise in product marketing  
 (C) The software he has developed  
 (D) The work he has done overseas

**175.** What type of business is BAC, Inc.?

(A) A software provider  
 (B) A computer retailer  
 (C) An advertising agency  
 (D) A marketing consultant firm

**176.** What is stated about Kang’s work at  
 Tobbier Corporation?

(A) He received an award.  
 (B) He left the company after only a few

months.

(C) He increased revenues.  
(D) He created advertisements for

software.

**177**. What company did Kang start?

(A) BAC, Inc.  
 (B) SAGE Software Company  
 (C) Tobbler Corporation  
 (D) Greenwood Partners, Inc.

**Passage 02**: Article (Questions 157-159, Test 02, ETS 1200)

**Leafman Capital Purchases Josée Group**

Leafman Capital, a leading Canadian investment firm, announced today that it has completed its long-anticipated acquisition of Josée Group, a Paris-based hotel company. The deal has an estimated value of 350 million euros, according to Leafman Capital executives.

The sale of the French-owned Josée Group to a Canadian firm has caused a great deal of controversy in France; the Josée Group owns 26 historic hotels in and around Paris, including the famous Hotel Jean-Claude, which had hosted numerous prominent nineteenth-century French authors and political figures. Joseph Leafman, owner of Leafman Capital, announced that his firm would strive to retain the important historic heritage of the Hotel Jean-Claude but would make necessary renovations to modernize the heating and plumbing systems. In addition to the Hotel Jean-Claude, the Josée Group owns smaller hotels across France, including the Parisian Gateway and the Hotel Fanon, both considered among the finest examples of French architecture in the neoclassic style.

Mr. Leafman said that his firm purchased the Josée Group as a means of diversifying its portfolio. He also plans to make additional purchases in Europe, which may include luxury hotels in Belgium, Germany, and Switzerland. Other assets recently purchased by Leafman Capital include high-rise apartment and office buildings in Thailand and the Philippines.

**157.** According to the article, why has the sale

of the Josee Group been considered controversial?

(A) It was sold for less than its estimated

value.

(B) Historic French properties were being

sold to a foreign firm.

(C) Employees of the Josee Group are

expected to lose their jobs.

(D) The sale was not made public until it

had been finalized.

**158.** What is Leafman Capital’s announced

plan for the Hotel Jean-Claude?

(A) To operate it as an economy hotel  
 (B) To build apartments on the property  
 (C) To update some of its facilities  
 (D) To turn it into a historical museum

**159.** What kind of property is NOT mentioned

as a recent acquisition of Leafman Capital?

(A) Apartments  
 (B) Office buildings  
 (C) Historic hotels  
 (D) Retail stores

**Passage 03**: Article (Questions 163-166, Test 02, ETS 1200)

**------------ *K-Star Tournament to Begin* ------------**

Andrew Cresson, owner of computer game company K-Star, announced today that his firm will be sponsoring a video game tournament as part of a series of promotional activities for its latest product line.

To be held in Hong Kong on May 5, the  
event will introduce a wide selection of  
new games for contestants to play,  
including simulated reality games, sports  
games, and cartoon character games.  
The top four contestants in each round  
will compete in finals shown live on a  
large screen. Robert Ko, a sales  
representative at K-Star, observed: “This  
may be the most anticipated product  
launch of the decade.”

Rewards for winning the computer game tournament include free products and free plane tickets to cities like Tokyo, Seoul, and Jakarta. In addition, the first-prize winner in each category will win the opportunity to help designers create a new video game.

Interested individuals may register to  
participate by filling out an online  
application, visiting a retail outlet where K-Star products are sold, or contacting K-Star’s automated phone service. Players must register in advance of the tournament. Audience tickets, however, may be purchased on-site on the day of the event.

***Reporter: David Ma, Beijing, April 15***

**-----------------------------------------------------------------------**

**163.** What is the purpose of holding the

tournament?

(A) To recruit members for a club  
(B) To attract new employees  
(C) To promote a product line  
(D) To entertain business executives

**164.** Who will be competing in the tournament?

(A) Professional athletes  
(B) Animated filmmakers  
(C) Computer game players  
(D) Software designers

**165.** Where will the tournament take place?

(A) In Seoul  
(B) In Beijing  
(C) In Tokyo  
(D) In Hong Kong

**166.** How is it NOT possible for people to sign

up to compete?

(A) By going to the event  
(B) By going to certain stores  
(C) Over the telephone  
(D) Through a Web site

**Passage 04**: Excerpt from an article (Questions 173-175, Test 03, ETS 1200)

|  |
| --- |
| Job seekers should bear in mind certain idiosyncrasies of the pyramid structure of the labor market. Most available jobs are at the entry level. There are a fair number of middle-level jobs but proportionally few top-level jobs. This means there is stiff competition for high-ranking jobs. Candidates interested in these jobs must often move to another geographic region to locate a job matching their qualifications. Although few candidates show enthusiasm for uprooting their lives to relocate for a job, many prefer this to accepting a local job that they feel is below their experience. Studies also show that more often than not, employees who feel overqualified in their current position will end up getting bored quickly and will leave the company. |

**173.** What does the article say about high-level

jobs?

(A) They are hard to find.  
(B) They can be stressful.  
(C) They involve overtime work.  
(D) They require special training.

**174.** According to the article, what are

candidates reluctant to do?

(A) Change companies frequently  
(B) Seek advice from colleagues  
(C) Move to another area  
(D) Compete for high-paying jobs

**175.** According to the article, what is a result of

hiring overqualified employees?

(A) Excessive competition for jobs  
(B) Salary costs that exceed the budget  
(C) A scarcity of new positions  
(D) The frequent loss of staff

**Passage 05**: Article (Questions 176-180, Test 03, ETS 1200)

**Public Opinion Divided over Water**

**--------------------------------------**

**Samplena** – In Tuesday’s City Council meeting, Agricultural Union spokesman John Perchain requested that the city’s proposed water di version project be further investigated before being approved. The new plan would use a 60-kilometer-long pipeline to transport drinking water from the Palehook River. City developers say the water is necessary to support a growing population. Local farmers are worried that the new pipeline would deprive them of water needed for crops. Perchain summed up their concerns, saying, “After four years in a row of below-average rainfall, we need more water for irrigation, not less.”

Perchain pointed out that while only 15% of the region’s gross product stems directly from the sale of farm goods, agriculture sustains the economy in other ways. Farmers are the main customers of the tractors manufactured in the Samplena industrial district. Also, the transportation of agricultural products to other areas of the country maintains Samplena’s key position in the trucking industry.

This is not the first time that water has been an issue of concern for the Samplena City Council. Last year a plan to build a chemical processing plant in the area was approved by a narrow margin after protests that the factory’s manufacturing process would use over 200,000 liters of water a day. Situated on a low, naturally arid plain, Samplena has summer temperatures that average 35 degrees Celsius. “Something must be done to balance the demand for the area’s water resources.” Perchain concluded on Tuesday. “Everyone will suffer in the long run if farms are deprived of water for irrigation.” City Council officials declined comment. They are scheduled to meet on Thursday to review the Agricultural

Union’s request.

**176.** Why does Mr. Perchain object to the city’s

project?

(A) It is not large enough to support the

increase in population.

(B) It was approved without proper  
 authorization.  
 (C) It was not researched by his  
 organization.  
 (D) It will divert resources from the people

he represents.

**177.** What is stated about the Samplena area?

(A) Its economy is based mainly on farm

goods.

(B) The rainfall is lower this year than last

year.

(C) The number of inhabitants is

increasing.  
 (D) It is surrounded by mountains.

**178.** According to Mr. Perchain, why is  
 agriculture important for Samplena?

(A) The farming industry contributes to

other economic activities of the area.

(B) Agricultural products cannot be  
 imported to the area efficiently.  
 (C) Samplena imports 15 percent of its

agricultural products from abroad.  
 (D) Farming is an important part of the

history and culture of Samplena.

**179.** What does the article NOT give as a use

for water?

(A) Providing drinking water  
 (B) Cooling buildings  
 (C) Processing chemicals  
 (D) Irrigating farms

**180.** The word “sustains” in paragraph 2, line 4,

is closest in meaning to

(A) prolongs  
 (B) allows  
 (C) supports  
 (D) proves

**Passage 06**: Excerpt form an article (Questions 166-170, Test 04, ETS 1200)

**-----------------------------------------------------------------**

Advances in technology over the last ten years have made working from home almost as common as working in a traditional office. Many companies have found that by allowing employees greater flexibility in their schedules and work environment, workers are more content with their jobs and more loyal to their companies.

World Financial Analyst, a leading business-research firm, recently collected questionnaire data from more than 500 home-based employees working in different fields. The findings of this study showed that 83 percent of respondents ranked the elimination of a daily commute as their number-one motivation for working from home. The second advantage cited was having a flexible schedule.

“I can set my own hours,” said Jessica Harper, a graphic designer for Gallaxia Stern Studios. “I still have a regular schedule, but if I need an hour break or I have an errand to run, I can do it when it is convenient and then I work longer in the evening to make up the time. I have noticed that I am actually more productive and I don’t get tired as quickly.” Although the present study was limited to home-based employees, informal reports confirm that management also benefits from this practice.

One surprising benefit for companies that allow flexible schedules is their capability to hire more workers. Many businesses that allow employees to work from home have grown compared to companies that confine their workers to

the office.

**-----------------------------------------------------------------**

**166.** What does the article suggest?

(A) Companies that offer flexible working

situations are more likely to retain their employees.

(B) Employees who work at home are less

productive than employees who work in the office.

(C) Employees with flexible schedules

need more management than

traditional employees.

(D) Companies that allow employees to

set their own schedules are able to

save money on transportation costs.

**167.** How was information gathered for the

study mentioned in the article?

(A) Researchers conducted tests in a

laboratory.  
 (B) Employees completed surveys about

their work.

(C) The author visited employees working

from home.

(D) Supervisors provided information on

their employees’ productivity.

**168.** The word “set” in paragraph 3, line 1, is

closest in meaning to

(A) solidify  
 (B) place  
 (C) collect  
 (D) establish

**169.** According to the article, how do companies

benefit from allowing employees to work at home?

(A) Companies reduce the amount of time

they spend training employees.

(B) Companies are able to increase their

numbers of employees.

(C) Companies can afford to expand their

office space.

(D) Companies spend less money on

energy costs.

**170.** What advantage of working from home is

NOT mentioned by employees?

(A) Enjoying more flexibility in scheduling  
 (B) Avoiding long commutes to work  
 (C) Achieving greater productivity  
 (D) Working in a quieter space

**Passage 07**: Magazine article (Questions 166-169, Test 05, ETS 1200)

***An Interview with  
a Supermarket Genius****By Elizabeth Kang*

In a world where food shopping has become synonymous with never-ending advertisements, Voltage Market is a refreshing change. Entering any one of its quirky 100 stores nationwide is actually a pleasure. I recently sat down with Voltage Market founder William Schoepke to find out how it all started.

Schoepke will tell you that the idea for opening a grocery store came to him unexpectedly when he was driving past an abandoned retail store near his home. “The store had been vacant for more than ten years. It was a very small space, but I was tired of having to shop at huge shopping malls where everything looked 'the same.” When Schoepke did some research, he realized that his particular idea was an unusual one. “It was a gamble that paid off,” he recalls. “The  
immediate response was so overwhelming that I opened a new store within that first year and then seven more across the region over the next three years.”

Schoepke began targeting vacant buildings. “No two Voltage stores look the same,” he says. “Ourbiggest priority is a cozy atmosphere. Size is not something we care a great deal about.” In fact most Voltage stores are only a quarter of the size of typical supermarkets. “To keep our overhead expenses down," Schoepke says, “our stores haven’t ever had a service department. Our cashiers always make time to help customers find what they’re looking for.” Clearly, this attention has been well received by loyal customers. “Even today,” says Schoepke, “virtually all of Voltage Market’s publicity comes by word of mouth.” In fact, Schoepke has never budgeted money for advertising. What he has done is create a new formula for success.

*Business Alternative Magazine, No. 43*

**166.** What is the main purpose of the article?

(A) To introduce the owner of a shopping

mall ·

(B) To announce the opening of a new

food store

(C) To provide instructions for starting a

business

(D) To describe the growth of a food store

chain

**167.** What did Mr. Schoepke indicate about

starting·Ns business?

(A) He wanted his stores to be small.  
(B) It took three years to become

successful.

(C) His first store was in a shopping mall.  
(D) He followed a common business

model

**168.** What is emphasized about Voltage

Markets?

(A) Their uniform design  
(B) Their intimate atmosphere  
(C) Their prime locations  
(D) Their service departments

**169.** How do most people find out about

Voltage Market stores?

(A) Mr. Schoepke advertises in local

newspapers.

(B) Mr. Schoepke mails flyers to local

residences.

(C) Customers recommend the stores to

others.

(D) National food magazines feature

articles about the stores.

**Passage 08**: Article (Questions 171-173, Test 06, ETS 1200)

**INTERNATIONAL AIR TRAVEL SOARS ABOVE EXPECTATIONS**

**------------------------------------------------------------------------------------------------------------------------  
Leading air transport association cites 10% rise in global air passenger travel**

More people are flying than ever before, according to the Global Travel Association, an independent transportation research firm based in London. The group has published a report showing a significant rise in air passenger traffic, as much as 10 percent from the previous year, and it is forecasting continued increases at least through the end of December.

Although high oil prices reported at the World Economic Forum in January had caused industry experts to speculate that travel levels would remain consistent or decline, almost every passenger airline has reported growth rates of at least 3 percent for the first six months of the year. Cargo transporters, such as Worldwide Fliers, Inc., also reported increases, although somewhat more modest ones.

Different reasons have been cited for the increase, ranging from lower fare prices implemented by the airlines to an expanded selection of destinations. Other possible factors may have little to do with the airlines themselves. “As more nations participate in the international market,” said Dr. Rubin Mendoza, a professor of economics at London University, “more people need to jet around the world for business meetings.”

**171.** Who published the report about air travel?

(A) World Economic Forum  
(B) Global Travel Association  
(C) Worldwide Fliers, Inc.  
(D) London University

**172.** What is predicted in the report?

(A) The number of passengers will

continue to grow.

(B) The price of fuel will start to stabilize.  
(C) The cost of airport security will

increase.

(D) The profits of cargo transporters will

decline.

**173.** What is NOT cited as a possible reason for

the increased number of passengers?

(A) Reduced ticket cost  
(B) Expanded international trade  
(C) A wider choice of destinations  
(D) Changes in oil prices

**Passage 09**: Article (Questions 168-171, Test 01, ETS 5 Tests)

**Nairobi, January 22** – Accord Airlines Chief Executive Officer Pramod Gupta announced on Monday that his company has purchased Glade Airways. Accord is headquartered in Mumbai, India, and the purchase is expected to double the size of the airline and extend its reach into new markets. Most of Accord’s routes are to cities in Asia, Great Britain, and the United States. Glade’s head office is in Nairobi, and from its East African base the airline flies to countries throughout the rest of Africa.

Representatives of the two airlines said customers would not notice many immediate changes. There are no plans yet to paint the airplanes or redecorate the interiors. Each airline will keep its own Web site, baggage fees, and frequent flyer programs for at least the next six months.

Airfares are not expected to change  
immediately, either, although Accord spokesperson Amina Odoyo said that “This will be the first aspect of the merger to be addressed.” She hastened to add, however, that there would be “no problem” for customers who have already booked a flight. “Tickets that have already been purchased for either airline will be honored,” she said.

Flight attendants and pilots for both airlines were pleased by the purchase. “I hope I will be able to fly to Nairobi,” said Shiv Parida, a pilot who has worked for Accord for six years. “I’ve been flying the same route for about four years,” he noted, “and expanding into new areas should help Accord grow, which means more opportunities for me. I have always

wanted to visit Africa.”

**168.** What is the purpose of the article?

(A) To profile a company’s new chief  
 executive officer  
 (B) To compare airports in different cities  
 (C) To publicize the merger of two  
 companies  
 (D) To announce the upcoming renovation

of an airport

**169.** What does Ms. Odoyo suggest about  
 tickets?

(A) Tickets purchased six months in  
 advance will receive a discount.  
 (B) More tickets will become available for

purchase online.

(C) Some tickets may not be transferable.  
 (D) Ticket prices may change in the future.

**170.** The word “honored” in paragraph 3, line

10, is closest in meaning to

(A) rewarded  
 (B) accepted  
 (C) refunded  
 (D) offered

**171.** What is indicated about Mr. Parida?

(A) He is eager to fly new routes.  
 (B) He is a frequent visitor to Africa.  
 (C) He was hired four years ago.  
 (D) He is planning to relocate.

**Passage 10**: Article (Questions 155-156, Test 02, ETS 5 Tests)

**-----------------------------------------------------**

**Johannesburg (7 July)** – Jaquin Publishers announced on Friday that Aurelia Martino’s new book, *Stars in the Sky,* will be released on 8 September. This is Ms. Martino’s second  
book, and early reviews say that readers are in for a treat. Ms. Martino, an acclaimed actress  
from Johannesburg, decided to give up acting and begin writing books when she had her first child, Matilda, two years ago. She is perhaps best known for her ten-year role as the mother on the popular South African television series *Living with the Monroes.*

**-----------------------------------------------------**

**155.** What is the purpose of the article?

(A) To announce a book release date  
 (B) To profile an acclaimed actress  
 (C) To review a new television series

(D) To offer an opinion about a book

**156.** What is suggested about Ms. Martino?

(A) She has been an author for over ten

years.  
 (B) She has two children.  
 (C) She changed careers.  
 (D) She recently moved to South Africa

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| **UNIT 27: THƯ NHẮN (MEMORANDUMS / MEMOS)** |

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

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| **Goodman Theater Company**  **CONFIDENTIAL**  Date: July 11 To : Charlie Ullman From: Gordon Furr Re : Budget Approval Concerns  Thank you for attending Wednesday’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 155-156, Test 04, ETS 1200)

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| From: Michael Bergmann To: Brigit Ingersoll Re: Awards Banquet  Per your request, I’ve put together a list of preferred caterers. In my opinion, Comfort Meals is the best: they are reliable, their charges are reasonable, and, above all, their food is delicious! Another food service provider I can highly recommend is Ethnic D’lites. They offer, among other things, a variety of South Asian dishes, and our employees and clients from that region in particular give them high marks.  With regard to your question about entertainment, I’m afraid I can’t offer you any advice. Ramon Garcia (extension 5555) in the sales department may have some suggestions for you. On a couple of occasions he has hired musicians for our annual New Year’s party.  I hope this information is useful. Good luck with the preparations for the October 12 events.  Michael |

**155.** What is the purpose of the memo?

(A) To inquire about the new telephone

system  
 (B) To congratulate an employee on a

promotion  
 (C) To discuss the price of menu items  
 (D) To provide suggestions for an

upcoming event

**156.** Why should Ms. Ingersoll contact

Mr. Garcia?

(A) To learn more about the new work

procedures  
 (B) To ask for recommendations for  
 entertainment  
 (C) To find out when a party will be held  
 (D) To verify the prices of a catered meal

**Passage 03** (Questions 166-168, Practice Examination)

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| MEMO  TO: All employees FROM: Venessa Hardwright SUBJECT: Reduction in staff DATE: December 28, 2015  As anticipated, the recent merger with FGA United has resulted in overlap of some functions. Consequently, it is necessary to reduce our work force in those areas in which we have significant duplication of effort.  Effective March 3, we will experience a 30% reduction in staff, right across seniority lines. Persons affected will be notified by the end of next month. These employees will receive two months’ severance pay.  Our personnel office will hold a series of meetings in the middle of February to discuss unemployment insurance benefits and to help those affected secure new jobs. If you plan to attend, call Marcos Twine at extension #131.  We thank you for all your hard work. Unfortunately this layoff could not be avoided. We wish you employment success in the future.  Vanessa Hardwright CEO ZBT Electronics |

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

(A) To announce changes in company

structure  
 (B) To declare a merger with FGA United  
 (C) To motivate employees to work harder  
 (D) To request attendance at upcoming

meetings

**167.** When will employees be informed about

their company status?

(A) In December  
 (B) In January  
 (C) In February  
 (D) In March

**168.** According to the memo, what is TRUE?

(A) FGA United will secure jobs for all

employees.  
 (B) No executives will be made redundant.  
 (C) Not all departments are affected by

the merger.

(D) Some employees will receive a bonus.

**Passage 04** (Questions 170-173, Test 01, Economy 03)

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| From : Jack Wells, Executive Vice President To : All Employees Date : July 1 Re : Corporate Volunteer Project – Days of Caring  Days of Caring is an exciting opportunity for corporations in Morris County to get acquainted with local health and human services agencies. Our company has participated in the project for ten years now, and I’d like to encourage you to share this valuable experience with other volunteers.  This year’s Days of Caring will be held from September 12 to September 18. During this period, industry employees will provide three or more hours of service to nonprofit institutions in their communities. Days of Caring projects include simple repairs, landscaping, spring-cleaning, painting, and interaction with children and the elderly.  Last year, approximately 3,000 workers from two different brewing companies, including ourselves, took part in nearly 200 service projects, contributing over 11,000 volunteer hours to the communities where the businesses were located.  The company will offer paid time off to participating employees. We invite you to get involved by completing the attached registration form and submitting it to Glenn Casamassa in the Social Responsibility Department by the end of this month. |

**170.** Why was the memo written?

(A) To organize a new team of volunteers  
 (B) To announce a change in an event  
 (C) To inform employees of a new policy  
 (D) To persuade employees to take part in

an event

**171.** Where does Mr. Wells work?

(A) At a brewing firm  
 (B) At a nonprofit organization  
 (C) At a community center  
 (D) At a consulting agency

**172.** What is NOT mentioned about the  
 upcoming event?

(A) It will last for a week.  
 (B) Staff who attend the event will get a

paid vacation.

(C) It is not a nation-wide event.  
 (D) About 3,000 people will participate.

**173.** According to the memo, by when must

registration forms be submitted?

(A) July 1  
 (B) July 31  
 (C) September 12  
 (D) September 18

**Passage 05** (Questions 165-167, Test 07, Economy 03)

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| 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 06** (Questions 173-176, Test 09, Economy 03)

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| **OFFICE MEMORANDUM**  DATE : January 1 TO : All staff FROM : Chris Korzen RE : Changes to company-provided health insurance laws  As you all may be aware, on January 1, 2010 a new company-provided health insurance law has come into force. The insurance fee that employers have to pay has been cut down to only 30% from 50% if the period of recruitment is less than five years. If employees have been with the company for five or more years, the company will pay 70% of the insurance fee.  There is a grace period of five months to allow employees to register with the new system before this system becomes fully compulsory (the changes are not automatic). It is in the best interests of the company that everybody registers for the new health insurance scheme as soon as possible. While employees, especially those who have not yet completed 5 years of work with the company, are free according to their legal rights to postpone their registration; we must make you aware that fines will be imposed for those people who register after June 1. Registrations must be made in person by a company representative, so leaving it until the last day of May is not recommendable.  A registration form is attached to the back of this memo; simply fill it out and return it to your departmental secretary. The secretaries will only be collecting the forms for the next three months, after which you can personally submit the form to me in the Administration Building. If you have any questions regarding how to complete the form, information has been posted on the internet at www.mhw.gov/insurance. For all general quedes, you may reach me through extension 501 or via e-mail at korzen@noisec.com. |

**173.** What is NOT mentioned about the new

insurance scheme?  
(A) It is mandatory for every employee to

join it.

(B) All workers need to cover some of their

premium.

(C) Staff who joined the company within

the last four years should pay 30% of their insurance fees.

(D) It becomes effective as of January 1.

**174.** The word “compulsory” in paragraph 2,

line 2, is closest in meaning to

(A) voluntary  
(B) beneficial  
(C) necessary  
(D) desirable

**175.** By when do employees need to sign up?

(A) By January 1  
(B) By April 1  
(C) By the end of the year  
(D) By May 31

**176.** Where can staff get a registration form?

(A) From the departmental secretary  
(B) From the other side of the memo  
(C) From the website  
(D) From the administration building

**Passage 07** (Questions 158-160, Test 10, Economy 03)

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| TO : Office Staff FROM : Carlos Domingo, Manager DATE : July 21, 2009 SUBJECT : Recycling Program  In an effort to reduce the amount of paper in our offices, we have implemented a cost-saving, paper reduction program as follows:  • Provide clearly-labeled recycling bins near copiers, shipping and receiving areas, and in employee eating areas to collect white paper, mixed paper, newspaper, magazines, cardboard as well as non-paper products (glass, aluminum, plastic, etc).  • Use the blank sides of unneeded single-sided copies for inter-office use. (This does not include materials intended for clients or members of other organizations.)  • Do not use the copy machine for personal items.  • Departments should carefully assess their needs before ordering bulk print copies of information materials, like annual reports or brochures. In many cases, hundreds of unused copies end up in storage rooms clogging up storage space. So in case of bulk copies on non-recycled paper, please list your name, the reason for use, and the approximate number of sheets used on the "Paper Allocation List" that is now posted in the copy room.  We have come up with these guidelines because paper takes up a large part of the expenses for our firm. With everyone’s cooperation, we hope that we will be able to achieve a reduction in the amount of money spent on paper products. |

**158.** What may still be printed on nonrecycled

paper?

(A) A letter to another firm  
(B) A document for a colleague  
(C) A note to Mr. Domingo  
(D) A memo regarding an upcoming

office party

**159.** What is NOT mentioned about the copier?

(A) There will be a garbage can next to it.  
(B) It can be used for any purpose.  
(C) The manager suggested using the

back side of used paper.

(D) In some cases, writing a list is

requested.

**160.** Why have the new rules been

implemented?

(A) The manager has interest in

environmental issues.

(B) The company wants to cut costs.  
(C) Employees have been careless with

important documents.

(D) The price of new paper has gone up.

**Passage 08** (Questions 166-169, Test 10, Economy 03)

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

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| **UNIT 28: THÔNG TIN (INFORMATION)** |

**Passage 01** (Questions 156-157, Test 01, ETS 1200)

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| ***Manorville*** *Cosmetic Company*  **Your Opinion Could Be Worth $500**  The Manorville Cosmetics Company is committed to providing you with quality products and excellent service. That is why we want to learn more about your shopping needs and expectations. Please complete the brief survey on the back of this card and mail it to us using the envelope provided. No postage is necessary.  Once we have received your response, your name will automatically be entered in a drawing and the lucky winner will be awarded a $500 gift certificate, good for one or more of our products.  The deadline for submission of your response is May 20. Thank you!  Sincerely,  Mary Cartwright  Mary Cartwright Director of Customer Relations |

**156.** What is the purpose of this note?

(A) To thank customers for a purchase  
 (B) To ask customers for their opinions  
 (C) To announce the winner of a contest  
 (D) To inform customers of a new service

**157.** What will one of the customers receive?

(A) A gift certificate  
 (B) A dinner for two people  
 (C) A cash prize of $500  
 (D) A drawing by a famous artist

**Passage 02** (Questions 178-180, Test 01, ETS 1200)

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| ***Narina Suites Hotel***  **GUEST GUIDE**  **Introduction**  Welcome to the Narina Suites Hotel. We specialize in services for international business travelers. For your convenience, we have a concierge service staffed with English-speaking employees. Long-distance phone calls may be made from any room at discounted rates. We also provide a comfortable business area on the second floor with fax machines, copiers, and state-of-the-art computer workstations.  This guide provides you with comprehensive information about your accommodations. In addition, the booklet *About Our City* is located on the nightstand and contains a listing of theaters, restaurants, museums, arid art galleries in the area. We hope that you will have a pleasant stay. If you require any assistance or would like to request services, please do not hesitate to contact the front desk at extension 001. | **GUIDE CONTENTS**  Page  1 General manager’s welcome  2 Floor plan  5 Hotel policies  7 Services and stores at Narina  Suites 10 Room service menu |

**178.** What hotel service is NOT mentioned in

the introduction?

(A) English-speaking employees  
(B) Discounted phone service  
(C) Copy machines  
(D) Wake-up calls

**179.** Where can guests read about

entertainment in the area?

(A) In the guest guide  
(B) In the concierge's information packet  
(C) In the handbook for business travelers  
(D) In the booklet *About Our City*

**180.** What information can probably be found in

pages 2-4 of the guest guide?

(A) How to order food  
(B) How to find the nearest bus station  
(C) Where the hotel gym is located  
(D) What time the hotel rooms are cleaned

**Passage 03** (Questions 160-162, Test 03, ETS 1200)

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| HILLSIDE COMMUNITY CALENDAR | |
| **MONDAY** | ***ART&MEDIA******Astrid Geensen***10:00 A.M., Wakovitson Gallery. Astrid Geensen, a Dutch photographer residing in Hillside County, discusses her latest black-and-white nature photos. Admission: $10. For more information, visit www.wakovitson.org/exhibition. |
| **MONDAY and THURSDAY** | ***SPECIAL EVENT Garment Museum Walking Tour*** 11:00 A.M . This two-hour interactive introduction to fashion history includes a showroom visit, a tour of three functional design studios, and a stroll down the Fashion Walk of Fame. The tour meets in the museum lobby at 3920 Nassau Plaza at 89th Street. Admission: $12 for adults, $8 for students with valid school ID. For more information, visit www.garment\_museum.org. |
| **WEDNESDAY** | ***MUSIC***  ***The Flying Fires***6:30 P.M., Waterfront Stage at Memorial Park. Don’t pass up an evening with this world-famous, highly energetic rock band in a benefit performance. All profits from ticket sales will be donated to the World Health Foundation. Enter Memorial Park at 49th Street and 2nd Avenue. Admission: $35 in advance, $40 at the door. To purchase tickets or for more information, call 530-555-4032. |
| **FRIDAY** | ***SPECIAL EVENT******Transformation***8:00 P.M., Wavery Stage. Three one-act plays written by Hank Wilson, a recent graduate of Hillside College. Admission: No charge, but advance reservations are required. Call 530-555-3019 |

**160.** What is scheduled to take place on  
 Thursday?

(A) A musical performance  
 (B) A photography show  
 (C) A museum tour  
 (D) A one-act play

**161.** What is stated about the Flying Fires’  
 concert?

(A) It is a benefit concert.  
 (B) It will last two hours.  
 (C) It is the group’s final performance.  
 (D) It will be broadcast live.

**162.** Where will the free event be held?

(A) At the Wakovitson Gallery  
 (B) At the Garment Museum  
 (C) At Hillside College  
 (D) At Wavery Stage

**Passage 04** (Questions 157-158, Test 01, ETS 5 Tests)

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| **Greengage Conference Center ----------------------------------------**  Located just 40 minutes from the Charlotte Airport, Greengage Conference Center is the perfect place to hold your next corporate event. Situated among beautiful rolling hills and woodlands, our center provides a private, serene retreat. We offer conference facilities and meeting rooms that are equipped with everything you need for multimedia presentations. We also offer a fully equipped business center with a complete suite of office productivity software, complimentary wireless Internet access, two restaurants, and a banquet hall.  Call 704-555-0175 to speak to our professional event associates, who are prepared to help you with every phase of event planning. |

**157.** What is indicated about Greengage  
 Conference Center?

(A) It has recently been renovated.  
 (B) It is located in a scenic setting.  
 (C) It is used mainly by local companies.  
 (D) It offers shuttle service to the airport.

**158.** What is NOT mentioned as being available

at Greengage Conference Center?

(A) Free Internet access  
 (B) Presentation software  
 (C) Dining facilities  
 (D) On-site hotel rooms

**Passage 05** (Questions 165-167, Test 03, ETS 5 Tests)

**---------------------------------------------------------**

NEW EXHIBITION

*Bengal Tiger: Out ofthe Shadows*

The Bengal tiger may be the most famous of India’s wild animals. Painters and writers have granted it legendary status in our culture, and scientists have studied it extensively. Yet until now, it has never been the subject of an exhibition here at the Hyderabad Museum of Science. *In Bengal Tiger: Out of the Shadows,* you will encounter video footage of the tiger in the wild, lifelike models of its habitat, and an interactive installation in the final gallery that allows you to look at the world much as the animal itself does.

Postcards and other special items featuring images from *Bengal Tiger: Out ofthe Shadows* will be on sale in the museum gift shop located on the ground floor. The exhibition will remain at the museum until 10 April, when it will move to Moscow.

**---------------------------------------------------------**

**165.** What is suggested about the Bengal tiger?

(A) It is featured in a new book.  
(B) It is the most popular attraction at the

Hyderabad Zoo.

(C) It has been represented in many of the

museum’s exhibitions.

(D) It has been the subject of paintings.

**166.** What is mentioned as being included in

the exhibition?

(A) Plays based on folktales  
(B) Scientific texts  
(C) Videos of wildlife  
(D) Live animals

**167.** According to the information, where can

souvenirs of the exhibition be purchased?

(A) On the museum’s ground floor  
(B) On the museum’s Web site  
(C) At a bookstore in Hyderabad  
(D) In the final gallery of the exhibit

**Passage 06** (Questions 172-175, Test 03, ETS 5 Tests)

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| **Demy NX-Getting Started** p. 4  Congratulations on purchasing a Demy NX Cordless Electric Drill! The following pages will explain the basic guidelines for operating this state-of-the-art power tool.  **Batteries** Your Demy NX Cordless Electric Drill is powered by two Demy rechargeable 18-volt batteries (included in packaging). These are specifically designed for compatibility with your NX Cordless Electric Drill and with the Demy 18-Volt Battery Charger (also included). Before using the drill for the first time, charge the batteries in the charger for at least six hours. Then insert them into the drill’s battery compartment (see page 7 for a detailed diagram).  Because your Demy 18-Volt Battery Charger makes use of the latest in battery charging technology, you should leave your batteries in the charger indefinitely between uses, thus ensuring that your Demy NX Cordless Electric Drill is ready to use at a moment’s notice. The average life of Demy rechargeable 18-volt batteries varies depending on use. To avoid possible damage to your charger or drill, use only Demy brand batteries. |

**172.** Where would the information most likely

be found?

(A) In an advertisement for a Demy product

(B) In an instruction manual for a power tool

(C) In a book on home improvement  
 techniques

(D) In a review of popular brands of tools

**173.** What is indicated about the batteries?

(A) They should be charged every two  
 weeks.  
 (B) They were charged at the factory.  
 (C) They are covered by a limited warranty.  
 (D) They were designed for use with the

product.

**174.** According to the information, where should

the batteries be stored?

(A) In an air-conditioned location  
 (B) Inside the battery charger  
 (C) Inside the power tool  
 (D) In a protective case

**175.** What does the information warn against?

(A) Using a battery with a low charge  
 (B) Recharging a battery more than once

in a two-week period

(C) Using batteries made by other  
 manufacturers  
 (D) Opening the charger before the

batteries are fully charged

**Passage 07** (Questions 162-164, Test 05, ETS 5 Tests)

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| **VEA Print**  ***Frequently Asked Questions***  A few of our most frequently asked questions about ordering business cards appear below. If you cannot find what you are looking for, please contact us by calling 020 0003 7664 or by e-mailing us at information@veaprint.co.uk.  **Can I place my order by phone or post?** All orders need to be placed on our Web site. Special online order forms are provided that allow you to choose the design ofyour business card and provide your personal information.  **What if inaccurate information is printed on the business cards that I order?** We take great care to print all information according to the specifications you provide. Should you notice any inaccuracies, we will be happy to print your cards again and fill all of your future orders free of charge.  **Can an order be canceled after it has been placed?** To cancel an existing order, you will need to enter your customer code on our Web site. This code will automatically be sent to your e-mail account when we receive your order. |

**162.** What is the purpose of the information?

(A) To notify customers of a delay  
 (B) To answer questions about orders  
 (C) To inform employees of a change in

procedure

(D) To apologize for an error

**163.** What is stated about order forms?

(A) They can be mailed to VEA Print.  
 (B) They must be signed by a customer.  
 (C) They must be reviewed by a manager.  
 (D) They can be found on a Web site.

**164.** According to the information, what is a

customer code required for?

(A) To obtain a discount  
 (B) To update contact information  
 (C) To report a printing problem  
 (D) To cancel an order

**Passage 08** (Questions 158-160, Test 04, Economy 03)

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| **Benhamn Reeves Band Concerts in Fancy Costumes**  With each ticket you receive a free anniversary poster to commemorate the 10th annual Benhamn Reeves Band concert.  The Benhamn Reeves Band will perform with internationally renowned singers and dancers in magnificent costumes. The concert also will create a special atmosphere in City Arena and Golden Hall, the largest and most famous concert halls in and around Benhamn Reeves City.  The Benhamn Reeves Band concerts will even fulfill the wishes of Strauss lovers by performing the most impressive pieces by the Strauss Dynasty, such as *The Blue Danube Waltz* and *The Radetzky March.* You are sure to enjoy the Benhamn Reeves Band concerts.  For further information please check our web site : www.benhamnreeves.com or contact us at 072-5382-5566.  • The tickets should be ordered at least eight weeks before the event is held.  • We have the right to resell the tickets in case of delay in payment.  • You can cancel your booked tickets up to 24 hours before the concert with a 30% cancellation fee.  **Dates** **August 2010**  11 .08.2010, Fri-20:15 12.08.2010, Sat-20:15  **September 2010**  02.09.2010, Sat-20:15 03.09.2010, Sun- 19:30 09.09.2010, Sat-20:15 |

**158.** From where can you assume the  
 Benhamn Reeves Band gets its name?

(A) A city name  
 (B) A hall name  
 (C) A song title  
 (D) A play title

**159.** What is *The Radetzky March?*

(A) Another name for the band  
 (B) The name of a Strauss fan club  
 (C) The nickname of one member of the

band

(D) A piece of music composed by an artist

**160.** When does the Benhamn Reeves Band

plan to play?

(A) In 10 years  
 (B) In eight weeks  
 (C) In August alone  
 (D) In August and September

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| **UNIT 29: CÁC DẠNG BÀI ĐỌC KHÁC** |

**Passage 01**: Press release (Questions 167-168, Test 02, ETS 1200)

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| **New Database to Facilitate Tracking of Archaeological Finds**  Sectorsys, Ltd., is pleased to announce that it will soon team up with museums and archaeological societies worldwide to create an extensive database of artifacts discovered at archaeological sites. Says Eric Johannesen, CEO of Sectorsys, “Much of the information about treasures of the ancient world is not well documented and is not readily available. We plan on organizing an electronic database that will enable museums and professionals working in the field to access complete descriptions of artifacts.” The database will initially contain information on 300,000 objects, and will be updated continually. |

**167.** What product will Sectorsys offer?

(A) Supplies for archaeological digs  
(B) Antitheft alarm systems for museums  
(C) Software that holds information about

artifacts

(D) Equipment for detecting fake artifacts

**168.** According to the press release, who will

use the product?

(A) Dealers who buy and sell old objects  
(B) Security guards at museums  
(C) Companies that publish books on

archaeology

(D) Museum employees and

archaeologists

**Passage 02**: Form (Questions 162-165, Test 04, ETS 1200)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Dear Guest: Your opinions and ideas matter to us. Please take a few minutes to complete this survey form. Thank you! ***The Management***  For each of the following, please check (X) the category that best describes your experience with us.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | *Excellent* | *Good* | *Average* | *Fair* | *Poor* | | Ease of checking in and out |  | X |  |  |  | | Condition of the room |  | X |  |  |  | | Overall quality of service | X |  |  |  |  | | Housekeeping services |  |  | X |  |  | | Overall cleanliness |  | X |  |  |  | | Quality of food and beverages |  |  |  | X |  | | Price |  |  | X |  |  |   *Additional Comments* Initially, my husband and I thought that coming here was a mistake. We were upset when, at check-in, we learned that there was no record of our reservation, even though we had booked months in advance and had a confirmation number. However, the clerk at the reception desk resolved the matter satisfactorily by offering us a room that was more comfortable and spacious than the one we had originally reserved. Overall, we were pleased with the professional attitude of your personnel, including the housekeeping staff, the waiters at the restaurant, and the driver of the hotel shuttle bus. We are looking forward to visiting again.  Lisa Browning |

**162.** What is the purpose of this form?

(A) To ask for opinions about a hotel  
 (B) To book a room at a hotel  
 (C) To express interest in employment at a

hotel

(D) To indicate methods of payment at a

hotel

**163.** To wham is Ms. Browning addressing her

comments?

(A) The driver of the hotel shuttle bus  
 (B) The waiters at the hotel restaurant  
 (C) The management of the hotel  
 (D) The staff at the hotel reception desk

**164.** Why was Ms. Browning initially upset?

(A) The hotel rate was higher than

expected.  
 (B) The hotel had no record of her  
 reservation.  
 (C) Her husband had forgotten to book a

room.

(D) She had lost her confirmation number.

**165.** What did Ms. Browning like the least about

the hotel?

(A) The attitude of the personnel  
 (B) The checkout procedures  
 (C) The quality of the meals  
 (D) The condition the rooms were in

**Passage 03**: Form (Questions 155-159, Test 06, ETS 1200)

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| --- |
| Dear Customer,  Rockton Electronics Company wishes to provide you with products that meet your needsand service that is customer friendly and efficient. We welcome your comments, questions,and suggestions.  Please take a moment to let us know how we are doing by completing this questionnaire.Be assured that we will read it carefully to see how we can turn your suggestions intobenefits for you, the customer!  Please send back the completed survey by August 10.As a token of appreciation, after wereceive the survey, we will send a coupon for 15 percent off any Rockton product.  Sincerely,  Alex Sullivan  Alex SullivanMarketing Services Director  1. What Rockton Electronics products have you purchased in the past year?  \_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_ Computer \_\_\_X\_\_\_ Camera \_\_\_\_\_\_\_ Game  2. How satisfied have you been with your purchase?  \_\_\_X\_\_\_ Very \_\_\_\_\_\_\_ Somewhat \_\_\_\_\_\_\_ Not Satisfied  3. Where did you purchase your product?  \_\_\_X\_\_\_ Store \_\_\_\_\_\_\_ Mail-order Catalog \_\_\_\_\_\_\_ Web site  4. What motivated you to buy a product from Rockton Electronics?  \_\_\_\_\_\_\_ Store Display \_\_\_X\_\_\_ Print Advertisement \_\_\_\_\_\_\_ Friend  \_\_\_\_\_\_\_ Web site \_\_\_\_\_\_\_ Other  Name: \_\_\_\_Jennifer Chang\_\_\_\_Street Address: \_\_\_\_357 Parker Road\_\_\_\_  City: \_\_\_\_Boston\_\_\_\_ State: \_\_\_\_MA\_\_\_\_ Zip code: \_\_\_\_02990\_\_\_\_ |

**155.** Why did Ms. Chang complete this form?

(A) To request details about a warranty  
 (B) To register a complaint with a company  
 (C) To place an order for a product  
 (D) To provide a company with information

**156.** What does Mr. Sullivan offer?

(A) An apology for a mistake  
 (B) An idea for a gift  
 (C) A discount on a purchase  
 (D) A free camera

**157.** What does Ms. Chang report on the form?

(A) She recently bought a computer game.  
 (B) She sometimes orders products on the

Internet.

(C) She likes the camera that she owns.  
 (D) She told a friend about Rockton’s  
 products.

**158.** Why did Ms. Chang decide to buy a

Rockton Electronics product?

(A) She saw an advertisement about it.  
 (B) She received a coupon for a discount.  
 (C) She noticed a store display.  
 (D) She received a recommendation from

a friend.

**159.** The word “appreciation” in paragraph 3,

line 1, is closest in meaning to

(A) increase  
 (B) thanks  
 (C) enjoyment  
 (D) understanding

**Passage 04**: Guest pass (Questions 159-161, Test 01, ETS 5 Tests)

|  |
| --- |
| Present this pass to receive one complimentary visit to  **Blue River Fitness Center**  **----------------------------------------------------------------------------------**  • Valid for first-time visitors only. • Guests must be at least 18 years of age or accompanied by an adult.  • Guests must attend an information session with a staff member to receive a tour of the facility and learn about membership options.  • Valid during limited hours only:  Tuesday to Thursday 10:00 AM. - 5:00 P.M., Saturday 10:00 AM. - 3:00 P.M.  Blue River has long been Detroit's premier fitness center, helping members of all ages and interests to improve their health. Whether you are a novice looking to begin a fitness routine or a fitness expert seeking new challenges, Blue River will help you attain your goals. |

**159.** What must a visitor do in order to use the

guest pass?

(A) Present identification  
(B) Take a fitness test  
(C) Meet with a representative  
(D) Complete a survey

**160.** When can the pass be used?

(A) On Monday  
(B) On Wednesday  
(C) On Friday  
(D) On Sunday

**161.** What is suggested about the Blue

River Fitness Center?

(A) It does not allow guests under 18

years old.

(B) It serves members at all skill levels.  
(C) It recently opened a new location.  
(D) It sells fitness equipment and clothing.

**Passage 05**: Invoice (Questions 162-164, Test 01, ETS 5 Tests)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Golden Day Supply**  4 Dunwood Avenue • Winnipeg, MB R2C 1SB • (204) 555-0180  **Order type:** Online **Order date:** May 18 **Ship date:** May 21  **Customer information: Delivery:** Name: Edith Boulanger To customer address Address: 42 York Avenue  Selkirk. MB RlA 2J7  **In this Shipment: On back order:**   |  |  | | --- | --- | | **Item Description and Number** | **Price** | | Pina Water Bottle (XF52) | $4.50 | | Trillium Rain Hat (GVl 1) | $13.00 | | Explorer Rain Jacket (HF77) | $42.00 | | Gregson Hiking Boots (KL944) | $78.00 | | **Merchandise Total:** | $137.50 | | **Shipping:** | FREE | | **Tax:** | $16.50 | | **Total:** | $154.00 |  |  |  | | --- | --- | | Camping and Sport Backpack (YX99) | $85.00 | | **Tax:** | $10.20 | | **Total:** | $95.20 |     Congratulations! As a regular customer, you qualify for free shipping!  **Payment information:** Credit Card #XXXXXXXXXXXX9960 charged on day of shipment  Estimated ship date of back-ordered item(s) is June 10. Credit card will not be charged for back-ordered item(s) until date of shipment. There are no additional shipping charges. |

**162.** What is indicated about Golden Day

Supply?

(A) It has a warehouse in Selkirk.  
 (B) It offers same-day shipping.  
 (C) It sells items intended for outdoor use.  
 (D) Its merchandise is not available in  
 stores.

**163.** Why did Ms. Boulanger receive free  
 shipping?

(A) She has previously purchased items  
 from Golden Day.  
 (B) Her order cost more than $100.  
 (C) She is a Golden Day customer service

representative.

(D) Her order was placed before May 21.

**164.** How much will Ms. Boulanger most likely

be charged on June 10?

(A) $78.00  
 (B) $95.20

(C) $137.50  
 (D) $154.00

**Passage 06**: Directory (Questions 159-161, Test 02, ETS 5 Tests)

|  |  |
| --- | --- |
| **DIRECTORY OF HUMAN RESOURCES** | |
| **Staffing** Greta Liu, ext. 4105 For a list of current job openings and information on general hiring procedures and the Candidate Referral Program  **Payroll** Adriana Ramirez, ext. 4810 For inquiries about paychecks, to change bank information, or to request a copy of a paystub  **Benefits** Thomas Warfield, ext. 4400 To enroll in a pension or retirement savings program, to apply for reimbursement for qualified tuition expenses, or to enroll in the company's profit-sharing program | **New Hires** Ian Braden, ext. 4130 For assistance with moving expenses, requesting and purchasing new office equipment, and setting up e-mail  **Training** Abdul Jafari, ext. 4990 For a current listing of the company’s online training courses and for help with arranging an internal training course for employees  **Leaves** Francis Corley, ext. 4404  To request vacation leave and for inquiries about the company’s holiday schedule |

**159.** Where would.the directory most likely

appear?

(A) In a newspaper section  
(B) In a job advertisement  
(C) In an employee handbook  
(D) In a sales brochure

**160.** Who most likely would be contacted by

someone looking for a job?

(A) Greta Liu  
(B) Adriana Ramirez  
(C) Francis Corley  
(D) Thomas Warfield

**161.** What task would Mr. Braden most likely be

responsible for?

(A) Moving heavy office equipment  
(B) Mailing letters to customers  
(C) Assessing the skills of new employees  
(D) Ordering a computer monitor

**Passage 07**: Receipt (Questions 162-165, Test 02, ETS 5 Tests)

|  |
| --- |
| **Suterland’s**  **------------------------**  **8000 Oak Ridge Road Farmington, Connecticut 06032 Tel (860) 555-0190**  **February 7 store #: 76 3:32 P.M. Cashier: Ben M.**  **SAWZALL 12 AMP RECIPROCATING SAW** 74.97 **SKU #96010** Qty / Price 1 @ 99.95 25% Special Discount -24.98  **ROTOR 18-VOLT CORDLESS DRILL** 56.22 **SKU #20144** Qty / Price 1 @ 74.95 25% Special Discount -18.73  **ECO CFL 16-WATT LIGHTBULB 2-PK** 38.97 **SKU #89109** Qty / Price 3 @ 12.99  Subtotal 170.16 T1 Taxable Amount 131. 19 T1 Tax (@ 6.35%) 8.33 Total 178.49 PURCHASE CODE: ZYB3487  Unused, defective, or damaged merchandise may be returned to any Suterland’s store in the United States within60 days of purchase if accompanied by a receipt. A return without a receipt is accepted only at the place of purchase and within 30 days. Item must be unused and in the original packaging. Merchandise marked “NR” for “no return” is final sale. No returns or exchanges are permitted on final-sale items. “ECO” items are not subject to sales tax.  Customer satisfaction is important to us! Please log onto our Web site (www.suterlandco.com) and take a quick survey about your experience shopping at our store. Customers who complete the online survey will receive a 10%discount coupon toward a future purchase. |

**162.** What kind of store most likely is

Suterland’s?

(A) A toy store  
 (B) A grocery store  
 (C) A hardware store  
 (D) A clothing store

**163.** How much tax was the customer required

to pay?

(A) $3.32  
 (B) $8.33  
 (C) $24.98  
 (D) $131.19

**164.** According to the receipt, what is not  
 returnable?

(A) Items with a special marking  
 (B) Items that were damaged  
 (C) Items with original packaging  
 (D) Items purchased more than 30 days

ago

**165.** Where can a customer find a coupon?

(A) At the store  
 (B) In a newspaper  
 (C) On a receipt  
 (D) On the store’s Web site

**Passage 08**: Contract (Questions 176-180, Test 03, ETS 5 Tests)

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| **Service Contract**  Derek Souter of Odyssey, Inc., (hereafter referred to as “Contractor”) agrees to provide services to Virginia Wilcox, owner of Wilcox Stationery, (hereafter referred to as “Client”) according to the following terms.  **Description of Services** . The Contractor will install shrubbery and four trees at 1500 Bridge Road. The Contractor agrees to use only highquality materials. The Contractor must show project designs to the Client, and the Client must authorize them before work begins.  **Work Schedule** The project will be completed on or before May 25. Delays due to weather conditions will be acceptable, provided that the project is completed no later than June 15.  **Payments** The Client shall pay a deposit of 20 percent of the estimated total cost on the contract signing date.The Contractor will present an invoice for the remaining balance on completion of all work, including any authorized changes requested by the client. The Client shall then pay the balance within 15 days of the invoice date.  **Other Terms** The Client may make reasonable changes to the design as long as these changes are submitted to the Contractor before work begins and the Contractor determines that the changes will not affect the project schedule. The Contractor must obtain all required construction permits from city authorities for the work performed.  **Contractor:**  Derek Souter Owner, Odyssey, Inc. May 1\_\_\_\_\_  Signature Title Date  **Client:**  Virginia Wilcox Owner, Wilcox, Inc. May 1\_\_\_\_\_  Signature Title Date |

176. Odyssey, Inc., is most likely what type of

business?

(A) A floral shop  
(B) An office supply store  
(C) A landscaping company  
(D) A financial services firm

177. What is Ms. Wilcox required to do before

work begins?

(A) Finalize the project work schedule  
(B) Approve the design for the project  
(C) Calculate the estimated cost of the

project

(D) Complete a purchase order for

materials

178. What is indicated about the deposit?

(A) It is due on May 1.  
(B) It was paid in cash.  
(C) It will be refunded.

(D) It is 15% of the total cost.

179. In paragraph 5, line 1, the word

“submitted” is closest in meaning to

(A) presented  
(B) surrendered  
(C) applied  
(D) considered

180. According to the contract, what is

Odyssey, Inc., responsible for?

(A) Informing employees about safety

regulations

(B) Scheduling maintenance after the

project is completed

(C) Providing Ms. Wilcox with a list of

potential suppliers

(D) Getting approval from the city to

perform work

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| **UNIT 30: CÁC BÀI ĐỌC KÉP LIÊN QUAN ĐẾN E-MAIL HOẶC THƯ** |

**Passage 01**: E-mail & advertisement (Questions 191-195, Test 01, ETS 1200)

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| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Franklin Realty <luxury@franklinrealty.com> |   To:   |  | | --- | | Damian Davis <ddavis@dmail.com> |   From:   |  | | --- | | July 7 |   Date:   |  | | --- | | Apartments for Rent |   Re:   |  | | --- | | Franklin Realty:  I have heard that you have apartments for rent in Southern California. Starting in September, I will be working at the Woodlane Heights University, and I need to rent a one-bedroom apartment nearby. I would like to know what you have available in the vicinity. I do not have a car and will be relying on public transportation. Can you contact me with information about any suitable apartments?  I will be visiting California next month, and I want to arrange an appointment to visit apartments during my visit. You can e-mail any relevant information to this address or fax it to me at 330-555-3864.  Sincerely, Damian, Davis. | |

|  |
| --- |
| **APARTMENTS FOR RENT**  *Franklin Realty* is *proud to announce the GRAND OPENING offour housing developments located throughout Southern California:*  **PARKER APARTMENTS**  Fully renovated two-bedroom apartments. Conveniently located ten minutes outside of bustling Stoneybrook. Cable TV available. Prices start at $650 a month.  **EMERALD GARDENS**  Brand-new one-bedroom, one-bathroom apartments. Perfectly situated in downtown Woodlane Heights. Access to community swimming pool. Prices start at $800 a month.  **PRINCESS VILLAS**  Spacious two-bedroom, one-bathroom villas. Located in peaceful Lincoln Village. Apartments with private balcony. Prices start at $950 a month.  **AMBER BEACH**  Luxurious three-bedroom, two-bathroom apartments. Located within walking distance of downtown Amber Beach. Access to private beach. Prices start at $1,500 a month.  Interested? E-mail us at luxury@franklinrealty.com for additional information.  For appointments, call 818-555-2837, or visit our office at 25 Grover St., Stoneybrook, CA 73910 |

**191.** What is Mr. Davis most concerned about?

(A) The price of the apartments  
(B) The location of the housing complex  
(C) The size of the apartments  
(D) The facilities in the housing complex

**192.** Why is Mr. Davis moving?

(A) He needs more space.  
(B) He will be a student at a university.  
(C) He wants to live near his family.  
(D) He will start a new job.

**193.** In what housing complex will Mr. Davis

most likely be interested?

(A) Parker Apartments  
(B) Emerald Gardens  
(C) Princess Villas  
(D) Amber Beach

**194.** What is implied about the apartments in

Lincoln Village?

(A) They are quiet.  
(B) They are near the beach.  
(C) They have private garages.  
(D) They have been remodeled.

**195.** Which is NOT mentioned as a method of

contacting Franklin Realty?

(A) E-mail  
(B) Telephone  
(C) Fax  
(D) In person

**Passage 02**: E-mail & e-mail (Questions 196-200, Test 01, ETS 1200)

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| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Monday, July 20 14:10 |   Date:   |  | | --- | | Sandford Premiere Hotel Management <management@sandfordpremhotel.com> |   From:   |  | | --- | | Karen Trowbridge <ktrowbridge@market.comnetwork.com> |   To:   |  | | --- | | Stay at Sandford Premiere Hotel in Manchester |   Subject:   |  | | --- | | Dear Ms. Trowbridge,  Thank you for choosing Sandford Premiere Hotel during your visit to Manchester. I trust you enjoyed your stay and had an opportunity to use many of our facilities, including our superb sauna, swimming pool, and newly remodeled restaurant. We would appreciate it if you would complete a brief questionnaire evaluating our facilities and services. For your convenience, the questionnaire is available online at www .sandfordpremhotel.com/survey . If you have any difficulty accessing the survey, please send your comments directly to me at management@sandfordpremhotel.com.  Your comments will remain confidential and will be used only to help us improve our guest services.  Sincerely,  Patrick Kennard Manager | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Friday, July 24 9:23 |   Date:   |  | | --- | | Karen Trowbridge <ktrowbridge@market.comnetwork.com> |   From:   |  | | --- | | management@sandfordpremhote l.com |   To:   |  | | --- | | Re: Stay at Sandford Premiere Hotel in Manchester |   Subject:   |  | | --- | | Dear Mr. Kennard,  As I was unable to access the questionnaire online, I am sending feedback on my hotel stay directly to you.  I was impressed by many of the facilities your hotel has to offer, but I especially enjoyed the state-of-the-art fitness center. It had three times as many machines as one normally finds in hotels, and the 24-hour access made it possible for me to work out at a ny time I wished. Although I did not eat at Leonni’s, I did order room-service dinners from there several times and was very impressed with the quality of the meals.  I was less enthusiastic about your business center, which could use a few more computers and a new copier. I was also disappointed in the lack of parking facilities. I would have expected a hotel of the Sandford’s caliber to have on-site parking, but because it didn’t I had to drive around for quite a while searching for a space. All in all, though, I would say that the be nefits of staying at your hotel far outweighed the disadvantages and that overall I had a pleasant week at the Sandford. As my job requires me to travel to Manchester frequently, I expect to become one of your regular guests.  Best regards,  Karen Trowbridge | |

**196.** What is the purpose of the e-mail from the

Sandford Premiere Hotel?

(A) To ask for someone’s opinion  
(B) To promote a special offer  
(C) To advertise a new hotel  
(D) To confirm reservations

**197.** What is NOT mentioned as a feature of the

hotel?

(A) A business center  
(B) Dining facilities  
(C) Airport transportation  
(D) A swimming pool

**198.** What does Mr. Kennard tell Ms.

Trowbridge?

(A) She should contact him to confirm her

reservation.

(B) The information she gives will be

considered private.

(C) A discount offer will soon expire.  
(D) A questionnaire has been sent to her.

**199.** What does Ms. Trowbridge like about this

hotel?

(A) The helpful staff  
(B) The complimentary breakfast  
(C) The extensive exercise facilities  
(D) The in-room Internet access

**200.** What is most likely true about Ms.

Trowbridge?

(A) She does not like to exercise.  
(B) She does not travel very often.  
(C) She appreciated the well-equipped

business center.

(D) She plans to stay at the hotel again.

**Passage 03**: Letter & e-mail (Questions 196-200, Test 02, ETS 1200)

|  |
| --- |
| **ACTC** *Advanced Computer Technology Conference*  January 6  Ms. Nikki King Erickson Publishing 1399 Moss Road Spring Hope, Virginia 20887  Dear Ms. King:  The Fifteenth annual Advanced Computer Technology Conference (ACTC) will be held April 15-18 at the Norton Creek Hotel in Orlando, Florida. As in previous years, the conference will be attended by over 3, 000 computer professionals from around the world, including some of the most prominent leaders in the field. Once again, we hope Erickson Publishing will take advantage of our Publishers’ Exhibition for showcasing your computer-related books, journals, software, and other materials.  The majestic Miami Room at the Norton Creek, which will be equipped with tables, racks, power outlets, and telephone lines with voice and data capability, has been reserved for larger exhibits displaying multimedia products. We have also reserved the adjoining Tampa Room for smaller exhibits displaying books and journals. This room will be equipped with large tables, racks, and display boards.  If Erickson Publishing is interested in reserving an exhibition booth, please fill out the enclosed registration form, indicating which room you would like to use and the dates for which you would like to reserve space. The fee schedule for space rental is on the registration form. This year, for the first time, payments are due along with the registration form, and these must be received by March 3. If you have any questions, you may contact me by phone at 733-555-1690 or by e-mail at margaretmayer@conference.actc.org.  Sincerely, Magaret MayerConference Organizer |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Wednesday, January 13 18:09 |   Date:   |  | | --- | | Nikki King <nikkiking@marketing.ericksonp.com> |   From:   |  | | --- | | margaretmayer@conference.actc.org |   To:   |  | | --- | | Exhibitors for ACTC Conference |   Subject:   |  | | --- | | Dear Ms. Mayer,  Thank you for your letter regarding exhibition opportunities at the Advanced Computer Technology Conference. Before I fill out the registration form, I have a question that pertains to the rooms you have reserved for the exhibits . As our company produces both books and multimedia products, we had hoped to set up our exhibits side by side. Would you be able to accommodate both of our exhibits in the Miami Room?  Thank you, we look forward to another great conference.  Nikki King | |

**196.** Why did Ms. Mayer write to Ms. King?

(A) To inform her about a new hotel  
(B) To promote exhibition space  
(C) To introduce a new technology  
(D) To tell her about a change of venue

**197.** In the letter, the word “prominent” in

paragraph 1, line 3, is closest in meaning to

(A) obvious  
(B) promising  
(C) large-scale  
(D) well-known

**198.** How has the system for renting space

changed?

(A) Exhibitors must pay for space for all

four days.

(B) The fees have.been reduced.  
(C) The prices are listed on the

registration form.

(D) Payments must be made at the time of

registration.

**199.** What does Ms. King indicate in her e-

mail to Ms. Mayer?

(A) She is not going to attend the

conference this year.

(B) She would like to reserve a space in

the Tampa Room.

(C) She would like to have both of her

displays in the multimedia room.

(D) She needs space only for her

multimedia products.

**200.** What is indicated about Ms. King?

(A) She works for Erickson Publishing.  
(B) She is a conference organizer.  
(C) She will set up the rooms for the

exhibition.

(D) She will receive a discount on space

rental.

**Passage 04**: E-mail & flight timetable (Questions 186-190, Test 03, ETS 1200)

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| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Wednesday, January 13 18:09 |   Date:   |  | | --- | | Nikki King <nikkiking@marketing.ericksonp.com> |   From:   |  | | --- | | margaretmayer@conference.actc.org |   To:   |  | | --- | | Exhibitors for ACTC Conference |   Subject:  @Flight.doc   |  | | --- | | Dear Alan,  Regarding our trip to the conference inAthens , I have looked for flights on the Internet and found a few possibilities (see attachment). You had indicated that you wanted to fly to Thessaloniki, but this might not be the best plan. Although it is a cheaper flight, we’d then have to take a bus to Athens, which would take a long time. I’d prefer to fly directly to Athens. Also, a morning departure would be ideal because we would have time in the afternoon to see the city before the conference starts the next morning. Have a look at the flights and let me know which one you want to take.  We also need to reserve hotel rooms. The conference organizers informed me that the Eleutherios Hotel has no rooms left until the beginning of May. That is disappointing because it would be very convenient to stay at the same hotel where the conference is being held. But there are other options. The Volos Hotel and the Parthenicus Hotel are within walking distance. If they are full , there is the Pelionya Hotel. Would you mind arranging this for us? The hotel phone numbers are on the conference Web site. We will need rooms for five days . The conference runs from April 26-28, but we should try to arrive in Athens on April 25 and leave on April 29.  Regards,  Greg Abagnale | |

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| **Flight Information for April 25** | |
| Depart 6:20  Arrive 11:55 | London - Athens, Sonic Jetlines, SJ 3829 |
| Depart 12:20  Arrive 17:55 | London - Athens, Sonic Jetlines, SJ 3835 |
| Depart 14:00  Arrive 19:10 | London - Thessaloniki, Thasos Air, TY 2120 |
| Depart 16:35  Arrive 22:10 | London - Athens, lpsarion Wings, II 9029 |

**186.** What does Greg advise against doing?

(A) Arriving a day early in Athens  
(B) Flying to Thessaloniki  
(C) Sightseeing in Athens  
(D) Booking flights on the Internet

**187.** Which flight would Greg most likely prefer?

(A) SJ 3829  
(B) SJ 3835  
(C) TY 2120  
(D) II 9029

**188.** Where will the conference be held?

(A) At the Eleutherios Hotel  
(B) At the Volos Hotel  
(C) At the Parthenicus Hotel  
(D) At the Pelionya Hotel

**189.** What does Greg ask Alan to do?

(A) Contact the conference organizers  
(B) Send him a telephone number  
(C) Extend his stay in Athens  
(D) Make hotel reservations

**190.** When does the conference end?

(A) On April 25  
(B) On April 26  
(C) On April 28  
(D) On April 29

**Passage 05**: Letter & Warranty document (Questions 196-200, Test 03, ETS 1200)

May 8

Warranty Division  
Kellen Clockmakers Limited  
34 Edenton Avenue  
Dublin 2  
IRELAND

Dear Sir or Madam:

As my Kellen watch (model X57A) was clearly in need of repair, I recently took it to Le Bon Temps, one of the shops on your list. To my surprise, my request for the repairs to be billed to your warranty service was declined in spite of the fact that there are still two years remaining in the coverage period. As there are no other authorized service centers for Kellen in my area, 1decided to pay for the repairs myself.

Given these circumstances, I would like to be reimbursed for the expenses I incurred for repairing my watch. Following are the charges billed by the service center:

Parts: New hour hand € 8

New calendar € 13

Labor: 2 hours @ €20 € 40

Battery: € 5

Total: € 66

I have included a copy of the receipt I got for the repairs, as well as a copy of my warranty certificate .  
Please let me know if you need any additional information.

Regards,

Marc BernardMarc Bernard  
25 rue du Roux  
44200 Nantes  
FRANCE

|  |
| --- |
| **Warranty Certificate**  Thank you for purchasing the Kellen X57A digital watch. We are proud of our reputation for excellence and our long history of providing fine timepieces to Europe and the rest of the world.  To maximize the performance of our products, Kellen clocks and watches are made with the highest-quality materials available. However, should the product malfunction within five (5) years of the date of purchase due to a mechanical defect, we will cover the cost of repairs. Please note, however, that this warranty covers the cost of parts and labor only. Shipping, insurance, and batteries may not be claimed under this warranty.  In the event that the product requires repair or some other service, please take or ship it to one of Kellen's authorized service centers. The centers are equipped to provide customers with a wide variety of repairs and services that are performed according to Kellen's professional standards. Please see the enclosed list of centers for the one nearest you. |

**196.** Why did Mr. Bernard write the letter?

(A) To request a replacement for his

broken watch

(B) To request a copy of his warranty

certificate

(C) To ask for repayment of his expenses  
(D) To complain about an error on his bill

**197.** In the letter, the word “declined” in

paragraph 1, line 3, is closest in meaning to

(A) rejected  
(B) weakened  
(C) descended  
(D) modified

**198.** What does Mr. Bernard say about Le Bon

Temps?

(A) It provided the service at a discounted

rate.

(B) It is an authorized service center.  
(C) It performed unnecessary work.  
(D) It finished the job quickly.

**199.** What did Kellen Clockmakers include with

the product warranty?

(A) A warranty registration form  
(B) A catalog of new products  
(C) A list of service centers  
(D) A list of instructions for shipment

**200.** What expense reported by Mr. Bernard will

the warranty NOT cover?

(A) The cost of labor  
(B) The cost of a new hour hand  
(C) The cost of a new calendar  
(D) The cost of a replacement battery

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| **UNIT 31: CÁC BÀI ĐỌC KÉP LIÊN QUAN ĐẾN QUẢNG CÁO** |

**Passage 01**: Advertisement & e-mail (Questions 186-190, Test 02, ETS 1200)

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| --- |
| **ANNOUNCEMENT**  ***Bowler Tech* Job Openings at Bowler Tech**  **Position: *Senior Accountant*** Requirements: At least 7 years of related experience. Candidate should have a solid background in accounting, budgeting, and financial reporting.  **Position: *Security Consultant*** Requirements: At least 5 years of related experience. A solid understanding of security policies and risk assessment is required. Must be willing to relocate every one to two years for new projects.  **Position: *Public Relations Director*** Requirements: At least 7 years of field experience. Strong communication skills; must include a writing sample with the application.  **Position: *Project Engineer*** Requirements: The ideal candidate will have a university degree in mechanical engineering or chemical engineering and experience overseeing a large-scale expansion project.  **How to Apply:** E-mail cover letter and resume to Charles Park at jobs@bowlertech.com . Please indicate the position applied for in the cover letter. Resume·must include a list of recent references. Qualified candidates will be invited for an on-site interview. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | Charles Park (jobs@bowlertech.com) |   To:   |  | | --- | | Mary Douglas |   From:   |  | | --- | | May 23 |   Date:   |  | | --- | | Position at Bowler Tech |   Subject:   |  | | --- | | Dear Mr. Park,  My name is Mary Douglas and I am writing in response to your job announcement for the Security Consultant position. I have nine years of experience in the security field and have worked in both risk assessment and policy formation. As a senior manager in my previous job, I have proven myself as an effective team leader with excellent communication skills. I am very interested in this position and would appreciate having the opportunity to discuss it with you further. My resume and a list of references are attached for your review.  Thank you for your consideration. I look forward to hearing from you.  Mary Douglas | |

**186.** Which job description mentions

educational background?

(A) Senior accountant  
(B) Security consultant  
(C) Public relations director  
(D) Project engineer

**187.** What are applicants NOT asked to do?

(A) Call Charles Park  
(B) E-mail a resume  
(C) Write a cover letter  
(D) Provide references

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

(A) To request a job description  
(B) To indicate interest in a job  
(C) To provide a reference for a job

applicant

(D) To accept a job offer

**189.** What is a requirement of the position that

Ms. Douglas mentions in her e-mail?

(A) Good communication skills  
(B) Project management experience  
(C) A background in accounting  
(D) Willingness to relocate

**190.** What is attached to Ms. Douglas’ e-mail?

(A) An application form  
(B) A photograph  
(C) A resume  
(D) An acceptance letter

**Passage 02**: Advertisement & Application form (Questions 181-185, Test 03, ETS 1200)

|  |
| --- |
| **Call for Applications**  LANGO Corporation is looking for an energetic, talented individual to direct its international training department. We are a New York-based pharmaceutical company with offices in Madrid, Rome, Tokyo, and Sydney. The ideal candidate will have a bachelor’s degree or higher in a science discipline, as well as some experience (two years minimum) working in the health services profession. Fluency in Spanish or Italian is required. Some Japanese competency is desirable, but not mandatory. Application forms can be printed from our Web site at www.langocorp.com or obtained by writing to us directly. Please send completed forms, including references, to  Recruiting Department, Lango Corp.,  58 West Bradley Avenue, New York City, NY Reference #7681. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | #7681 |   **LANGO Job Application Form** Job Reference   |  | | --- | | Sophie Beauchamp |   Name   |  | | --- | | 1582 Baydale Avenue, New York, NY 10025 |   Address   |  | | --- | | 212-555-2951 |   Telephone   |  | | --- | | sbeauchamp@email.net |   Email address   |  | | --- | | Bannon University, Master of Arts in Spanish Language and Literature American Polytechnic University, Bachelor of Science inBiology |   Education   |  | | --- | | Senior Researcher, Drexel Health Institute (Dietary Studies Division), 2004 – present Nursing Assistant, Bannon Hospital, 2001-2003 French Instructor, Alton Preparatory School, 1999-2001 |   Employment   |  | | --- | | Dr. James Chen, Drexel Health Institute, jchen@dhinst.med Dr. Kimberly Suzuki, Drexel Health Institute, suzuki@dhinst.med Dr. Marietta Fellini, Bannon Hospital, fellini@bannon.net |   References |

**181.** What position is being advertised?

(A) Training director  
 (B) Spanish-language instructor  
 (C) Medical assistant  
 (D) Recruiting manager

**182.** What is NOT mentioned as a requirement

for the position?

(A) A university education  
 (B) Knowledge of another language  
 (C) Willingness to travel  
 (D) Experience in a health profession

**183.** How should applications be submitted?

(A) By e-mail  
 (B) By regular mail  
 (C) By fax  
 (D) In person

**184.** What part of Sophie Beauchamp’s  
 background fulfills the job’s language  
 requirement?

(A) Her work as a language teacher  
 (B) Her experience working in other  
 countries  
 (C) Her degree from Bannon University  
 (D) Her current employment at Drexel  
 Health Institute

**185.** What is probably true about Dr. Fellini?

(A) She worked with Sophie Beauchamp

at a medical facility.

(B) She was in the same master’s program

as Sophie Beauchamp.

(C) She has applied for a position at Lango

Corporation.

(D) She works with Dr. Kimberly Suzuki.

**Passage 03**: Advertisement & advertisement (Questions 196-200, Test 04, ETS 1200)

*Sick of knee-high grass and weed-filled gardens? Call…*

Gilmore Lawn Care

My name is Rudy Gilmore and I have been doing yard work in Rock Springs City for more than 25 years. I have experience mowing lawns, planting gardens, pruning trees, and painting fences and sheds. Unlike most businesses, I still take pride in doing everything personally, so you will always know who’s working around your house. As a native of Rock Springs City, I know the environment and will tailor every job to suit your needs.

Lawn work starts at a reasonable $40.00 an hour, while painting jobs can be negotiated on site. For references, call me anytime at 480-555-3440, and I will provide the names of satisfied customers inyour area. For fast and friendly service, ***Gilmore Lawn Care*** is the best choice.

**Rudy Gilmore  
rudygilm@gilmorelawn.com**

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| --- |
| **Pura Green Landscaping 201 West 56th Street, New York, NY, 10009** *For* 20 *years, your premier lawn and landscape service*  Dear Home Owner,  Pura Green Landscaping is the country’s leading landscape management and lawn care company. We serve over 2.5 million satisfied customers every year, and we are committed to making your garden healthier and greener. Our famous, eight-step lawn analysis is perfect for both residential and commercial locations; a specialist will visit your property to determine what kind of care your garden needs before providing you with a no-obligation free estimate.  Imagine watering your garden with the push of a button. Now through September 10, you can have an irrigation system installed and pay no interest for six months. As an additional special offer, receive $20.00 off your next scheduled maintenance when you refer a friend or neighbor. Call toll-free 800-555-4726 to learn about other offers in your area.  Call Pura Green and find out why people are switching to the best landscape and lawn service available. We look forward to serving you.  Sincerely, *Bryant Gunderson, President* |

**196.** What does Mr. Gilmore emphasize about

his company?

(A) He does all the work himself.  
(B) He offers more services than his

competitors.

(C) His company cares about the

environment.

(D) His company has been in business

over 40 years.

**197.** In the Gilmore Lawn Care advertisement,

the word “tailor” in paragraph 1, line 5, is closest in meaning to

(A) adapt  
(B) accept  
(C) trim  
(D) cover

**198.** What is one of Pura Green Landscaping’s

advertised services?

(A) Commercial painting  
(B) Tree trimming  
(C) Garden maintenance  
(D) Building repair

**199.** What is offered to Pura Green customers

who refer new clients?

(A) A no-obligation estimate  
(B) A reduced price on an irrigation system

(C) Lower interest rates  
(D) A discount on future lawn care

**200.** How do Pura Green Landscaping and

Gilmore Lawn Care differ?

(A) Pura Green offers a money-back

guarantee.

(B) Pura Green installs fences and sheds.  
(C) Pura Green is a larger company.  
(D) Pura Green is an older company.

**Passage 04**: Advertisement & e-mail (Questions 191-195, Test 02, ETS 5 Tests)

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| ***Check out these vacation package deals from Canale Travel.***  Lake Beauty, *6 days/5 nights:* Explore England’s famed Lake District. Enjoy some of the area’s most picturesque lakes and walking trails. From $499.  Nature Escape, *5 days/4 nights:* Discover aquatic creatures and exotic animals with this Costa Rica package. Tour Monteverde Rainforest and relax on Jaco Beach. From $499.  Scenic Heritage, *4 days/3 nights:* Go back in time on this visit to Cape Breton Island, one of Canada’s most beautiful spots. Enjoy scenic drives and visits to some of the area’s historical sites. From $399.  Southern Safari, *10 days/9 nights:* Witness wildlife at Galana National Park in southern Kenya and see Grand Falon Falls. From $1099.  Packages include lodging, daily breakfast, and sightseeing tours. Prices listed are per person and may vary based on date of travel and upgrades selected.  Call 907-555-0113 or visit www.canoletravel.com for details.  **Canole Travel** |

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| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | krosenthal@merinmar.org |   To:   |  | | --- | | dee wong@canoletravel.com |   From:   |  | | --- | | October 29 |   Date:   |  | | --- | | Your inquiry |   Subject:   |  | | --- | | @ Invoice\_1029103.txt |   Attachment:   |  | | --- | | Dear Mr. Rosenthal,  We are pleased that you have selected from among our exciting package offerings for your next vacation. In order to accommodate your request for a room with ocean views, your three-night stay has been reserved at Bild’s Peak Hotel. For more information, I recommend that you go to the hotel’s Web site directly (www.bildspeak.ca) or follow the links on Canole Travel’s Web site (www.canoletravel.com/hotels).  I have updated your invoice to include the cost of the hotel upgrade; please see the attached file. The bill must be paid in full at least one week before your departure date. Feel free to contact me with any questions you may have.  Sincerely  Dee Wong, Canole Travel | |

**191.** According to the advertisement, where will

travelers visit a waterfall?

(A) In England  
 (B) In Costa Rica  
 (C) In Canada  
 (D) In Kenya

**192.** What is NOT mentioned as included in the

cost of the packages?

(A) Accommodations  
 (B) Sightseeing trips  
 (C) A meal  
 (D) Airfare

**193.** What package did Mr. Rosenthal most

likely choose?

(A) Lake Beauty  
 (B) Nature Escape  
 (C) Scenic Heritage  
 (D) Southern Safari

**194.** What does Ms. Wong suggest that  
 Mr. Rosenthal do?

(A) Call the hotel  
 (B) Visit a Web site  
 (C) Select a different package  
 (D) Book a future vacation

**195.** What is suggested about the invoice?

(A) It has been modified by Ms. Wong.  
 (B) It has been paid by Mr. Rosenthal.  
 (C) It will be sent along with the itinerary.  
 (D) It does not include service fees.

**Passage 05**: Advertisement & Form (Questions 186-190, Test 05, ETS 5 Tests)

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| **McEvan’s Supermarkets to Mark its Twentieth Anniversary on October 24!**  We would like you to join us on October 24. On this special day, we will be giving you even more ways to save. Plus, there will be live music, free food samples, and contests throughout the day. There are more reasons than ever to come to McEvan’s on October 24.  We will offer:  • substantial discounts on hundreds of items from nearly every aisle or department, including the bakery, the dairy farm, and the vegetable garden  • discount vouchers for $10.00, $15.00, or $20.00 to the first 100 customers • a McEvan’s Supermarket trivia contest that includes free t-shirts and other giveaways  To learn more about the special events planned for October 24, go to our Web site at www.mcevansupermarket.com or ask any one of our 200 employees for more information. |

|  |  |
| --- | --- |
| **Happy 20th!**   |  | | --- | | **McEvan’s Supermarket** |   **October 24 only**  **$10.00 discount**  **Please present to cashier at time of purchase**  Title \_\_\_*ms.*\_\_\_  First Name \_\_\_\_\_*Helen*\_\_\_\_\_\_ Middle Initial \_\_\_\_\_\_ Last Name \_\_\_*Fettner*\_\_\_\_\_  Mailing Address (including apt. number) \_\_\_\_\_*145 Briggs Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  City \_\_\_\_*Tilford\_\_\_\_* State *\_\_\_\_\_AZ\_\_\_\_\_* Zip Code \_\_\_\_*08521*\_\_\_\_  Would Like to Receive Mail from McEvan’s? *\_\_\_X\_\_\_* Yes \_\_\_\_\_\_\_ No  Specials and Information via E-mail? \_\_\_\_\_\_\_ Yes *\_\_\_X\_\_\_* No  E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **We pledge to keep your information confidential. It will not be sent to any third party.** In the event that your contact information changes, please call us at (520) 555-0318 or e-mail us at info@mcevansupermarket.com. |

**186.** What is advertised in the notice?

(A) A new line of products  
 (B) A store remodeling  
 (C) An anniversary celebration  
 (D) An employee picnic

**187.** What is NOT mentioned about McEvan’s

Supermarket?

(A) It has been in operation for almost  
 twenty years.  
 (B) It is located in downtown Tilford.  
 (C) It has a Web site.  
 (D) It is a business with 200 employees.

**188.** Why did Ms. Fettner receive a voucher?

(A) She was one of the first customers on

October 24.

(B) She was the winner of an online contest

on October 24.

(C) She was employee of the month in  
 October.  
 (D) She was the first customer in October.

**189.** How much will Ms. Fettner save with the

voucher?

(A) $10.00  
 (B) $15.00  
 (C) $20.00  
 (D) $25.00

**190.** What is stated on the voucher?

(A) All returns must be made within 30

days.

(B) The discount is valid for one week.  
 (C) A minimum purchase of $20.00 is  
 required.  
 (D) Customer information will be kept  
 private.

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| **UNIT 32: CÁC BÀI ĐỌC KÉP LIÊN QUAN ĐẾN THÔNG BÁO** |

**Passage 01**: Announcement & e-mail message (Questions 196-200, Test 05, ETS 1200)

TELECOMMUNICATIONS PAPERS

The editors of the *Journal of Telecommunications* are currently accepting previously unpublished research papers related to wireless personal communication systems and networks. Articles submitted to the journal should be no longer than 7,000 words. Each paper must include an abstract of no more than 200 words. Three printed copies of the manuscript must be submitted, and manuscripts cannot contain any obvious reference to the author. A separate cover page should be provided with the following information: article title, author’s name, professional affiliation if any, address, and phone number. If the author is being sponsored for the research, the name of the sponsor should also be included on the cover page.

**---------------------------------------------**

**Manuscripts should be sent to:**

**Dr. Tim Davis, Chief Editor  
525 West 48th Street  
Sydney, NSW 2006, Australia**

**---------------------------------------------**

A current subscription to the journal is required of all authors at the time of submission. If you wish to subscribe to the journal, please contact Mario Ellis (mellis@jotc.org) for more details. Please note that the deadline for submission is April 10. Your paper will be reviewed by the members of our editorial board, arid you will receive official notification regarding acceptance by June 8. Questions concerning submissions can be directed to Carla Gonzales (cgonzales@jotc.org).

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| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Monday, June 15 19:21 |   Date:   |  | | --- | | Yoshiko Kawasaki <ykawasaki@ibaraki.com> |   From:   |  | | --- | | Carla Gonzales <cgonzales@jotc.org> |   To:   |  | | --- | | Noriko Nagai <nnagai@ibaraki.com> |   Cc:   |  | | --- | | Acceptance notification? |   Subject:   |  | | --- | | Dear Ms. Gonzales,  I am an engineer at Ibaraki Telecommunication Laboratory in Japan. My coauthor, Noriko Nagai, and I sent our manuscript to the chief editor of your journal on March 30. According to your announcement, we should have been notified by last week as to whether our paper was accepted or not; however, we have not received any news.  We would be grateful if you could let us know the status of our paper. Thank you in advance for your assistance.  Best, Yoshiko Kawasaki | |

**196.** According to the announcement, what is

NOT required on the cover page?

(A) The author’s address  
(B) The length of the article  
(C) The title of the article  
(D) The author’s telephone number

**197.** What does the announcement say about

people who submit papers?

(A) They must subscribe to the journal.  
(B) They must have already published

articles.

(C) They must hold a degree in a related

field.

(D) They must be members of a

telecommunications club.

**198.** What is the purpose of the announcement?

(A) To offer subscriptions to a journal  
(B) To notify authors of article acceptance  
(C) To request journal articles  
(D) To invite people to review manuscripts

**199.** To whom did Ms. Kawasaki previously

send a document?

(A) Tim Davis  
(B) Mario Ellis  
(C) Noriko Nagai  
(D) Carla Gonzales

**200.** What is the purpose of Ms. Kawasaki’s

e-mail?

(A) To solicit a paper  
(B) To subscribe to a journal  
(C) To apply for an editing job  
(D) To learn the status of a manuscript

**Passage 02**: Announcement & Letter (Questions 196-200, Test 02, ETS 5 Tests)

|  |
| --- |
| ***Calling all artists!***  Are you an amateur or professional graphic artist? Would you like to help the Relling Transit system with your original work? RT Center is holding its first ever logo contest. Logos that are related to bus or train travel will be accepted from August 2 to 22 at the RT Central Office, located at Relling Terminal. Thirty finalists will be selected for display in the alcove at Union Street Station. From September 1 to 30, the public will be able to cast a ballot and vote on their favorite logo. Four prizes will be awarded.  **First place: *Yellow pass.***Good for unlimited rides on the RT local train or  bus for five days  **Second place: *Blue pass.***Good for unlimited rides on the RT local train for  three days  **Third place: *Green pass.***Good for one round-trip ticket to any destination on  the RT express train  **Fourth place: *Red pass.***Good for one round-trip ticket to any destination on  an RT express bus  Maximum two logos per entrant. On the back of each submission, write your name and contact details. See www.rellingtransit.gov for complete guidelines. |

Octobers

Nadia Ivankova  
85 Millbrook Road  
Relling Township, DE 19800

Dear Ms. Ivankova:

Congratulations on winning Relling Transit Center’s Logo Contest. Enclosed is your prize. Please note that the pass does not have a definite start date. It is valid for any five-day period, beginning whenever you wish.

In addition to displaying your logo at Union Street Station, we would like to include the four top entrants in an exhibition at Relling Transit Central Office for the month of December. Please let me know if you have any objection.

On behalf of Relling Transit Center, I would like to thank you for your contribution.

Sincerely,  
Rita RajwalCommunity Relations Manager, Relling Transit Center

**196.** Why is the contest being held?

(A) To obtain text for an advertisement  
 (B) To choose a symbol for an organization  
 (C) To raise money to upgrade train

services  
 (D) To promote a new train line

**197.** According to the announcement, what will

happen in September?

(A) Entries will be collected.  
 (B) One winner will be announced.  
 (C) Entries will be returned.  
 (D) Winners will be selected by the public.

**198.** What is indicated about the image  
 submissions?

(A) They must have a travel theme.  
 (B) They must meet the size requirements.  
 (C) They must be submitted online.  
 (D) They must use more than one color.

**199.** What did Ms. lvankova receive?

(A) A yellow pass  
 (B) A blue pass  
 (C) A green pass  
 (D) A red pass

**200.** Where will the winning entries be displayed

temporarily?

(A) Inside the train cars  
 (B) On the express bus  
 (C) At Reiling Terminal  
 (D) At Union Street Station

**Passage 03**: Announcement & E-mail (Questions 181-185, Test 04, ETS 5 Tests)

|  |
| --- |
| **Archer Hill Lumber**  Back by popular demand is Archer Hill Lumber’s **Beginning Woodworking Class.** Learn the basics of measuring, sanding, cutting, and assembling. Each participant will complete a functional birdhouse that can be taken home and painted. Class size is limited to 10 people. Ages 16 and up only.  **Date:** 9 May  **Time:** 9:00 AM. to noon  **Location:** Archer Hill Lumber in workroom #2  **Cost:** £49 (wood pieces, 1 jar of glue, l box of screws, 1 box of nails, and decorative hardware).  **Participants must supply their own tools:** 1 screwdriver 1 rubber-head hammer 1 circular saw 1 tape measure  If you do not have tools, we offer a beginner’s kit with the above tools for £40. The kit comes equipped with a standard-sized tool belt.  Register in the store or online at www.ahlumber.co.uk. |

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| |  | | --- | | Angela Webb <awebb@trilbylink.co.uk> |   To:   |  | | --- | | Polly Hobbs <phobbs@ahlumber.co.uk> |   From:   |  | | --- | | 30 April |   Date:   |  | | --- | | Final details |   Subject:   |  | | --- | | Thank you for your e-mail. We did indeed receive your two online registrations for the Beginning Woodworking Class on 9 May.  In regard to your question about the tool kit for your son, you can purchase one at the store on the day of the class. I will make sure we put one aside for you. The cost is £40.  We are looking forward to seeing you and your son on 9 May.  Yours truly, Polly Hobbs | |

**181.** What is indicated about the class?

(A) It will take place in an outdoor area.  
 (B) It has been offered previously.  
 (C) It is taught by experienced  
 bird-watchers.  
 (D) It will be offered at two different times.

**182.** What is offered to those who purchase a  
 tool kit?

(A) A free class  
 (B) A discount on wood  
 (C) A tool belt  
 (D) An extra hammer

**183.** What is NOT included in the price of the

class?

(A) Pieces of wood  
 (B) A screwdriver  
 (C) A jar of glue  
 (D) Nails

**184.** Why did Ms. Hobbs write to Ms. Webb?

(A) To inform her of the cost of a class  
 (B) To explain how to make a purchase  
 (C) To remind her to bring supplies to class  
 (D) To recommend a specific brand of tools

**185.** What is implied about Ms. Webb’s son?

(A) He has his own tools.  
 (B) He is an experienced woodworker.  
 (C) He has registered with a group of

friends.

(D) He is at least sixteen years old.

**Passage 04**: Announcement & E-mail (Questions 191-195, Test 05, ETS 5 Tests)

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| The Camarillo University Medical Center Wednesday Lecture Series Presents  ***Hospital Management in Urban Areas***  **Stephen S. Sebastian, Pottstown University**  **Wednesday, November 12, at 4 P.M.**  **Medical Center Lecture Hall A**  **Introduced by Dr. Jann Ericson, Dean of Medicine**  Dr. Sebastian is an internationally renowned expert in hospital management and healthcare in urban environments. His latest book on the topic, *Urban Hospitals: New Management Challenges,* has just been published. He teaches hospital administration and public health at the Pottstown University School of Medicine.  His lecture will focus on the challenges presented by urban environments to hospital management and administration, with an emphasis on community relations. He will discuss strategies for leadership and organization in urban communities aimed at helping to build better relationships between hospital administrators and local politicians and community leaders.  The Camarillo University Medical Center Wednesday Lecture Series is funded by a generous gift from the Rosemary Fernandez Memorial Trust. Please contact Dana Goode, assistant to the dean of medicine, by e-mail at dgoode@camarillo.edu if you have any questions about the lecture series. |

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| |  | | --- | | sssebastian@pottstown.edu |   To:   |  | | --- | | jzericson@camarillo.edu |   From:   |  | | --- | | October 23 |   Date:   |  | | --- | | Final details |   Subject:   |  | | --- | | Dear Stephen,  I’m so pleased that you’ll be coming to speak at our next Wednesday lecture series. I just finished reading your latest book, as have several of my colleagues, and we are eager to hear more about the ideas you present in it.  I want to confirm that, as I mentioned when we spoke on the phone recently, my assistant will be meeting you at the train station to take you to the medical center. Also, Dr. Ahmad al-Janabi , our new dean of students here at Camarillo, has asked if you might be available when the lecture ends around 5:30 P.M. to speak for fifteen minutes or so with some of our students who are considering pursuing careers in public health.  Finally, are you still interested in staying to have dinner with some of the faculty here after the lecture? I have made a reservation for dinner at 6:30 P.M. at the Camarillo Inn - you may remember it from your own student days here. One of us will be happy to drive you back to the train station in order for you to get the 8:45 P.M. train back to Pottstown.  Best regards,  Jann | |

**191.** Who is the lecturer?

(A) A hospital administrator  
 (B) A public health official  
 (C) A medical school professor  
 (D) A local politician

**192.** What will probably be discussed during  
 the lecture?

(A) Communication among hospital  
 managers and community leaders  
 (B) The latest trends in hospital

construction  
 (C) Ways to obtain funding for lectures at

medical centers

(D) Strategies for attracting more doctors

to work in urban areas

**193.** Who will take Dr. Sebastian to the medical

center?

(A) Jann Ericson  
 (B) Rosemary Fernandez  
 (C) Dana Goode  
 (D) Ahmad al-Janabi

**194.** What will most likely happen at 6:30 P.M.

on November 12?

(A) Dr. Sebastian’s lecture will end.  
 (B) Some faculty members will have dinner

together.

(C) Some students interested in public  
 health careers will meet Dr. Sebastian.  
 (D) Dr. Sebastian will take a train back to

Pottstown.

**195.** What is implied about Dr. Sebastian?

(A) He applied for the dean of students  
 position at Camarillo University.  
 (B) He will stay overnight at the Camarillo

Inn.

(C) He used to be a student at Camarillo

University.

(D) He will present copies of his latest

book to faculty members at Camarillo

University

**Passage 05**: Notice & e-mail (Questions 191-195, Test 10, Economy 03)

**Recall Notice**

As of March 5, all customers who purchased Xenix laptops (models Xenix LTPC-54 and LTPC-650) are asked to exchange their purchases as soon as possible. Xenix has issued a recall order for these models owing to faulty hard drives. These hard drives have shown signs of overheating and a tendency to lose data. Recent user complaints have led Xenix to issue a recall for all laptops in the 54 and 650 model series.

All consumers who have purchased Xenix laptops that are NOT the LTPC-54 or LTPC-650 models may have defective batteries that overheat. If you have a laptop with a Xenix laptop battery XAC-40V, please bring in your battery and exchange it for a replacement. You may choose from a Xenix-brand battery or a Xenix-approved  
third-party battery (Razor, GHUN, or Krimzon batteries are all approved). Choosing the latter option will not void your laptop's warranty unless you choose a non-approved third-party product.

For more information, please go to www.xenix.com/products/recall\_faqs

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| From: Robert Kebert <robkebert@xenix.net> To: Shanti Ganguly <shanty@xenix.net> Subject: Recalls Date: March 7  I know you’ve been busy dealing with the public relations side of this recall, but I have some important updates for you. The problem with the hard drives overheating has been confirmed to occur only in the LTPC-54 model. To date, any data loss on the LTPC-650 model has been due to user error. As such, Xenix will only replace laptops for customers who bought the LTPC-54. Customers who purchased the LTPC-65D may have their hard drive replaced for free, but we will not replace the entire laptop itself.  As for the batteries, I would like you to update the list of approved third-party manufacturers. Please add RadioTime to the list and remove Razor from it. It turns out that Razor’s batteries are not completely compatible with our brand of laptops. Also, we need to keep stressing that the problem with the XAC-40V battery is not overheating, as initially reported, but its inability to hold a charge for more than one hour.  I’ve already had a meeting with Bernard Tubayan, and he will take care of alerting retailers. I would appreciate it if you could update the FAQs section on the web so that it reflects these updates.  Thanks.  Robert |

**191.** What made Xenix issue a recall?

(A) Criticism from a trade journal  
(B) A Government order  
(C) Negative customer feedback  
(D Complaints from retailers

**192.** What is the probable cause of the problem

with the LTPC-54?

(A) Human error  
(B) Overheating hard drive  
(C) Battery malfunction  
(D) Software incompatibility

**193.** What company’s batteries are NOT

approved for use in Xenix laptops?

(A) Razor  
(B) GHUN  
(C) Krimzon  
(D) RadioTime

**194.** What was the problem with the Xenixmade

batteries?

(A) They would overheat.  
(B) They would cause data loss.  
(C) They could not hold a charge very long.  
(D) They were not compatible with most

models.

**195.** What is Shanti Ganguly in charge of?

(A) Alerting retailers about the changes to

the company’s laptops

(B) Handling customer feedback  
(C) Repairing faulty hard drives  
(D) Updating the company’s online content

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| **UNIT 33: CÁC BÀI ĐỌC KÉP LIÊN QUAN ĐẾN BÀI BÁO** |

**Passage 01**: Article & Letter (Questions 181-185, Test 05, ETS 1200)

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NEW LOOK FOR COMPTON STREET AREA

CAPITAL CITY – Following the announcement that the city’s art museum will be relocated across town to a larger building on Westing Street, the mayor’s office has been soliciting proposals for a new use for the museum’s current space on Compton Street. A number of proposals have been submitted by local and national developers. Two proposals in particular are emerging as strong possibilities.

One promising bid came from Varitek Corporation, which is seeking to build a high-rise office building on the site. This project would attract several new businesses and generate local jobs over the next five years. However, this is an ambitious proposal that would take nearly three years to complete. In addition, because business tenants usually require full-day parking privileges for employees, parking in the district could become even more difficult than.at present. Varitek, a four-year-old firm headquartered in Chicago, is currently completing similar building projects in Toronto and Ottawa.

Another proposal has come from Marshall Enterprises, a developer of commercial buildings in the city. The company has put forth an elaborate plan for a new shopping center, complete with department stores, restaurants, and a movie theater. This is an attractive option for the city because it would provide residents with a much needed shopping and entertainment area. Marshall Enterprises is best known for its renovation of the city’s Canal District.

In a recent poll, Capital City residents were asked which plan they prefer. Results showed a slightly higher level of support for the Marshall Enterprises proposal, although the general feeling among residents is that both plans would be good for the city’s economy. One group of residents, however strongly opposes the development of the area for commercial interests and is petitioning the city to reserve the space for a community park.

- Brigit Hoffbauer

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Dear Editor,

I would like to comment on Ms. Hoffbauer’s article in the *Times* (Jan. 12) on the proposed construction plans for Compton Street. There is one factual error I feel mµst be corrected for the benefit of your readers.

Under the current proposal, the commercial office building designed by Varitek would be completed in about two years. Moreover, because the structure would be developed in stages, some offices would be available for use as quickly as eighteen months from the start of construction.

I agree with Ms. Hoffbauer that the parking needs of a commercial building pose a potential problem. However, Priya Gupta, vice president of planning at Varitek, has already met several times with council member Robert Franks to discuss possible solutions.

Sincerely,

Liang Zhan  
President, Varitek Corporation

**181.** What is the purpose of the article?

(A) To announce upcoming cultural events  
 (B) To describe the new stores on

Compton Street  
 (C) To encourage local residents to write

letters about an issue

(D) To provide information about possible

building projects

**182.** What is NOT mentioned as a possible new

use for the Compton Street area?

(A) A public park  
 (B) An art museum  
 (C) A shopping center  
 (D) An office building

**183.** What is implied about Capital City?

(A) Its Canal District is in need of

renovation.  
 (B) The city has used Varitek Corporation

before.

(C) It is known for its downtown shopping

district.

(D) Parking is considered a problem in the

city.

**184.** What is Mr. Zhan’s main complaint about

the article?

(A) It provided an inaccurate timetable.  
 (B) It misquoted Priya Gupta.  
 (C) It did not report the results of a poll.  
 (D) It did not discuss any benefits of his  
 company’s plan.

**185.** What is suggested about Mr. Zhan?

(A) He has an office in Capital City.  
 (B) He recently built a shopping center.  
 (C) He is involved with a project in Toronto.  
 (D) He previously worked for Brigit  
 Hoffbauer.

**Passage 02:** Program & Article (Questions 196-200, Test 06, ETS 1200)

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| **Morningtown Community Arts Society** presents  ***Midnight in Buenos Aires***  Original script by **Julia Ortiz**  Directed by **Seiji Uchida**  Starring **Frank Rich** \* **Rita Mendoza** \* **Michelle Kim**  Costume Designer....Gina Bloom Art Direction......Giles Jenkins Music..................Carla Freccero John Rainolds Civic Center  *The society graciously acknowledges the continued generosity ofthe Stevens Foundation in providing partialfunding for this event* |

**Midnight Fun**John Smith, *MORNINGTOWN HERALD*

Community theater is alive and well this  
month, with the Morningtown Community Arts Society’s new play *Midnight in Buenos Aires.* This delightful production is the latest  
installment from regional favorite Seiji Uchida, whose recent productions at the Civic Center have all been well received by the public. In this reviewer’s estimation, *Midnight* may very well be the best production by a community organization in Morningtown this year.

The effectiveness of the production was bolstered by an exceptional cast of actors, which includes the talented Rita Mendoza, last seen in *The Late Hour.* The other actors are relatively unknown, but their brilliant performances in this play will surely get them more attention in the future. The costumes were themselves marvelous, full of color without distracting from the excellent acting and direction. If there was a weak point in the production, it was the script, which was occasionally marred by awkward dialogue and inaccessible language.

For those wishing to catch it before it ends, the production runs until December 20, with evening performances on Friday and Saturday, December 18 and 19.

**196.** What is this program from?

(A) An orchestra concert  
(B) A theatrical play  
(C) An art exhibit  
(D) A dance festival

**197.** Who is Gina Bloom?

(A) An actor  
(B) A writer  
(C) A designer  
(D) A musician

**198.** What is suggested about *Midnight in*

*Buenos Aires?*

(A) It is Seiji Uchida’s first production.  
(B) It is being performed internationally.

(C) Most of the performers are well-known.  
(D) There are no evening performances on

Sunday.

**199.** Whose work did NOT receive a positive

review in the article?

(A) Julia Ortiz  
(B) Gina Bloom  
(C) Seiji Uchida  
(D) Frank Rich

**200.** In the article, the word “estimation” in

paragraph 1, line 8, is closest in meaning to

(A) approximation  
(B) measurement  
(C) opinion  
(D) theory

**Passage 03**: Article & award certificate (Questions 191-195, Test 01, ETS 5 Tests)

**---------------------------------------------------------**

CHICAGO, December 5 – To the many awards earned over the 12 years since its founding, Chicago-based Roxina Travel can add another distinction: a NOTA Award. Presented by the National Organization of Travel Agencies (NOTA) at its annual Travel Fair, the award recognizes Roxina Travel for developing the most innovative tour program of the year. The honor was a pleasant surprise for the local agency given the larger size of many of its competitors. Roxina Travel has focused on a unique type of tourism and it has paid off.

“Diving tourism used to be a small niche, and investing in it was a risk for us,” said Terry Mason, Roxina’s owner. “But over the years we have attracted an increasing number of customers who are interested in trying something new and experiencing the thrill of exploring the underwater universe.” Since it first opened, Roxina Travel has been organizing diving tours to unexpected places such as Egypt, Iceland, and Tanzania. In May of this year it added a Scotland tour to its list of offerings.

The award was presented at this year’s Travel Fair, which is now celebrating its 10th year. It is among the leading events for professionals working in the travel and hospitality business and is held every year in New York City, where NOTA is based.

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| **The National Organization of Travel Agencies (NOTA)** is pleased to present  **The NOTA Innovation Award** to  Roxina Travel  in recognition of excellence in tourism. Presented to the agency with the most innovative new tour program of the year, “Sabingdon Lake Diving Tour.”  Vihaan Kumar  **-----------------------------**  Presented December 1 Vihaan Kumar  NOTA President |

**191.** What is indicated about the travel fair?

(A) It is attended by tourists.  
(B) It takes place twice a year.  
(C) It is organized by NOTA.  
(D) It takes place in Chicago.

**192.** Why did Roxina Travel not expect to win

the award?

(A) It has not won any aw ards previously.  
(B) It was not present at the travel fair.  
(C) It has recently changed management.  
(D) It is smaller than similar companies.

**193.** What does Mr. Mason say about diving

tourism?

(A) It has become more popular than it

was in the past.

(B) It attracts participants from around the

world.

(C) It requires extensive training for

participants.

(D) It is not a profitable form of tourism.

**194.** Where is Sabingdon Lake located?

(A) In Egypt  
(B) In Iceland  
(C) In Scotland  
(D) In Tanzania

**195.** What is suggested about Mr. Kumar?

(A) He is a friend of Mr. Mason.  
(B) He has an office in New York City.  
(C) He has held his current position for

twelve years.

(D) He frequently participates in diving

tours.

**Passage 04**: Article & Schedule (Questions 196-200, Test 03, ETS 5 Tests)

***From the Group Up***

**─────────────────────────────────────**

Nutrient levels in soil may not be the average reader’s idea of an accessible, or even interesting, topic. But agronomist Hyeon Su Park has made it just that in *From the Ground Up.*

This surprise best seller is a discussion of the relationship of soil quality to agricultural development in farming communities. That the book has connected with such a large audience is  
no doubt a direct result of its author’s technique. Rather than shying away from academic subject matter, Dr. Park conveys it through storytelling methods that a nonacademic audience can appreciate: anecdotes, personal impressions, and poetic descriptions.

Although the quality of the writing alone would explain the success of *From the Ground Up,* surely some credit is due to Sune Lund as well. The acclaimed photographer accompanied Dr. Park throughout her research for the book, and the result is a 30-page spread of breathtaking landscapes from over 20 nations.

The success of *From the Ground Up* may indicate a rise in the popularity of scientific nonfiction. For the last month, Dr. Park has appeared on best-seller lists alongside architect Cecil Crofte, whose *Gravitas* explores the physics behind the architecture of skyscrapers.

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| **Portland Festival of Books-Highlights**  **Readings and Discussions, Braithwaite Library Rotunda**  Day 1 25 January, 5 P.M. Hyeon Su Park gives a talk on the research behind her Rafkin Award-winning book *From the Ground Up.*  Day 2 26 January, 2 P.M. Cecil Crofte gives a multimedia demonstration on his best-selling *Gravitas.*  Day 3 27 January, 3 P.M. Dieter Neumann, Sally Black, and Gilda Carruthers  participate in a round-table discussion on the state of comic books today.  **Book Fair, Braithwaite Library, Blake Gallery**  26 & 27 January, noon-7 P.M., Featuring sales booths from major publishers and area bookstores. |

**196.** What is the subject of the article?

(A) An author’s plans for her next work  
 (B) The popularity of a recent publication  
 (C) Trends in the textbook industry  
 (D) Readers’ reactions to an online review

**197.** How is *From the Ground Up* described?

(A) It was written by two people.  
 (B) It is sold mainly in rural areas.  
 (C) It features numerous charts.  
 (D) It contains academic subject matter.

**198.** What is indicated about Mr. Lund?

(A) He will work with Dr. Park on a future

project.

(B) He took photographs in multiple

countries.

(C) He has won awards for his writing.  
 (D) He has lived on a small farm.

**199.** What will the first day of the festival

include?

(A) An announcement of nominees for an

award

(B) A presentation on architectural design  
 (C) A discussion about agriculture  
 (D) A debate about the publishing industry

**200.** According to the schedule, what can  
 attendees do in the Blake Gallery?

(A) Purchase books  
 (B) Meet authors  
 (C) Register for classes  
 (D) Apply for jobs

**Passage 05:** Information & Article (Questions 191-195, Test 04, ETS 5 Tests)

**Smart Life Center Business Plan  
Executive Summary**

(October 17)-Various studies have shown that people over the age of 55 have a strong desire to remain physically active. Therefore, the goal of the Smart Life Center (SLC) will be to provide low-cost fitness services to individuals age 55 and older. Business analysts consulted by the SLC’s owners have estimated that this market, which thus far has remained largely untapped, could generate one million dollars or more in profits for the SLC within the riext five years. The SLC will have state-of-the-art fitness equipment and will offer group exercise classes, personalized training programs, and counseling on modifying one’s eating habits. It will also offer courses in preparing healthful foods and have a cafeteria that serves nutritious meals.

WHETSTONE (June 6) – The city of Whetstone has a new business: the Smart Life Center (SLC) opened its doors to the public last Friday. The SLC, whose target group is people age 55 and older, offers a variety of physical exercise programs, including swimming, stretching, and aerobics as well as individualized training programs. The center also has dietitians on staff who conduct health consultations. Membership is available on a monthly, quarterly, or annual basis.

Owners Margaret and Ronalda Lopez are well-known within the Whetstone community. Over the last fifteen years, both worked as practitioners in the field of agemanagement medicine at the Whetstone University Medical Center. Additionally, both were board members of the National Council of Medical Specialists.

In addition to investing their savings in the business venture, the couple received a grant from the Institute for Midlife Health Care (IMHC).The institute decided to award the grant following a presentation by the SLC’s owners, during which the SLC's business plan was outlined. The owners had much praise for the IMHC. “We are grateful for the assistance received from the institute and are excited to be able to use our knowledge to help people improve their health and fitness levels,” Ms. Lopez said. The Smart Life Center is located at 944 Grandville Avenue, and its owners are the newest members of the Whetstone Chamber of Commerce.

**191.** What kind of business is the SLC?

(A) A fitness facility  
(B) A doctor’s office  
(C) An investment firm  
(D) A medical research group

**192.** What is indicated about Mr. and Mrs.

Lopez?

(A) They invested one million dollars in

their business.

(B) They followed advice they received

from business consultants.

(C) They moved to Whetstone fifteen

years ago.

(D) They attended the same university.

**193.** What is NOT stated as being available at

the SLC?

(A) A tennis court  
(B) Individual training programs  
(C) A swimming pool  
(D) Cooking classes

**194.** What is indicated about the SLC?

(A) It offers in-home services to customers.

(B) It aims to serve customers of all ages.

(C) It has opened a second facility in

Whetstone.

(D) It offers multiple membership options.

**195.** To whom was the SLC’s business plan

presented?

(A) The Whetstone University Medical

Center

(B) The National Council of Medical

Specialists

(C) The Institute for Midlife Health Care  
(D) The Whetstone Chamber of Commerce

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| **UNIT 34: CÁC DẠNG BÀI ĐỌC KÉP KHÁC** |

**Passage 01:** Claim form & E-mail (Questions 191-195, Test 04, ETS 1200)

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| **Allthesales.com Customer Claim Form** | |
| **Order Number:** 058-9199  **Date:** August 15  **Name:** Sandra Waring | **Item Details:**  History of Atlantis:The Lost Land [paperback] by Frank Whittman |
| **Claim Details:**  I purchased the above item on July 6from All The Sales and was informed that the estimated delivery date for the order was between July 9 and July 28. When the item hadn’t arrived by August 5, I called the customer service number listed on the Web site. I left amessage on the automated recording system but did not receive a response. I left asecond message on August 11 but still received no response. As I need the item right away, I plan to purchase acopy from alocal bookstore. Therefore, I am asking for a full refund for the cost of this order, as the charge has already appeared on my credit card statement. | |

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| --- | --- | --- | --- | --- |
| |  | | --- | | sandra.waring@email.com |   To:   |  | | --- | | customerservice@allthesales.com |   From:   |  | | --- | | August 15 |   Date:   |  | | --- | | Dear Ms. Waring,  Your claim has been received and assigned reference number AZ10114. Please be advised that most claims are resolved within 7 days of the date when the claim is filed.  We apologize for the inconvenience you experienced with your order. Our records indicate that your order was shipped on July 7 via standard ground shipping. We are currently investigating this matter further and will contact you with our findings within 48 hours. If your claim is approved, we will issue a refund in the same form as your original payment was made. Credit card reimbursements take 5 business days to process, while refunds for checks and money orders are sent within 24 hours by special delivery.  Deodre Skehan Customer Service Department Allthesales.com | |

**191.** Why did Ms. Waring fill out the claim form?

(A) The item she ordered was damaged.  
(B) She never received the item she

ordered.

(C) The seller sent the wrong item.  
(D) She was charged twice for the same

order.

**192.** What did Ms. Waring do before filling out

the claim form?

(A) She returned the item.  
(B) She canceled her payment.  
(C) She visited a bookstore.  
(D) She called the seller.

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

(A) To request more information about the

claim

(B) To acknowledge that the claim has

been received

(C) To inform Ms. Waring that her claim

will likely be approved

(D) To explain that an investigation takes

five days to complete

**194.** In the e-mail, the word “filed” in paragraph

1, line 3, is closest in meaning to

(A) cut back  
(B).lined up  
(C) sent in  
(D) put away

**195.** How will All The Sales probably reimburse

Ms. Waring if her claim is valid?

(A) By returning the money to her credit

card account

(B) By using an express delivery service to

send her a check

(C) By giving her a credit toward a future

purchase on the company’s W eb site

(D) By shipping her a second copy of her

order at no charge

**Passage 02:** Receipt & Information (Questions 181-185, Test 01, ETS 5 Tests)

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| **Timko’s Garden Center** 2 Kingsway Road Lethbridge AB TlJ 455 403-326-0155  **Customer name:** Ralph LeBlanc **Customer club number:** 1392988 **Date of purchase:** February 24   |  |  |  | | --- | --- | --- | | **Item** | **Quantity** | **Price** | | Florangea plants | 4 | 4x$6.00 = $24.00 | | Potting soil - 1 kilogram bag | 1 | $6.95 | | Florangea pots | 4 | 4x$7.50 = $30.00 | | Discount | N/A | -$15.00 | | Garden gloves (customer points reward) | 1 | No charge |  |  |  | | --- | --- | | **Item total:** | $45.95 | | **Tax:** | $2.30 | | **Total:** | $48.25 |   **Discount details:** Today only, buy any florangea and receive aflorangea pot for half off! These hand-painted pots are specially designed to help your flowers thrive.  **Payment:** Cash **Employee name and number:** Caroline Hsu #72 |

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| **Timko's Tips For Caring For Your Florangeas**  **Florangeas are attractive house plants that can offer years of enjoyment. To make sure your florangeas remain healthy and continue to bloom year-round, the following is recommended.**  - Ceramic pots work the best and are the only pots we use at Timko’s.  - Water the plants regularly. Make sure to use a watering can that will reach down to the soil. Do not moisten the leaves or the flowers. This will cause them to become brown. For best results, use room temperature water.  - Florangeas should never experience temperatures below 15°C. Do not put them in a location where they may be harmed by cool air.  - Expose the plants to indirect sunlight only. Direct sunlight will cause the leaves to grow upward instead of outward. |

**181.** What did Mr. LeBlanc receive for free?

(A) A florangea plant  
(B) Potting soil  
(C) Gardening gloves  
(D) A guide book for plants

**182.** What is NOT stated about the pots

purchased by Mr. LeBlanc?

(A) They are tall and narrow.  
(B) They are made of ceramic.  
(C) They were painted by hand.  
(D) They were sold at a discount.

**183.** What is indicated about florangeas?

(A) They require careful attention in order

to bloom.

(B) They produce flowers only once a

year.

(C) They grow faster if they are planted

outdoors.

(D) They can be eaten in a salad.

**184.** According to the information, how can

owners keep the plants from turning brown?

(A) By keeping the plants warm  
(B) By using a special kind of soil  
(C) By not applying cold water  
(D) By keeping the leaves dry

**185.** According to the information, why should

florangeas be placed in indirect sunlight?

(A) To keep the plants from getting too big

for their pots

(B) To maintain the right level of soil

moisture

(C) To allow the leaves to spread outward  
(D) To protect the roots from damage

**Passage 03:** Calendar & E-mail (Questions 181-185, Test 03, ETS 5 Tests)

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| **KQB Design Associates,** Conference Room Bschedule for May   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | |  |  | **1**  **All Day**  Board of Directors Meeting | **2**  **All Day**  Board of Directors Meeting | **3**  4:00-4:30  Room Cleaning | | **6** | **7**  10:30-12:00  Palomino Client Presentation | **8** | **9** | **10**  4:00-4:30  Room Cleaning | | **13** | **14** | 15  9:00-10:30  Marketing Team Meeting | **16** | **17**  4:00-4:30  Room Cleaning | | **20** | **21** | **22** | **23**  10:00-11:00  Workplace Safety Discussion | **24**  4:00-4:30  Room Cleaning | | **27**  2:30-4:00  YYB Systems  Client Presentation | **28** | **29**  9:00-10:30  Marketing Team Meeting | **30** | **31**  4:00-4:30  Room Cleaning |   To reserve a conference room, contact office manager Jeffrey O’Leary atjoleary@kqbdesign.com with the desired date and time. He will ensure that there are no scheduling conflicts. Conference rooms are intended for large group meetings and client meetings only, not for individual design projects. Employees needing extra work space for individual projects may request Rooms 314 and 315. |

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| |  | | --- | | Jeffrey O’Leary <joleary@kqbdesign.com> |   From:   |  | | --- | | Vashti Gupta <vgupta@kqbdesign.com> |   To:   |  | | --- | | May 17, 11:45 A.M |   Date:   |  | | --- | | Conference room |   Subject:   |  | | --- | | Hi Vashti,  I received your request to use Conference Room B. Unfortunately, it is already reserved for the workplace safety discussion at 10 A.M. That discussion will last one hour, so I could schedule your meeting in the very next slot (11 A.M.). Will that time work for you?  Also, remember that we have installed a new projector in this room. It is a little confusing to operate, so I recommend talking to Lee Caison in the IT department-he can set it up for you.  Jeffrey | |

**181.** What is indicated about Conference Room

B?

(A) Shareholder meetings are held there.  
(B) It is the largest room at the KOB

offices.

(C) It is cleaned on a weekly basis.  
(D) The marketing team meets there daily.

**182.** According to the calendar, how should

conference rooms be reserved?

(A) By placing a call to a design manager  
(B) By e-mailing a request to an office

manager

(C) By marking a reservation on a paper

calendar

(D) By entering a reservation into an

online calendar

**183.** What is stated about individual projects?

(A) Mr. O’Leary will review their progress.  
(B) They are not a company priority.  
(C) They must be approved by

Mr. Carlson.

(D) Room 314 may be available for

working on them.

**184.** What is suggested about Ms. Gupta?

(A) She wants to schedule a meeting for

May 23.

(B) She is about to take a business trip.  
(C) She is interested in workplace safety

issues.

(D) She will attend the marketing team

meeting on May 29.

**185.** What does Mr. O’Leary advise Ms. Gupta

to do?

(A) Replace a piece of equipment  
(B) Contact a coworker for technical

assistance

(C) Distribute the agenda for an upcoming

meeting

(D) Return his copy of the calendar

**Passage 04:** Instructions and Response card (Questions 186-190, Test 04, ETS 5 Tests)

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| McMorris Products Company  **Instructions for Taste Testers**  Thank you for participating in a McMorris tasting session! Taste testers help our Research and Development team expand and improve our product line by informing us about consumer preferences. The results of these tests are the single most important factor in determining each year’s new product line. By giving us your honest opinion of the products you taste, you help us bring the best possible product to our consumers.  In this tasting session, you will be given small samples of different products. You will taste each sample only once; you do not have to.eat the entire sample. After tasting each sample, fill out the corresponding response card. On the response card, there is a set of statements about the product. Next to each statement, assign a number from 1 to 5 based on how much you agree with the statement, with lower numbers signifying agreement. For example, if you strongly agree with the statement, enter 1; if you strongly disagree with the statement, enter 5. If you are undecided, enter 3.  It usually takes about 5 minutes to taste each sample and fill out each response card, but feel free to take more time if you need to; it is important that you do not rush through the test. Also, be sure to drink water from the bottles provided before you taste a new sample; this will help clear your palate so that you can taste each sample independently. If you have questions at any time, do not hesitate to ask the facilitator. The entire session normally lasts about an hour. |

|  |  |
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| **Product Sample 9**  Participant: Please fill out the response form according to the instructions. | |
| The product has a visually appealing color. | 1 |
| The product has a visually appealing texture. | 1 |
| The product has the right amount of sweetness. | 2 |
| The product has the right amount of saltiness. | 1 |
| The product has a pleasing texture when eaten. | 2 |
| The product is pleasantly moist. | 1 |
| The product would be better if served hot | 1 |
| The product would be better if served cold. | 5 |

**186.** What is suggested about McMorris  
 Products Company?

(A) It relies on television advertisements to

attract consumers.

(B) It is one of the largest food  
 manufacturers in the nation.  
 (C) It introduces new products to the

market every year.  
 (D) It is planning to expand its research  
 division.

**187.** In the instructions, the word “takes” in  
 paragraph 3, line 1, is closest in meaning to

(A) follows  
 (B) requires  
 (C) determines  
 (D) lengthens

**188.** What are participants asked to do?

(A) Proceed as quickly as possible  
 (B) Wear comfortable clothing  
 (C) Fill out an online form  
 (D) Drink water regularly

**189.** What most likely is true about product  
 sample 9?

(A) It does not contain salt.  
 (B) It is not yet available for purchase.  
 (C) It was made available twice to  
 participants.  
 (D) It had a bitter taste.

**190.** What aspect of the product did the  
 participant strongly disagree with?

(A) The product will be too expensive.  
 (B) The product is a good color.  
 (C) The product is too moist.  
 (D) The product should be served cold

**Passage 05:** Card & Message (Questions 186-190, Test 02, Economy 03)

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| --- |
| Hotel Suite 126  For security purposes, each hotel suite is equipped with an electronic locking device that prevents anyone other than the hotel guest from accessing the suite. Each room key has a special numerical code that is automatically erased at the check-out time on your scheduled date of departure. Should you require a time extension for your room, please phone the front desk to inform the staff of the changes to your departure time. Check-out occurs daily at one o’clock p.m.  Thank you. |

|  |
| --- |
| Hello, this is Lorne Peters in Suite 126. I was originally scheduled to check out on Sunday, March 3rd, but I have an urgent business meeting on Monday and need to extend my stay. My meeting will not finish until late Monday night, so I think that I had better stay until Tuesday.  I was also wondering if it would be possible to delay the usual check-out time on Tuesday for an additional hour. Please leave me a note at the front desk letting me know whether or not this will be possible. I will pick up the message Monday morning. Finally, I would like to schedule a wake-up call for Monday morning at 6:30.  Thank you. |

**186.** What has been done to make the suites

safer?

(A) Security guards are posted at all

entrances.

(B) Cameras are installed in all hallways.  
(C) Numerical codes on keys are changed

often.

(D) The front doors of the hotel are locked

at 10:30 p.m.

**187.** What is NOT indicated about Mr. Peters?

(A) He is staying in Suite 126.  
(B) He will attend a meeting on Monday.  
(C) A staff member will wake him up by

phone.

(D) He will check out on Sunday morning.

**188.** In the phone message, the word “extend”

in paragraph 1, line 3 is closest in meaning to

(A) prolong  
(B) supplement  
(C) protrude  
(D) enlarge

**189.** What time would Mr. Peters like to check

out of the hotel on Tuesday?

(A) 11 a.m.  
(B) Noon  
(C) 1 p.m.  
(D) 2 p.m.

**190.** How will the hotel inform Mr. Peters

whether or not he can extend his stay?

(A) With a phone message  
(B) By e-mail  
(C) By fax  
(D) With a written message