

## READING TEST

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

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

### PART 5

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

101. Register early if you would like to attend next Tuesday's ----- on project management.

- (A) seminar
- (B) reason
- (C) policy
- (D) scene

102. Paul Brown resigned last Monday from his position as ----- executive of the company.

- (A) fine
- (B) chief
- (C) front
- (D) large

103. The financial audit of Soft Peach Software ----- completed on Wednesday by a certified accounting firm.

- (A) to be
- (B) having been
- (C) was
- (D) were

104. The organizers of the trip reminded participants to ----- at the steps of the city hall at 2:00 P.M.

- (A) see
- (B) combine
- (C) meet
- (D) go

105. ----- is no better season than winter to begin training at Silver's Fitness Center.
- (A) When
  - (B) It
  - (C) There
  - (D) As it
106. The recent worldwide increase in oil prices has led to a ----- demand for electric vehicles.
- (A) greater
  - (B) greatest
  - (C) greatly
  - (D) greatness
107. Maria Vásquez has a wide range of experience, ----- worked in technical, production, and marketing positions.
- (A) having
  - (B) has
  - (C) having had
  - (D) had
108. Tickets will not be redeemable for cash or credit at any time, ----- will they be replaced if lost or stolen.
- (A) but
  - (B) though
  - (C) only
  - (D) nor

## PART 6

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

Questions 141-143 refer to the following letter.

Ms. Monica Eisenman  
555 King Street  
Auckland  
New Zealand

Dear Ms. Eisenman:

I am ----- to confirm our offer of part-time employment at Western Enterprises. In your role

141. (A) pleased  
(B) pleasing  
(C) pleasant  
(D) pleasure

as research assistant, you will report to Dr. Emma Walton, who will keep you informed of your specific duties and projects.

As we discussed on the telephone, you ----- twice a month. Hourly employees working fewer

142. (A) will pay  
(B) were paid  
(C) have paid  
(D) will be paid

than twenty hours per week are not ----- to receive paid holidays, paid time off for illness,

143. (A) tolerable  
(B) liberal  
(C) eligible  
(D) expressed

or other employee benefits. Your employment status will be reviewed in six months.

If you have any questions, please feel free to contact me.

Sincerely,

*Christopher Webster*

Christopher Webster  
Human Resources

Enclosures

## PART 7

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

Questions 153-155 refer to the following advertisement.

**Italian Food at its Finest...The Venezia**

Under New Ownership  
Open 7 Days, 11 A.M.–11 P.M.

<b>COUPON</b> <b>\$2 off</b> Any order over \$10 with this coupon. Not valid with other offers. <b>Offer good until June 16.</b>	<b>COUPON</b> <b>50% off</b> Buy 1 meal, get 2nd one 50% off with this coupon. Not valid with other offers. <b>Offer good until June 16.</b>	<b>COUPON</b> <b>FREE</b> 1 liter of soda with delivery with this coupon. Not valid with other offers. <b>Offer good until June 16.</b>
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153. What is the purpose of this advertisement?

- (A) To announce a change in business hours
- (B) To advertise a business for sale
- (C) To encourage diners to eat early
- (D) To attract more customers

154. What will customers receive if they spend more than \$10?

- (A) A \$2 discount on their bill
- (B) 50% off their next purchase
- (C) A liter of soda
- (D) Free delivery service

155. What will happen on June 16?

- (A) A new owner will take over the business.
- (B) The coupons will expire.
- (C) Prices will be further reduced.
- (D) The business will close.

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**Questions 156-159** refer to the following article.

The new economy has created great business opportunities as well as great turmoil. Not since the Industrial Revolution have the stakes of dealing with change been so high. Most traditional organizations have accepted, in theory at least, that they must make major changes. Even large new companies recognize that they need to manage the changes associated with rapid entrepreneurial growth. Despite some individual successes, however, this remains difficult, and few companies manage the process as well as they would like. Most companies have begun by installing new technology, downsizing, restructuring, or trying to change corporate culture, and most have had low success rates. About 70 percent of all change initiatives fail.

The reason for most of these failures is that in their rush to change their organizations, managers become mesmerized by all the different, and sometimes conflicting, advice they receive about why companies should change, what they should try to accomplish, and how they should do it. The result is that they lose focus and fail to consider what would work best for their own company. To improve the odds of success, it is imperative that executives understand the nature and process of corporate change much better.

Most companies use a mix of both hard and soft change strategies. Hard change results in drastic layoffs, downsizing, and restructuring. Soft change is based on internal organizational changes and the gradual development of a new corporate culture through individual and organization learning. Both strategies may be successful, but it is difficult to combine them effectively. Companies that are able to do this can reap significant payoffs in productivity and profitability.

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

- (A) Corporate marketing plans
- (B) New developments in technology
- (C) Ways for companies to increase profits
- (D) How companies try to adapt to new conditions

**157.** The word “manage” in paragraph 1, line 6, is closest in meaning to

- (A) correct
- (B) attract
- (C) handle
- (D) regulate

**158.** According to the article, why do so many attempts to change fail?

- (A) Soft change and hard change are different.
- (B) Executives are interested only in profits.
- (C) The best methods are often not clear.
- (D) Employees usually resist change.

**159.** What is soft change based on?

- (A) Changes in the corporate culture
- (B) Reductions in company size
- (C) Relocating businesses
- (D) Financial markets

Questions 160-164 refer to the following meeting agenda and e-mail message.

Optimum Software Company meeting with Advantage Power Systems, Inc. November 2	
Advantage Power Systems attendees: Katharine Morandi Chom Tai	Optimum Software attendees: Ujjwal Ahmed Yusra Singh Peter Bodell
AGENDA	
Ujjwal Ahmed	Introductions Review objectives
Katharine Morandi	Advantage Power Systems: project overview and development schedule
Yusra Singh	Optimum product overview <ul style="list-style-type: none"><li>• Core software functions</li><li>• Software platform requirements</li></ul>
Peter Bodell	Optimum training and consulting
Yusra Singh	Technology questions and answers
Ujjwal Ahmed	Next steps

To: Katharine Morandi  
From: Ujjwal Ahmed, Optimum Software Company  
Subject: Yesterday’s meeting

Dear Katharine,

Thank you for taking the time to get together with us yesterday. Everyone on our team felt that it was a productive meeting. We have a better understanding of your project’s needs now, and we’ve started looking at ways to adapt our software to meet your requirements.

While the basic function of the software is well suited to the project overall, as discussed, we will explore ways to adapt it to the needs of the different departments at Advantage that will be using it. This will incur some additional cost, as we indicated—we’ll provide details about that at our next meeting, once our engineers have assessed the changes that will need to be made.

I’ve asked Peter Bodell to prepare a document for you that indicates when the Training and Consulting Department could start providing services to you. He’ll send this information to you directly—since you’ve worked with him in the past, it seems the most efficient way to go.

As agreed, let’s set up a meeting for the week of November 26 by which time our engineers will be able to outline their approaches to your departmental needs, and we’ll have the information we need to put together a contract.

In the meantime, please feel free to contact me if you have any questions.

Regards,  
Ujjwal

**160.** Why was the meeting held?

- (A) To talk about hiring costs
- (B) To train software users
- (C) To discuss work on a project
- (D) To review a contract

**161.** Who would probably be the best person at Optimum to answer technology questions?

- (A) Ujjwal Ahmed
- (B) Chom Tai
- (C) Yusra Singh
- (D) Katharine Morandi

**162.** What is the main purpose of Mr. Ahmed's e-mail to Ms. Morandi?

- (A) To request a meeting with the engineering department
- (B) To introduce Peter Bodell
- (C) To follow up on a meeting with Advantage
- (D) To explain how Optimum has adapted its software

**163.** What service will Peter Bodell's department provide?

- (A) Training and consulting
- (B) Legal advice
- (C) Publicity
- (D) Changes to the software

**164.** What will happen in the week of November 26?

- (A) Peter Bodell will make a presentation.
- (B) Optimum and Advantage will meet again.
- (C) A contract will be signed.
- (D) Training in the new software will occur.

**Stop! This is the end of the test. If you finish before time is called, you may go back to Parts 5, 6, and 7 and check your work.**