

Welcome to the Unit Test

This test will take approximately 20 minutes to complete. Before starting the test, please make sure you have enough time to complete the test. The test consists of 30 questions divided into separately timed listening and reading sections.

Please make sure that the sound on your computer is active as sections of the test will require sound.

Good luck!

Listening Comprehension

In the Listening test, you will be asked to demonstrate how well you understand spoken English. The entire Listening test will last approximately 8 minutes. There are four parts, and directions are given for each part.

Listening Part 1

For each question in this part, you will hear four statements about a picture on the screen. When you hear the statements, you must select the one statement that best describes what you see in the picture. Then click on the letter (A), (B), (C), or (D) in the answer space provided. The statements will not appear on the screen and will be spoken only one time.

1 Choose the correct answer. ㉠㉡㉢㉣



2 Choose the correct answer. ㉠㉡㉢㉣



3 Choose the correct answer. ①②③④



4 Choose the correct answer. ①②③④



5 Choose the correct answer. Ⓐ Ⓑ Ⓒ Ⓓ



6 Choose the correct answer. Ⓐ Ⓑ Ⓒ Ⓓ



Listening Part 2

You will hear a question or statement and three responses spoken in English. They will not appear on your screen and will be spoken only one time. Select the best response to the question or statement and click on the letter (A), (B), or (C) in the answer space provided.

7. Choose the correct answer. ⒶⒷⒸ	20. Choose the correct answer. ⒶⒷⒸ
8. Choose the correct answer. ⒶⒷⒸ	21. Choose the correct answer. ⒶⒷⒸ
9. Choose the correct answer. ⒶⒷⒸ	22. Choose the correct answer. ⒶⒷⒸ
10. Choose the correct answer. ⒶⒷⒸ	23. Choose the correct answer. ⒶⒷⒸ
11. Choose the correct answer. ⒶⒷⒸ	24. Choose the correct answer. ⒶⒷⒸ
12. Choose the correct answer. ⒶⒷⒸ	25. Choose the correct answer. ⒶⒷⒸ
13. Choose the correct answer. ⒶⒷⒸ	26. Choose the correct answer. ⒶⒷⒸ
14. Choose the correct answer. ⒶⒷⒸ	27. Choose the correct answer. ⒶⒷⒸ
15. Choose the correct answer. ⒶⒷⒸ	28. Choose the correct answer. ⒶⒷⒸ
16. Choose the correct answer. ⒶⒷⒸ	29. Choose the correct answer. ⒶⒷⒸ
17. Choose the correct answer. ⒶⒷⒸ	30. Choose the correct answer. ⒶⒷⒸ
18. Choose the correct answer. ⒶⒷⒸ	31. Choose the correct answer. ⒶⒷⒸ
19. Choose the correct answer. ⒶⒷⒸ	

Listening Part 3

You will hear a conversation between two people. You will be asked to answer three questions about what the speakers say in the conversation. Select the best response to each question in the answer space provided. The conversation will not appear on the screen and will be spoken only one time.

32. Where is the conversation most likely taking place?

- Ⓐ At a conference
- Ⓑ At a pharmacy
- Ⓒ At any eye doctor's office
- Ⓓ At a dental practice

33. What does the woman say about Dr. Johnson?

- Ⓐ She has taken a sick day.
- Ⓑ She has moved to another office.
- Ⓒ She is running late.
- Ⓓ She is not taking new patients.

34. What does the man ask the woman about?

- Ⓐ A prescription
- Ⓑ A doctor's experience
- Ⓒ The length of time to wait
- Ⓓ The cost of a service

35. Where does the woman work?

- Ⓐ At a university
- Ⓑ At a travel company
- Ⓒ At a credit-card company
- Ⓓ At an airport

36. What is the man asking about?

- Ⓐ Finding an event
- Ⓑ Packing for a trip
- Ⓒ Purchasing a ticket
- Ⓓ Taking classes

37. What is needed to get a discounted price?

- Ⓐ A membership card
- Ⓑ A receipt
- Ⓒ A Web-site code
- Ⓓ A credit card

38. What reason does the woman give for being late?

- Ⓐ She is stuck in traffic.
- Ⓑ She is in a meeting with a customer.
- Ⓒ She has left her materials at home.
- Ⓓ She has missed a train.

39. What does the woman ask the man to do?

- Ⓐ Start a presentation
- Ⓑ Interview a candidate
- Ⓒ Complete a report
- Ⓓ E-mail a client

40. What does the man ask the woman for?

- Ⓐ An e-mail address
- Ⓑ A file name
- Ⓒ A meeting location
- Ⓓ A client's name

41. What is the woman organizing?

- Ⓐ A museum visit
- Ⓑ A film screening
- Ⓒ A city tour
- Ⓓ An outdoor festival

42. Why does the man ask about the date of the event?

- Ⓐ To hire extra help
- Ⓑ To arrange for refreshments
- Ⓒ To set up a question-and-answer session
- Ⓓ To make travel plans

43. What does the woman ask for?

- Ⓐ A confirmation letter
- Ⓑ A menu
- Ⓒ A list of participants
- Ⓓ A reservation code

44. Who most likely are the speakers?

- Ⓐ Landscapers
- Ⓑ Fashion designers
- Ⓒ Web-site developers
- Ⓓ Investors

45. What problem does the woman mention?

- Ⓐ She is unable to find replacement parts for a machine.
- Ⓑ The building is unsafe for workers.
- Ⓒ A product is unavailable in stores.
- Ⓓ It is difficult to find information online.

46. What does the man like best about his manufacturer?

- Ⓐ It can fill orders of any size.
- Ⓑ It has low production costs.
- Ⓒ It can deliver products on short notice.
- Ⓓ It offers a high-volume discount.

47. What kind of products are being tested?

- Ⓐ Beverages
- Ⓑ Bakery items
- Ⓒ Some candy
- Ⓓ Some nuts

48. What does the man say about the product he tried?

- Ⓐ It is too salty.
- Ⓑ It is too sweet.
- Ⓒ It is too sour.
- Ⓓ It is too thick.

49. What do the group members receive for participating?

- Ⓐ A coupon for a product
- Ⓑ A chance to win a prize
- Ⓒ A free item
- Ⓓ A ticket to a local event

50. What department is the man calling?

- Ⓐ Accounting services
- Ⓑ Research and development
- Ⓒ Human resources
- Ⓓ Technology support

51. What is the man complaining about?

- Ⓐ Incorrect Web-site information
- Ⓑ Missing employee records
- Ⓒ Notification e-mails
- Ⓓ Late paychecks

52. What does the woman offer to do?

- Ⓐ Create a summary e-mail
- Ⓑ Contact a manager
- Ⓒ Replace a machine
- Ⓓ Provide a refund

53. What does the man say about a sports team?

- Ⓐ It is popular.
- Ⓑ It always wins.
- Ⓒ It competes internationally.
- Ⓓ It will play next week.

54. What product does the woman's company sell?

- Ⓐ T-shirts
- Ⓑ Cups
- Ⓒ Snacks
- Ⓓ Chairs

55. Why does the man say, "we've already spent our whole advertising budget this year"?

- Ⓐ He is requesting a loan.
- Ⓑ He is asking for more data.
- Ⓒ He is complaining about a department.
- Ⓓ He is rejecting a proposal.

56. What kind of company do the speakers work for?

- Ⓐ A meat processor
- Ⓑ A baking company
- Ⓒ A canning factory
- Ⓓ A dairy producer

57. What does the man say he will do about a problem?

- Ⓐ Get some new equipment
- Ⓑ Hire another worker
- Ⓒ Talk to a supervisor
- Ⓓ Schedule a repair person

58. What reason does the woman give for not working overtime?

- Ⓐ She has another job.
- Ⓑ She has a doctor's appointment
- Ⓒ She is too tired.
- Ⓓ She does not have access to transportation.

59. What is the conversation mainly about?

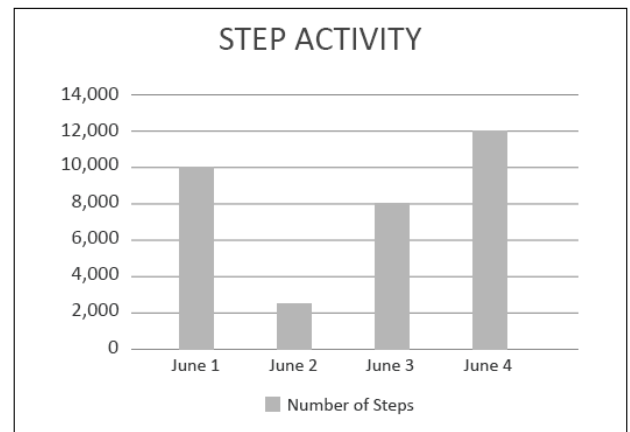
- Ⓐ Rescheduling a meeting
- Ⓑ Conducting a maintenance check
- Ⓒ Organizing social events
- Ⓓ Planning a convention

60. What does the man suggest doing?

- Ⓐ Assembling a planning committee
- Ⓑ Circulating an e-mail message
- Ⓒ Putting together a short survey
- Ⓓ Making an announcement

61. What does the man mean when he says, "will you be able to handle that"?

- Ⓐ He is offering to help the woman hire more staff.
 - Ⓑ He is doubtful that the woman has enough time.
 - Ⓒ He is asking if the woman called a vendor.
 - Ⓓ He is suggesting that a deadline be pushed back.
-



62. How many training visits are included with the woman's gym membership?

- Ⓐ 1
- Ⓑ 3
- Ⓒ 6
- Ⓓ 10

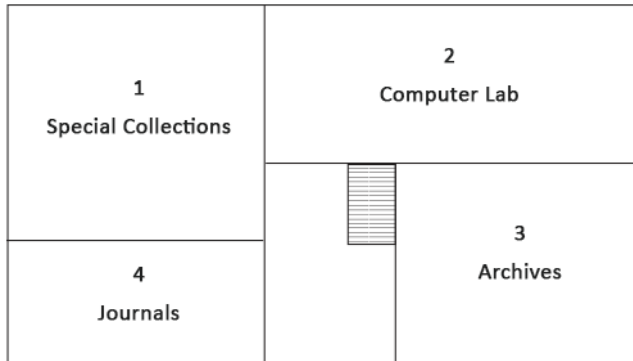
63. What is the woman doing to increase her walking?

- Ⓐ Using a treadmill
- Ⓑ Getting off the bus one stop earlier
- Ⓒ Taking stairs instead of an elevator
- Ⓓ Walking during work breaks

64. Look at the graphic. Which date does the man ask the woman about?

- Ⓐ June 1
 - Ⓑ June 2
 - Ⓒ June 3
 - Ⓓ June 4
-

Level 1 Library Map



	Auditorium	Gold Room	Blue Room	Teleconference Room
3:00 P.M.		Strategic-planning meeting	Client meeting	
4:00 P.M.			Accounting team	IT Training

65. What does the man say he would like to research?

- Ⓐ Market trends
- Ⓑ Product design
- Ⓒ Computer-database systems
- Ⓓ Commercial real estate

66. Look at the graphic. Where does the woman suggest that the man go?

- Ⓐ 1
- Ⓑ 2
- Ⓒ 3
- Ⓓ 4

67. What does the woman give the man?

- Ⓐ A library card
- Ⓑ A reference list
- Ⓒ A registration form
- Ⓓ An event brochure

68. Why does the man apologize?

- Ⓐ For making a late request
- Ⓑ For mistaking a location
- Ⓒ For canceling a client meeting
- Ⓓ For losing a document

69. Where do the speakers most likely work?

- Ⓐ An automobile dealership
- Ⓑ A hotel
- Ⓒ An accounting firm
- Ⓓ An advertising agency

70. Look at the graphic. Which room will the man's meeting most likely take place in?

- Ⓐ Auditorium
- Ⓑ Gold Room
- Ⓒ Blue Room
- Ⓓ Teleconference Room

Listening Part 4

will hear a talk given by a single speaker. You will be asked to answer three questions about what the speaker says in the talk. Select the best response to each question in the answer space provided. The talk will not appear on the screen and will be spoken only one time.

71. Who is the speaker most likely leaving the message for?
- (A) A tenant
 - (B) A property manager
 - (C) A factory employee
 - (D) A delivery truck driver
72. According to the speaker, what has caused a delay?
- (A) A lack of staff
 - (B) A shipping error
 - (C) A breakdown at the factory
 - (D) A problem with the weather
73. What does the speaker offer the listener?
- (A) Some free installation
 - (B) A complimentary product
 - (C) Reduced delivery fees
 - (D) An upgrade on the products
-
74. Why did the speaker issue a survey?
- (A) To gather information about customer preferences
 - (B) To inquire about store-opening times
 - (C) To collect new product ideas
 - (D) To assess employee satisfaction
75. What will the company start doing?
- (A) Providing customers with comment cards
 - (B) Allowing employees to work from home
 - (C) Extending store hours two nights a week
 - (D) Offering a discount on computer products
76. What does the speaker mention about the company's desktop computers?
- (A) They will be repaired.
 - (B) They are available for purchase.
 - (C) They will be replaced.
 - (D) They are infected with a virus.
-
77. What is being celebrated at the gathering?
- (A) The graduation of a new class of students
 - (B) The anniversary of a hospital
 - (C) The opening of a new building
 - (D) The retirement of an important scientist
78. According to the speaker, what was one of Dr. Jones's responsibilities?
- (A) Designing a work area
 - (B) Supervising trainees
 - (C) Creating a curriculum
 - (D) Obtaining research funds
79. According to the speaker, why was the research center lucky to have Dr. Jones's help?
- (A) She is not usually available.
 - (B) She was highly recommended.
 - (C) She has relevant education.
 - (D) She was experienced.
-
80. Who most likely are the listeners?
- (A) Factory workers
 - (B) Safety inspectors
 - (C) Electrical engineers
 - (D) Computer programmers
81. What does the speaker ask the listeners to do?
- (A) Reschedule a meeting
 - (B) Send some reminders
 - (C) Buy some equipment
 - (D) Complete a sign-in sheet
82. What does the speaker mean when he says, "but the copier's broken"?
- (A) Copies will have to be made someplace else.
 - (B) The office budget should be increased.
 - (C) He needs to call a repair person.
 - (D) Some handouts are unavailable.
-

83. What is the topic of the meeting?
- (A) A cafeteria is being added to the building.
 - (B) An office is being redesigned.
 - (C) A concert is being planned.
 - (D) A reception area is being removed.
84. What can listeners request?
- (A) A special desk
 - (B) A complimentary pass
 - (C) A new identification card
 - (D) A meeting with a manager
85. What is a possible problem?
- (A) The space might be crowded.
 - (B) The event might be expensive.
 - (C) The area could be busier.
 - (D) The work space could be noisier.
86. According to the speaker, what is Brayburg doing with parts of its stores?
- (A) Renovating the outside of the stores
 - (B) Adding a café
 - (C) Turning them into office space
 - (D) Selling some of the stores
87. Why does the speaker mention online shopping?
- (A) To describe a new advertising technique
 - (B) To announce a sales promotion
 - (C) To give details about a new store
 - (D) To explain a reason for declining business
88. What does the speaker imply when she says, "Brayburg is not the first to have this idea"?
- (A) The company is expanding throughout the country.
 - (B) The company is following a larger trend.
 - (C) The company is collaborating with other businesses.
 - (D) The company is repeating an action it made years ago.
89. According to the speaker, when is the next flight to London?
- (A) In two hours
 - (B) In four hours
 - (C) In the evening
 - (D) On the next day
90. What does the speaker ask passengers to do with their bags?
- (A) Store them under their seats
 - (B) Place them in overhead compartments
 - (C) Check them at the counter
 - (D) Open them for a customs agent
91. What has Clear Skies Airlines recently done?
- (A) Changed a policy
 - (B) Opened a new route
 - (C) Hired an executive
 - (D) Added an entertainment service
92. What does the speaker suggest that listeners do?
- (A) Divide work equally
 - (B) Defer to management
 - (C) Work in teams
 - (D) Share information
93. Who most likely is the speaker?
- (A) A marketing manager
 - (B) A Web designer
 - (C) A human resources consultant
 - (D) A hospital administrator
94. What does the speaker mean when she says, "I've been doing this for a long time"?
- (A) She needs a break.
 - (B) She can help the listeners.
 - (C) She would like a job.
 - (D) She can train her replacement.

Consumer Category	#1 Feature
Teenagers	Text Messaging
University Students	Appointment Reminders
General Public	Camera
Business Executives	Address Book

Job Tasks	
John	Event Budget
Meg	Informational Video
Nancy	Product Display
Eric	Flyer Design

95. Who most likely are the listeners?

- Ⓐ Product developers
- Ⓑ Business investors
- Ⓒ Retail-sales associates
- Ⓓ Public-relations managers

96. What did the speaker do last week?

- Ⓐ Meet with the company's president
- Ⓑ Interview new staff members
- Ⓒ Visit a production facility
- Ⓓ Conduct market research

97. Look at the graphic. Which mobile-phone feature will listeners most likely be focused on?

- Ⓐ Text messaging
- Ⓑ Appointment reminders
- Ⓒ The camera
- Ⓓ The address book

98. What is the talk mainly about?

- Ⓐ Organizing a product launch
- Ⓑ Arranging a charity event
- Ⓒ Planning for a trade show
- Ⓓ Scheduling a guest speaker

99. What does the speaker say is especially important?

- Ⓐ Having enough space
- Ⓑ Increasing company publicity
- Ⓒ Meeting project deadlines
- Ⓓ Opening new stores

100. Look at the graphic. Which responsibility will be discussed next?

- Ⓐ Event budget
- Ⓑ Informational video
- Ⓒ Product display
- Ⓓ Flyer design

Reading Comprehension

In the Reading test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading test should take you approximately 12 minutes.

Reading Part 5

A word or phrase is missing in each of the following sentences. Select the best response to each question and click on the letter (A), (B), (C), or (D) in the answer space provided.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>101. To listen to ----- voice-mail, enter the last four digits of the number and then the pass-code.</p> <p>Ⓐ your
Ⓑ yours
Ⓒ yourself
Ⓓ you</p> | <p>105. The business manager will call the artistic director to ----- the budget for the new play.</p> <p>Ⓐ confirms
Ⓑ confirming
Ⓒ confirm
Ⓓ confirmed</p> |
| <p>102. Mechanics attend training annually to learn the ----- techniques for servicing the company fleet.</p> <p>Ⓐ later
Ⓑ latest
Ⓒ late
Ⓓ lately</p> | <p>106. Ultimate Havens offers a range of travel insurance to protect your vacation -----.</p> <p>Ⓐ investor
Ⓑ invested
Ⓒ investing
Ⓓ investment</p> |
| <p>103. The publisher decided to plan a twenty-city tour to promote the ----- anticipated book series.</p> <p>Ⓐ slowly
Ⓑ always
Ⓒ instantly
Ⓓ highly</p> | <p>107. With the ----- of available tickets, the concert organizer is planning to decrease the number of performances.</p> <p>Ⓐ discount
Ⓑ record
Ⓒ income
Ⓓ surplus</p> |
| <p>104. Cuvette Company is seeking ----- from inventors for research funding opportunities.</p> <p>Ⓐ submissions
Ⓑ objections
Ⓒ detections
Ⓓ extractions</p> | <p>108. The hospital received a grant to purchase an additional MRI machine for a new rehabilitation -----.</p> <p>Ⓐ centers
Ⓑ centering
Ⓒ centered
Ⓓ center</p> |

109. The inspector is scheduled to arrive by 2:00 P.M. to take samples ----- the clinic's licensing evaluation.
 (A) for
 (B) at
 (C) in
 (D) from
110. The technology department posted an announcement ----- the computer update schedule.
 (A) regarded
 (B) regarding
 (C) regards
 (D) regard
111. The market is being ----- affected by trends involving younger users, but demographics show that this smartphone is actually popular across generations.
 (A) heavy
 (B) heavier
 (C) heavily
 (D) heaviest
112. In order to finish inventory on time, we are requesting that all employees, including those paid -----, contribute.
 (A) greatly
 (B) evenly
 (C) hourly
 (D) only
113. The manufacturer is completing research to identify ways to ----- its product line and offerings.
 (A) expand
 (B) expands
 (C) expanded
 (D) expanding
114. Decker Luggage will meet ----- of your travel needs when you are far from home.
 (A) either
 (B) that
 (C) another
 (D) all
115. Mr. Somwan announced that the focus groups ----- endorsed the new ice-cream flavors and production would begin next week.
 (A) enthusiastically
 (B) innocently
 (C) distantly
 (D) annually
116. To apply to Riggs Bio Tech, create a candidate profile and submit it for the --- ---- job listing.
 (A) desire
 (B) desires
 (C) desired
 (D) desiring
117. The town council is ----- examining ways to support an increase in family housing.
 (A) carefully
 (B) caring
 (C) careful
 (D) careless
118. Vacation day requests should be submitted in writing at least one month - ----- the requested dates.
 (A) then again
 (B) prior to
 (C) in addition to
 (D) in spite of

119. Accrued sick time and retirement information is listed on the pay stub each cycle for every ----.
- Ⓐ employed Ⓑ employing
Ⓒ employs Ⓓ employee
120. The new security system includes a card-entry system ----- exterior video cameras.
- Ⓐ in regard to Ⓑ as well as
Ⓒ on account of Ⓓ according to
121. The ----- warranty covers parts, labor, and defects for the first two years from the date of purchase.
- Ⓐ limited Ⓑ limits
Ⓒ limiting Ⓓ limit
122. The designer was impressed with the variety of colors and patterns available ----- the Corinth Textile Company.
- Ⓐ under
Ⓑ near
Ⓒ through
Ⓓ till
123. As long as there is an increase in the cost of metals, we will have to use more aluminum ----- copper.
- Ⓐ aside from
Ⓑ instead of
Ⓒ by way of
Ⓓ because of
124. Throughout the year, short training workshops are ----- offered to employees to maintain quality.
- Ⓐ alongside
Ⓑ formerly
Ⓒ occasionally
Ⓓ altogether
125. Denver Textbook Publishing House is seeking new editors and artists with experience in the ----- of science.
- Ⓐ table Ⓑ field
Ⓒ measure Ⓓ level
126. Since the company installed the new accounting software, billing has had ----- mistakes.
- Ⓐ loose Ⓑ dull
Ⓒ low Ⓓ fewer
127. Live Well Ceiling Fans are available in ----- colors and styles to match any decor.
- Ⓐ divided Ⓑ exhausted
Ⓒ tougher Ⓓ multiple
128. ----- the southeast region only requested four additional tablets, the West Coast office needs 25 more.
- Ⓐ Behind
Ⓑ Nearby
Ⓒ Although
Ⓓ In time
129. The floor manager said that the ----- model of the paper shredder has been selling quickly.
- Ⓐ larger
Ⓑ vast
Ⓒ roomy
Ⓓ broad
130. The architect included several ----- in the design, including accessibility features and use of renewable energy sources.
- Ⓐ exchanges
Ⓑ options
Ⓒ guides
Ⓓ techniques

Reading Part 6

Read the texts that follow. A word or phrase is missing in some of the sentences. Select the best response to each question and click on the letter (A), (B), (C), or (D) in the answer space provided.

www.tennovmedia.com/humanresources/benefits/discount_tickets

Tennov Media offers our employees a wide range of benefits through our Human Resources department. While health benefits and retirement funds are priorities, a positive work-life balance is also important to Tennov Media. We believe that if you work hard, you should play hard. One way ¹³¹ life is through our discount ticket program. This ¹³² is highly valued by our employees.

Discounted tickets can be purchased for an array of theater, ballet, and concert performances. Discounted admission for local amusement parks is also ¹³³.

Discounts for the amusement parks are applicable only during their operating season from May through October. ¹³⁴. Contact Sandra Wu with questions.

131.

- Ⓐ to enjoy
- Ⓑ for enjoyment
- Ⓒ enjoying
- Ⓓ enjoys

132.

- Ⓐ report
- Ⓑ training
- Ⓒ initiative
- Ⓓ event

133.

- Ⓐ adaptable Ⓑ available
- Ⓒ refundable Ⓓ preferable

134.

- Ⓐ Contributions to employees' retirement plans are made monthly.
- Ⓑ Tennov Media will complete a review of all Human Resources programs.
- Ⓒ Several health plans to meet a variety of needs are available for you to choose from.
- Ⓓ Please note that Tennov Media employees assume all liability when attending a discounted event.

Shipping/Postal requirements: Internal or interoffice mail should include the department name, building, and room number. All outgoing mail
 -----¹³⁵ be prepared to postal regulations. Clearly label the return address with the sending department's name. For large or -----¹³⁶ packages, please call to schedule a pickup. If the return address does not
 -----¹³⁷ the name of the sending department, the item will not be processed. Place mail in the department's outgoing mail bin by 10:00 A.M. for pickup. Items will be processed within 24 hours of receipt in the mail room. -----¹³⁸. Current postage fees can be found on the company's Web site.

135.

- Ⓐ must
- Ⓑ could
- Ⓒ may
- Ⓓ might

136.

- Ⓐ capital
- Ⓑ jagged
- Ⓒ parallel
- Ⓓ fragile

137.

- Ⓐ including
- Ⓑ includes
- Ⓒ included
- Ⓓ include

138.

- Ⓐ All outbound mail must be sent on a daily basis.
- Ⓑ Sort the incoming mail as soon as possible after it arrives.
- Ⓒ Monthly postage bills will be sent to each department.
- Ⓓ Contact the sender to verify that all items are in the package.

Prudd Construction Company

Proposal Bid for Graham Carraway, 24 Caroline Way

Scope of Work

Build ----- set of stairs in rear of building. We will use 2 x 4 and 2 x 8
139
 lumber, as well as joist brackets, to construct the frame. We will use 2 x 4
 lumber to cut the stairs. Hardware will include two-inch screws and nails.
 Design of stairs shall hold a ----- of 500 pounds per step. Steps will be
140
 level with door frame. Rails will be built on each side of stairs. -----.
141
 Contractor will take care of cleanup.

Not Included

Owner will prepare the ground and ----- the stairs.
142

139.

- Ⓐ new
- Ⓑ newly
- Ⓒ newer
- Ⓓ newest

140.

- Ⓐ boundary
- Ⓑ reaction
- Ⓒ minimum
- Ⓓ direction

141.

- Ⓐ The key is to choose the right stair design.
- Ⓑ The railings will be made with posts and trellises.
- Ⓒ We will provide keys to the building.
- Ⓓ The closet door will be painted.

142.

- Ⓐ alert
- Ⓑ flood
- Ⓒ guard
- Ⓓ paint

Company employees are expected to prepare and file written reports that are required to be registered with governmental agencies within ¹⁴³ time periods. The employees responsible for preparing information ¹⁴⁴ to ensure that all scheduled filings are completed with care and diligence. Employees should follow the company guidelines for the final editing review. After receiving the ¹⁴⁵ company approvals, the reports must be submitted on time to the supervisors or appropriate authorities. ¹⁴⁶. The authors of the reports are expected to maintain copies as per policies of the company.

143.

- Ⓐ probable
- Ⓑ equaled
- Ⓒ specified
- Ⓓ straight

144. What can listeners request?

- Ⓐ are expected
- Ⓑ are expecting
- Ⓒ will be expecting
- Ⓓ have been expected

145.

- Ⓐ necessity
- Ⓑ necessary
- Ⓒ necessarily
- Ⓓ necessities

146.

- Ⓐ Editing should be completed after hours as needed.
- Ⓑ The approved report should be submitted on company letterhead.
- Ⓒ Employees should create a collection of reports for annual inspection.
- Ⓓ Depositions should be included within each registered report.

Reading Part 7

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 in the answer space provided.

To: All Jupiter Athletics Staff

From: Christopher Warren, CEO

Date: February 29

Re: Jupiter and World Cup

Jupiter Athletics has been a world leader in sporting equipment since opening our doors twenty-seven years ago. Our reputation for innovative designs and safety features has earned us top-five rankings in multiple international markets for the past ten years. It is that record that has earned Jupiter Athletics the primary sponsorship of the World Cup two years from now.

In anticipation of this, twenty-three new positions will be created in various departments including management, sales, and production. There are currently several positions in design and marketing that we are hoping to fill as soon as possible. A full list of positions is on the Web site. As an incentive, employees who refer a candidate will receive a bonus.

Questions 147-148 refer to following e-mail.

147. What is one purpose of the e-mail?

- Ⓐ To share the company's stock price
- Ⓑ To award employee bonuses
- Ⓒ To highlight safety features
- Ⓓ To announce new positions at the company

148. What departments have immediate openings?

- Ⓐ Management and sales
- Ⓑ Sales and production
- Ⓒ Design and marketing
- Ⓓ Marketing and production

FROM: L. Guzzardo
 TO: Coombs Marketing Staff
 CC: C. Walters
 DATE: June 23
 SUBJECT: Marketing Training Seminar

Coombs Marketing Company will be hosting the Marketing Training Seminar next Tuesday. Review the presentations and tasks assigned to your team and provide a status update to Mr. Walters no later than Friday morning, along with all **photocopying requests**. Packets will be assembled first thing on Monday.

Peter Hoffman's Team	Iram Khan's Team	Emilie Bauer's Team	Tom Hyun's Team
Pick up new Coombs promotional pens	Create work sheets for "Marketing Budgets Pay Off," include economic growth charts	Prepare materials for "How to Read a Target Demographic Chart" presentation	Check television system for playing "Strong Messages" video
Prepare "Set Goals" slide show and "Timeline" charts	Review slide show for "Measure Results" and update figures	Review the seminar evaluation and submit for printing	Select sample advertising campaigns

Questions 149-150 refer to the following memo.

149. Why most likely are photocopy requests due Friday?

- Ⓐ The photocopying will be completed by an outside vendor by Friday afternoon.
- Ⓑ The photocopier is broken and Mr. Walters needs to order a new one.
- Ⓒ The photocopies are needed in order to complete the packets on Monday.
- Ⓓ The photocopy requests are usually submitted late by the teams.

150. What charts does Ms. Khan's team need to include?

- Ⓐ Timeline
- Ⓑ Economic growth
- Ⓒ Target demographic
- Ⓓ Strong message

Tom Corning
Could you join me today at 3:00 P.M. so I can train you on the closing process?
10:04 A.M.

Li Lin
Sure. I'm free. Where should we meet?
10:06 A.M.

Tom Corning
Let's meet at my office at 2:30. We can discuss any questions you may have and then walk over to the property on River Street to meet the buyer, Ted Lange.
10:08 A.M.

Li Lin
Sounds good.
10:09 A.M.

Tom Corning
But first, please look over the contract on your own.
10:10 A.M.

Li Lin
Certainly.
10:10 A.M.

Tom Corning
Today's appointment will help connect all the parts of your training together. It will feel great to hang the sold sign.
10:12 A.M.

Li Lin
I'm sure it will. I'll start reviewing the document now.
10:14 A.M.

Questions 151-152 refer to the following text-message chain.

151. At 10:09 A.M., what does Ms. Lin most likely mean when she writes, "Sounds good"?

- Ⓐ She will call the office to change the appointment time.
- Ⓑ She agrees with Mr. Corning's meeting plans.
- Ⓒ She thinks it will feel good to hang the sold sign.
- Ⓓ She thinks the Mr. Lange will agree to sell the property.

152. What will Ms. Lin examine before meeting with Mr. Corning?

- Ⓐ The River Street property's contract
- Ⓑ Mr. Corning's employment record
- Ⓒ Mr. Corning's real estate license
- Ⓓ The company's Web site

To:	All Staff
From:	Alicia Masone
Date:	August 19
Re:	Delivery of Office Supplies

I will be asking Today's Office Supply Company to hold deliveries for Friday, August 21, on both campuses until Monday, August 24, because of graduation ceremonies on Friday. This includes printer paper deliveries. If you have an outstanding order and plan to be in your office to accept delivery, please notify them that you will be open and need your delivery. You can do this by clicking on the customer service tab on their Web site. Be sure to include the order number.

Also, we have overstock on several items. If you are interested in any of the following items, please stop by Memorial Hall Room 109 anytime between now and tomorrow afternoon. If you have any questions, please call Jeanette Bedford at extension 5068.

- Three-Ring Binders
- Printer Cartridges (2347/black and 2356/color)
- Bookshelf Holders
- Filing Baskets
- Clipboards
- Mouse Pads

Thanks,
Alicia

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

153. What should recipients do if they have already placed an order?

- Ⓐ Give the order number to Ms. Masone
- Ⓑ Pick it up at the store
- Ⓒ Deliver it to Ms. Bedford
- Ⓓ Contact the supply company

154. What is NOT an available overstock item?

- Ⓐ Filing baskets
- Ⓑ Mouse pads
- Ⓒ Printer paper
- Ⓓ Binders

London: Branagh Pianos Ltd. today announced the addition of a new parlour grand piano to its line of handcrafted instruments. Ideal for the amateur and professional, the parlour grand features a configuration with the strings placed horizontally. The musician will enjoy the same powerful tone and responsive key action that is found in their concert grand. Enjoy the same soundboard as a concert grand piano in three-fourths the size. This piano design fits a range of rooms and spaces. One needs to experience the parlour grand. To schedule an appointment, contact Branagh Pianos Ltd. at 0118 555 0238.

Branagh Pianos Ltd. was established in 1879 by the Victor family. Branagh Pianos are primarily hand crafted as they were over 100 years ago. Pianos are custom-built in the original factory in Reading, Berkshire. Branagh Pianos fill the world with beautiful music. Visit us at www.branagh.pianos.uk.

Questions 155-157 refer to the following press release.

155. What does the press release announce?

- Ⓐ Branagh Pianos Ltd. is moving to a new location in Reading.
- Ⓑ Branagh Pianos Ltd. is offering a new piano for sale.
- Ⓒ The company is hiring amateurs and professionals for its store.
- Ⓓ The Victor family is selling Branagh Pianos Ltd. to a concert hall.

156. The word "custom-built" in paragraph 2, line 3, is closest in meaning to

- Ⓐ ceremonial
- Ⓑ traditional
- Ⓒ tailor-made
- Ⓓ mannered

157. According to the press release, what may be arranged?

- Ⓐ A tour of the factory in Reading
- Ⓑ The room the piano will be housed in
- Ⓒ A concert for the professional musicians
- Ⓓ A private session to play the parlour grand

Notice to Our Customers

We appreciate our customers and work hard to provide you with the best services in the market. To support our goals, we are pleased to announce that we will begin using a new software program to manage our customer accounts. To allow for company-wide installation, please be advised that there will be a change in business hours at our offices on Thursday, October 15, and Friday, October 16, as follows:

Morpeth Branch	8:00 A.M.–2:45 P.M.
Newcastle Branch	8:00 A.M.–2:45 P.M.
Carlisle Branch	7:30 A.M.–1:45 P.M.
Preston Branch	8:00 A.M.–2:45 P.M.
York Branch	8:00 A.M.–2:45 P.M.

Normal business hours will resume on Monday, October 19.

Northumberland Mortgage Company Limited

✦ Helping you to find your home ✦

Questions 158-160 refer to the following notice.

158. What is the purpose of the notice?

- Ⓐ To inform of a change in schedule
- Ⓑ To highlight new options for accounts
- Ⓒ To highlight new computer monitors
- Ⓓ To announce a move to new locations

159. In the notice, the word "market" in paragraph 1, line 2, is closest in meaning to

- Ⓐ store for the sale of food
- Ⓑ audience of people
- Ⓒ field of business
- Ⓓ retail advertisement

160. What will be completed by Monday?

- Ⓐ Account servicing
- Ⓑ Service guideline revisions
- Ⓒ Management goal setting
- Ⓓ Computer upgrades

From: harry@genjicoats.com

To: Genji Coats Management Team

Re: Annual Reports

Date: March 31

Managers,

We are approaching the date for the annual shareholders meeting. -[1]-. We have so much good news to share about the success of the last year's initiatives. -[2]-. As you finish preparing your departmental reports, be sure to follow report format guidelines. -[3]-. Do include the information listed below, paying special attention to the items listed for your department. -[4]-. If you have any questions, please e-mail me prior to the report due date.

- Warehouse Management: inventory control statistics, stock location summary
- Supply Chain Management: monthly analysis of orders, quarterly analysis of fulfillment
- Marketing: survey results, social media campaign proposal
- Merchandising: monthly special offers summary, free scarves with purchase summary
- Sourcing/Shipping: monthly history reports
- Accounting: department spreadsheets

Thank you for another year of success and growth at Genji Coats!

Harry Chen
President
Genji Coats Company

Questions 161-164 refer to the following e-mail.

161. What is the purpose of the e-mail?

- Ⓐ To notify departments about upcoming changes
- Ⓑ To inform employees of a new documentation process
- Ⓒ To report on the new line of Genji Coats
- Ⓓ To remind departments about annual reports

162. What department is including a new plan?

- Ⓐ Supply Chain Management
- Ⓑ Marketing
- Ⓒ Merchandising
- Ⓓ Accounting

163. What does Mr. Chen indicate about the previous year

- Ⓐ Genji Coats obtained a new shipping system.
- Ⓑ Genji Coats opened a new warehouse.
- Ⓒ Genji Coats performed well financially.
- Ⓓ Genji Coats hired a new accounting director.

164. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong? "We will continue the monthly special offers program and the scarves giveaway, since those were a particular success."

- Ⓐ [1]
- Ⓑ [2]
- Ⓒ [3]
- Ⓓ [4]

TO: Finance Manager

FROM: Human Relations

RE: Midler Bank

Midler Bank has been a partner with Orbachhe Company for the last ten years. Midler Bank has been willing to come in and speak with our employees one-on-one and answer any questions about the available accounts. They have approved same-day applications for employees to open new accounts. We currently have 348 employees with accounts at Midler Bank.

Over the last three years, we have switched to direct deposit. The process has been smooth, with guidance from their staff at every stage. All employee deposits have been made in a timely manner.

Over the last year we have worked with Midler Bank to have an ATM (automated teller machine) on-site, and it has proved to be very appreciated by our employees. When there is a problem with the machine, which has happened only once, a service person responded within the hour.

The staff at Midler Bank are very pleasant and willing to help at all times. I have heard only positive reactions about the way Midler Bank has handled our employee accounts. I recommend we extend the contract an additional five years.

Questions 165-167 refer to the following e-mail.

165. What is the purpose of the e-mail?

- Ⓐ To renew a banking agreement
- Ⓑ To hire a new finance manager
- Ⓒ To replace a teller machine
- Ⓓ To discontinue all contracts

166. The word "service" in paragraph 3, line 4, is closest in meaning to

- Ⓐ relating to an account
- Ⓑ providing a public utility
- Ⓒ pertaining to the armed forces
- Ⓓ supplying repair or maintenance

167. In the e-mail, what is indicated about Midler Bank?

- Ⓐ It is popular with Orbachhe employees
- Ⓑ It has one type of account available.
- Ⓒ It expects to reduce its staff.
- Ⓓ It will discontinue direct deposit.

Studies continue to report an increase in childhood obesity. -[1]-. Health organizations across the globe stress the importance of children having regular exercise through physical education, sports, and even recess.

Recess can last all afternoon with toys from Tulip's Toys. -[2]-.

Tulip's Toys, Inc., is a new toy company drawing from old ideas. The products offer a healthier alternative for children today. The company sells high-quality, old-fashioned toys made from recycled materials. With these fun and engaging toys, children will want to spend hours outside, or inside on a rainy day, playing. These toys will help to keep them moving.

The products include twirling hoops, kites, spring toys, paddle balls, marbles, balsa-wood planes, and playground balls. Jonathan Scott, president of Tulip's Toys, Inc., shared, "I remember when I was a boy—we played outside for hours. We would personalize our toys with stickers and paint. Toys should be cool and fun to keep children engaged in physical play." Children can choose from a wide variety of colors and patterns to find the toy that fits their style.

-[3]-. In addition to being environmentally friendly, Tulip's Toys products encourage children to actively play together, not to sit alone playing on an electronic device. The toys have been tested for safety and fun for children ages 5 to 13.

Tulip's Toys are available at fine toy stores and can be ordered online through their Web site. -[4]-. Tulip's Toys, Inc.—where children get to play!

Questions 168-171 refer to the following press release.

168. What is the press release announcing?

- Ⓐ The results of studies on health statistics.
- Ⓑ New safety testing policies for toys.
- Ⓒ The opening of a new toy company.
- Ⓓ Ways to use recycled materials.

169. Which statement would Mr. Scott, president of Tulip's Toys, probably agree with?

- Ⓐ Children like toys that show their personality through the design.
- Ⓑ Children prefer to play on electronic devices while sitting outside.
- Ⓒ Children enjoy playing with remote-control toys.
- Ⓓ Children need to play with toys during class time in school.

170. What is NOT mentioned as a feature of Tulip's Toys products?

- Ⓐ The toys are made from recycled materials.
- Ⓑ The toys have won national design awards.
- Ⓒ The toys have been tested for safety.
- Ⓓ The toys are for elementary school age children.

171. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong? "Schools can contact the company to learn how to receive a discount on bulk orders from Tulip's Toys."

- Ⓐ [1]
- Ⓑ [2]
- Ⓒ [3]
- Ⓓ [4]

Marc Soto: 11:13 A.M.
Hi, Ms. Weber. Thank you for chatting with Solada Limited! How may I help you today?

Ingrid Weber: 11:15 A.M.
Hi, I ordered two items last week. The picture frame was shipped the next day and was delivered to my house two days later. The vase, item number 5309, only shows that it has been ordered. Could you tell me when the vase will ship? I need it by this weekend.

Marc Soto: 11:17 A.M.
I can check into this for you. Usually items are shipped the day after an order is placed. Do you have the reference number from when you placed the order?

Ingrid Weber: 11:18 A.M.
The order reference number is 867530.

Marc Soto: 11:19 A.M.
So sorry for the delay, Ms. Weber. This item should have shipped out by now. Let me bring into our chat the warehouse manager, Aimee Feng.

Ingrid Weber: 11:19 A.M.
Thank you!

Aimee Feng: 11:20 A.M.
Hi, what can I help you with?

Marc Soto: 11:21 A.M.
Could you check on item number 5309?

Aimee Feng: 11:22 A.M.
Sure.

Ingrid Weber: 11:23 A.M.
If the vase is in stock, will it ship today or tomorrow?

Aimee Feng: 11:23 A.M.
I just checked the shelf and the item is in stock.

Marc Soto: 11:25 A.M.
Thanks. Ms. Weber, the vase will be shipped this afternoon.

Aimee Feng: 11:26 A.M.
I'll package it right now.

Marc Soto: 11:27 A.M.
Ms. Weber, I have upgraded this to priority overnight shipping, free of charge.

Ingrid Weber: 11:28 A.M.
Do you have an estimated delivery time?

Marc Soto: 11:30 A.M.
Yes, it should be delivered tomorrow morning between 9:00 A.M. and 11:00 A.M. The new reference number is 874351.

Ingrid Weber: 11:32 A.M.
OK. Thank you for shipping the vase overnight and for all of your help.

Questions 172-175 refer to the following online chat session

172. What type of business is Solada Limited?

- Ⓐ A storage facility
- Ⓑ A home-goods store
- Ⓒ A shipping company
- Ⓓ A photography shop

173. At 11:22 A.M., what does Ms. Feng most likely mean when she writes, "Sure"?

- Ⓐ She is certain the vase was shipped last week.
- Ⓑ She will find the vase in another color.
- Ⓒ She will examine the product for damage.
- Ⓓ She will search for the product in the warehouse.

174. Why most likely does Mr. Soto give the reference number to Ms. Weber?

- Ⓐ She will need it to return the picture frame.
- Ⓑ She will need it to post a review on the company's Web site.
- Ⓒ She will need it to easily track the overnight shipment.
- Ⓓ She will need it to guarantee free shipping.

175. What will Ms. Feng most likely do after the chat session?

- Ⓐ Prepare the vase for shipping
- Ⓑ Organize the stock in the warehouse
- Ⓒ Check the online inventory
- Ⓓ Categorize the shipping labels

To:	Xavier Bassi, Serena Alesi
From:	Valeria Amato
Re:	Cookie policy
Date:	16 May

Dear Xavier and Serena,

It has been several years since we were required by law to add the cookie policy to the Web site for Waneka Automotive Parts. As I mentioned in today's management meeting, we need to get together to review the current requirements of the law and to make sure our policy meets the specific terms.

Our Web site currently states: This site uses cookies to offer you a better browsing experience. A cookie is a small text file that a Web site saves on your computer or mobile device when you visit the site. You may accept or refuse the use of cookies by clicking on the appropriate button.

Xavier, could you please find out the most recent cookie policy requirements? Serena, could you please compile a small collection of policies from similar auto parts stores? I have scheduled a Web-site policy meeting for next Tuesday, 22 May, and I would like to review what you have found then. Please let me know by Monday, 21 May, if you have any items that you would like to add to the agenda.

Thanks,
Valeria

To:	Valeria Amato, Serena Alesi
From:	Xavier Bassi
Re:	Cookie policy
Date:	17 May

Hi Valeria,

I skimmed the updated law. The law now requires specific information that has to appear on the home page. We have to expand what our policy states to explain that some of the Web-site features are not available if customers refuse the cookies. I have asked Samuel Carbone to join us at Tuesday's meeting. I think he should be a part of the discussion since he will make the coding changes on the server. The law says each company can adjust the information to its specific business, so we can use Serena's examples to create the wording.

Thanks,
Xavier

Questions 176-180 refer to the following e-mails.

176. Who most likely is Ms. Amato?

- Ⓐ The Web site designer
- Ⓑ A customer of the service department
- Ⓒ A senior manager at the store
- Ⓓ A computer support technician

177. Why will the policy be reviewed?

- Ⓐ To resolve a complaint from a customer
- Ⓑ To check that the Web site follows the law
- Ⓒ To generate more online purchases
- Ⓓ To ensure that it covers special offers

178. What are the recipients of the e-mail asked to do?

- Ⓐ Design a policy
- Ⓑ Prepare for a meeting
- Ⓒ Revise a law
- Ⓓ Create a Web site

179. What is indicated about the policy?

- Ⓐ It will need to be revised.
- Ⓑ It was created by Ms. Alesi.
- Ⓒ It will expire in two years.
- Ⓓ It explains how to order online.

180. When is the meeting that Mr. Carbone has been invited to attend?

- Ⓐ On May 16
- Ⓑ On May 17
- Ⓒ On May 21
- Ⓓ On May 22

Notice To all DCJP Employees

This is a reminder that tomorrow, Thursday, March 24, from 7:00 A.M. to 5:00 P.M., the gated DCJP lot will be reserved for recruiters attending Employ People's Career Fair.

To accommodate the large number of recruiters who will participate, we will devote the entire gated DCJP lot to the event. Staff who regularly park in the gated DCJP lot are asked to park instead in the visitor's lot, near Dobler Hall.

Please do not park in the Cusack lot (directly across from the DCJP lot). The Cusack lot will be used for the attendees of the Career Fair. Staff who regularly park in Cusack lot should park in the Enslin lot.

Security will be directing traffic during the event. We appreciate your cooperation.

www.EmployPeople.com/Career_Fair

Join us for Employ People's Career Fair on the beautiful campus of DCJP, Inc.

Thursday, March 24TH

Cusack Hall at DCJP, Inc., from 10:00 A.M. to 3:00 P.M.

Opportunities in Consulting, Communications/Marketing, Consumer Products, Education, Manufacturing, Nonprofits, Retail and Others

Enhance your search for full-time or part-time positions and/or internships by taking the opportunity to speak with a wide variety of employers. Many of the recruiters will conduct individual interviews on the spot.

Tips for Success

- Approach recruiters! Don't be nervous—the recruiters are here to speak with you.
- Introduce yourself and thank the employer for attending.
- Provide the employer with your résumé.
- Remember business casual dress and plenty of résumés.
- Get the Employ People app to see all participating employers!

Questions? Please feel free to email by clicking [here](#).

DCJP Café is located in Dobler Hall.

Click [here](#) for directions and information on parking at the event.

Questions 181-185 refer to the following notice and Web page.

181. Why did DCJP employees receive the notice?

- Ⓐ To invite them to the career fair
- Ⓑ To instruct them on parking changes
- Ⓒ To announce building renovations
- Ⓓ To recruit for a company event

182. In the notice, the word "devote" in paragraph 2, line 1, is closest in meaning to

- Ⓐ set apart
- Ⓑ consign
- Ⓒ award
- Ⓓ subscribe

183. What is indicated about Cusack Hall?

- Ⓐ It has a gated entry.
- Ⓑ It houses the company security office.
- Ⓒ It features a restaurant.
- Ⓓ It is near two parking areas.

184. What are attendees encouraged to do?

- Ⓐ Contact DCJP security
- Ⓑ Attend a résumé workshop
- Ⓒ Dress appropriately
- Ⓓ Park in the visitor lot

185. What is true about Dobler Hall?

- Ⓐ Event registration will be held in it.
- Ⓑ The dining facility is located there.
- Ⓒ Recruiters will meet there.
- Ⓓ The Enslin lot is next to it.

To: All Employees
From: Charles Peng, Manager
RE: Jang Investment Firm Workforce Retreat
Date: 15 March

We are excited to announce a workforce retreat for Jang Investment Firm employees! We will spend the day at the Cyan Conference Center. There we will participate in team-building exercises and workshops for collaboration and communication in the meeting rooms and then enjoy lunch at the conference center's award-winning alfresco restaurant. Teams will complete activities, such as office trivia, back-to-back drawing, and egg drop, to earn points throughout the day. Please see the attached link to the Web site for information about the conference center.

The retreat will take place on 18 June. Please schedule accordingly and contact Lona Dutta at ldutta@JIFirm.net with any conflicts.

www.cyanconferencecenter.com/conferences/company_retreats

Arrive at Cyan Conference Center and start building deeper relationships for your staff the moment you arrive. During your retreat, work in one of our themed conference rooms that will help inspire new ideas, ensuring a positive outcome to all goals. In the afternoon, teams will work to meet challenges under the guidance of our staff. We will work with you to personalize meaningful events according to your company's needs. Development areas to choose from include Creative Problem Solving, Team Bonding, and Public Speaking. Our team of meeting and incentive specialists is committed to providing you with exceptional service to ensure your event is a success. Visit www.cyanconferencecenter.com to schedule your retreat today!

To: Idutta@JIFirm.net

From: dparry@JIFirm.net

Re: 16 March

Date: Workforce Retreat

Hi Lona,

I have a question about the retreat. My brother is getting married on 19 June and I have already booked my flight home on the day of the training. Is it possible for me to leave early on the afternoon of 18 June? Please let me know if this could be arranged. I would still like to be a part of the retreat.

Thanks,
Dorothy Parry

Questions 186-190 refer to the following memo, Web page, and e-mail.

186. What is the purpose of the memo?

- Ⓐ To share plans about hiring more staff
- Ⓑ To inform the staff of an upcoming training
- Ⓒ To announce the retirement of Ms. Dutta
- Ⓓ To congratulate Ms. Parry on her brother's wedding

187. In the Web page, the word "choose" in paragraph 1, line 8, is closest in meaning to

- Ⓐ select Ⓑ contend
- Ⓒ want Ⓓ judge

188. What is NOT mentioned as a possible work theme?

- Ⓐ Public speaking Ⓑ Communication skills
- Ⓒ Team bonding Ⓓ Technology problem solving

189. What is indicated about the Cyan Conference Center?

- Ⓐ It has limited available dates. Ⓑ It offers a refund for scheduled events.
- Ⓒ It features an outdoor restaurant. Ⓓ It has one standard conference package.

190. Why does Ms. Parry need to leave the retreat early?

- Ⓐ She does not like public speaking.
- Ⓑ She plans to attend an event.
- Ⓒ She has to pick up her family at the airport.
- Ⓓ She will be attending a technology training.



Cooper Sherwin Management

June 7

MEMO

To: Department Managers

As you know, we are working to maintain a balanced budget and are closely monitoring our finances. However, our lobby is in need of renovations. To keep costs to a minimum, we are excited to share with you that we have forged a partnership with Junius Art & Design Institute (JADI). Together we will be sponsoring a design contest open to their students. The winning artist will design and install our new lobby. This will reduce our costs to supplies and materials only. We are excited about this opportunity.

To: Russell Cooper

From: Gunter Brant

Re: Lobby Redesign

Dear Russell,

I have a couple of suggestions for the lobby renovation plan. First, no one here is qualified to oversee a student artist, so we need to find a way to do that. Second, our costs could still be significant. Will we be paying for paint and plants, or furniture and construction? We need to keep in mind the related expenses, like permits, electrical work, or plumbing, since the students may not include these in their proposals. I think we need to set some budgetary guidelines as to what types of changes can be made.

Thanks,
Gunter



Junius Art & Design Institute
LOBBY DESIGN CONTEST

**JADI and Cooper Sherwin Management are sponsoring
a contest to redesign the Cooper Sherwin lobby.**

The winning design will:

- be installed by the artist and a team of JADI students
- earn students one credit toward their studio class

Contest Information Session with Professor Manfred Hobbs
Guidelines and Specifications Review
June 24, 4:00 P.M., Dallas Hall, Room 313

Designs may be submitted by individuals or teams
to Professor Hobbs at mhobbs@jadi.inst



Questions 191-195 refer to the following memo, e-mail, and announcement.

191. What is indicated about Cooper Sherwin Management?

- Ⓐ It is a design firm.
- Ⓑ It has reduced the company's spending.
- Ⓒ It is merging with JADI.
- Ⓓ It has ordered new office furniture.

192. In the memo, the word "contest" in paragraph 1, line 6, is closest in meaning to

- Ⓐ dispute Ⓑ match
- Ⓒ competition Ⓓ engagement

193. What does Mr. Brant want to set guidelines for?

- Ⓐ JADI advertising Ⓑ A submission deadline
- Ⓒ The students' earnings Ⓓ Supplies and materials

194. What will JADI artists receive as contest winners?

- Ⓐ A credit toward a course
- Ⓑ A feature article in the newsletter
- Ⓒ A position at Cooper Sherwin
- Ⓓ A studio gallery presentation

195. What is suggested about Professor Hobbs?

- Ⓐ He works at Cooper Sherwin. Ⓑ He will supervise the contestants.
- Ⓒ He designed the original lobby. Ⓓ He simplified the proposals.

Notice to Lowelle County Residents



Recycling Reminders



Two years ago Lowelle County saw a 10 percent increase in recycling when we switched to single-stream recycling. By removing the need to sort the items, we were able to introduce new public recycling bins last winter. These increased our efforts by another 5 percent. The more we recycle, the less we need to landfill, and this benefits our county's budget.

Recycling is collected every other week. Please have items curbside by 6:00 A.M. For more information about all of the ways we recycle, please visit our website at www.lowellecounty.gov/recycle.

Recycling in the 21st Century, Lowelle County Times

International reports were released for the waste management industry on Monday. While recycling efforts are increasing, many countries still have regulated landfills numbering in the thousands. To control the number of landfills, countries have several options.

Jobs are being created in areas of recycling that are most needed in each country. Some countries have opened tire recycling plants, encouraged architects and builders to use recycled products for new building projects, or established textile factories using material made from recycled plastic products. These jobs help the country's economy as well as the environment.

In our local area, the convenience of the single-stream system gained more compliance in recycling. Many counties provide standardized bins to their residents, a practice Lowelle County added to its program this year. The bins include a label with descriptions of the items that are appropriate for recycling. In providing the bins, the county is helping people develop habits that will reshape waste disposal and help their local environment.

Letter to the Editor

I really enjoyed the article "Recycling in the 21st Century." It was interesting to read how different countries recycle. The textile factory seems fascinating. Plus, I am impressed with the programs in Lowelle County. I just moved here, and my house doesn't have a bin. How do I get one?

Ms. Kaelly Parker

Questions 196-200 refer to the following notice, article, and letter.

196. What has Lowelle County NOT added to the recycling program?

- Ⓐ Single-stream recycling
- Ⓑ Composting facilities
- Ⓒ Residential bins
- Ⓓ Public recycling receptacles

197. In the article, what is indicated about the impact of recycling?

- Ⓐ It limits tire production.
- Ⓑ It diminishes the environment.
- Ⓒ It increases landfill usage.
- Ⓓ It benefits the local economy.

198. In the article, in paragraph 3, line 6, the word "develop" is closest in meaning to

- Ⓐ collect
- Ⓑ lead
- Ⓒ create
- Ⓓ put on

199. Why most likely did recycling increase in Lowelle County two years ago?

- Ⓐ The process became easier.
- Ⓑ The landfill was closed.
- Ⓒ The factory had opened.
- Ⓓ The bins were larger.s

200. Where could Ms. Parker find more information about the residential bin program?

- Ⓐ The newspaper's classified section
- Ⓑ The county's budget meeting
- Ⓒ The recycling Web site
- Ⓓ The label on the carts