

*Merry Marketing Company
244 Merry Way
Boston, MA 01106*

July 17, 20__

To whom it may concern:

Alice Newbold has worked for the Merry Marketing Company for the past five years. She started as an administrative assistant and worked her way up to Assistant Director of Research, in which position she has been working for two years.

Ms. Newbold is a highly motivated and industrious worker. She is willing to put in long hours if necessary to get the job done. She is also a skilled manager and works well with those she supervises.

Ms. Newbold has contributed a great deal to this company. We will be sorry to lose her. I can highly recommend her for any position requiring independence, creativity, and supervisory skills.

Sincerely,

James Jones

James Jones, Director

SKIMMING Look quickly at the letter to answer these questions.

1. Who signed this letter?

(A) Alice Newbold
(B) James Jones

(A) (B)

2. Who is the letter about?

(A) Alice Newbold
(B) James Jones

(A) (B)

SCANNING Mark the words and phrases that appear in the form, and circle them on the form.

3. (A) nursing assistant
(B) administrative assistant

(A) (B)

4. (A) Assistant Director
(B) Movie Director

(A) (B)