

6. request  
(A) ask for something  
(B) do something again

(A) (B)

**READING FAST**

Read the letter as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

**READING COMPREHENSION** Mark the best answer.

7. What is this form for?  
(A) Asking for days off from work  
(B) Getting travel information  
(C) Making plane reservations  
(D) Paying for a trip
8. What is Mr. Greenwood's job?  
(A) Marketing supervisor  
(B) Human resources officer  
(C) Research assistant  
(D) Travel agent
9. When did Mr. Greenwood fill out this form?  
(A) Three weeks ago  
(B) Between May 16 and May 23  
(C) On April 1  
(D) On May 16
10. Who should Mr. Greenwood give this form to?  
(A) Samantha Smith  
(B) His assistant  
(C) A marketing researcher  
(D) The human resources director
11. The word "Leave" in line 1 is closest in meaning to  
(A) Exit  
(B) Time off  
(C) Removal  
(D) Project

(A) (B) (C) (D)

(A) (B) (C) (D)

(A) (B) (C) (D)

(A) (B) (C) (D)

(A) (B) (C) (D)