

6. available
(A) open
(B) closed

(A) (B)

7. reserve
(A) serve again
(B) keep for a particular person or group

(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.

8. When will conference rooms on the fourth floor be painted?
(A) Next week
(B) Next month
(C) In two weeks
(D) In two months
9. Why should people see Ms. Smith?
(A) To plan lunch in the cafeteria
(B) To schedule painting
(C) To reserve the cafeteria for meetings
(D) To plan a conference
10. When will the cafeteria be available for meetings?
(A) Only in the mornings
(B) Between 12:00 and 2:00
(C) Every morning and afternoon
(D) Only in the afternoon
11. Where does Ms. Smith work?
(A) On the second floor
(B) In the conference department
(C) In the cafeteria
(D) In the engineering office
12. What word is closest in meaning to "scheduled" in paragraph 1, line 2?
(A) calendar
(B) planned
(C) timed
(D) closed