

Questions 178–180 refer to the following e-mail.

To: Dan Reynolds

From: Cynthia See

Subject: Vacation schedule

Date: April 3, 20__

Dan,

I wanted to bring you up to date on the vacation schedule for next month since several people are requesting leave then. Lora Johnson wants to take off from the 1st through the 7th. Kyle Roberts asked for the following week, the 8th through the 14th. Both Sandy Greene and Tiffany Andrews asked to take off the week of the 22nd through the 28th. I have already approved all four of these requests. Do you think we could ask Philippa Conte to cover for Sandy and Tiffany during that week?

Kevin Kim also wants to take off during the last week of the month, but I haven't approved his request yet. If he's off then, we will be seriously understaffed. I don't think we can ask Philippa to cover for three people, do you? I will suggest to Kevin that he move his vacation to the first week of June. I don't want to approve any more vacations for next month. I will wait to take my vacation in July when, I hope, the schedule here will be back to normal. You were smart to plan your vacation for this month before everybody else starts taking off. You are leaving next week, right?

Let me know if you have any comments about next month's vacation schedule. Have a good time on your vacation, and I will see you when you return.

Cynthia

178. How many people want to take a vacation next month?

- (A) One
- (B) Two
- (C) Four
- (D) Five

179. Who will take a vacation during the last week of May?

- (A) Philippa
- (B) Kevin
- (C) Sandy and Tiffany
- (D) Sandy, Tiffany, and Kevin

180. When will Dan take his vacation?

- (A) April
- (B) May
- (C) June
- (D) July