

3. What is 3-5? (A) (B)
(A) The number of people who work in the office
(B) The years of experience required for the job
4. What is 10 and 4? (A) (B)
(A) The daily hours of the job
(B) The hours to apply for the job

CONTEXT Find these words and phrases, and guess their meanings in this advertisement.

5. legal documents (A) (B)
(A) papers that lawyers write
(B) job application forms
6. telephone manner (A) (B)
(A) a way to speak on the phone
(B) a type of phone
7. paid vacation (A) (B)
(A) your job pays all your vacation expenses
(B) you continue to receive your salary while on vacation
8. firm (A) (B)
(A) hard
(B) a business or company

READING FAST

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

_____ minutes _____ seconds

READING COMPREHENSION Mark the best answer.

9. What kind of position is advertised? (A) (B) (C) (D)
(A) Director of Human Resources
(B) Lawyer
(C) Administrative assistant
(D) Computer programmer
10. What is one skill required for this job? (A) (B) (C) (D)
(A) The ability to talk pleasantly on the telephone
(B) The ability to write legal documents
(C) The ability to develop computer programs
(D) The ability to find new clients