

0. Exercise: **Part 3 (30x2%)**

同事間日常生活對話

9. What has the man been doing recently?

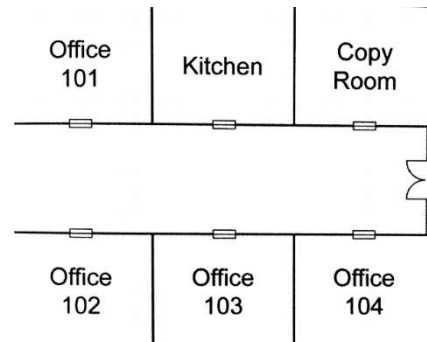
- Ⓐ Installing new computers
- Ⓑ Traveling for business
- Ⓒ Preparing for a conference
- Ⓓ Supervising a renovation

10. What does the woman offer to do?

- Ⓐ Order packing supplies
- Ⓑ Print a floor plan
- Ⓒ Move some boxes
- Ⓓ Get a cost estimate

11. Look at the graphic. Which office is the man's ?

- Ⓐ office 101
- Ⓑ Office 102
- Ⓒ Office 103
- Ⓓ Office 104



9. What type of event are the speakers discussing?

- Ⓐ An award ceremony
- Ⓑ A film festival
- Ⓒ A sales conference
- Ⓓ A gallery opening

10. Why does the woman say, "all of my sales reports are due today"?

- Ⓐ To decline an invitation
- Ⓑ To extend a deadline
- Ⓒ To request help with a project
- Ⓓ To correct some information

11. What does the man say he will try to do?

- Ⓐ Contact a supervisor
- Ⓑ Change a reservation
- Ⓒ Fix a computer problem
- Ⓓ Order some tickets

A: .... I've been really busy organizing the technology \_\_\_\_\_. ....

B: ...if you need any help, I could \_\_\_\_\_ a few \_\_\_\_\_ for you...

A: ...It's right \_\_\_\_\_ the \_\_\_\_\_.

B: ...a group of us are heading to the city after work for the International \_\_\_\_\_ . .....

A: ...all of my sales reports are \_\_\_\_\_ .....

B: ...Let me see if I can \_\_\_\_\_ on the Web site.....

<p>8. Where most likely are the speakers?</p> <p>Ⓐ At a restaurant</p> <p>Ⓑ At a university</p> <p>Ⓒ At a library</p> <p>Ⓓ At a convention center</p> <p>9. What does the man say he has done?</p> <p>Ⓐ Made an appointment</p> <p>Ⓑ Posted signs</p> <p>Ⓒ Fixed a window</p> <p>Ⓓ Arranged some books</p> <p>10. What will the speakers discuss next?</p> <p>Ⓐ An author's visit</p> <p>Ⓑ A contest</p> <p>Ⓒ A celebration</p> <p>Ⓓ A special assignment</p>	<p>11. Where do the speakers work?</p> <p>Ⓐ At a radio station</p> <p>Ⓑ At a recording studio</p> <p>Ⓒ At an electronics manufacturer</p> <p>Ⓓ At a newspaper</p> <p>12. Why did Colby Media contact the speakers' workplace?</p> <p>Ⓐ To offer a training workshop</p> <p>Ⓑ To promote some new products</p> <p>Ⓒ To request some photographs</p> <p>Ⓓ To ask for a reference</p> <p>13. What does the woman imply when she says, "I never actually worked with him"?</p> <p>Ⓐ She cannot fulfill a request.</p> <p>Ⓑ She would prefer to work alone.</p> <p>Ⓒ She is surprised a colleague is leaving.</p> <p>Ⓓ She is concerned about a colleague's qualifications.</p>
<p>A: ...we're going to be closing the _____ early on Thursday...</p> <p>B: ...I'__ already _____ up _____ by all the entrances to notify library patrons....</p> <p>A: ...Now let me _____ you some more information about the special _____ you'll be _____ed to.</p>	<p>B: ...He worked here at the _____ a few months ago ...</p> <p>A: ...he listed our newspaper agency as his _____ of _____.</p> <p>They _____ed for a _____,</p> <p>B: _____ I never actually worked with him...</p>

<p>8. What are the speakers planning?</p> <p>Ⓐ A retirement dinner</p> <p>Ⓑ A birthday party</p> <p>Ⓒ A conference</p> <p>Ⓓ An annual banquet</p> <p>9. What is the woman concerned about?</p> <p>Ⓐ The price of a meal</p> <p>Ⓑ The size of a seating area</p> <p>Ⓒ The quality of food</p> <p>Ⓓ The location of a restaurant</p> <p>10. What does the woman say about the Japanese restaurant?</p> <p>Ⓐ It has recently closed.</p> <p>Ⓑ It is nearby.</p> <p>Ⓒ It has good service.</p> <p>Ⓓ It delivers food.</p>	<p>11. Who most likely are the speakers?</p> <p>Ⓐ Software developers</p> <p>Ⓑ Event planners</p> <p>Ⓒ Magazine editors</p> <p>Ⓓ Clothing designers</p> <p>12. What does the man imply when he says, "My computer hasn't been working"?</p> <p>Ⓐ He has to work from a different location.</p> <p>Ⓑ He will be unable to meet a deadline.</p> <p>Ⓒ He wants the woman to submit a service request.</p> <p>Ⓓ He did not receive a meeting invitation.</p> <p>13. What does the woman recommend the man do?</p> <p>Ⓐ Contact some clients about a problem</p> <p>Ⓑ Bring some sketches to a meeting</p> <p>Ⓒ Reset a computer password</p> <p>Ⓓ Change the order of conference presenters</p>
<p>A: Where should we have the company's _____? ...</p> <p>B: ...But do you think they'd be _____ to _____ us all? ...</p> <p>A: ...They really had _____, didn't they?</p>	<p>B: ...You'll have the jacket _____s ready for this afternoon's meeting, right? ...we really need your _____s to be _____ed in the _____.</p> <p>A: .... My computer hasn't been working ...</p> <p>B: ..._____ just bring the _____es then? ....</p>

<p>8. Why did the woman have trouble finding a parking spot?</p> <p>Ⓐ The parking area is under construction.</p> <p>Ⓑ The business is hosting a festival.</p> <p>Ⓒ Building inspectors were visiting.</p> <p>Ⓓ Some buses were blocking her way.</p> <p>9. What does the man say he has been doing?</p> <p>Ⓐ Sharing a ride</p> <p>Ⓑ Taking a train</p> <p>Ⓒ Working at home</p> <p>Ⓓ Arriving early</p> <p>10. What will the woman probably do next?</p> <p>Ⓐ Look at a map</p> <p>Ⓑ Buy a parking pass</p> <p>Ⓒ Talk to a coworker</p> <p>Ⓓ Finish a task</p>	<p>11. What is happening at the bakery?</p> <p>Ⓐ A grand opening</p> <p>Ⓑ A job fair</p> <p>Ⓒ A private party</p> <p>Ⓓ A banking contest</p> <p>12. What does the man say he likes about Jolly Bakery?</p> <p>Ⓐ The comfortable seating areas</p> <p>Ⓑ The large assortment of pastries</p> <p>Ⓒ The many convenient locations</p> <p>Ⓓ The friendly customer service</p> <p>13. Why does the man say, "I don't have any plans after five o'clock today"?</p> <p>Ⓐ To explain his work schedule</p> <p>Ⓑ To offer some assistance</p> <p>Ⓒ To correct a misunderstanding</p> <p>Ⓓ To extend an invitation</p>
<p>B: ...when the _____ in the parking area is _____ed ...</p> <p>A: ...I've been _____ing _____ with some other people ...</p> <p>B: ...I'll go _____ Mark ...</p>	<p>A: ...Looks like today's the _____ of that location.</p> <p>B: ...it's because they have the _____ing _____.....</p> <p>A: ...we should go there some time when it's _____ed.</p>

6. What is the purpose of the conversation?

- Ⓐ To recommend a software program
- Ⓑ To discuss a job opening
- Ⓒ To request an expense report
- Ⓓ To suggest a schedule change

7. What does the man say he is concerned about?

- Ⓐ Meeting tight deadlines
- Ⓑ Working late shifts
- Ⓒ Hiring additional workers
- Ⓓ Having to travel frequently

8. What does the woman suggest the man do?

- Ⓐ Meet with his supervisor
- Ⓑ Reserve a flight
- Ⓒ Review a report
- Ⓓ Move to a different office

9. What does the man ask the woman to do?

- Ⓐ Work alone for a short time
- Ⓑ Pick up a client at the airport
- Ⓒ Deliver a package
- Ⓓ Help set up a booth

10. Look at the graphic. Which event will the woman participate in?

- Ⓐ The breakfast
- Ⓑ The welcome presentation
- Ⓒ The marketing workshop
- Ⓓ The panel discussion

11. Who does the man say he would like to go see?

- Ⓐ An industry leader
- Ⓑ A job candidate
- Ⓒ A former colleague
- Ⓓ A potential client

TIME	EVENT	ROOM
8:00	Breakfast	302
9:00	Welcome presentation	304
10:30	Marketing workshop	307
12:00	Panel discussion	315

B: ...there's a new \_\_\_\_\_ for the \_\_\_\_\_ of international accounts manager, right?

A: ...To be honest, I'm a little \_\_\_\_\_ about all the \_\_\_\_\_ing I'd have to do ...

B: ...Your \_\_\_\_\_ thinks you'd do very well in the role. \_\_\_\_\_  
\_\_\_\_\_ him about it?

B: Helen, would you mind \_\_\_\_\_ing \_\_\_\_\_ by \_\_\_\_\_ for about an \_\_\_\_\_? ...

A: ... but I'm one of the speakers at the \_\_\_\_\_ o'clock \_\_\_\_\_...

B: ... There's \_\_\_\_\_ I \_\_\_\_\_d \_\_\_\_\_ who's leading ...

**Part 7 (40x1%)**

**Questions 12-13** refer to the following information.

## Greengage Conference Center

Located just 40 minutes from the Charlotte Airport, Greengage Conference Center is the perfect place to hold your next corporate event. Situated among beautiful rolling hills and woodlands, our center provides a private, serene retreat. We offer conference facilities and meeting rooms that are equipped with everything you need for multimedia presentations. We also offer a fully equipped business center with a complete suite of office productivity software, complimentary wireless Internet access, two restaurants, and a banquet hall.

Call 704-555-0175 to speak to our professional event associates, who are prepared to help you with every phase of event planning.

12. What is indicated about Greengage Conference Center?

- Ⓐ It has recently been renovated.
- Ⓑ It is located in a scenic setting.
- Ⓒ It is used mainly by local companies.
- Ⓓ It offers shuttle service to the airport.

13. What is NOT mentioned as being available at Greengage Conference Center?

- Ⓐ Free Internet access
- Ⓑ Presentation software
- Ⓒ Dining facilities
- Ⓓ On-site hotel rooms

Questions 6-7 refer to the following memo.

TELEPHONE MEMO	
<b>To:</b>	Carla Freccero
<b>From:</b>	Javier Maldonado
<b>Taken By:</b>	Edward Hyde
<b>Time:</b>	Monday, 5 February, 9:35 A.M.
<u>Mr. Maldonado called to say he will be arriving in London this afternoon. He would like to meet with you and Mr. Jenkins while he is in the town to discuss the Milan and Rome construction projects. He leaves for Paris on Wednesday morning. Call Maria Cordis, his administrative assistant, to arrange a time to meet.</u>	

6. Who answered Mr. Maldonado's call?

- Ⓐ Ms. Freccero
- Ⓑ Mr. Hyde
- Ⓒ Mr. Jenkins
- Ⓓ Ms. Cordis

7. Where will Mr. Maldonado be on February 5?

- Ⓐ In London
- Ⓑ In Rome
- Ⓒ In Milan
- Ⓓ In Paris

**Questions 16-20** refer to the following notice and survey.

## Compton Auto world

Great Cars and Great Prices

741 Gray Hills Avenue

Annual Sales Event on Saturday, October 19

10:00 A.M. to 9:00 P.M.

Lowest Prices of the year!

Many financing options available!

Our sales office will not be open on Friday, October 18, so that we can prepare our inventory of over 800 new and used vehicles. We carry all the top brands of cars, trucks, and vans.

For more details on our inventory, visit our Web site: [www.comptonauto.com](http://www.comptonauto.com).

The service department will be open during its normal hours of 7:30 A.M. to 8:00 P.M. on both Friday and Saturday.

### ***Compton Auto World***

Customer Satisfaction Survey

Name: Ji-hun Park

Date of service: October 18

1. On your most recent visit to Compton Auto World, what type of service did you have done?

- ☐ Routine maintenance
- ☐ Body shop repairs
- ☐ Repairs covered by warranty
- ☒ Other: Replacement of front brake pads, tire rotation

2. How satisfied were you with the service you received?

- ☐ Very satisfied
- ☒ Satisfied



\_\_\_\_\_ Dissatisfied

3. After your service, did someone from the service department contact you to see if you were satisfied?

\_\_\_\_\_ Yes

  X   No

4. Please use the space below for comments.

I arrived right when the service department was supposed to open. Although I had an appointment. I had to wait almost 30 minutes before someone started working on my car. However, the technician completed the repairs in a short amount of time, and the car has been running smoothly since.

<p>16. What is the purpose of the notice?</p> <p>Ⓐ To advertise a company's relocation</p> <p>Ⓑ To publicize upcoming discounts</p> <p>Ⓒ To promote a type of vehicle</p> <p>Ⓓ To explain how to purchase a vehicle</p>	<p>17. What will happen on October 18 at Compton Auto World?</p> <p>Ⓐ Vehicles will be removed from the showroom.</p> <p>Ⓑ The service department will extend its hours.</p> <p>Ⓒ The sales department will be closed.</p> <p>Ⓓ New sales employees will be trained.</p>
<p>18. According to the notice, what can be found on the Compton Auto World Web site?</p> <p>Ⓐ An explanation of payment options</p> <p>Ⓑ Information on available vehicles</p> <p>Ⓒ Directions to the dealership</p> <p>Ⓓ A list of sales associates</p>	<p>19. When most likely did Mr. Park arrive at Compton Auto World?</p> <p>Ⓐ At 7:30 A.M.</p> <p>Ⓑ At 10:00 A.M.</p> <p>Ⓒ At 8:00 P.M.</p> <p>Ⓓ At 9:00 P.M.</p>
<p>20. What is included about Mr. Park's repair service?</p> <p>Ⓐ It cost more than estimated.</p> <p>Ⓑ It was covered by a warranty.</p> <p>Ⓒ It was done on a Friday.</p> <p>Ⓓ It took 30 minutes to complete.</p>	

**Questions 12-13** refer to the following memo.

<b>To:</b>	All employees
<b>From:</b>	Hamid Amari
<b>Subject:</b>	Maintenance
<b>Date:</b>	18 October
<p>The main e-mail server will be down for routine maintenance this Saturday, 22 October, from 7:00 A.M. to 11:00 A.M. During this time you will not be able to send or receive e-mails. This maintenance period will permit us to do a full backup of the system. We will also be performing our monthly customer database maintenance to increase the speed and reliability of our system.</p> <p>E-mail should be available again on Saturday afternoon. Please shut down your computer when you leave on Friday night to accommodate the maintenance procedure. If you have any questions, please call the help desk at extension 33.</p>	

12. What is the purpose of the memo?

- Ⓐ To remind employees to e-mail a survey
- Ⓑ To inform employees of a company rule
- Ⓒ To announce work on a system
- Ⓓ To note a change in business hours

13. What does Mr. Amari ask employees to do?

- Ⓐ Turn off their computers
- Ⓑ Make appointments with the help desk
- Ⓒ Give feedback on a database
- Ⓓ Volunteer to work on Saturday

Questions 6-8 refer to the following memo.

<b>To:</b>	All Staff
<b>From:</b>	Patterson McFee, Associate Director Human Resources
<b>Subject:</b>	Civil drafter position
<b>Date:</b>	October 1
<p>On October 4, we will begin our search to fill the open position of civil drafter here at Fulton-James. -[1]-. The primary role of the civil drafter will be to create designs for transportation projects. The successful candidate will be expected to contribute to on-time project delivery by providing exceptional drawings that meet government standards for roadwork, drainage projects, pavement markings, signs, and bikeways. The position will also involve working collaboratively with colleagues under strict deadlines. -[2]-. Extensive experience in drafting and design is required; this is not a position for a recent graduate. -[3]-. Qualified employees of Fulton-James are strongly encouraged to apply. If the successful candidate comes from outside the company and is referred by a current Fulton-James employee, that employee will receive a \$1,500 bonus. -[4]-. Interviews will begin on November 1 with an employment start date of December 12.</p>	

6. Why was the memo sent?

- Ⓐ To welcome a new employee
- Ⓑ To announce a job opportunity
- Ⓒ To describe a new roadwork project
- Ⓓ To explain a change to a hiring policy

7. According to the memo, what is required of the civil drafter?

- Ⓐ Previous employment at Fulton-James
- Ⓑ Experience in managing staff
- Ⓒ An advanced engineering degree
- Ⓓ Knowledge of government standards

8. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

“Excellent communication skills are thus critical.”

- Ⓐ [1]
- Ⓑ [2]
- Ⓒ [3]
- Ⓓ [4]

Questions 13-16 refer to the following information.

<p style="text-align: center;"><b>Sasaki Museum of Art</b></p> <p style="text-align: center;">Meeting Minutes</p> <p style="text-align: center;">7 April</p>	
<p><b>Attendees</b></p> <p>Jin-Woo Min, executive director</p> <p>Clara Wagner, facilities director</p> <p>Eri Hirota, curator (ancient Egyptian art)</p> <p>John Brandon, curator (ancient Greek art)</p> <p>Areya Yuvaves, curator (African art)</p> <p>Ichiro Yoshida, curator (French art)</p> <p>Samuel Grant, development director</p>	
<ul style="list-style-type: none"> <li>• Mr. Yoshida suggested that the Ancient Egyptian Art exhibition be moved from the first floor to the second floor of the museum in order to make room for the special exhibition of Impressionist paintings in September. Ms. Hirota agreed to his proposal and will lead the effort.</li> </ul>	
<ul style="list-style-type: none"> <li>• Mr. Min proposed holding a fundraising event in July. Proceeds would go toward next year's construction of the new wing, which will house an exhibition of Japanese woodblock prints and calligraphy scrolls. The event would be held in the third-floor banquet hall. Mr. Grant agreed to obtain estimates from three caterers.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ms. Wagner requested that an additional security guard be hired for the fourth floor. She explained that the number of visitors to this area has increased because of the recent expansion of the Greek sculpture collection. She will discuss this with the budget officer.</li> </ul>	
<ul style="list-style-type: none"> <li>• The next meeting will focus on the loan of the Ndaba Collection of African Art to the Silvermill Art Museum.</li> </ul>	

<p>13. What most likely will happen in September?</p> <p>Ⓐ A collection of Egyptian art will be sold.</p> <p>Ⓑ A new exhibition will be on display.</p> <p>Ⓒ An event will be held in the banquet hall.</p> <p>Ⓓ Japanese paintings will be moved.</p>	<p>14. What is suggested about the construction project?</p> <p>Ⓐ It will be supervised by Mr. Yoshida.</p> <p>Ⓑ It is scheduled to begin in three months.</p> <p>Ⓒ It is not yet fully funded.</p> <p>Ⓓ Its deadline has been extended.</p>
<p>15. Why does Ms. Wagner request additional security?</p> <p>Ⓐ To protect a valuable painting</p> <p>Ⓑ To check visitors at the front entrance</p> <p>Ⓒ To implement new safety regulations</p> <p>Ⓓ To monitor increased visitor traffic</p>	<p>16. Who most likely will present at the next meeting?</p> <p>Ⓐ Ms. Hirota</p> <p>Ⓑ Mr. Grant</p> <p>Ⓒ Mr. Brandon</p> <p>Ⓓ Ms. Yuvaves</p>

Questions 15-19 refer to the following information and letter.

News from Trimia Books	
Ms. Anjana Nirmalan will make the following appearances in March to support her latest book, <i>A Bright and Shining Hour</i> .	
Monday, March 19, 10:00 A.M. – 1:00 P.M.	Book signing at Polter Café Lethbridge, Alberta, Canada
Wednesday, March 21, 9:00 A.M. – 11:00 A.M.	Lecture and discussion at Emmerton University Literature Department Toronto, Ontario, Canada Free to students and university staff; \$5.00 for general public admission
Friday, March 23, 5:00 P.M.	Keynote speech at the Annual Penobscot Conference for Fiction Writers Bangor, Maine, USA Nonconference attendees pay \$10.00
Saturday, March 24, 8:00 P.M.	“Sign and Dine” event at DeShaw Hotel Ballroom Boston, Massachusetts, USA Advance tickets required
For more information on any of the events above, visit the Trimia Books Web site( <a href="http://www.trimiabooks.com">www.trimiabooks.com</a> ).	

March 30

Ms. Anjana Nirmalan

882 Victory Lane

Vancouver, British Columbia, Canada V6B 1H2

Dear Ms. Nirmalan,

Thank you for coming to speak to us last week. The students and faculty alike enjoyed your presentation tremendously. Your discussion on your life and work, particularly your path to success as a fiction writer, was enlightening and inspiring. Your willingness to sign copies of your novel, *A Bright and Shining Hour*, was especially appreciated. I know the autographed copies will be treasured for years to come.

The \$1,000 honorarium that we discussed is included with this letter. This should cover your travel and accommodation expenses.

Thank you again. It was a pleasure meeting you. We hope you will return to Emmerton again in the future.

Sincerely,

Robert Talavera

Academic Enrichment Coordinator

15. Why is Ms. Nirmalan traveling in March?

- Ⓐ To promote a novel
- Ⓑ To conduct a writing workshop
- Ⓒ To recruit writers for a publishing company
- Ⓓ To find a publisher for her book

16. What is suggested about *A Bright and Shining Hour*?

- Ⓐ It is not yet available for purchase.
- Ⓑ It is Ms. Nirmalan's first publication.
- Ⓒ It is based on a true story.
- Ⓓ It is published by Trimia Books.

17. Where is Ms. Nirmalan scheduled to take part in a conference?

- Ⓐ In Lethbridge
- Ⓑ In Toronto
- Ⓒ In Bangor
- Ⓓ In Boston

18. In the letter, the word "cover" in paragraph 2, line 2, is closest in meaning to

- Ⓐ hide
- Ⓑ guard
- Ⓒ provide for
- Ⓓ invest in

19. When did the event organized by Mr. Talavera take place?

- Ⓐ On March 19
- Ⓑ On March 21
- Ⓒ On March 23
- Ⓓ On March 24

Questions 6-7 refer to the following information.

### Shipping Information

Once we receive the order, your purchase will be processed and shipped via regular post within two days. Postal delivery time for addresses in Melbourne is generally three days. Delivery time for addresses in the rest of Victoria and in New South Wales is generally four to five days. All other domestic orders may take from five to seven days to arrive after they have been shipped.

For orders totaling \$100 or less, regular shipping charges are \$10. For orders costing more than \$100, regular shipping is ten percent of the product cost. Delivery of most products can be expedited for an additional charge of \$20.

6. About how long will it take for an order to arrive in Melbourne after being shipped?

- Ⓐ Two days
- Ⓑ Three days
- Ⓒ Five days
- Ⓓ Seven days

7. How much is the regular shipping charge for an item that costs \$100?

- Ⓐ \$5
- Ⓑ \$10
- Ⓒ \$15
- Ⓓ \$20



Questions 10-11 refer to the following notice.

## Skyline Café

### Opening!

Come to Becker Books this Saturday, July 14, to celebrate the opening of our new rooftop café!

Margaret Reiner, author of the bestselling *Krause Island*, will read from the novel and talk about her creative process at 11 A.M. After her talk, the author will be signing copies of her book, which will be available for purchase downstairs. Complimentary samples of our fresh pastries and coffee drinks will be provided for attendees arriving before the talk begins.

Take advantage of this opportunity to be the first to see this gorgeous new rooftop area, which provides a breathtaking view of the Seattle skyline. As of the Sunday after the opening, the café will be open during regular bookstore hours for all patrons to enjoy!

10. What should attendees do to receive free refreshments?

- Ⓐ Bring a copy of the invitation
- Ⓑ Become a book club member
- Ⓒ Visit Becker Books on Sunday
- Ⓓ Arrive earlier than 11 A.M.

11. Where is the café located?

- Ⓐ Above a bookstore
- Ⓑ Near a library
- Ⓒ In a media center
- Ⓓ At a university

**Questions 14-18** refer to the following e-mails and excerpt from an article.

<b>From:</b>	Prithu Simon <psimon317@worldbusinesstrends.co.uk>
<b>To:</b>	Grace Deasey <deasey@zerstrip.com.au>
<b>Date:</b>	5 March
<b>Subject:</b>	World Business Trends article

Dear Ms. Deasey:

I am currently preparing a company profile of Zerstrip Limited for World Business Trends magazine, and I am hoping you might be willing to take a few minutes to answer some questions for me. As someone who moved from Nowra Technologies to Zerstrip only a year ago, you would have a unique perspective on the company. With that in mind, I would appreciate your responses to the following questions.

1. What motivated you to leave your former company to join Zerstrip?
2. How would you describe the work culture at Zerstrip?
3. What have you found to be a challenge in working for Zerstrip?

If you could respond by Friday, 16 March, that would give me enough time to include your views in my article, which is slated to appear in the 26 March issue. Thank you for your help.

Sincerely,  
Prithu Simon  
Staff Writer, World Business Trends

<b>From:</b>	Grace Deasey <deasey@zerstrip.com.au>
<b>To:</b>	Prithu Simon<psimon317@worldbusinessstrends.co.uk>
<b>Date:</b>	15 March
<b>Subject:</b>	RE: World Business Trends article

Dear Mr. Simon:

I am happy to help you with your article on Zerstrip. While I can't really address your first question, I can certainly talk about the Zerstrip culture. I have found Zerstrip employees to be very collegial; people here are happy to help out new staff, whether it be by explaining company procedures or proofreading a document draft. This kind of support has helped me manage the workload, which occasionally requires me to work a little overtime. Zerstrip employees really enjoy what they're doing, and there is a real importance placed on doing the best job possible.

I hope this is useful for you. Could you send me a copy of the article when it is published?

Regards,  
Grace Deasey  
Manager, Technical Services

## **Get Ready for the New Wave of Software Companies**

(continued from page 5)

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Zerstrip Limited is another software firm that has expanded its workforce dramatically in the last two years, even as some computer manufacturers and telecommunications firms have contracted. Zerstrip has successfully attracted a number of talented programmers by providing special benefits like railway passes and creating a team-like environment in which employees support each other. This culture is one reason why Zerstrip programmers are typically willing to work longer hours than at other firms. Grace Deasey, who joined Zerstrip recently after a successful career at Zerstrip's competitor, Nowra Technologies, cited Zerstrip's rewarding culture as an important offset for the demanding schedule and significant amount of overtime that is required of her and her colleagues.

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<p>14. What is the purpose of Mr. Simon's e-mail?</p> <p>Ⓐ To express interest in obtaining a job at Zerstrip</p> <p>Ⓑ To get information for an article he is writing</p> <p>Ⓒ To offer a subscription to <i>World Business Trends magazine</i></p> <p>Ⓓ To improve the working conditions at his company</p>	<p>15. In the first e-mail, the word "unique" in paragraph 1, line 4, is closest in meaning to</p> <p>Ⓐ strange</p> <p>Ⓑ private</p> <p>Ⓒ complex</p> <p>Ⓓ distinct</p>
<p>16. What information does Ms. Deasey prefer not to share with Mr. Simon?</p> <p>Ⓐ Her reasons for leaving Nowra Technologies</p> <p>Ⓑ Her salary at Zerstrip</p> <p>Ⓒ Her challenges as a Zerstrip employee</p> <p>Ⓓ Her successful development work at Nowra Technologies</p>	<p>17. What kind of company is Nowra Technologies most likely?</p> <p>Ⓐ A publishing company</p> <p>Ⓑ A software firm</p> <p>Ⓒ A telecommunications firm</p> <p>Ⓓ A computer manufacturer</p>
<p>18. What information from Ms. Deasey is exaggerated in the article?</p> <p>Ⓐ The cooperative nature of Zerstrip employees</p> <p>Ⓑ The benefits offered by Zerstrip</p> <p>Ⓒ The amount of time she works each week at Zerstrip</p> <p>Ⓓ The rate at which Zerstrip has expanded its workforce</p>	

**Questions 12-16** refer to the following Web page, e-mail, and schedule.

<input type="text" value="http://www.bergsteinma.org"/>		▼
<b>11<sup>th</sup> Annual Bergstein Marketing and Advertising Solutions Conference   Lublin 10-13 October, Lublin, Poland</b>		▲
<p>Thank for your interest in this year's conference! The call for proposals is still open, so if you would like to present, you are encouraged to submit a topic Otherwise, we look forward to seeing you in the audience.</p> <p>Discussions and presentations will be organized into three main categories. On Day 1, sessions will focus on television advertising. Presenters will discuss new and innovative approaches for creating messages that grab viewers' attention. On day 2, sessions will highlight ways in which customers interact with digital advertising on the Internet. On Day 3, the topic will be public relations. Presenters will discuss ways to take advantage of free media to cast your company in a positive light. The final day of the conference will be dedicated to showcasing new software and hardware products that can be used for the purposes of marketing and advertising.</p> <p>A program with detailed descriptions of sessions and presenters will be distributed two months prior to the conference.</p>		
		▼

<b>From:</b>	lpurvis@regerst.net
<b>To:</b>	rsawicki@bergsteinma.org
<b>Date:</b>	6 October
<b>Subject:</b>	Re: Ride from Lublin Airport

Dear Mr. Sawicki,

Thank you for arranging to pick me up from the airport on 9 October. Given that this will be my first visit to Lublin, a ride will be very helpful.

According to my flight itinerary, my plane (flight number YQ1829) is scheduled to land at 16:05, but I don't know how quickly I'll be able to get my luggage from the baggage claim. I will need to collect two suitcases and a large poster tube, and I know from experience that such things tend to take longer to claim at the terminal, I am counting on my luggage not getting lost, as I will be presenting on the first day of the conference and my luggage contains all of my materials!

On that note, I hope there's enough space in your car for everything. My suitcases are not particularly heavy, but because they are oversized, they might not fit into a smaller trunk. If you think there might be problems packing everything into your car, please let me know. I am more than willing to take a taxi to the hotel.

Otherwise, I look forward to meeting you and to participating in the conference!

Lonnie Purvis

**Lublin Airport**  
**ARRIVALS**

Flight	Arriving from	Time	Gate	Remarks
RR1218	Oslo	10:20	C	Landed
TU2900	Sofia	12:35	B	Landed
GK3404	London	14:45	C	On time
YQ1829	Frankfurt	16:05	A	On time
WS2711	Dublin	18:20	B	On time

12. In the Web page, the word “call” in paragraph 1, line 1, is closest in meaning to

- Ⓐ visit
- Ⓑ reason
- Ⓒ request
- Ⓓ conversation

13. What will Mr. Purvis most likely talk about at the conference?

- Ⓐ Producing attractive television advertisements
- Ⓑ Using public relations strategies effectively
- Ⓒ Choosing the most effective marketing software
- Ⓓ Creating advertisements for the Internet

14. What does Mr. Purvis express uncertainty about?

- Ⓐ When he will book his return flight
- Ⓑ Who will be attending his presentation
- Ⓒ How much he will pay for extra luggage
- Ⓓ How long he will have to wait at the airport

15. What is indicated about Mr. Purvis’ luggage?

- Ⓐ It takes up a lot of space.
- Ⓑ It was misplaced at the airport.
- Ⓒ It will be inspected by airline officials.
- Ⓓ It is too heavy for one person to carry.

16. What city will Mr. Purvis be traveling from?

- Ⓐ Oslo
- Ⓑ Sofia
- Ⓒ London
- Ⓓ Frankfurt



Questions 10-12 refer to the following memo.

<b>From:</b> Daniella Choi, Foundation CEO	
<b>Sent:</b> Wednesday, December 16, 2:37 PM	
<b>To:</b> Department managers	
<b>Subject:</b> Expansion plans	
<p>Good morning, everyone.</p> <p>The Board of Directors will meet this Monday in conference room G from 1:30-4:30 to discuss the company's expansion. Based on this meeting, board members will make decisions regarding the design of the new building, and they have stressed the need for employee input in this decision. -[1]-. Therefore, I encourage all department managers to try to attend this meeting. -[2]-.</p> <p>At the meeting, representatives from the three architectural firms we asked to draw up designs will present their plans for the new building. -[3]-. I would be helpful if you could be there to witness the conversation so that you can share information with your own staff and solicit their feedback. On Thursday, the board will discuss each of the three plans and vote on a winner. -[4]-. Prior to the vote, each of you will have an opportunity to share your staff's comments on the proposals. I am very interested in hearing everyone's opinions.</p> <p>Let me know if you have any questions.</p> <p>Ms. Choi</p>	
<p>10. What is the purpose of the memo?</p> <p>Ⓐ To share comments about a project</p> <p>Ⓑ To get feedback on hiring processes</p> <p>Ⓒ To announce the results of an election</p> <p>Ⓓ To urge managers to attend a meeting</p>	<p>11. According to the memo, what will happen on Thursday?</p> <p>Ⓐ A design will be selected.</p> <p>Ⓑ Ms. Choi will give a presentation.</p> <p>Ⓒ A conference room will be renovated.</p> <p>Ⓓ Managers will survey their employees.</p>
<p>12. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?</p> <p>"Then they will take questions from board members."</p> <p>Ⓐ [1]      Ⓑ [2]      Ⓒ [3]      Ⓓ [4]</p>	

### 1. Vocabulary Review:

(1)_____	(2)_____	(3)_____	(4)_____	(5)_____	(6)_____	(7)_____	(8)_____	(9)_____	(10)_____
(11)_____	(12)_____	(13)_____	(14)_____	(15)_____	(16)_____	(17)_____	(18)_____	(19)_____	(20)_____

(a) invite	(b) opportunity	(c) permanent	(d) position	(e) post	(f) prefer	(g) previously	(h) proficiency
(i) prospective	(j) qualify	(k) recommendation	(l) recruit	(m) reference	(n) related	(o) renew	(p) required
(q) responsibility	(r) seek	(s) suited	(t) workforce				

### 2. Part 4 (Short talks)



### 題型 1 廣告宣傳 Advertisements:

Check1:「廣播廣告」的模式

廣播廣告的流程為(1)「促銷導覽」->(2)「商品說明」->(3)「特惠及折扣說明」。只要熟悉它的模式就能百發百中。

Check 2: 問題的順序有時不一定和提示的順序一致

多數題目是依照提示的出現順多來出題，但不按牌理出牌的情形也有。只要先看過一遍就能掌握三個問題，之後才有餘裕處理其他例外。

Check 3: 促銷「期間」及「頻率」的盲點

期間或頻率的用法在答案選項中經常以同義詞替換，例如促銷期間 **one week**，在答案選項中可能用 **seven days** 代替。此外問促銷頻率的情形，廣告裡的提示為 **Annual**，在答案選項中就有可能變成了 **once a year**。有時明明掌握住聽力內容裡正確答案的提示，但如果一不注意答案選項的同義詞，所有努力就白白浪費。因此即使到最後，讀者還是不能掉以輕心。

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### 題型 2 災情報告 Report:

「新聞廣播」裡的單字和句子的用法都很「硬」，意思難懂是它的特色。只要將注意力集中在開頭的部分，就能抓到主題。

Check1:留心狡詐的問題內容

**Report** 不僅限於廣播新聞，事實上公司內部公告或演講裡頭也會有 **report**；此外，天氣預報或交通資訊，地方新聞等所涉及的資訊也是各式各樣。

Check 2:「新聞廣播」的模式

新聞廣播的敘述流程為(1)「新聞主題」->(2)「現狀報告」->(3)「處理方式或指示，今後展望，預測」。若不能在一開頭就抓到主題，等於直接被判出局，因此勝負在一開始就決定了。

Check 3: 對「時間」要保持敏銳度

只要問的是關鍵字有關的時間問題，關鍵字和時間就會「接連一起」出現。千萬不要被一連串的時間(數字)給唬住了。

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### 題型 3 新聞 NEWS:

#### Check1:商業新聞的模式

商業新聞中較容易出題的主題有「企業業績」,「新人事異動」,「新品發表」等。這裡雖然是新聞形式,但設定上卻是對外的聲明。  
例如:人事新聞的流程是(1)「新人事異動報告」->(2)「人事目的」->(3)「人事影響,市場反應」。若能事先想著「為什麼會有人事異動」,「市場反應如何」等,再去聆聽就會比較容易懂了。

#### Check 2: 商業新聞的固定用法

XXX reported today that.....是新聞的固定用法,這些用法是在敘述重點前會事先提到的,請記住。

#### Check 3: 想像一下市場反應是「正面或負面」!

例如:最後的地方提到 shareholder 說股價 up twenty-three percent, 所以判斷是正面。需切記市場反應很容成為出題的目標。

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### 3. Part 7 (Reading comprehension)

『替换表达』 (paraphrase):

<p>01. The study was interrupted because of a lack of money. = The research was put on hold due to a shortage of _____.</p> <p>Ⓐ wealth Ⓑ funds</p>	<p>02. Regular maintenance can prolong the life of your equipment. = Inspecting equipment regularly can make it _____ longer.</p> <p>Ⓐ last Ⓑ exist</p>
<p>03. The shopping mall will provide discounted children's wear this weekend. = The store will sell children's wear at _____ prices this weekend.</p> <p>Ⓐ reduced Ⓑ cheap</p>	<p>04. We are excited about working with NeuTech To develop a word processing program. = We look forward to _____ with NeuTech on our joint software project.</p> <p>Ⓐ compromising Ⓑ collaborating</p>
<p>05. A real estate agent must prepare the contracts in duplicate.</p> <p>Ⓐ Two copies of the contract should be provided by the agent.</p> <p>Ⓑ A real estate agent should be present when closing a contract.</p>	<p>06. Increasing health care costs impose a heavy burden on patients.</p> <p>Ⓐ Most patients are covered by medical insurance.</p> <p>Ⓑ Patients are put under pressure by rising medical expenses.</p>
<p>07. Tom McGuire helped open new locations for our company in the Asian market.</p> <p>Ⓐ Mr. McGuire has contributed to the expansion of our operations in Asia.</p> <p>Ⓑ To meet the market's demands, Mr. McGuire extended the operation hours.</p>	<p>08. The hotel is popular with tourists because it is close to the shopping district.</p> <p>Ⓐ Guests think that the hotel is located at a convenient distance from shopping areas.</p> <p>Ⓑ People who shop in this neighborhood like to stay at nearby hotels.</p>

## 題型 7 報導 Article:

標題	←	<p><b>Check 1: 用標題掌握概要</b></p> <p>看「標題」與「開頭幾句」就可以判斷它是屬於何種類型的報導,並進一步推測報導的內容。此外,許多報導文章在一開始會寫出「地名」,因此,開頭看到「地名」的話,此篇文章八九不離十是屬於「報導」性文章。</p>
<p>(地名) 主要論述</p> <p>= [一般敘述文+引用文+一般敘述文]</p>	←	
	←	<p><b>Check 2: 主要論述中說明「事件」的經過</b></p> <p>事件的要點報導完後,接下來描述的就是「詳細情形」。</p>
	←	<p><b>Check 3: 後半推測事故的「原因」</b></p> <p>最後,寫的是事故發生的「原因」。之後文章中也會出現一些評論。</p>

**Questions 1-5** refer to the following articles.

<p><b>What's New in Vancouver This Week?</b></p> <p>Arts</p> <p>Vancouver's Samburg Museum will feature a special exhibit of oil paintings by internationally acclaimed Swedish painter Oskar Hakala. Hakala, whose early work featured large-scale, scenic renderings of Swedish beaches, completed work last year on a collection entitled "Mind's Eye" that features uncharacteristic small canvases. Nature is still a theme, but the 25 works in "Mind's Eye" take on that subject on a much smaller scale: the curve of a single stone, the algae collected in a battered piece of driftwood, or the ripples on a section of sand after a wave. Hakala says that his departure from larger works is a natural progression: "My recent work is not just about being an observer of nature. Instead, I want to show how we are all a small part of it."</p> <p>The exhibit runs from August 12-22 in the Samburg Museum's North Gallery, 432 Caroline Avenue, Vancouver, Tickets are \$10.00. Complimentary tickets are available to museum members. Call the museum at 604-555-0112 for more details.</p>	<p><b>BC Arts Focus</b></p> <p><b>August 15</b></p> <p><b>Hakala's Latest Efforts Uninspired</b></p> <p>the Oskar Hakala is a masterful painter is undeniable. I have spent many enjoyable hours studying his early work. Those paintings have a life of their own, and evolve into something new each time I see them. But with "Mind's Eye," Hakala misses the mark. His characteristic wide, sure strokes of the brush are missing. The new works have a much lighter touch, giving the impression that he is not sure of himself as he ventures into new territory. More troubling is that this collection of work shows almost no difference in terms of theme from Anna Vestrom's paintings. Vestrom depicts the small elements in nature, but in a much truer fashion than Hakala does in his recent work. As a great fan of Hakala, I can only hope to see something bolder and more confident from the artist the next time around.</p> <p><b>By Soren Lindgren</b></p>
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<p>1. What is indicated about Oskar Hakala's recent work?</p> <p>Ⓐ It is quite different from his other paintings.</p> <p>Ⓑ It incorporates several types of paint.</p> <p>Ⓒ It shows scenic views of Vancouver.</p> <p>Ⓓ It took one year to complete.</p>	<p>4. What is implied about Soren Lindgren?</p> <p>Ⓐ He has studied large-scale paintings by Oskar Hakala.</p> <p>Ⓑ He dislikes Oskar Hakala's early paintings.</p> <p>Ⓒ He works for the Samburg Museum.</p> <p>Ⓓ He paints in a style similar to Oskar Hakala's.</p>
<p>2. What is mentioned about tickets to the exhibit?</p> <p>Ⓐ They can be purchased online.</p> <p>Ⓑ They are less expensive when purchased in advance.</p> <p>Ⓒ They go on sale august 15.</p> <p>Ⓓ They are free for museum members.</p>	<p>5. What is suggested about Anna Vestrom's work?</p> <p>Ⓐ it is painted on large canvases.</p> <p>Ⓑ It shows details from nature.</p> <p>Ⓒ It is currently on display at the Samburg Museum.</p> <p>Ⓓ It has received praise from critics all over the world.</p>
<p>3. What is the purpose of the second article?</p> <p>Ⓐ To note that a popular exhibit is closing</p> <p>Ⓑ To analyze the use of light in modern art</p> <p>Ⓒ To give an opinion about the work of an artist.</p> <p>Ⓓ To encourage readers to attend a workshop given by an artist.</p>	



**題型 8 時程/時間表 Calendar/schedule:**

<b>Tips</b>	
1.	注意活動或節目的時間，地點與相關費用等。
2.	留意各項活動的主要內容與相關主持或負責人員。

**Questions 1-4** refer to the following schedule.

<b>PASA</b> <b>The Pharmaceutical Association of South Africa (PASA)</b> <b>29<sup>th</sup> Annual Conference in Durban</b> <b>1-3 April</b>	
<b>Day 1</b>	
9:30-10:00 A.M.	Opening address -Joyce Wang, PASA President
10:00-10:45 A.M.	Annual update: Newly approved medications for children and adolescents -Hans Kreuzer, Pharm. D., Rheingeld Laboratories (Pretoria)
11:00-11:45 A.M.	The development of international standards in pharmacy education -Dr. Maria Rodriguez, Medical University of Madrid
12:00-1:30 P.M.	Luncheon with PASA president and officers (Tickets can be purchased the same day by visiting the PASA booth.)
2:00-2:45 P.M.	Advances in patient database and electronic prescription management - Mohammed Aljamal, Clinical Information Systems (Bangalore)
3:00-3:45 P.M.	A risk analysis of changing global distribution networks in the pharmaceutical industry - Jeffrey Knapp, Morgan & Hyde Consulting (New York)
3:45-4:45 P.M.	The labeling of makeup and personal care products - Eileen Bolocco, South African Institute for Health and Consumer Protection (Johannesburg)

<p>1. What is Ms. Wang's role in the conference?</p> <p>Ⓐ She will give an introductory talk.</p> <p>Ⓑ She will cater the luncheon.</p> <p>Ⓒ She will lead a training seminar.</p> <p>Ⓓ She will announce the presenters.</p>	<p>3. When is the presentation that concerns cosmetics?</p> <p>Ⓐ At 10:00 A.M.</p> <p>Ⓑ At 11:00 A.M.</p> <p>Ⓒ At 2:00 P.M.</p> <p>Ⓓ At 3:45 P.M.</p>
<p>2. What is the topic of Mr. Kreuzer's talk?</p> <p>Ⓐ Improvements in pharmaceutical technology</p> <p>Ⓑ Changes in marketing regulations</p> <p>Ⓒ Medicine for young people</p> <p>Ⓓ Guidelines for laboratory technicians</p>	<p>4. What is NOT indicated about the conference?</p> <p>Ⓐ It will include a discussion about distribution challenges.</p> <p>Ⓑ It will address international issues.</p> <p>Ⓒ It will be held for the first time in Durban.</p> <p>Ⓓ It will take place over three days.</p>

## 題型 9 新聞稿 Press Release:

標題	←	Check 1: 用「%」辨別新聞稿的種類 在文中若看到「%」, 就表示這是一篇含數據的新聞稿。若沒有的話例如: 數據資料只有「年月」的部份, 便可推測, 這是一篇和「新發現」或「新發明」有關的新聞稿。
內文	←	
	←	Check 2: 公司簡介是以陳述事實為主 「公司簡介」在新聞稿中, 是有典型模式的。「公司簡介」通常會提到與創立年份或創業者相關的「公司歷史」, 與業務種類相關的「業務內容」, 與員工數量, 分公司數量相關的「公司規模」, 與營業額相關的「公司收益」, 甚至是否公開發售股票等, 都可能在公司簡介中依不同順提及。此外, 這類文章絕對不會提及例如公司負債額等負面的訊息, 也就是說, 「公司簡介」的文章是以正面事實的陳述為主。
	←	Check 3: 注意常考題目類型, 「數字」是必考部分 「公司簡介」題目有固定形式, 例如, 「A 公司如何創立它的事業?」, 「B 公司在幾個國家擁有分公司?」, 「C 公司的淨利有多少?」等, 這類單純的問題, 馬上就可以回答出來。作答時, 若能預知題目的模式, 就可以有縮短答題的時間。 多益測驗偏好考和「數字」相關的題目。公司簡介中, 提到公司數入或利潤的部份, 常有金額或百分比%的數字, 在閱讀時要注意。

**Questions 1-5** refer to the following article.

5 February-The construction of the long-awaited Alitas International Airport has been completed. The airport is intended to relieve overcrowding at Garas Regional Airport, and government officials hope that the new facility will further contribute to the growth of tourism on the island of Ponta Mira.

In recent years, new hotels have appeared in Mona City, Ponta Mira's capital, and the island has seen an increase in the number of tourists. However, the growth of tourism had been hampered by the fact that, because of its proximity to the water, Garas Regional Airport cannot be expanded to accommodate an increased volume of traffic.

Additionally, long lines in crowded ticketing and baggage areas and lack of space in waiting areas of the terminal were noted by travelers as reasons to avoid the airport. While the island can be

reached by ferry, this option is available only from the seaside cities of Port-de-Bastique and Reolas. Tourists have to fly to one of these destinations and then embark on a sea journey that takes at least 90 minutes.

lipali was chosen as the site for the new airport because it is away from the city, providing ample room for a spacious facility, complete with several eateries, comfortable waiting areas, expanded ticketing areas, and Internet access.

Travelers using the new Alitas International Airport can easily get to and from the facility by bus or car. Moreover, to increase access, and express railway connection between Mona City and the new airport is under construction, with expectations that it will be fully functional before the end of the year.

<p>1. What is suggested about Ponta Mira?</p> <p>Ⓐ It is constructing new government offices.</p> <p>Ⓑ It is closing one of its airports.</p> <p>Ⓒ It is a popular vacation destination.</p> <p>Ⓓ It is located near a lake.</p>	<p>4. Where will the new airport be located?</p> <p>Ⓐ In Lipali</p> <p>Ⓑ In Mona City</p> <p>Ⓒ In Port-de-Bastique</p> <p>Ⓓ In Reolas</p>
<p>2. Why have travelers complained about Garas Regional Airport?</p> <p>Ⓐ Baggage is frequently lost.</p> <p>Ⓑ The ticketing system is outdated.</p> <p>Ⓒ The airport is far from the city.</p> <p>Ⓓ The terminal is too small.</p>	<p>5. According to the article, what is available at Alitas International Airport?</p> <p>Ⓐ Free public transportation to the capital</p> <p>Ⓑ An express check-in service</p> <p>Ⓒ A number of dining options</p> <p>Ⓓ An on-site hotel</p>
<p>3. In addition to air travel, how can travelers get to Ponta Mira?</p> <p>Ⓐ By boat</p> <p>Ⓑ By train</p> <p>Ⓒ By car</p> <p>Ⓓ By bus</p>	

**題型 10 開會通知/會議記錄 Meeting Notice/Meeting Minutes:**

Tips
1. 留意會議的時間, 地點及與會人員等基本資訊。
2. 了解會議主要目的及討論的重點內容。

**Questions 1-3** refer to the following meeting minutes.

<b>Meeting of the Pinehurst Driving and Training Club</b>
<p>March 18</p> <p>Present: Grant Boyd (President), D.R. Ackerman (Vice-President), Connie Hochstetler (Treasurer), Betty Merriman (Secretary) Steven Jespar (Member), Ray Moody (Member), Troy Boring (Member)</p> <p>Absent: Brian Cox (Member), Shelly Cashman (Member)</p> <p>Mr. Boyd began the meeting at 2:00 p.m.</p>
<p><b>Treasurer's Report:</b> The Driving and Training Club has \$5,600 available in the account. This includes \$4,600 in donations received during the Pinehurst Charity Horse Races on March 5<sup>th</sup>, 2014. The entirety of the \$4,600 must be donated to an organization or organizations by the end of March to ensure the Club's non-profit status. A reserve of \$1,000 dollars is permitted for expenses.</p> <p>Mrs. Hochstetler proposed that the Club donate the \$4,600 as follows: \$1,300 will be donated to the Aberdeen Horse Rescue Group; \$2,300 to Animal Assisted Therapy for Troubled Youth; and \$1,000 to the North Carolina State Veterinary School. All members present agreed.</p> <p><b>Building Maintenance:</b> Mr. Boyd brought up the issue of water heaters not working properly in some of the barns. Mr. Boyd had received several complaints over the past couple weeks that some barns were not getting hot water at all. Mr. Boyd designated Mr. Moody to handle the situation with the maintenance department to get it resolved as soon as possible.</p> <p><b>Miscellaneous Business:</b> Mr. Ackerman provided several options for possible locations, as well as potential caterers and costs for the end of the season banquet. The matter will be further discussed and voted upon at the March 25 meeting.</p> <p>Mr. Boyd brought the meeting to an end at 3:00 p.m.</p> <p>The next meeting is scheduled for Wednesday, March 25 at 2:00 p.m. at the Pinehurst training Center's conference room.</p>

<p>1. What type of institution held the meeting?</p> <p>Ⓐ A school</p> <p>Ⓑ A library</p> <p>Ⓒ A housing complex</p> <p>Ⓓ A club</p>	<p>3. What task is Mr. Moody given at the meeting?</p> <p>Ⓐ Choosing where the money should be donated</p> <p>Ⓑ Organizing the banquet</p> <p>Ⓒ Getting the water heaters fixed</p> <p>Ⓓ Recording the meeting</p>
<p>2. Why does the group need to donate money?</p> <p>Ⓐ So it can stay a non-profit group</p> <p>Ⓑ So it can win a community service award</p> <p>Ⓒ So it can be included in a banquet</p> <p>Ⓓ So it can hold a racing event</p>	

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Vocabulary –Organization (1)

Student A: We offer paid training, great benefits, and opportunities to advance.

Student B: Who has been \_\_\_\_\_ed to chair the hiring committee?

Student A: I am writing to request your appraisal of Mr. Willis' skills and qualifications.

Student B: John always finishes his \_\_\_\_\_s on time.

Student A: As you have probably heard, I will be assuming responsibility for leading Randolph Chemical, effective Monday morning.

Student B: The committee has \_\_\_\_\_d you to recruit five more people who have the appropriate training.

Student A: We are delighted to have found someone of Michelle's caliber to lead our organization.

Student B: The salary offer will be \_\_\_\_\_ with the candidate's experience and education.

Student A: After successful completion of the training course, John worked as a systems programmer for four years.

Student B: In the opinion of his superiors, Terrence was a \_\_\_\_\_ team player.

Student A: Jean is a diligent worker.

Student B: One of Mr. Oh's primary \_\_\_\_\_es is the management of the corporate food service.

Student A: John Bloom, our President and CEO, has announced his retirement, effective October 1.

Student B: As an employee, you will be \_\_\_\_\_ for salary increases based upon your performance and length of service.

Student A: She has expertise in arranging business meetings and presentations.

Student B: Ms. Juti has \_\_\_\_\_ business experience.

Student A: He is highly regarded in his field.

Student B: He was \_\_\_\_\_d from his previous position.

Student A: Jorge was hired as an assistant manager five months ago, and he is now in line for a promotion.

Student B: Mr. Kline is an experienced researcher who is able to handle high-level research projects \_\_\_\_\_.