

9. The word "Representatives" in paragraph 2, line 2, is closest in meaning to

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

- (A) Legislators
- (B) Staff
- (C) Siblings
- (D) Specialists

10. When will the grand opening take place?

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

- (A) In the morning
- (B) In the afternoon
- (C) In the evening
- (D) At night

Advertisement 3

Busy downtown law firm seeks administrative assistant with 3-5 years' experience working in a law office. Must be proficient in the use of word processing and database programs and be familiar with common legal documents. Must have a good telephone manner and a pleasant appearance. Working knowledge of Spanish a plus. Duties include word processing, management of client database, maintaining files, directing phone calls, and assisting clients who come to our office. We offer a competitive salary, health insurance, and paid vacation, as well as opportunity for advancement. To apply, call Ms. Ortiz, Director of Human Resources, between 10 and 4. Must be able to provide three references and proof of employment eligibility.

SKIMMING Look quickly at the advertisement to answer this question.

1. What is this advertisement for?

(A) (B)

- (A) A job opening
- (B) An office for rent

SCANNING Look quickly at the advertisement to complete these questions.

2. Find and circle these numbers in the ad.
3-5 10 and 4