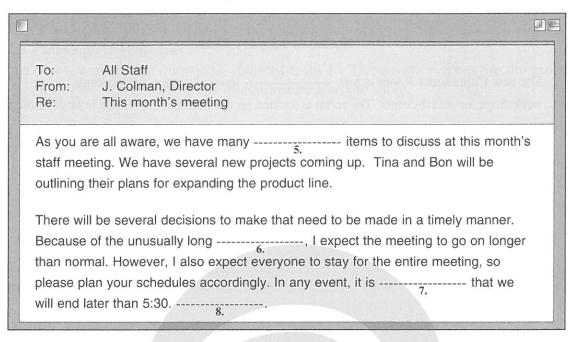
Questions 5–8 refer to the following memo.



5. (A) Our staff meetings take place 8. (A) numerous on Friday afternoons at 1:00 (B) pressing (C) and usually end by 4:00. ordinary (D) Staff meetings are an scarce important opportunity for 6. (A) agenda everyone to discuss business (B) series issues together. (C) period (C) I regret any inconvenience this (D) interval may cause and thank you in 7. (A) dislike advance for your cooperation. (B) likeable (D) It is our hope that everyone (C) likeness