

CONTEXT Find these words, and guess their meanings in this e-mail.

5. change

- (A) make different
- (B) coins

(A) (B)

6. last

- (A) opposite of first
- (B) take time

(A) (B)

7. budget

- (A) a plan for spending money
- (B) a form of transportation

(A) (B)

READING FAST

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

_____ minutes _____ seconds

READING COMPREHENSION Mark the best answer.

8. When is the meeting?

- (A) On March 20 from 9–12:30
- (B) On March 20 at 12:30
- (C) On March 21 from 9–12:30
- (D) On March 21 from 12:30–1:30

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

9. What should Bob bring to the meeting?

- (A) Sandwiches
- (B) Coffee
- (C) Copies of his report
- (D) Training material

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

10. What will they probably discuss at the meeting?

- (A) The budget
- (B) Lunch
- (C) Training programs
- (D) Schedules

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

11. The word "provide" in paragraph 1, line 6, is closest in meaning to

- (A) warm
- (B) sell
- (C) make
- (D) supply

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