

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

8. authorized (A) (B)  
(A) have permission  
(B) wrote a book
9. submit (A) (B)  
(A) give  
(B) tell about
10. in advance (A) (B)  
(A) very skilled  
(B) before
11. keep track of (A) (B)  
(A) ride a train  
(B) know about

**READING FAST**

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

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

**READING COMPREHENSION** Mark the best answer.

12. What is the purpose of this memo? (A) (B) (C) (D)  
(A) To order new supplies  
(B) To explain a new system  
(C) To introduce Mr. Whitehead  
(D) To describe where supplies are kept
13. Who has keys to the supply closet? (A) (B) (C) (D)  
(A) Only Ms. Lee  
(B) Only Mr. Whitehead  
(C) Both Ms. Lee and her assistant  
(D) All office staff
14. The word "essential" in paragraph 2, line 2, is closest in meaning to (A) (B) (C) (D)  
(A) dispensable  
(B) expensive  
(C) forgotten  
(D) necessary
15. How can a staff member get office supplies? (A) (B) (C) (D)  
(A) By filling out a form  
(B) By asking for the key to the supply closet  
(C) By ordering them from the supply company  
(D) By calling Ms. Lee