

5. (A) worker
(B) walker

(A) (B)

6. (A) request
(B) recommend

(A) (B)

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

7. To whom it may concern
(A) This letter is for a specific person.
(B) This letter is for any person who is interested in it.

(A) (B)

8. worked her way up
(A) She worked hard and got a higher job position.
(B) She went upstairs.

(A) (B)

9. contributed
(A) given
(B) taken

(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.

10. What is the purpose of this letter?
(A) To ask for a job
(B) To describe a company
(C) To recommend an employee for a new job
(D) To advertise a position

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

11. The word "motivated" in paragraph 2, line 1, is closest in meaning to
(A) committed
(B) irritated
(C) intelligent
(D) mobile

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

12. What has Alice Newbold done for the past five years?
(A) She has been an administrative assistant.
(B) She has worked for a marketing company.
(C) She has looked for a job.
(D) She has supervised James Jones.

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