

- changing requirements over time.
 (A) production.
 (B) producer
 (C) products.
 (D) productive.

READING TEST

103. The Reading test, you will find a variety of texts and answer several different types of reading comprehension questions. The entire Reading test will last **75 minutes**. There are three parts and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

(A) common
 (B) commonly
 (C) is common
 (D) is commonly

You must mark your answers on the separate answer sheet. Do not write your answers in the test book.

PART V

104. All invoices are date-stamped when they arrive and processed in the order

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence.

(A) that
 Then mark the letter (A), (B), (C), or (D) on your answer sheet.

(B) which.

(C) by whom.

(D) in which.

101. Businesses wait to be sure of an economic recovery but consumers are getting more _____ about the job market.

- (A) optimist
 (B) optimistic
 (C) optimistically
 (D) optimists

102. The _____ will be chaired by Mr. Sheldon, one of the most innovative directors in the company.

- (A) category
 (B) qualification
 (C) committee
 (D) productivity

103. The interest rate on housing loans dropped _____ 2.1 percent last month and is expected to go down further over the next few weeks.

- (A) as
 (B) to
 (C) in
 (D) since

104. According to a Central Bank spokesperson, the major industrial economies cannot sustain significantly _____ real rates of return at the present time

- (A) highly
 (B) higher
 (C) highest
 (D) heighten

105. Bargain Gear Outfitters was just one of a number of major retail chains _____ disappointing sales figures for the last financial quarter

- (A) report
 (B) reports
 (C) reported
 (D) reporting

106. Most pundits agree that if Loretta Walford wants to run for the Senate next year, then she _____ start organizing her election campaign soon

- (A) had better
 (B) must have
 (C) has had to
 (D) should have

107. Alameira City Council yesterday bowed to local pressure and _____ rejected the land developer's proposals to construct a acre sports complex around the historic region of the city

- (A) soundly
 (B) drastically
 (C) extremely
 (D) severely

108. His _____ is a famous actress.

- (A) aunt
 (B) uncle
 (C) grandfather
 (D) son

109. There _____ a lot of water on the floor. What happened?

- (A) are
- (B) is
- (C) be
- (D) am

110. He _____ TV at the moment.

- (A) watches
- (B) is watching
- (C) watched
- (D) has watching

111. Helen is very _____. She doesn't go out a lot.

- (A) bored
- (B) confident
- (C) angry
- (D) shy

112. It was really _____ this morning. I couldn't see anything on the roads.

- (A) cloudy
- (B) sunny
- (C) foggy
- (D) icy

113. We're getting married _____ March.

- (A) in
- (B) on
- (C) at
- (D) by

114. He's _____ for the next train.

- (A) looking
- (B) waiting
- (C) listening
- (D) paying

115. Turkey's increasing population and rapid urbanization makes the country _____ for manufacturers of consumer goods.

- (A) attract
- (B) attractive
- (C) attracted
- (D) attracting

116. The marketing director, Ms. Shue, asked the intern to prepare a report on the

fruit yogurt market within _____ week.

- (A) a
- (B) another
- (C) this
- (D) next

117. After two weeks of discussions and with all avenues of negotiation _____, the union membership at Farley Components Inc. voted in favor of a strike.

- (A) consumed
- (B) exhausted
- (C) drained
- (D) depleted

118. While the ground floor of Oormalife's offices _____, the sales group shared the third-floor offices of the advertising department.

- (A) will redecorate
- (B) was being redecorated
- (C) is being redecorated
- (D) had been redecorating

119. My son _____ hard for his final exam last week.

- (A) studied
- (B) study
- (C) studied
- (D) did study

120. Have you booked a room?' 'Yes, I _____,

- (A) have a reservation
- (B) would like a double room
- (C) checked in
- (D) filled in the form

121. I think their house is _____ one I've ever seen.

- (A) the more beautiful
- (B) more beautiful
- (C) the most beautiful
- (D) most beautiful

122. _____ a good film on TV last night.

- (A) There is
- (B) There are
- (C) There were

(D) There was

123. Children will work hard if the lessons are _____.

- (A) expressing
- (B) disappointing
- (C) interesting
- (D) boring

124. For the people _____ were affected by the earthquake, the non-profit organization has asked for more aid.

- (A) they
- (B) whose
- (C) who
- (D) which

125. Among the _____ candidates for the position, Mr. Clark has the most experience in retail sales.

- (A) likely
- (B) conditional
- (C) relied
- (D) original

126. There is a _____ demand for video disc drives that are compatible with multiple disc formats.

- (A) grow
- (B) growing
- (C) grew
- (D) grows

127. When _____ you _____ to the library with your friends?

- (A) did / went
- (B) did / go
- (C) does / go
- (D) do / went

128. "I finally got all those books on the shelves!" "Be careful! The ones on the top _____!"

- (A) is going to fall
- (B) will fall
- (C) are going to fall
- (D) fall

129. Everyone is asleep. We _____ make a noise.

- (A) couldn't
- (B) mustn't
- (C) needn't
- (D) wouldn't

130. The desert shop specializes in cookies made of chocolate, but _____ are available.

- (A) other
- (B) the other
- (C) another
- (D) others

131. _____ the replacement parts are delivered by tomorrow, we will have more complaints from retailers and customers.

- (A) Such as
- (B) Given
- (C) Unless
- (D) Only if

132. Training sessions for all departmental supervisors will be held _____ the conference room.

- (A) on
- (B) of
- (C) as
- (D) in

133. Mr. Howard has _____ confidence in his computer programming skills that he never says no when asked to create utility software.

- (A) another
- (B) plenty
- (C) such
- (D) almost

134. Westbridge Valley University is committed to attracting a community of talented individuals _____ of their financial circumstances or personal backgrounds.

- (A) despite
- (B) notwithstanding
- (C) respectful
- (D) regardless

135. Excess baggage charges are calculated on a one-way basis, are

payable at the airport check-in counter, and cannot _____ any circumstances be waived

- (A) at
- (B) by
- (C) for
- (D) under

136. An e-mail was sent earlier this morning to all staff at Ushumu Electronics to tell them that the chairman, Mr. Ng, _____ retiring at the end of the year

- (A) has
- (B) will
- (C) would be
- (D) was going to

137. Low wage gains coupled with the recent increase in payroll taxes means that most

families are sticking to _____ when shopping in the supermarket

- (A) necessary
- (B) necessity
- (C) necessities
- (D) necessitate

138. Technical _____ by Renaissance art experts has revealed that Leonardo da Vinci used up to 40 layers of paint when creating his works.

- (A) analysis

- (B) analysts
- (C) analyze
- (D) analytical

139 _____ completed, the new Maple Ridge development will provide 50 affordable apartments.

- (A) Following
- (B) After
- (C) Once
- (D) Until

140. New visa regulations recently announced by the government are clearly designed to reward _____ who intend to contribute to the country's economic growth.

- (A) they
- (B) them
- (C) these
- (D) those

PART VI

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C) or (D) on the Answer Sheet.

Questions 141 through 144 refer to the following notice.

Over the last few months, we have received ----- letters from readers, asking us where they can

- 141. (A) much
- (B) a lot of
- (C) numbers of
- (D) lots

buy some of the items that have been on display in the background of a number of our fashion features. It almost seems that the furnishings and decorative items from those photo shoots have ----- interest than the clothes themselves.

- 142. (A) aroused more
- (B) aroused
- (C) provoked
- (D) made more

For this reason you will notice that, starting on page 78 of this month's edition, we have introduced a new feature entitled "Where can I buy ... ?" This new section will appear immediately after our main fashion photo feature each month. We will be listing the designers and manufacturers for just about everything you can see in each photo, and we will be giving you the numbers and websites you need to find out more. Many of these items will be made available at a ----- to magazine subscribers.

- 143. (A) bargain
- (B) price off
- (C) major retailer
- (D) discount

All the more reason to take out a subscription! Take a ----- and let us know what you think.

- 144. (A) break
- (B) time
- (C) off
- (D) look

Questions 145-148 refer to the following letter.

August 4
Ms. Julia Gomez
8426 Mast Boulevard
Santee, CA 92071

Dear Ms. Gomez:

We are pleased to inform you that your application for admission to Guadalajara Institute's International Graduate Program on Advanced Science and Technology has been accepted.

You are hereby _____ admission to the PhD program starting next semester.

- 145. (A) approved
- (B) granted
- (C) consented
- (D) given

Please take time to review the _____ information. The International Student Guide

- 146. (A) enclosure
- (B) enclose
- (C) enclosed
- (D) enclosing

and the Guadalajara Institute Fee Policy contain important information for your attention. Note that your tuition fees are due and payable _____ the date shown.

- 147. (A) by
- (B) at
- (C) in
- (D) for

As you have been accepted into the preparatory program, we look forward _____.

- 148. (A) seeing
- (B) to see
- (C) to seeing
- (D) see

you on campus in the spring. Should you have any queries or require further information prior to your arrival, please do not hesitate to contact the Graduate Admissions Office.

Sincerely,

Maria Hernandez

Associate Dean of Graduate Studies

Questions 149-152 refer to the following newspaper article.

AutoMax reports a year-on-year surge in profits

The automotive parts manufacturer AutoMax, _____ fortunes have fluctuated

- 149. (A) who
- (B) whose
- (C) which
- (D) that

erratically over the past decade, has reported an increase of almost 40 percent in its profits for the last fiscal year. Net profit amounted to \$25.4 million, a 38.8 percent year-on-year increase. Commenting on the results, company C.E.O. Victor Oeng said: "Our continued _____

- 150 (A) focus
- (B) goal
- (C) priority
- (D) objective

on providing our customers with better automotive components that match their evolving needs has helped us maintain our position as the automotive industry's top-performing company. These excellent results _____ achieved despite the extremely challenging

- 151. (A) are
- (B) had
- (C) will be
- (D) have been

economic climate last year. I believe now, however, that the recession is finally over, and we expect to see _____ more improvement in our sales going forward in this fiscal year."

- 152. (A) further
- (B) already
- (C) even
- (D) so

PART VII

Directions: In this part, you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 153 - 155 refer to the following advertisement.

ALL TRAILS LEAD TO THE SUNSET GRILLE AND TAP ROOM

Lakeville's favorite family restaurant!

WESTERN STYLE BARBECUE

***STEAKS *RIBS *SEAFOOD *GREAT KIDS MENU**

- ❖ 10 dinners under \$10!
- ❖ Satellite sports on multiple TVs and our big screen.
Ski Videos, Games, CD Jukebox
- ❖ Lakeville's largest domestic beer selection

Open 7 days a week: lunch, dinner, late-night and take out.

"For this week only, come with a party of eight or more and we will throw in a free dessert for everyone!"

"...To find a spot that both the locals and your pocket can feel comfortable with ... you'll need the Sunset Grille."

Brackets Crossing Magazine, 2008

153. What is the limited offer?
- (A) a party will be thrown every day for a week
 - (B) satellite sports will be shown on the big screen
 - (C) free desserts for those who come with a lot of people
 - (D) the amount of domestic beers being sold
154. Who are probably the most suitable customers for this restaurant?
- (A) business associates
 - (B) parents and their children
 - (C) people with a lot of money
 - (D) party planners
155. What time would the restaurant probably NOT be open?
- (A) 10:00 PM
 - (B) 4:30 PM
 - (C) noon
 - (D) 9:30 AM

Questions 156-159 refer to the following newspaper article.

NEW YORK - A barrel of light, sweet crude for February delivery dropped \$1.75 to \$50.49 in midday trading on the New York Mercantile Exchange. Prices dropped as low as \$50.05, their lowest since May 25, 2005, shortly after the inventory report's release by the federal Energy Information Administration.

U.S. crude oil stocks leaped by 6.8 million barrels to 321.5 million, when analysts had been expecting an increase of just 325,000 barrels, according to a Dow Jones Newswires

Survey. The EIA also said that inventories are above the upper end of the average range for this time of year.

Motor gasoline inventories, meanwhile, rose by 3.5 million barrels to 216.8 million, above analysts' expectations of a 2.6 million barrel rise. Distillate stocks, including heating oil and diesel fuel, rose by 900,000 barrels to 141.9 million barrels, compared with analysts' expectations of a 1.3 million barrel rise.

156. What was the original price of the sweet crude mentioned in the first paragraph?
(A) \$50.49
(B) \$52.24
(C) \$48.74
(D) \$51.80
157. How big of an increase in crude oil stocks was predicted?
(A) 325,000 barrels
(B) 6.8 million barrels
(C) 1.3 million barrels
(D) 321.5 million barrels
158. What is the source that has provided the actual inventory results?
(A) the Dow Jones Newswires Survey
(B) New York Mercantile Exchange
(C) the U.S. Federal Government
(D) Energy Information Administration
159. What is true of the inventory numbers?
(A) All the prices dropped.
(B) They are all higher than expected.
(C) They are incompatible with predictions.
(D) They are the lowest they've been since May 2005.

Questions 160 - 163 refer to the following leaflet

FREELANCE BENEFITS AND DRAWBACKS

Freelancers generally enjoy a greater variety of assignments than in regular employment, and almost always have more freedom to choose their work schedule. The experience also allows the opportunity to build up a portfolio of work and cultivate a network of clients in hopes of obtaining a permanent position.

A major drawback is the uncertainty of work - and thus income - and lack of company benefits such as health insurance or retirement pay.

Another drawback is that freelancers often must handle contracts, legal issues, accounting, marketing, and other business functions by themselves. If they do choose to pay for professional services, they can sometimes turn into significant out-of-pocket expenses. Working hours can extend beyond the standard working day and working week

160. What does freelancing afford?
(A) regular employment
(B) an assortment of projects
(C) freedom to refuse a permanent position
(D) opportunities to employ clients
161. What could possibly be a negative aspect of freelance work?
(A) an unimpressive portfolio

- (B) a rigorous schedule
- (C) a possibility of not earning enough money
- (D) working a minimal amount of hours

162. If freelancers decide they need somebody to help them
- (A) they won't be able to make any money.
 - (B) they will have the same advantages as if they own a company.
 - (C) the quality of their work will be affected.
 - (D) their clients won't be pleased.
163. What is the purpose of this leaflet?
- (A) to balance the pros and cons of freelance work
 - (B) to encourage professionals to freelance
 - (C) to show how the negatives outweigh the positives in freelancing
 - (D) to give a detailed definition of freelance work

Questions 164-166 refer to the following leaflet.

WHAT YOUR CLOTHES SAY ABOUT YOU

- Appropriate attire supports your image as a person who takes the interview process seriously and understands the nature of the industry in which you are trying to become employed.
 - Be aware that in some industries, customer contact and image presented to the customer is critical. In such industries, your attire will be judged more critically.
 - Your attire should be noticed as being appropriate and well-fitting, but it should not take center stage.
 - If you are primarily remembered for your interview attire, this is probably because you made an error in judgment!
 - Dressing nicely and appropriately is a compliment to the person you meet, so if in doubt, err on the side of dressing better than you might need to.
 - Even if you are aware that employees of an organization dress casually on the job, dress up for the interview unless you are specifically told otherwise by the employer.
 - Never confuse an interview or business function with a social event. Don't dress for a party or a date.
 - Not every contact with an employer requires interview attire. For some occasions business casual is appropriate. See business casual for when to wear it and what it is
164. What does it mean if the interviewer remembers your outfit better than anything?
- (A) You must have dressed inappropriately.
 - (B) You complimented the interviewer.
 - (C) You dressed appropriately.
 - (D) You were judged unfairly.
165. What should you do if you know the employees where you are being interviewed dress casually?
- (A) call ahead of time and ask the employer what to wear
 - (B) dress similarly to the employees
 - (C) wear clothes that say you are a person who takes this process seriously
 - (D) dress in a way that proves you are aware of what employees wear

166. What should you never do?
- (A) dress casually like the employers
 - (B) dress better than you need to
 - (C) dress for a social gathering
 - (D) take center stage in the interview

Questions 167-169 refer to the following promotion

PLAYER BIO: MEGHAN MONTGOMERY

She was an All-Big Ten first team selection, an Academic All-Big Ten and was voted team captain for a second straight season. She's a versatile athlete, who played and started at outside back, outside midfield and forward. She left Purdue as its all-time leader with 84 matches played and is only one of four Boilermakers to play in over 80 matches. She broke the program record for matches played with a start against Ohio State in the first round of the Big Ten Tournament and was one of only two Boilermakers to play and start all 20 matches.

She set personal season bests in several offensive categories, including shots, shots on goal, goals and points scored. She was the first and only Big Ten player to score against Penn State during the regular season and scored against the Nittany Lions in the eighth minute off a midfield assist from Parrissa Eyorokon.

167. Why is Montgomery described as a "versatile athlete"?
- (A) she can do many things
 - (B) she is determined
 - (C) she is a good leader
 - (D) she has broken records
168. How many Boilermakers have played in at least 80 matches?
- (A) 1
 - (B) 3
 - (C) 4
 - (D) 5
169. When did Montgomery break the record for matches played?
- (A) her first game against the State of Ohio
 - (B) the second season
 - (C) the championship of a tournament
 - (D) one of the first games of a tournament

Questions 170-173 refer to the following leaflet

INTERVIEW TIP 1: PLAN AHEAD - Do a little homework! Research the company and the position if possible. Review your work experiences and be ready to support past career accomplishments with specific information targeted toward the company's needs.

INTERVIEW TIP 2: ROLE PLAY - Once you have finished studying, begin role playing (rehearsing). Use the general questions provided below in the Interview Preparation Area. Write down answers if it helps to make your presentation more concise. Try to keep your answers to the information your new employer will want to know.

INTERVIEW TIP 3: ADAPT - Be sensitive to the style of the interviewer. Pay attention to those details of dress, office furniture, and general decor which will afford helpful clues to assist you in tailoring your presentation

INTERVIEW TIP 4: RELATE - Try to relate your answers to the interviewer and his or her company. Focus on achievements relevant to the position.

INTERVIEW TIP 5: ENCOURAGE - Encourage the interviewer to share information about his or her company. Demonstrate your interest.

170. What is the point of Tip 1?
- (A) to ensure you remember all your work experiences
 - (B) to find a way to link your experience to what the company wants
 - (C) to improve your research skills before the interview
 - (D) to tailor your resume with appropriate past experiences
171. In which tip is it suggested that you pretend that you are being interviewed?
- (A) Tip 4
 - (B) Tip 3
 - (C) Tip 1
 - (D) Tip 2
172. In which tip is it suggested that you provoke answers from the interviewer?
- (A) Tip 3
 - (B) Tip 5
 - (C) Tip 1
 - (D) Tip 2
173. Why should you pay attention to office furniture?
- (A) It could suggest how to modify your questions.
 - (B) It could tell you if you are an appropriate candidate.
 - (C) It could suggest how much money you would earn.
 - (D) It could tell you if you need to adapt your presentation

Questions 174-176 refer to the following letter.

23 Roanoke Street
Blacksburg, VA 24060
(540) 555-1123
email: KWalker@vt.edu

October 23

James G. Webb
Hampton & Associates
K Street, NW., Suite 720
Washington, DC 20001-8000

Dear Mr. Webb,

I will be graduating from Virginia Tech with a Bachelor's degree in lecture next May, and I am researching employment opportunities in the Washington area. I obtained your name from VT

CareerLink, Career Services' Alumni database. I very much appreciate volunteering to help students with job search information, and I that your schedule will permit you to provide me with some advice. I am particularly interested in historic preservation and understand that your firm does work in this area. I am also interested in learning how the architects in your firm began their careers. My resume is enclosed simply to give you some information about my background and project work.

I will call you in two weeks to arrange a time to speak to you by telephone or perhaps visit your office if that would be convenient. I will be in the Washington area during the week of November 21st. very much appreciate your time and consideration of my request, and I look forward to talking with you.

Sincerely,
Kristen Walker

174. How did Kristen find out about Delon Hampton & Associates?
- (A) at the career center at her college
 - (B) Mr. Webb recruited her as an employee
 - (C) an alumnus suggested it as a career
 - (D) a computer program had it listed
175. Why does Kristen write to Mr. Webb?
- (A) to follow up after a job interview
 - (B) to create an opportunity to talk to him
 - (C) to apply for a job at his firm
 - (D) to request that he contact her so they can speak
176. When would Kristen be available to meet Mr. Webb?
- (A) in two weeks
 - (B) the week of November 21
 - (C) sometime in May
 - (D) on October 23

Questions 177-180 refer to the following magazine article.

ONE STUDENT'S STORY

Matt Xiong always knew he'd go to college. After all, he's the oldest of twelve kids. "I'm the guinea pig," he laughs. "I have to be the positive role model." More seriously, Matt adds, "I knew that if I worked hard, I'd make it. If you really want college you can do it. Just work hard. Stand out. Don't be afraid to go after what you want."

Any tips? "Put yourself in a position to get opportunities that open doors for you. In high school, be involved in student government, sports, the math team..."

As for college costs, "You can get grants from your church, from your college. You have to have a sense of maturity; you have to really want it. The money will follow."

177. What does Matt mean when he says he's the "guinea pig"?
- (A) He is the one that has to work the hardest.
 - (B) He regrets having to take care of all his siblings.
 - (C) He has to do everything first and do it well.
 - (D) He is fearless
178. Why should you be involved in high school various activities?
- (A) It impresses your high-school teachers.
 - (B) It will help you get experience and meet people.
 - (C) It gives you the necessary degree for college.
 - (D) It makes you a more careless student.
179. What skill does Matt think people need to afford college?
- (A) courage
 - (B) determination

- (C) sensitivity
- (D) flexibility

180. What is the tone of this article?

- (A) stimulating
- (B) challenging
- (C) inspiring
- (D) disheartening

Questions 181 - 185 refer to the following classified and cover letter.

ANNOUNCEMENT OF VACANCY
Track & Field Head Coach
Millbrook High School

The **Frederick County** School System is seeking applications for the position of Track & Field coach at **Millbrook High School**. This award-winning, highly successful school division cares deeply for its students and staff, maintains modern facilities, has a comprehensive curriculum, and offers a wide range of programs including regional special education and vocational/education offering.

Millbrook High School is a ninth-through-twelfth-grade facility with a student population of approximately 1,500.

Qualifications:

Successful coach experience in the sport required

Eligible for, or holds, a Virginia License with a secondary-education endorsement preferred

Responsibilities:

The position requires developing and maintaining an in-school recruiting program, developing a positive rapport with the school staff and community, working cooperatively with the coordinator of student activities and school administration, and establishing and coordinating the coaching duties and responsibilities of the coach staff.

Chris Saffert
757 Raymond Ave.
Millbrook, VA 55114

April 7, 2012

To Whom It May Concern:

I am writing to apply for the Head Track and Field Coach position at Millbrook High School. Attached, you will find my resume which lists all of my past experience and qualifications in greater detail.

As you can see, I was Head Coach at Lakeville Senior High School for seven years before I moved to Virginia. When I first started there, the team had never won an event, let alone an

entire meet, but during my time there they eventually won the state championship. Apart from necessary recruiting, I firmly believe that, with the appropriate training and encouragement, all student athletes can be successful.

Lastly, as I have only just moved to Virginia, I do not possess a Virginia license, but do possess the Iowa equivalent. I am therefore qualified to be licensed here and am in the process of obtaining one. I will not have a secondary-education endorsement on the license. Please call me if you have any questions.

Sincerely,
Chris Saffert

181. What is the purpose of the first paragraph in the Announcement of Vacancy?
- (A) to illustrate their athletic achievements
 - (B) to reveal what their program is lacking
 - (C) to make the school seem appealing to applicants
 - (D) to state their hopes for the future
182. What is NOT a responsibility of the coaching position?
- (A) hiring coaching staff
 - (B) working together with another professional
 - (C) having a good relationship with people
 - (D) getting students to join the team
183. Why doesn't Chris Saffert talk about all of his experience in this letter?
- (A) That information is listed elsewhere.
 - (B) He didn't see it as necessary.
 - (C) He prefers to explain it over the phone.
 - (D) He probably forgot.
184. What may possibly hurt Chris Saffert during the selection process?
- (A) his coaching record
 - (B) his license type
 - (C) his coaching philosophy
 - (D) his lack of professionalism
185. What was Chris Saffert's impact on the Lakeville Track and Field Team?
- (A) He maintained their history of success.
 - (B) His beliefs upset the athletes.
 - (C) He increased their level of success.
 - (D) He couldn't get them to win a championship.

Questions 186-190 refer to the following e-mail and attachment.

Hi Josh,

I know you've had to work long hours these last few weeks, so I thought I'd forward you something to laugh about at your office.

The attachment is pretty funny, so enjoy it! (I don't think a short email break should keep you from meeting your deadline!)

Also, if you want a lunch break, just hit reply and tell me when I should come. I'll walk downstairs to your office

Good luck,
Kelly

The sweet old couple

(dangers of making assumptions, understand before you intervene)

A little old couple walked into a fast food restaurant. The little old man walked up to the counter, ordered the food, paid, and took the tray back to the table where the little old lady sat. On the tray there was a hamburger, a small bag of fries and a drink. Carefully the old man cut the hamburger in two, and divided the fries into two neat piles. He sipped the drink and passed it to the little old lady, who took a sip and passed it back. A young man on a nearby table had watched the old couple and felt sorry for them. He offered to buy them another meal, but the old man politely declined, saying that they were used to sharing everything. The old man began to eat his food, but his wife sat still, not eating. The young man continued to watch the couple. He still felt he should be offering to help. As the little old man finished eating, the old lady had still not started on her food. "Ma'am, why aren't you eating?" asked the young man sympathetically.

The old lady looked up and said politely, "I'm waiting for the teeth."

186. Why is Josh working longer than normal?
(A) He needs to earn extra money.
(B) He wants to impress his boss.
(C) He wants to get ahead on his work before he goes on vacation
(D) He has to turn something in at a scheduled date
187. Who is Kelly in relation to Josh?
(A) his wife
(B) his professor
(C) his colleague
(D) his best friend
188. How did Kelly deliver the note and story to Josh?
(A) She faxed it to him.
(B) She emailed it to him.
(C) She left it on his desk
(D) She had it delivered by a courier
189. How did the young man in the story feel when he first saw the couple?
(A) He felt pity for them and their situation.
(B) He was envious of their sweet relationship.
(C) He was perturbed by their public solicitation of food.
(D) He felt self-conscious that they were watching him eat
190. What, besides their meal, is the couple in the story sharing?
(A) a toupee
(B) dentures
(C) a pair of eyeglasses
(D) a hearing aid

Questions 191-195 refer to the following classified and letter.

Service-Learning

Your service of 15-25 hours a week at an established agency, supervised by professionals, will make a difference to people in need.

Care for: the poor, the young, the disabled, the ill, the old, and the troubled

Teach: children, teens, adult;
Job skills, literacy, recreation, and ESL.

Community development: economic assistance, human rights, healthcare, cultural heritage, environment, and women's issues

To Whom It May Concern:

My name is Robert Thomas and I am interested in volunteering for your program. However, I have a few questions I would like to ask before I make my final decision.

First of all, I am proficient in Spanish and would like to work in a Spanish-speaking country. What Spanish-speaking countries does your program work in? I'm afraid those are the only ones I would be interested in.

Secondly, how long of a commitment would this be? Is it for a few weeks, the summer, for a year, or as long as you choose? My preference is to work for the entire year, but I am flexible and I could adapt to your needs.

Finally, are there specific qualifications you are looking for? I am straight out of college and have no professional experience. However, I spent most of my academic career volunteering in the surrounding community. For example, I volunteered at a senior citizen living center.

You may respond to this letter by email or telephone. All that information is on the following page along with a list of references.

Thank you for your time.
Sincerely,
Robert Thomas

191. What does the community development component entail?
- (A) one-on-one mentoring with the poor
 - (B) dealing with broad social issues
 - (C) building homes in the community
 - (D) recruiting more people to volunteer
192. Which of the program components does Robert have experience in?
- (A) teaching teens
 - (B) working with environmentally safe living conditions
 - (C) caring for old people
 - (D) teaching recreation

193. What is Robert's opinion of where he prefers to work?
- (A) He wants to go to Spain.
 - (B) He's afraid to go to another country.
 - (C) He has a preference, but would be happy anywhere.
 - (D) He is limited in where he is willing to go.
194. What are Robert's thoughts on his time commitment?
- (A) He is willing to work for just a summer.
 - (B) He only wants to work for one year.
 - (C) He would like to choose his time span at a later date.
 - (D) He prefers to work for less than a year.
195. What information is NOT on the following page of Robert's letter?
- (A) people's names
 - (B) his telephone number
 - (C) his home address
 - (D) his email address

Questions 196-200 refer to the following e-mail and attachment

Dear COCY101 Class,

I thought that while you were writing your final papers, it might interest and perhaps even help you to look at the latest unemployment survey result.

Try to analyse these findings keeping in mind all we've discussed about gender and race. What may have caused these numbers? In what ways is a quantitative survey limited? How do these results agree with or contradict what we have discussed in class? Don't forget the basic theories studied at the beginning of our time together.

Attached is the survey. Good luck with my final and with others, I'll look forward to reading your papers, and to those I don't see, enjoy your summer vacations.

THE EMPLOYMENT SITUATION: DECEMBER

Nonfarm employment increased by 167,000 in December. and the unemployment rate was unchanged at 4.5 percent the Bureau of Labor Statistics of the U.S. Department of Labor reported today.

Job gains occurred in several service-providing industries including professional and business services, health care, and food services. Average hourly earnings rose by 8 cents, or 0.5 percent, in December.

Unemployment (Household Survey Data) The number of unemployed persons (6.8 million) was almost unchanged in December, and the unemployment rate held at 4.5 percent.

So, in December, unemployment rates for the major worker groups - adult men (4.0 percent), adult women (3.9 percent), teenagers (15.2 percent), whites (4.0 per- cent), blacks (8.4 percent), and Hispanics (4.9 percent)- showed little or no change. The unemployment rate for Asians was 2.4 percent, not seasonally adjusted.

196. Why are the survey results given to the class?
- (A) It's meant to give them a break from finals.
 - (B) It's directly relevant to what they've studied.
 - (C) It gives a contradictory opinion of what they've studied.
 - (D) It's an assignment for finals.
197. When was this email sent?
- (A) at the beginning of the school year
 - (C) at around the end of the school year
 - (D) during summer vacation
198. How was this data accumulated?
- (A) A large, selected group answered certain questions.
 - (B) People searched databases on the Internet
 - (C) They were extracted from basic sociological theories.
 - (D) Places of employment were observed
199. What did NOT increase?
- (A) hourly earnings
 - (B) nonfarm employment
 - (C) the unemployment rate
 - (D) jobs in healthcare
200. Which group has the smallest proportion of people without jobs?
- (A) adult men
 - (B) adult women
 - (C) Hispanics
 - (D) teenagers