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| **I couldn't answer the phone because I \_\_\_\_\_\_\_\_\_\_ a shower when you called.** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(1,%200,%20self)) | [took](javascript:p.setRadio(1,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(1,%201,%20self)) | [had taken](javascript:p.setRadio(1,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(1,%202,%20self)) | [take](javascript:p.setRadio(1,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(1,%203,%20self)) | [was taking](javascript:p.setRadio(1,%203,%20self)) |

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| **A: Did he have a problem with clause sixteen in the contract?  B: Yes, he \_\_\_\_\_\_\_ the requirement for assignment of the debt.** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(1,%200,%20self)) | [took issue on](javascript:p.setRadio(1,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(1,%201,%20self)) | [brought down](javascript:p.setRadio(1,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(1,%202,%20self)) | [took issue with](javascript:p.setRadio(1,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(1,%203,%20self)) | [brought over](javascript:p.setRadio(1,%203,%20self)) |

Weekly employment review

**How Employees Rank Their Jobs**

*by Glen Conway*

Today the economy is stronger than it has been for several years and there are many job opportunities in the labor market. It is not surprising then that workers' expectations and requirements are high as they search for the perfect job. The position, salary, and conditions of a job must meet the workers' http://corp2.globalenglish.com/617/tres/toeic_pt/img/PT_prereq.gif.

In a recent survey commissioned by the Labor Department, fifty thousand employees throughout the country were asked to rank the desirability of 250 jobs in today's market. The criteria used to rank these jobs were environment, income, security, stress, and physical demands.

Four of the five top-ranked jobs were connected to the high-tech industry, namely Web site manager, computer systems analyst, software engineer, and computer programmer. Meanwhile, jobs involving difficult working conditions, like long hours, heavy lifting, or an element of danger, were ranked toward the bottom of the list; the bottom five were taxi-driver, dancer, cowboy, construction worker, and fisherman.

Some critics argue that other criteria should have been included in this list. However, the results of the survey indicate that more and more people see jobs related to computers and the Internet as the way to go in their employment search.

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| **The article says that \_\_\_\_\_\_\_\_\_\_.** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(0,%200,%20self)) | [people are interested only in computer- and Internet-related jobs](javascript:p.setRadio(0,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(0,%201,%20self)) | [the economy is responsible for the limited number of job opportunities](javascript:p.setRadio(0,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(0,%202,%20self)) | [experts agree on the criteria for ranking jobs](javascript:p.setRadio(0,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(0,%203,%20self)) | [many of the most popular jobs were high-tech](javascript:p.setRadio(0,%203,%20self)) |

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| **Look at the word http://corp2.globalenglish.com/tres/toeic_pt/img/PT_prereq.gif in the article. Which phrases mean the same thing as http://corp2.globalenglish.com/tres/toeic_pt/img/PT_prereq.gif?** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(1,%200,%20self)) | [jobs related to the high-tech industry](javascript:p.setRadio(1,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(1,%201,%20self)) | [different working conditions](javascript:p.setRadio(1,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(1,%202,%20self)) | [things that people want in a workplace](javascript:p.setRadio(1,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(1,%203,%20self)) | [the criteria used for ranking jobs](javascript:p.setRadio(1,%203,%20self)) |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |

Lunch reservation for new client, Mr. Lee

James,

Mr. Lee will be arriving tomorrow at 7:45 a.m. on Asia Airlines. We have arranged for him to be picked up and driven to our office. He should get here around 8:30 a.m. or a little later. I will greet him when he arrives at the office.

We want him to have a tour of our production http://corp2.globalenglish.com/617/tres/toeic_pt/img/PT_facilities.gif. Would you mind being the one to show him around? It should only take thirty minutes for this introductory tour.

After a short meeting with Mr. Turner, the Vice President of Production, we would like to take Mr. Lee out for a very nice lunch. I was thinking of the Italian restaurant, Primo. Would you mind making a lunch reservation for five people at 1 p.m. tomorrow at this restaurant?

Call me if there is any problem with the reservation.

Thanks for your help,

Susan

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| **Look at the word http://corp2.globalenglish.com/tres/toeic_pt/img/PT_facilities.gif in the email. Which words or phrases mean the same thing as http://corp2.globalenglish.com/tres/toeic_pt/img/PT_facilities.gif?** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(0,%200,%20self)) | [the production management workers](javascript:p.setRadio(0,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(0,%201,%20self)) | [the production machines](javascript:p.setRadio(0,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(0,%202,%20self)) | [all the work places and services in the production area](javascript:p.setRadio(0,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(0,%203,%20self)) | [the areas outside the production department](javascript:p.setRadio(0,%203,%20self)) |

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| **How many people are going to lunch at Primo?** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(1,%200,%20self)) | [four, including Mr. Lee](javascript:p.setRadio(1,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(1,%201,%20self)) | [three](javascript:p.setRadio(1,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(1,%202,%20self)) | [two, just Mr. Lee and Mr.Turner](javascript:p.setRadio(1,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(1,%203,%20self)) | [five](javascript:p.setRadio(1,%203,%20self)) |

**When Do You Need a Consultant?**

Many companies hire consultants for short-term projects. But when is it advantageous and cost-effective to do so? There are four situations when you should consider using a consultant.

First, if specific expertise is lacking in your own staff, hiring a consultant can help. Bringing someone in for a short time may be better than hiring new employees. It depends on the type of knowledge or skills you need, as well as the nature and length of the project.

Second, if your company's market or industry has changed, someone with a broad perspective can help you adjust to altered circumstances. In this case, it is good to bring in a consultant with wide knowledge of your industry.

Third, if there is disagreement within your team, an experienced consultant can sometimes help untangle problems. Staff members who seem stubborn or unreasonable with their colleagues may be open to new ideas from an outside expert.

Fourth, if your firm is facing a temporarily increased workload, consider using a consultant to manage that work. A consultant can keep you from having to pull key managers away from their own jobs to handle the new projects.

If you do choose to pursue the option of hiring a consultant, however, keep in mind that you'll get a better result if you clearly define your objectives ahead of time. What is it you want this person to do? If you are not clear about **this** at the outset, you run the risk of wasting time and money. You may also offend your own employees if they feel they could have done the job better than the consultant.

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| **The author of this article believes that hiring a consultant is \_\_\_\_\_\_\_\_\_\_.** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(0,%200,%20self)) | [almost always quite cost-effective](javascript:p.setRadio(0,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(0,%201,%20self)) | [rarely advantageous for companies](javascript:p.setRadio(0,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(0,%202,%20self)) | [worthwhile under some circumstances](javascript:p.setRadio(0,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(0,%203,%20self)) | [often not very cost-effective](javascript:p.setRadio(0,%203,%20self)) |

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| **In the article, what does the word thisrefer to?** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(1,%200,%20self)) | [hiring a consultant](javascript:p.setRadio(1,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(1,%201,%20self)) | [a much better result](javascript:p.setRadio(1,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(1,%202,%20self)) | [wasting time and money](javascript:p.setRadio(1,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(1,%203,%20self)) | [what your objectives are](javascript:p.setRadio(1,%203,%20self)) |

New brochure

As members of the marketing department, we have been given the task of writing the new company brochure. The purpose of this brochure is to appeal to potential employees. The brochure should present this company as a great place to work.

I think we should begin by listing all of the most attractive qualities of our company. We shouldn't be considering just the basic qualities, like good benefits and competitive salaries. Many other companies have these qualities; we need something that makes us unique or different from them.

However, we must limit the list, since we can't include everything. Therefore, I've asked the human resources department to assist us by giving us a list of the few truly unique characteristics that they think the brochure ought to stress.

After doing some brainstorming myself, I've come up with the following characteristics: job security, stock options for employees, physical fitness centers on site, and open communication. Do a littlehttp://corp2.globalenglish.com/617/tres/toeic_pt/img/PT_brain.gif yourself, and after thinking about all the appealing qualities of our company, please email a limited list to me.

See you at the meeting this afternoon,

Arthur

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| --- | --- | --- |
| **How will the human resources department help?** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(0,%200,%20self)) | [by producing a brochure that appeals to all companies](javascript:p.setRadio(0,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(0,%201,%20self)) | [by helping to characterize the basic qualities](javascript:p.setRadio(0,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(0,%202,%20self)) | [by identifying some special qualities](javascript:p.setRadio(0,%202,%20self)) RA |
|  | [**(D)**](javascript:p.setRadio(0,%203,%20self)) | [by stressing the importance of the brochure](javascript:p.setRadio(0,%203,%20self)) |

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| **Look at the word http://corp2.globalenglish.com/tres/toeic_pt/img/PT_brain.gif in the email. Which phrase means the same thing as http://corp2.globalenglish.com/tres/toeic_pt/img/PT_brain.gif?** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(1,%200,%20self)) | [qualifying the characteristics](javascript:p.setRadio(1,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(1,%201,%20self)) | [providing services for potential employees](javascript:p.setRadio(1,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(1,%202,%20self)) | [contacting employees](javascript:p.setRadio(1,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(1,%203,%20self)) | [thinking about as many ideas as possible](javascript:p.setRadio(1,%203,%20self)) RA |

Can you think of a better place to have a conference? Your employees can let their imaginations sail away on the blue waters, clean beaches, and soft winds. We will take special care of them from the time our shuttle bus picks them up at the airport to the day we send them home.

In addition to the natural beauty and relaxing environment, our modern conference facilities provide our guests with important equipment and services. http://corp2.globalenglish.com/617/tres/toeic_pt/img/PT_these.gif include multi-system VCRs, movie projectors, computer presentation modules, electronic copier screens, excellent sound systems, and teleconferencing services. Hotel employees are available to help maintain and operate these systems at no extra charge.

 Each room at our beachfront hotel gives your employees a view of the ocean. Each is equipped with computer desks and modem connections. The hotel is a five-minute drive from the many shopping areas in downtown Kihei.

When the work is finished, your employees can relax at one of our six restaurants, four bars, or our famous Hana Hula Nightclub located inside the hotel.

This is the perfect place to work and play.

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| **Which item below is NOT offered at the Royal Luau Resort?** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(0,%200,%20self)) | [rooms with a beautiful ocean view](javascript:p.setRadio(0,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(0,%201,%20self)) | [a well-known nightclub](javascript:p.setRadio(0,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(0,%202,%20self)) | [airport pick-up service](javascript:p.setRadio(0,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(0,%203,%20self)) | [a variety of places to shop](javascript:p.setRadio(0,%203,%20self)) |

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| **Look at the word http://corp2.globalenglish.com/tres/toeic_pt/img/PT_these.gif in the advertisement. What does http://corp2.globalenglish.com/tres/toeic_pt/img/PT_these.gif refer to?** | | |
| http://corp2.globalenglish.com/617/templates/gimg/tspacer.gif | | |
|  | [**(A)**](javascript:p.setRadio(1,%200,%20self)) | [the conference](javascript:p.setRadio(1,%200,%20self)) |
|  | [**(B)**](javascript:p.setRadio(1,%201,%20self)) | [the beauty of Maui, a calm environment, and additional rooms](javascript:p.setRadio(1,%201,%20self)) |
|  | [**(C)**](javascript:p.setRadio(1,%202,%20self)) | [important equipment and services](javascript:p.setRadio(1,%202,%20self)) |
|  | [**(D)**](javascript:p.setRadio(1,%203,%20self)) | [extra room service offered by hotel employees](javascript:p.setRadio(1,%203,%20self)) |