# TEST 2

# PART 5

Directions: A wor	d or phrase is missi	ng in each of the sentences	below. Four answer	
choices are given	below each sente	nce. Select the best answ	wer to complete the	
sentence. Then ma	ark the letter (A), (E	3), (C), or (D) on your ans	wer sheet.	
101. Last week, th	ree staff members.	at the local library'	s book sale.	
(A) volunteer		(B) voluntary		
(C) volunteered		(D) volunteering		
102. In April, pric	es are expected to d	lrop 20 percent.		
(A) with	(B) on	(C) since	(D) by	
103. The project r	nanagement softwa	re allows staff to handle n	nany tasks by	
(A) themselves	(B) them	(C) they	(D) theirs	
104 1 1 0		1 1 1		
	acturers have	shipping times by hiri	ng external shipping	
companies.	(P) raduand	(C) waskanad	(D) finished	
(A) attempted	(B) reduced	(C) weakened	(D) Illisticu	
105 Gramwell Co	ornoration may char	ge an fee for last r	nonth's work	
(A) add	(B) adding		(D) additional	
(11) uuu	(D) adding	(c) additionary	(B) additional	
106. Ms. Kang pro	efers to complete	current project before	re transferring to the	
finance departmen	nt.			
(A) herself	(B) she	(C) her	(D) hers	

107. There are	criteria tha	nt must be met fo	or a password to be changed
successfully.			
(A) specific	(B) to specify	(C) specify	(D) specifies
108. To assist th	e costume designers	s in preparing for t	he film, fabric samples can be
sent to the	designer.		
(A) leader	(B) leads	(C) led	(D) lead
109. The produc	et presentation has b	een fully rehearse	d, so it can be any day
(A) film	(B) filmed	(C) films	(D) to film
	ogo is part of a comounger consumers.	prehensive effort	to the brand's identity
(A) remind	(B) refer	(C) refresh	(D) repeat
111. The latest s	port utility vehicle f	From Bondon Auto	motive can carry eight people
(A) comfortable		(B) comfort	
(C) comfortably		(D) comforting	
112 dec	ciding to replace th	e food-service pro	ovider, the management team
conducted a sur	vey of all employees	S.	
(A) Before	(B) Unless	(C) Whether	(D) Except

113. Although M	r. Cho was	about transferring t	to the Houston office, he is
now working there	e confidently and pr	roductively.	
(A) hesitate	(B) hesitant	(C) hesitation	(D) hesitated
114. The personne	el office should be co	ontacted about unpa	id leave supervisors
cannot approve it.			
(A) as	(B) either	(C) like	(D) instead
115. Yesterday the	e board voted to	with discussions	s about acquiring Atlasburg
Financial.			
(A) proceed	(B) proceeded	(C) proceeding	(D) proceeds
116. Robles Corpo	oration encourages e	employees to work t	oward a goal, rather
than pursuing indi	vidual interests.		
(A) common	(B) regular	(C) usual	(D) plain
117. The in	n the brochure are an	n accurate representa	ation of what guests staying
at the resort can ex	xpect to find.		
(A) image	(B) images	(C) imaged	(D) imaging
118. Current emp	oloyees interested is	n the new manager	rial position should
about the internal	hiring process.		
(A) provide	(B) inquire	(C) evaluate	(D) control
119. Colleagues in	n the accounting den	partment consider th	ne matter closed and
cannot provide mo			
(A) large	(B) consequently	(C) very	(D) anyone

120. The CEO h	opes that the con	sultant's advice wi	ll ultimately higher	
profits for the con	mpany.			
(A) yield	(B) submit	(C) invent	(D) resolve	
121 Δ team of e	vnerts is reviewing	or the contract from	a financial so please	
		g the contract from	a imaneiai 30 piease	
do not share it wi	_			
(A) perspective	(B) belief	(C) movement	(D) proportion	
122. To prevent 1	noise that is distrac	eting to performers,	the lobby gift shop is	
open during perfo	ormances.			
(A) almost	(B) even	(C) never	(D) soon	
123. Zuper Brite	lightbulbs r	educe energy consu	mption when compared with	
standard incandes	scent lightbulbs.			
(A) great	(B) greater	(C) greatest	(D) greatly	
124. The airport's	s proposed 1	project will include t	wo remodeled terminals and	
an updated transp	ortation system.			
(A) encourageme	nt	(B) modernization	on	
(C) assistant		(D) importance		
125. Market Re	search is the	of the comp	any concerned with better	
understanding ou	r clients' needs.			
(A) divisional	(B) divisible	(C) division	(D) divide	

on your answer sheet.

126. Mr. Tanaka	was so pleased by	the quarterly perfe	ormance report he
canceled the week	ly updates.		
(A) in case	(B) which	(C) that	(D) seldom
127. Quincycom's	price increase is jus	stifiable ther	re is an improvement in the
quality of the Inter	net service we rece	ive.	
(A) whereas	(B) likewise	(C) because of	(D) only if
128. The chart at	tached to this e-m	nail presents a	of Vivasyco's latest
smartphone with a	model from Eustac	ee Tech.	
(A) comparison	(B) pr	ronouncement	
(C) guideline	(D) p	ublicity	
129. It is the cateri	ng director's	to inform the chef	of the intended menu well
in advance of the e	event.		
(A) obliged	(B) obligated	(C) obligato	ory (D) obligation
130. Given her exp	erience in health ca	re, Ms. Chung is	well suited to manage
the company's wel	lness program.		
(A) formerly	(B) expectantly	(C) particula	arly (D) avoidably
PART 6			
<b>Directions</b> : Read	the texts that follow	w. A word, phrase,	or sentence is missing in
parts of each text.	Four answer choice	es for each question	n are given below the text.

Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D)

Questions 131-134 refer to the following product description.

Sanberg Industries: Big Angle Television Wall Mount

The Big Angle Television Wall Mount is perfect for mounting televisions from 40 inches to 75 inches in size as measured diagonally across the screen. The mount connects easily to your wall, -----(131) freeing your tabletops and saving space. The -----(132) mount comes with a 25-inch arm that bends in multiple directions so you can enjoy watching television from anywhere in the room. Plus, it has vertical and horizontal tilt capabilities, so your television can be placed -----(133) in the position you like. -----(134).

- 131. (A) due to
- (B) so that
- (C) although
- (D) thereby

- 132. (A) mysterious
- (B) flexible
- (C) skillful
- (D) limited

- 133. (A) exact
- (B) exacting
- (C) exactly
- (D) exacted
- 134. (A) Like all products by Sanberg Industries, it also comes with a five-year guarantee.
- (B) Your inquiry about your Sanberg product will be addressed within two business days.
- (C) We are grateful that you have worked for Sanberg Industries for so many years.
- (D) High-definition televisions offer an improved viewing experience.

Questions 135-138 refer to the following e-mail.

To: minjunlee@alto.com

From: contest@asianaturemag.org

Date: 7 September

Subject: Tenth annual contest

Asia Nature magazine wants to thank you for your -----(135). Your participation in our tenth annual amateur photography contest is appreciated. Each photograph we receive is judged by our panel of experts. -----(136). Their works have been displayed in galleries around the world.

Asia Nature magazine depends on people like you who care about the environment and ----(137) nature's beauty. We ask that you visit our Web site and make a contribution today. Without -----(138) readers like you, we would not be able to continue our work.

- 135. (A) subscription
- (B) letter
- (C) submission
- (D) article

136. (A) Photographing nature is a difficult skill to learn.

- (B) Every reader of our magazine knows that wildlife is precious.
- (C) Asia Nature magazine has been published for fourteen years.
- (D) These professionals are among the best in their field.

137. (A) value

(B) values

(C) valuable

(D) valued

138. (A) crowded

(B) accidental

(C) generous

(D) light

Questions 139-142 refer to the following article.

#### **New Italian Food Shop Opening Soon**

CALGARY (28 March)—This Saturday marks the grand opening of Calgary's latest Italian specialty food shop. Salerno's Italian Food will sell its own brand of fresh pastas and sauces -----(139) imported goods. The shop is located on the corner of Macall Avenue and Arnhem Street. -----(140). This small part of Calgary is becoming a very popular place to go for gournet food. Leo Sarri, the store's owner, was ------(141) the chef at Milano's. He is looking forward to Saturday and says he is thrilled to be entering the ------(142) world for the first time.

- 139. (A) even though (B) in order to
- (C) in spite of (D) as well as
- 140. (A) The weather on Saturday is expected to be beautiful.
- (B) This area is already home to several bakeries, bistros, and coffee shops.
- (C) Fresh pastas and sauces are superior to mass-produced ones.
- (D) We will soon learn what consumers think of the products that Salerno's offers.
- 141. (A) efficiently
- (B) later

(C) previously

(D) especially

- 142. (A) retail
- (B) education
- (C) shipping
- (D) travel

Questions 143-146 refer to the following advertisement.

#### **Experienced Machinist Wanted**

Caliphar Tech Industries is seeking experienced machinists -----(143) problems, set up and operate machinery, and troubleshoot machines in our main production plant. -----(144). Examples of the equipment we make include pumps and fans for various industries.

Caliphar Tech Industries features a fast-paced work environment with tight deadlines. We need team players who can work together -----(145) pressure. We offer ----- (146) salaries and excellent benefits. Contact humanresources@caliphartechindustries.com.

- 143. (A) analyze (B) analyzer (C) analyzing (D) to analyze
- 144. (A) Send specifications for your project to our production director.
- (B) Our factory manufactures components used in industrial equipment.
- (C) We hope you enjoy the tour of our innovative manufacturing plant.
- (D) Congratulations on being hired by Caliphar Tech Industries.
- 145. (A) along (B) under (C) beyond (D) for
- 146. (A) compete (B) competition (C) competitive (D) competed

#### **PART 7**

**Directions**: In this part you will read a selection of texts, such as magazine and newspaper articles, e-mails, and instant messages. Each text or set of texts 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 147-148 refer to the following advertisement.

# Uncle Pete's Marionette Theater Presents Moose Lake

March 27—May 7

Ever since the founding of Uncle Pete's Marionette Theater, our adaptation of the well-known ballet *Moose Lake* has been one of our most beloved shows. Our 100 handcrafted marionettes will take you on a thrilling adventure into the world of *Moose Lake*.

As our skilled puppeteers pull the strings and make the puppets move, you will cheer for Maria and the Moose Prince. You may be unhappy with the Lizard King and his minions. You will be enthralled by the Drifting Dragonflies!

Uncle Pete's version of *Moose Lake* has been delighting viewers of all ages for more than 30 years. Shows sell out every year, so get your tickets today.

Tickets are available at the box office, 521 Perry Avenue, Fenton.

- 147. What is being advertised?
- (A) A lake cruise
- (B) A puppet show
- (C) A string quartet
- (D) An adventure park
- 148. What is Uncle Pete's version of *Moose Lake* based on?
- (A) A classic children's book
- (B) A popular film
- (C) A video game
- (D) A dance performance

Questions 149-150 refer to the following coupon.

#### **Clean House Janitorial Services**

Copper County's trustworthy and efficient cleaning solution since 1972

#### NEW CUSTOMER PROMOTION

\*Copper County residents ONLY

#### **Save 15%**

#### on your first year of home cleanings!

\*Carpet-cleaning service NOT included

Call 916-555-0137 today for details and to schedule your first service.

Offer valid through December 31

- 149. What is indicated about Clean House Janitorial Services?
- (A) It was founded in 1972.
- (B) It specializes in office cleaning.
- (C) It offers a discount on carpet cleaning.
- (D) It prefers online communication.
- 150. Who in Copper County may use the coupon?
- (A) Any large retail store
- (B) New customers
- (C) Returning customers
- (D) Any resident

Questions 151-152 refer to the following letter.

Pierre Gitane

26 Bent Tree Lane

Charlotte, NC 28804

April 15

Dear Mr. Gitane,

This letter is to inform you that you are due for your semiannual dental care visit.

Go to our Web site and fill out a form to request an appointment. Or if you prefer, call us at (704) 555-0138 to reach one of our receptionists.

We are happy to announce that we now offer teeth whitening and invisible braces to improve your smile. Please let us know if you are interested in one or both of these services.

We look forward to hearing from you soon.

All best,

Sarah Hamadi

Office manager, Red Street Dental Care

- 151. Why did Mr. Gitane receive the letter?
- (A) He just got a new dentist.
- (B) It is time for a routine checkup.
- (C) Red Street Dental Care is requesting his feedback.
- (D) He was dissatisfied with his last visit.
- 152. What does the letter state about the teeth- whitening service?
- (A) It costs about the same as invisible braces.
- (B) It was not available at Red Street Dental Care until recently.
- (C) It takes up to six months to obtain the desired results.
- (D) It is not covered by dental insurance plans.

Questions 153-154 refer to the following text-message chain.

#### Teleshia Thomas (8:12 A.M.)

Laura, are you in the office already or still on your way in? I have a favor to ask.

#### **Laura Penn (8:14 A.M.)**

I'm here.

#### **Teleshia Thomas (8:16 A.M.)**

It's Jack's farewell breakfast this morning. I have juice, coffee, fruit, and pastries with me, but I haven't passed around cards for colleagues to sign to wish him well. Do you think you could do that? There are some cards on my desk.

#### **Laura Penn (8:18 A.M.)**

Actually, I can send out an e-mail and ask staff to go into your office to sign the cards. I'll arrange them on the round table in the corner. I'll do that straightaway.

- 153. At 8:14 a.m., what does Ms. Penn most likely mean when she writes, "I'm here"?
- (A) She is paying attention.
- (B) She is in the same room as Ms. Thomas.
- (C) She is waiting for Ms. Thomas to arrive.
- (D) She is already at the office.
- 154. What will Ms. Penn most likely do next?
- (A) Give a presentation (B) Postpone a meeting
- (C) Put cards on a table (D) Arrange seats in a staff room

Questions 155-157 refer to the following menu.

#### History

Welcome to the historic H. G. Walsh Building and North Riverview Restaurant! Constructed by H. G. Walsh in 1897, the building served as Astoria's post office until 1942. It has subsequently been a general store, a boutique, and a family-run restaurant serving up fresh seafood. Over the past century, the building's second floor has been used for private parties, such as birthdays and weddings.

Facing a potential demolition in the late 1970s, the building was purchased by its current owners, Henry and Juana Thomason, in 1981. Subsequent investment and extensive renovation helped save the H. G. Walsh Building, and in 1996 it gained status on the National Register of Historic Places. With its stunning views of the Columbia River and an extensive seasonal menu, the H. G. Walsh Building has become a prime destination for visitors to Oregon's Pacific coast.

#### Fall Menu

#### Seafood chowder | Cup: \$5, Bowl: \$8

Cream-based with clams, shrimp, and mussels

#### Fish and chips | Cod: \$12, Halibut: \$15

Three pieces breaded in a buttermilk batter

#### Grilled salmon | \$20

Served with lemon-garlic sauce and a side salad

#### **Bok choy | \$12**

Pan-seared in a garlic-ginger oyster sauce and served over rice noodles

#### Chef's salad | \$11

Mixed greens tossed with toasted almonds, blue cheese dressing, andavocado

- 155. The word "served" in paragraph 1, line 2, is closest in meaning to
- (A) supplied

(B) delivered

(C) presented

- (D) functioned
- 156. What is suggested about the H. G. Walsh Building?
- (A) It is a one-floor building.

- (B) It is located on the waterfront.
- (C) It is located next to a post office.
- (D) It has remained largely unchanged.
- 157. What can be purchased for less than \$10?
- (A) Seafood chowder
- (B) Fish and chips

(C) Bok choy

(D) Chefs salad

Questions 158-160 refer to the following company newsletter article.

#### **Headquarters Teams Help Out in Stores**

Hannen has operated one of the largest chains of department stores in the Southwest since 1962. The In-Store Project, launched on February 7, is a new initiative from the Hannen Department Store corporate operations team. Following recommendations from employees at various levels, the initiative was developed to allow company headquarters to better understand the day-to-day operations at the individual store level.

The In-Store Project places employees from the corporate headquarters in stores, where they are paired with store employees to work typical shifts. This allows both types of Hannen employees to ask questions and learn about one another's work. So far, the initiative has led to a greater understanding among store employees of the decisions made at the corporate level and a greater understanding among headquarters employees on how corporate plans are implemented.

Hannen plans to complete store visits within the next two months and conduct repeat visits annually.

- 158. Why did the company start the project?
- (A) It is a current trend among large companies.
- (B) The parent company required it.
- (C) It was suggested by some employees.
- (D) Some customers requested it.
- 159. What does the project involve?
- (A) Store employees visiting other department store chains
- (B) Interns being hired to receive on-the-job training
- (C) Corporate employees temporarily working in stores
- (D) Teams of employees working to redesign stores
- 160. What does the article indicate about the future of the project?
- (A) The company plans to do it again each year.
- (B) The company plans to expand it to other stores it owns.
- (C) It is being discontinued because it has been unsuccessful.
- (D) It will not be completed because it is too expensive.

#### Questions 161-164 refer to the following online article.

#### KARLINGA BEACH

(December 4)—More resources need to be allocated to promote cultural tourism to the region, officials from the Karlinga Beach Tourism Department (KBTD) concluded at a planning meeting held yesterday. The department also drafted a new marketing campaign, titled "Connect with Karlinga Beach," that will highlight the region's rich history and culture. "Everyone agreed that, moving forward, we should

focus less on advertising traditional beach activities and more on new eco-friendly tourist activities," said Tourism Director Arnold Bhatt.

During the meeting, Mr. Bhatt gave a presentation in which he analyzed the results from an online questionnaire designed by students from the region's university. Respondents included both local residents and tourists. In one key result, more than 80 percent of all respondents agreed that there should be more emphasis on promoting eco-friendly tourism. In another finding, more than 75 percent of surveyed tourists indicated they would like to see a wider selection of locally sourced, organic food options.

"For me, the tourists' response was unexpected," said Mr. Bhatt. "But, looking at the full picture, it makes sense, as there are many family farms on the land near the beach."

The insights from the survey are welcome news for Kathy Li, who operates the KLP Organic Farm. Its grocery store, located on the farm property, is stocked year-round with fresh, seasonal, organically grown produce. In the future, if tourist visits increase, Ms. Li plans to offer prepared foods and beverages.

- 161. What is the main purpose of the article?
- (A) To announce recent personnel changes
- (B) To outline proposed marketing plans
- (C) To explain a decrease in local tourism
- (D) To encourage participation in a survey
- 162. What is indicated about Karlinga Beach?
- (A) It has a short tourism season.
- (B) It offers inexpensive accommodations.
- (C) it is accessed mostly by ferry.
- (D) It is close to a university.

- 163. According to the article, what is true about Mr. Bhatt?
- (A) He was surprised by a survey result.
- (B) He changed the design of a questionnaire.
- (C) He is concerned about a region losing farmland.
- (D) He wants to increase attendance at public meetings.
- 164. What is mentioned about KLP Organic Farm?
- (A) It offers free tours to hotel guests.
- (B) It publishes its own newsletter.
- (C) it recently opened a restaurant.
- (D) It sells fruits and vegetables on-site.

Questions 165-167 refer to the following advertisement.

#### **Treks Auto**

Keeping your vehicle running smoothly demands getting the job done right. Leave yours in the hands of the professionals at Treks Auto, and always be sure you're getting exactly what you need and nothing that you don't. — [1] —. Our repair shop has been based in Leeds ever since Tony Reker opened his first garage in 1963. — [2] —. For three generations, our family-run business has been proud to serve the West Yorkshire community with fair pricing and a commitment to honest service. — [3] —. Treks Auto offers a variety of oil-change packages. Each package includes a complimentary tyre-pressure check, tyre rotation, fluid fill-up, standard oil filter, five-litre oil change, and brake inspection. Choose from the oil options listed below. — [4] —.

Synthetic Blend	High Mileage	Full Synthetic
£25	£40	£50
Recommended for	Best for vehicles with	Ideal for vehicles with more
vehicles with fewer than	more than 125,000 miles	than 125,000 miles and with
125,000 miles or under	or over ten years old.	special manufacturer-
ten years old.		recommended maintenance
		needs.

- 165. What is indicated about Treks Auto?
- (A) It is based in London.
- (B) It was started in 1983.
- (C) It is focused on great customer service.
- (D) It has been a family-run business for five generations.
- 166. What is indicated about the oil-change packages?
- (A) They all cost the same.
- (B) They each include free brake-pad replacement.
- (C) Only one of the packages offers a fluid fill-up.
- (D) They are based on the number of miles a vehicle has been driven.
- 167. In which of the positions marked [1], [2], [3] and [4] does the following sentence best belong?

"Ask any of our service technicians if you are unsure of the best one for your car."

(A) [1] (B) [2] (C) [3] (D) [4]

Questions 168-171 refer to the following article.

#### **New Addition to Shadeside Plaza**

BIRCH CITY (November 12)—Design Glory, a jewelry business operated by lifelong Birch City resident Tamara Banda, has set up a brick-and- mortar store in the city's Shadeside Plaza shopping area. — [1] —. Ms. Banda said the shop, which opened on November 9, features her entire line of handmade jewelry along with a selection of beautiful natural crystals that can become the centerpiece of any room. Ms. Banda emphasizes that she sets her jewelry brand apart from others by offering handmade designs at price points that won't break a budget. To keep her overhead costs in check, she says she sources materials creatively from a variety of local metal suppliers. — [2] —. Although managing the store, which is open Tuesday through Saturday from 11:00 A.M. to 5:00 P.M., will occupy much of her time, Ms. Banda said she still intends to operate booths at regional arts festivals. — [3] —. She will also continue to serve on the planning committee for the annual art show at Central Arts University, where she learned her jewelry-making techniques.

The idea of opening a physical store came to Ms. Banda when a friend, Brad Machado, told her of his positive experience in operating his retail bookshop on the opposite side of Shadeside Plaza from where Design Glory is now. — [4] —. The shopping area, he said, benefits from the heavy foot traffic nearby.

- 168. What is indicated about Design Glory?
- (A) It had a delayed opening date.
- (B) It sells decorative stones.
- (C) It has weekly craft demonstrations.
- (D) It is closed on Saturdays.

Carolina Mata (8:23 A.M.)

Sandra Kyle (8:24 A.M.)

Really? What a relief.

(A) It is designed by local students. (B) It looks old-fashioned. (C) It is affordable. (D) It is lightweight. 170. Who is Mr. Machado? (A) A property developer (B) A metal supplier (C) A photographer (D) A bookseller 171. In which of the positions marked [1], [2], [3] and [4] does the following sentence best belong? "She noted as well that she will be participating in the City Art Museum's craft fair next month." (B) [2] (C)[3](D)[4](A)[1]Questions 172-175 refer to the following text-message chain. Sandra Kyle (8:19 A.M.) Good morning. I'm on my way but running late because of a lane closure on Roseway Boulevard. It's all backed up, and the bus is barely moving. Lucas Bodin (8:20 A.M.) Sounds terrible! Sandra Kyle (8:21 A.M.) I'm supposed to take notes at our 8:30 A.M. meeting. Could one of you please fill in for me until I arrive?

169. What does Ms. Banda say is special about her jewelry?

Wait, haven't you heard? The meeting was moved to Thursday.

#### Carolina Mata (8:26 A.M.)

Mr. Chang is in Portsville meeting with the client about the final design for the new warehouse building. He won't be back until tomorrow.

#### Sandra Kyle (8:27 A.M.)

Yes, I heard he was going to Portsville.

#### Lucas Bodin (8:30 A.M.)

The client requested some last-minute changes, so Mr. Chang is away longer than expected. Hopefully the changes are minor, because we're already over the allocated budget.

#### Carolina Mata (8:33 A.M.)

We will get an update at the Thursday meeting. Hopefully it's good news.

- 172. Why does Ms. Kyle expect to be late for work?
- (A) The bus is slow because of poor weather.
- (B) The bus is stuck in traffic.
- (C) She missed the bus.
- (D) The bus arrived late at her stop.
- 173. Why was the meeting postponed?
- (A) A colleague is out of the office.
- (B) The client needs more time to prepare.
- (C) Mr. Bodin has a scheduling conflict.
- (D) Ms. Mata needs to prepare an update.
- 174. At 8:24 a.m., what does Ms. Kyle most likely mean when she writes, "Really"?
- (A) She is disappointed by certain designs.
- (B) She disagrees with the decision.
- (C) She is surprised by Ms. Mata's comment.

- (D) She already heard the news.
- 175. What is indicated about the project?
- (A) It is more expensive than planned. (B) It has some technical difficulties.
- (C) It has been poorly managed. (D) It cannot be completed on time.

Questions 176-180 refer to the following job advertisement and e-mail.

#### **Thompson and Groves**

The law firm of Thompson and Groves is seeking a dedicated assistant to join our established environmental litigation team.

This assistant will work on a wide range of legal services, such as

- investigating evidence related to cases being prepared for court;
- preparing exhibits, charts, and diagrams to display information; and
- communicating with clients and keeping files updated.

The best candidate for this position

- is self-directed, responsible, and capable of juggling many projects at once; and
- has strong communication, organization, and computer skills.

To apply, e-mail your resume to Julia Powell (in human resources), julia.powell@thompsonandgroves.com, by May 25. Interviews will be conducted at the beginning of June, and our selection will be made in early July.

To: julia.powell@thompsonandgroves.com

From: jonas ivanov@ sidmail.com

Date: July 12

Subject: Re: Legal assistant position

Dear Ms. Powell,

I was pleased to read your letter offering me the position of legal assistant. However, after much consideration, I have decided that now is not the best time to leave Wilson Law. I did not realize how deeply I am invested in working on my projects here until I was faced with the possibility of leaving the company. While I was thrilled by the idea of working for an illustrious law firm that has won so many high-profile environmental cases, now is not the time for me to make a change.

It was a pleasure meeting you and your colleagues, and I hope we cross paths in the future.

Kind regards,

Jonas Ivanov

- 176. What is included in the job advertisement?
- (A) A brief history of the Thompson and Groves law firm
- (B) Directions to a company's office
- (C) A description of the job's pay and benefits
- (D) A description of the ideal applicant
- 177. What most likely is one of Ms. Powell's job responsibilities?
- (A) Preparing exhibits and charts (B) Updating computer files
- (C) Hiring new employees (D) Writing about environmental issues

- 178. What does Mr. Ivanov indicate in his e-mail?
- (A) He has changed his career goals.
- (B) He has decided to stay at his present job.
- (C) He has decided to retire.
- (D) He will apply for a different job.
- 179. What does the e-mail mention about the Thompson and Groves law firm?
- (A) It is well-known for its successes.
- (B) It will be moving to a larger space.
- (C) It no longer specializes in environmental issues.
- (D) It will be hosting an international conference.
- 180. What is suggested about Mr. Ivanov?
- (A) He received a promotion in May.
- (B) He met with Ms. Powell in June.
- (C) He and Ms. Powell have a mutual friend.
- (D) He has just completed a certification program.

# Questions 181-185 refer to the following memo and notice.

#### **MEMO**

To: Kildare Recreation Centre Staff

From: Madeline Byrne

Date: 11 April

Subject: Daily Passes

As discussed in April's staff meeting, we are considering raising the cost of daily passes from  $\[ \in \]$ 5 to  $\[ \in \]$ 9. The exact increase will be decided in our May meeting. This change is expected to bring in an extra  $\[ \in \]$ 5,000 over the next year, which we will use

toward the cost of replacing our outdoor running track. With the increased revenue from the fee change, we will be close to the €7,000 needed for the improvement.

I realize that the outdoor running season is short, and I know that in our meeting, some staff members wanted to consider other uses for the money. The possibilities of using the funds for a remodeled reception area, a new floor for the dance studio, or more flat-screen televisions throughout the centre were raised. However, the board of directors thought it would be wiser to focus on the improvement most frequently requested by our members. The upgrades suggested by the staff fall into the  $\[mathcal{\in} 1,000\]$ - $\[mathcal{\in} 2,000\]$  range, and we hope to be able to consider them in the coming years.

#### **NOTICE**

#### Kildare Recreation Centre Visitors

Effective 1 June, the cost of a daily pass for nonmembers will be €8. This modest increase will allow us to provide visitors with a much better outdoor running track. The cost of monthly and annual memberships has not changed. Please visit the registration office during regular business hours to discuss membership-related issues.

- 181. What is the purpose of the memo?
- (A) To announce an increase in membership numbers
- (B) To explain how certain funds will be used
- (C) To describe tasks to be done for an event
- (D) To solicit donations for a project

	.,					
182. What o	did the staff do at the April meeting?					
(A) They do	(A) They designed a survey for recreation center members.					
(B) They of	ojected to a price increase.					
(C) They pr	coposed upgrades to a recreation center.					
(D) They co	onsidered moving a reception area.					
183. Accord	ding to the memo, what do the recreation center members most frequently					
ask for?						
(A) A remo	deled reception area					
(B) A new of	dance studio floor					
(C) Additio	nal flat-screen televisions					
(D) An imp	proved outdoor running track					
184. In the	notice, the word "modest" in paragraph 1, line 2, is closest in meaning to					
(A) shy	(B) modern (C) creative (D) small					
185. What i	is true about the new fee for daily passes for nonmembers?					
(A) It is less	s than what was originally considered.					
(B) It will b	be effective starting May 1.					
(C) It can b	e paid online.					
(D) It was a	approved at a June meeting.					
Questions	186-190 refer to the following e-mails and job posting.					
	*E-mail*					
To:	santos @ coloniamenor.com					
From:	markash@amtrcorp.com					
Date:	September 4					

Subject: Job tip

Hello, Juan,

It was nice to see you again at the Tech Writers' Conference in Mexico City. You mentioned that your cousin Carlos Cruz wants to find a product design job here in Dallas. Well, the company I work for, AMTR Corporation, is about to post a job for a junior industrial designer, which might interest him. So far, the company has announced the opening only to current employees, but next week it will appear on the company Web site. The salary is good, and there may not be any qualified candidates in-house.

Please let him know about this opportunity.

Heide Markas

(https://www.amtrcorp.com)

#### **AMTR Corporation**

HOME ABOUT <u>CAREERS</u> CONTACT BLOG

#### **Current Opportunities**

**Junior Industrial Designer**: This is a full-time position developing and improving the full range of products manufactured by AMTR Corporation in Dallas, Texas.

#### **Sample Job Duties:**

- Design consumer and office supply products, including personal computers, tablets, copiers, and printers
- Collaborate with design team and colleagues from engineering, marketing, and manufacturing departments to develop new products
- Improve sustainability efforts by promoting the use of recycled, recyclable, and reusable materials

#### **Qualifications:**

• Understanding of design principles, theories, and concepts

• Ability to analyze and apply customer feedback

• Proven analytical and problem-solving skills

• Experience in creating sketches, storyboards, models, and prototypes

• Bachelor's or master's degree in industrial design

\*E-mail\*

To: Carlos Cruz <ccmz@bmail.com>

From: Pamela Wang <wangp@amtrcorp.com>

Date: November 11

Subject: Job Application

Dear Mr. Cruz,

Thank you for submitting your application for junior industrial designer to AMTR Corporation. Our hiring committee has reviewed your application and determined that you meet the qualifications for the position. We will contact you shortly to schedule an initial interview. Interviews will be held on-site at our Dallas headquarters during the first two weeks of December. In the meantime, you will receive a request for professional references via e-mail. Please respond to the request as soon as you receive it.

Cordially,

Pamela Wang

Human Resources Specialist

AMTR Corporation

186. What is the purpose of the first e-mail?

- (A) To share information about a new job opening
- (B) To ask whether a company is hiring new staff
- (C) To learn whether a colleague will attend an upcoming conference
- (D) To congratulate someone for getting a new job
- 187. What does the company that Ms. Markas works for produce?
- (A) Guides for creating Web sites
- (B) Operating manuals for passenger airplanes
- (C) Transportation system maps
- (D) Office equipment
- 188. What is explained in the second e-mail?
- (A) The procedure for submitting an application
- (B) What applicants can expect during an interview
- (C) The next steps of the hiring process
- (D) AMTR Corporation's expectations for designers
- 189. What will AMTR Corporation do during the first two weeks of December?
- (A) Move its headquarters to Dallas
- (B) Begin reviewing applications
- (C) Send out professional references
- (D) Perform the first round of interviews
- 190. What is most likely true about Mr. Cruz?
- (A) He will begin the job in November.
- (B) He has a degree in industrial design.
- (C) He has relocated to Dallas.

(D) He recently interviewed for a new job.

Questions 191-195 refer to the following list, letter, and schedule.

#### **Shingle Town Roofing**

**Color Options** 

Choose from our many colors of high-quality, affordable shingles for a long-lasting, beautiful roof.

Color	Product	
Number		
Lawnwood Blue	(#302)	
Charcoal Bliss	(#702)	
Foxwood Gray	(#704)	
Mission Gray	(#707)	
Cedarwood	(#203)	
Hickory Nut	(#209)	
Brick Red	(#505)	

Joanne Westley

8021 Daffodil Lane

Herndon, Virginia 22090

Dear Ms. Westley,

This is to confirm our agreement to replace your roof in Herndon, Virginia, on August 4. As discussed, we will be using our exclusive Prime Technology System with Hickory Nut color shingles. The Prime Technology System is guaranteed to keep your house dry and has a ten-year warranty for labor and materials.

Our crew will arrive at 8:30 A.M. We have received your deposit and signed contract. The remainder of the charge is due upon completion of the job. Please contact us if you have any questions.

Martin Sage

Martin Sage, customer service representative

Shingle Town Roofing

Shingle Town Roofing: Installation Schedule for August 1-7  Note to installation crew: Be sure to confirm the job location and the required materials.								
Sunday	Sunday Monday Tuesday Wednesday Thursday Friday Saturday							
1	2	3	4	5	6	7		
	Harris	Landsford	Westley	Kendelwood	Hopewell	Hopewell		
	residence	Apartments	residence	Motel	Gardens	Gardens		
	(#702)	E-3 (#505)	(#209)	(#302)	(#704)	(#704)		

- 191. What is the purpose of the letter?
- (A) To get a cost estimate for a new roof
- (B) To request a deposit for a job
- (C) To ask a contractor to do a project
- (D) To finalize a business arrangement
- 192. What does Mr. Sage indicate about the Prime Technology System?
- (A) It requires a separate fee for the ten- year warranty.
- (B) It prevents water from leaking into a house.
- (C) It is available for only certain types of shingles.
- (D) It requires a large crew to install.
- 193. Where is a shingles installation scheduled to take place on August 3?
- (A) At the Harris residence
- (B) At Landsford Apartments

- (C) At Kendelwood Motel
- (D) At Hopewell Gardens
- 194. What color shingles will the crew be installing at Kendelwood Motel?
- (A) Lawnwood Blue

(B) Charcoal Bliss

(C) Mission Gray

- (D) Brick Red
- 195. When will Shingle Town Roofing do work at 8021 Daffodil Lane?
- (A) On Monday

(B) On Tuesday

(C) On Wednesday

(D) On Thursday

**Questions 196-200** refer to the following Web page, customer review, and company response.

https://carinasolutions.com/home

**Home** Services Contact Us Reviews

#### **Carina Solutions**

#### The Best Software Option for Hotel Management

We will help you manage all aspects of your hotel. Whether you need help with your reservation system, managing staff, or improving your advertising and online presence, our software will work for you!

Here are just a few of the tasks our software can do.

- Manage online bookings and payments
- Track staff hours and vacation time
- Promote your hotel on top booking Web sites
- Manage property maintenance

Contact us today to begin using the trial version of our software completely free for three months. More information about the pricing and features of the Premier software version can be found on the Services page of our Web site.

#### https://carinasolutions.com/reviews

Home Services Contact Us <u>Reviews</u>

My trial version of the Carina Solutions hotel management software expires tomorrow, and I have to decide whether to purchase the Premier version or search for something better.

I have two main concerns.

- 1. The reservations module does not allow you to keep information about repeat guests on file. This forces staff to reenter repeat customers' information manually, which wastes time.
- 2. The software offers full functionality only when accessed on a desktop computer, which is unfortunate because I do almost everything on my mobile phone. The interface should be the same no matter what device you use.
- —Submitted by Susan Yan

#### https://carinasolutions.com/reviews response

Home Services Contact Us Reviews

Dear Ms. Yan, Good news! We have updated some features of Carina Solutions since you began your trial subscription. There is now an automatic rebooking feature that you can use to register repeat guests, cutting down on manual data entry. Additionally, you should know that one of the differences between the trial version and the Premier version is that the interfaces are the same across all devices. Remember, Carina Solutions hotel management software is more than just a booking tool. Learning about all the features in the Premier version can help you fill your hotel with happy customers. Make sure to visit carinasolutions.com to see our instructional videos.

#### Marcus Feldman

# Carina Solutions representative

- 196. According to the Web page, what is true about the maker of Carina Solutions software?
- (A) It makes products for the transportation industry.
- (B) It makes two versions of its software.
- (C) Travelers use its products to find discounted hotel prices.
- (D) Its products are not yet available for sale.
- 197. What is implied about Ms. Yan?
- (A) She has been using Carina Solutions for nearly three months.
- (B) She was referred to Carina Solutions by another client.
- (C) She plans to stay at a hotel during her next trip.
- (D) She works for a software company.
- 198. What is Ms. Yan's concern about hotel guest information?
- (A) It cannot be downloaded easily.
- (B) The system does not protect it with a secure password.
- (C) She cannot enter corrections to misspelled names or addresses.
- (D) It must be entered every time a guest makes a reservation.

- 199. What does Mr. Feldman indicate about the company's videos?
- (A) They contain information about interesting places to visit.

- (B) They are available for guests to view in their hotel rooms.
- (C) They describe many ways that the company's software can be used.
- (D) They were created by the company very recently.
- 200. What is suggested about the Premier version of Carina Solutions software?
- (A) It must be updated every three months.
- (B) It addresses Ms. Yan's second concern.
- (C) Optional features can be added for a fee.
- (D) Ms. Yan may contact Mr. Feldman to receive a discount coupon.

Stop! This is the end of the test. If you finish before time is called, you may go back to Parts 5, 6, and 7 and check your work.