[Loai: DOAN DON 48-51]

[Q]

**In this part you will read a selection of texts. Each text or set of texts is followed by several questions. Choose the best answer for each question. (15-TA5-2021).**

**Questions 48-51** refer to the following letter.

|  |
| --- |
| Oct 10  Mr. Antonio Garcia  2144 Broad Street  Atlanta, GA 30281  Dear Mr. Garcia,  Further to our conversation earlier today, I am writing to confirm that your leave of absence has been extended for a further two weeks from the date of this letter. Thank you making the company aware of your health situation. I understand that you are due undergo minor surgery in a few days, after which you will require one week of complete rest.  Your coworker David White has been assigned to look after your key clients during your absence. I have also asked Aki Shibata to assume responsibility for attending the weekly briefing meetings on October 13 and October 20. If you have any concerns about these arrangements, please call me.  We wish you a speedy recovery and look forward to seeing you on your return, as agreed.  Sincerely,  Human Resources, CTS Electrical |

[Q]

48. What is the purpose of this letter?

0. To reassign important duties

1. To approve a period of leave

0. To announce new appintments

0. To inquire about an operation

[Q]

49. What is NOT indicated about Mr. Garcia?

1. He is a senior manager.

0. He is not at work due to illness.

0. He is employed by CTS Electrical.

0. He works with Mr. White.

[Q]

50- When is Mr. Garcia expected back in the office?

0. October 10

0. October 13

0. October 20

1. October 24

[Q]

51- Who will be temporarily looking after important customers?

0. Mr. Wilson

0. Mr. Garcia

1. Mr. White

0. Ms. Shibata