[Loai: DOAN DON 52-55]

[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. (13-TA5-2021).**

**Questions 52-55** refer to the following notice

|  |
| --- |
| Welcome to the Smythe and Lewes team! We look forward to helping you build a career with us. We pride ourselves on the professionalism of our employees, Therefore, we offer the following tips to help you serve customers better and make your work as productive as possible.  We specialize in well-made formal and business attire for men and women from respected manufacturers. We expect employees to wear similar attire at work, and we encourage you to wear products from our stores. Therefore, we offer you a 40% discount on all merchandise including shoes and accessories at all Smythe and Lewes locations. This will allow you to promote our store and, at the same time, to develop a professional wardrobe of your own, It will also introduce you to the products and fashions we carry. As you can imagine, customers expect Smythe and Lewes employees to be knowledgeable about our inventory.  Please make an effort to familiarize yourself with it, This task is best reserved for periods when there are fewer customers in the store-in the morning for weekday shifts and, for weekend shifts, at night before closing, As our inventory changes from week to week, this needs to be an ongoing process. With a little effort, you will soon be able to answer questions from our customers confidently! |

[Q]

52. For whom is the notice intended?

0 Clothing manufacturers

0. Smythe and Lewes customers

1. Newly hired employees

0. Smythe and Lewes executives

[Q]

53. What is probably NOT sold at Smythe and Lewes stores?

0. Men’s accessories

1. Athletic apparel

0. Business suits

0. Formal shoes

[Q]

54. What will Smythe and Lewes give to recipients of the notice?

1. A discount on store products

0. Sample items from manufacturers

0. Two breaks during every shift

0. Free delivery on large orders

[Q]

55. What are recipients encouraged to do?

0. Avoid wearing business attire

1. Study the store’s inventory

0. Return defective products

0. Replenish the stock regularly

[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. (14 -TA5-2021).**

**Questions 52-55** refer to the following memo

|  |
| --- |
| Memo  To: All employees From: R. Wettimuny Re: Ordering Supplies There has been a great deal of confusion regarding the correct producers for ordering office supplies. Therefore, I will explain the proper steps to follow here. First, all requests for supplies must be typed and signed. Only typed requests will be accepted because I am tired of trying to decipher illegible handwriting. Second, all requests must be on my desk by the fifteenth of every month. I make out the order once each month and do not want to have to make addendums or extra orders. From now on, late requests will be put on hold until the following month. Requests that are received on time and approved by me will be sent on to the Accounting Department for processing.  Please be aware that it takes from two to six weeks for supplies to arrive once the order has been made, so it is important to plan ahead and make your requests accordingly.  Your cooperation is appreciated. |

[Q]

52. What does the memo concern?

0. Overdue accounts

1. Supply requests

0. Office furniture

0. Computers

[Q]

53. The word "decipher" in paragraph 1, line 3 is closest in meaning to

0. encode

1. read

0. write

0. ask

[Q]

54. What will happen to handwritten requests?

0. They will be approved quickly.

0. They will be read carefully.

0. They will be sent to Accounting.

1. They will not be accepted.

[Q]

55. What will happen to approved requests?

0. They will be returned to the employee.

1. They will be forwarded to Accounting.

0. They will be sent to Purchasing.

0. They will be returned to R.Wettimuny