[Loai: ĐỌC - 45 CÂU]

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

[Q]

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

|  |
| --- |
| From: Daniel Horge, Manager  To: All employees  Date: June 1  Re: Staffing  Nancy Wolfowitz, the front desk receptionist, will be taking a two-week vacation from June 7 to June 21. -[1] - . A temporary worker has been hired by a placement agency to fill in for her during this time. -[2]-.  He will take over most of her usual duties, including answering the phone, scheduling hair appointments, and checking clients in and out of the facility. Please introduce yourself to Mr. Sans and make yourself available should he have any questions. -[3]-.   Additionally, please make sure that you submit your timesheet by June 5. Ms. Wollowitz will send in payroll information before she leaves, so your pay will be deposited into your account on the normal payday of June 14. This is important because Mr. Sans will not be trained to use our payroll software. –[4]-  If you have questions regarding this matter, please contact Ms. Wollowitz before June 7 or me after that date, and we will be happy to help you. |

48. Where do the recipients of the memo most likely work?

0. At a job- placement agency

0. At an accounting firm

1. At a hair salon

0. At a doctor’s office

49. What is indicated about Ms. Wollowitz?

0. She is retiring

0. She found a new job.

1.She is taking some time off.

0. She is Mr. Horge’s supervisor.

50. By when should employees submit their hours?

0. June 1

1. June 5

0. June 7

0. June 14

51.  In which of the positions marked [1]. 12], [3], and [4] does the following sentence best belong?

“His name is Michael Sans.”

1. [1]

0. [2]

0. [3]

0. [4]