[Loai: DOAN DON 31-32]

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

**Questions 31-32** refer to the following memo.

|  |
| --- |
| Hendrich Production Company  Date: June 30 To: Frank Polka  From: Paul Masterson  Re: Budget Proposal Information (Confidential)  It was great that you could attend last Thursday’s meeting. I was pleased that we were able to reach an agreement on how to cut back our expenditures on film equipment. Since this plan will result in at least a $3,000 reduction in spending, I am confident that our Financial Director, Tim Robinson, is going to approve our budget proposal at next Monday’s meeting. Please remember to meet me in my office twenty minutes before the meeting to go over our final proposal speech |

[Q]

31- What solution does the memo mention?

0. A meeting has been rescheduled

0. An office is available for the meeting.

1. A plan to reduce spending was developed.

0. Some missing funds were found.

[Q]

32. What is Tim Robinson likely to do at next Monday’s meeting?

1. Accept the budget

0. Request film equipment

0. Go to the production studio

0. Approve the filming schedule

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

**Questions 31-32** refer to the following notice.

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| We are pleased to announce that Linda Clews has joined the Natthe Law Firm as an associate attorney. Ms. Clews graduated with high honors from Naridell University Law School, where she specialized in copyright and trademark law. While attending school, she worked as a clerk in the legal aid office at the university. This past summer, she completed an internship at Delmar and Associates, a legal firm whose client base includes writers, musicians, and other professionals in the publishing industry. Ms. Clews has an exceptional record of service and will be a valuable asset to our team. Please join us this Monday at 3:00 PM. in the main conference room to welcome her to our office. |

[Q]

**31-**Where is the notice most likely posted?

0. In a publishing company

0. In a recording studio

0. In a talent agency

1. In a law office

[Q]

**32.**What are employees invited to do on Monday?

0. Attend a professional conference

0. Watch a musical performance

1. Meet a new staff member

0. Join a community service group