**[Loai: DOC–PART 7 – 86-90]**

[Q]

**Questions 86-90** refer to the following e-mails. **(1-TA6-2021).**

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| **To:** Lillian Ross <lillianross@kingstonsportinggoods.com>  **From:** Eric West <ericwest@jmsolutions.com>  **Date:** November 4, 10:34 A.M.  **Subject:** Web Site Development  **Attachment**: Details  Dear Ms. Ross,  You contacted us last week in order to ask some of our computer programmers to help your company develop a Web site. JM Solutions would be happy to offer you our services.  As I said on the phone, we will help design and program a Web site that will attract more customers and offer an online sales platform. During this time, we will need to hold meetings with our marketing division in order to best capture your company’s goals. Once the Web site has been completed in mid-February next year, we will hold a training seminar in order to train your employees in the skills necessary to maintain and update your Web site. The Web site development and training seminar cost a total of $32,000. We request that a deposit of 10% be paid in advance. Please see the attachment file for detailed costs and schedules.  We look forward to working with you in the near future. Our staff members will strive to meet all your needs. Therefore, just let me know when your marketing division is available to meet us in person and discussion some of the details of the project. Please contact me at your convenience.  Eric West |

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| **To:** Lillian Ross <lillianross@kingstonsportinggoods.com>  **From:** Raymond Wells <raymondwells@kingstonsportgoods.com>  **Date**: November 4, 10:37 A.M  **Subject:** First Quarter Budget  **Attachment**: Q1\_Budget  Dear Ms. Ross,  I have attached the current draft for the company’s budget for the first quarter of next year. As you will notice, all of the profits made from this year’s back-to-school sale are planned to be spent on billboard advertisements on the main highways. I will call a design team later this afternoon and ask them to create eye-catching images for the advertisement.  At our last meeting, you mentioned that you would like to review the budget before it is finalized. I have already included employee raises in the first quarter’s expenses, but you can think of anything else, please let me know. I would like to have the budget finalized before next week’s planning meeting.  Raymond Wells |

[Q]

86 Why did Mr. West write the first e-mail?

0. To inquire about a service

1. To schedule a meeting

0. To report on a budget

0. To apply for a position

[Q]

87 What service does JM Solutions provide?

0. Recruitment and employee training

0. Graphic design

1. Web programming

0. Marketing strategy consultation

[Q]

88 According to the second e-mail, how will the profits of the back-to-school sale be spent?  
 0. On repairing some roads  
 1. On purchasing advertising space  
 0. On paying for JM Solutions’ service  
 0. On hiring more employees

[Q]

89 What will Mr. Wells do today?

1. Assign some work

0. Finalize a budget report

0. Lead a training seminar

0. Conduct an interview

[Q]

90 What will Ms. Ross probably say in her response to the second e-mail?

0. Television advertisements are crucial to the marketing campaign.

0. All employees are required to attend the training seminar.

1. The cost of Web site development must be added to the budget.

0. Next week’s planning meeting need to be rescheduled.

[Q]

**Questions 86-90** refer to the following email and letter. **(2-TA6-2021).**

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| \*E-Mail\*   |  |  | | --- | --- | | To | Raymond Mora <rmora@berringley.gov> | | From | Kim Denson <kdenson@berringley.gov> | | Date | May 8 | | Subject | Berringley Community Picnic | | Dear Raymond,  Thanks for booking the bands for the upcoming community picnic. I think it will make a big difference to the atmosphere of the venue. We’ll use the new gazebo as a stage if possible. It’s supposed to be completed by May 15, two weeks before the picnic. However, Colbritt Construction, who was hired to do the work, is behind schedule, so it might not be ready in time. If that happens, we can rent a temporary stage from Romanto Supplies, and their crew will set it up and take it down after the event. Also, we’re expecting a lot of people to turn up to the event, so I’m worried that we’ll quickly run out of space for vehicles. Therefore, I’d like you to post a message on the city’s Web site reminding people that taking public transportation is recommended.  Thanks!  Kim | | |

|  |
| --- |
| Vera Fleming  214 Blackwell Street  Berringley, VT  Dear Ms. Fleming,  On behalf of the Berringley Event Planning Committee, I would like to cordially invite you to the 14th Annual Berringley Community Picnic on May 30. You may bring your own food or make a purchase from one of the booths sponsored by a local restaurant. I would be happy to reserve a seat for you and up to three guests in the VIP section designated for city council members. You would have a perfect view of the temporary stage, which will be set up at the northern end of Turner Park. If you would like to attend, please send back the enclosed postcard by May 27.  We hope to see you there!  Kim Denson |

[Q]

86

What has Mr. Mora done?

1. Arranged some live entertainment

0. Reserved an outdoor venue

0. Recommended some musical groups

0. Created an advertisement

[Q]

87

What is Ms. Denson concerned about?

0. Insufficient funds

0. Low attendance

1. A lack of parking spaces

0. A poor review

[Q]

88

Who most likely is Ms. Fleming?

0. A restaurant owner

0. An event planner

1. A city politician

0. A famous musician

[Q]

89

What is implied about Colbritt Construction?

0. It proposed safety features for a gazebo.

0. Its office is located near Turner Park.

0. It regularly does work for the city.

1. It failed to finish a project on time.

[Q]

90

Why should Ms. Fleming send back the postcard?

1. To request some special seats

0. To give feedback about a concert

0. To show interest in renting a booth

0. To cast a vote on a community issue

[Q]

**Questions 86-90** refer to the following list and email. **(3-TA6-2021).**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PURCHASE ORDER** **Ship Prepaid—Add all delivery charges on invoice**  **Seafood Market Restaurant**  Bats Road  Festive, **HH** 16061975  Tel: (401) 555-5154  Fax: (401) 555-5177   |  |  | | --- | --- | | Vendor: Super Seafood Suppliers  39908 Cold Spring Circle Baltimore, MD 21117  Tel: (401) 555-0087 Fax: (401) 555-0097  Reference: Purchase Order 9855  Date: June 9, 20\_\_ | Ship To: Pine Florian  Restaurant Manager  Address above  Invoice To: Catherine Cox Accounting Department  Address above |   Delivery Date: June 16, 20\_   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Item**  Tuna  Lobster  Shrimp  Salmon  Subtotal Shipping/Handling 5%  **TOTAL** | Number  S8704T  S4399L  S3280S  S2956A | Quantity  200 pounds  150 pounds  350 pounds  300 pounds | Unit Cost  $4,00  8,00  6,00  8,00 | Total Cost  $ 800,00  1200,00  2100,00  2400,00  6500,00  325,00  $6825,00 |   Prepared by: Pine Florian \_\_\_\_\_\_\_\_\_ Date:*June*  8H 20—\_\_\_\_\_\_\_\_\_\_\_  CC: Accounting Department; Purchasing Department; Receiving Department |

Mr. Pine Florian

Restaurant Manager

Seafood Market Restaurant

Bats Road

Festive, **HH** 16061975

June 11, 20\_\_

Dear Mr. Pine Florian:

I received your purchase order yesterday, and I need to go over a few items with you. Please call me as soon as you receive this letter. June 16 is coming soon and I have not been able to reach you to discuss the order. Have you received my voicemail messages? We normally need ten days between receiving a purchase order and filling it. You must pay an express service charge of $100 in order to have the order filled by June16.

I’ve checked with our suppliers, and we can provide 300 pounds of shrimp and 250 pounds of salmon at the present time. We will provide the remainder as soon after June 16 as possible, if that suits you.

Finally, a correction needs to be made to the shipping/handling fee on the purchase order. Our usual charge for this is twice as much as you assumed. I’m enclosing a revised bill for you. With the express service charge, the change in quantity of shrimp and salmon, and the recalculated shipping/handling fee, your new total comes out to $6,480.

Please call or e-mail me today so that we can discuss your order. Thank you for working with Super Seafood Suppliers.

Sincerely yours,

*Lena Twister*

Sales Manager

[Q]

86

When does Pine Florian want his order delivered?

0. June 8

0. June 9

1. June 16

0. June 11

[Q]

87

How long did it take Pine Florian’s letter to reach Lena Twister?

1. 1 day

0. 2 days

0. 3 days

0. 4 days

[Q]

88

Where does Pine Florian work?

0.  At a fish market

0.  At a fish canning factory

0. At a seafood supply house

1. At a seafood restaurant

[Q]

89

What is the usual shipping and handling fee charged by Super Seafood Suppliers?

0.2%

0. 2,5%

1.10%

0.5%

[Q]

90

What did Pine Florian forget to include in his purchase order?

0.  A shipping address

1. An express service charge

0. A shipping and handling fee

0. An order for shrimp and salmon

[Q]

**Questions 86-90** refer to the following letter and email **(4-TA6-2021).**

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| --- |
| Marion Whitfield  Allman Tinplate Ltd.  28 Maylor Hill Rd.  Buckley CH7 3PL  Dear Ms. Whitfield:  The Buckley Parks and Recreation Commission is once again planning the Brighter Buckley 10K Road Race, scheduled for 17 June. Your company’s support last year helped us raise £25,000, which we applied to improving the roadways in our city. We hope you will help us reach this year’s goal of £28,000. We will be using the proceeds to add playground areas to Buckley’s parks.  We have four sponsorship levels, or tiers, available. Tier 1 involves a contribution of £250 and gets your company logo on the back of every race T -shirt. The tier 2 sponsorship level is £500.  For this we will also place your company name on the banners at the start and finish lines. For £1,000 (or tier 3), your logo will be displayed on all our flyers and local publication ads. And lastly, for £2,000 (tier 4 ), your company will get all three benefits noted previously plus a promotional tent at Coolidge Park, where the race begins.  Please contact me by 15 February to indicate your tier preference. For additional information on the event, visit www.buckley.gov.uk/parks/brighterbuckley. We thank you in advance for your continued support of the Buckley community.  Sincerely,  Stephen Sciandra |

|  |
| --- |
| To: Ann O’Connor  From: Stephen Sciandra  Date: 13 February  Subject: Race update  Attachment: Allman Tinplate logo.jpg  Dear Ann,  I just got a response from Allman Tinplate. Please add the attached image of its logo to  our T-shirt printing template. Also, Ms. Whitfield asked about the dimensions of the tent  her company will have at Coolidge Park. I’m nearly certain Mr. Patel has that information. Can you find out for me?  We’ve heard from most of the other sponsors. I will send you the final list on 16 February. In the meantime, could you request quotes from a few printing companies? We’ll need approximately ten 2-by-4 metre banners, twenty B1-sized colour posters, 200 A4-sized colour flyers, and 500 A4-sized black-and-white flyers.  Thanks,  Stephen |

[Q]

86 Who most likely is Mr. Sciandra?

0. A finance professional

0. A business owner in Buckley

0. A manager at a printing company

1. An employee of the city of Buckley

[Q]

87 What is indicated about the race?

1. It also took place last year.

0. Its participants are all from Buckley.

0. Its circuit is less than 5 kilometers.

0. It is scheduled for February 15.

[Q]

88 What tier did Ms. Whitfield most likely choose?

0. Tier 1

0. Tier 2

0. Tier 3

1. Tier 4

[Q]

89 In the e-mail, the word "nearly" in paragraph 1, line 3, is closest in meaning to

0. least

1. almost

0. seldom

0. closely

[Q]

90 What is one thing Ms. O’Connor is asked to do?

0. Reserve a promotional tent

1. Seek price estimates

0. Order T-shirts

0. Design banners

[Q]

**Questions 86-90** refer to the following flyer and form **(5-TA6-2021).**

|  |
| --- |
| **Fresh Organic Produce-From Our Farm to Your Home**  Livrou Farm in Bromont, Quebec, invites you to participate in its community-supported agriculture program. Members enjoy fresh farm produce during our growing season from June to November.  Sign up for a farm share and receive these benefits:  • More than 30 varieties of in-season vegetables, fruits, and herbs, harvested by our farm staff and  prepared for you to pick up at our barn  • A selection of pick-your-own strawberries, apples, and other fruits  • Access to our member Web site with recipes, farm updates, and a farm newsletter  • Discounts on events at the farm, such as the annual summer music festival. Events typically cost  $15, but members pay $10  Members pick up their shares once a week at the farm. A full-size share is $700 per season, and a half-size share is $350 Half-size shareholders receive half the amount of produce each week. All other benefits remain the same.  Our farm produce is grown without the use of pesticides or herbicides, and we use only naturally occurring fertilizers. For more information or to register for a membership, please see our Web site at www.livroufarm.ca. |

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| Name: Julien Bernard  Address: 78 Dorion Street , Bromont , QC J2L 2K7   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | First choice pick-up day: | Thursday | X | Friday | |  | Saturday |  | Sunday |  | |  |  |  |  | | Second choice pick-up day: | Thursday |  | Friday | | X | Saturday |  | Sunday |  | |  |  |  |  | | Size of share: | Full |  | Half | X | |  | | | |   NOTE: Pick-up is between 3 P.M. and 6 P.M.  Please provide the names of other individuals in your household. These are the only other individuals who will be permitted to pick up your weekly share.  Names: Margaux Bernard, Laurent Bernard  Click HERE to enter payment information on the next page. |

[Q]

86 What is the purpose of the flyer?

0. To invite people to a farm festival

0. To promote community service opportunities

0. To share recipes for healthy eating

1. To advertise a farm program

[Q]

87 What is suggested about the workers at Livrou Farm?

1. They collect farm produce from June to November.

0. They update the farm’s Web site once a week.

0. They create meals using the farm’s products.

0. They sell farm products at several local markets.

[Q]

88 What is NOT indicated about Livrou Farm?

0. It publishes a newsletter.

0. It uses natural fertilizers.

0. It hosts musical performances.

1. It offers cooking classes.

[Q]

89 What is true about Mr. Bernard’s membership?

0. He must pick up his produce on Sundays.

0. He is the only person allowed to pick up his farm share.

1. He will be allowed to pick some of his own fruit.

0. He will be able to plant and grow his own vegetables.

[Q]

90 How much should Mr. Bernard pay for the membership?

0. $10

0. $15

1. $350

0. $700