

Part 7:

Directions: In this part of the test, you will read a selection of texts. Each text is followed by several questions. Choose the correct answer to each question and mark the letter (A), (B), (C), or (D) on the Answer Sheet.

Questions 153-154 refer to the following advertisement.

Office Space Available 815 Enfield Street

This suite of office is conveniently located close to downtown and major bus lines. The 3,000-square-foot floor plan has lots of potential, with space for ten offices, two conference rooms and a large reception area. Large windows make it pleasant and sunny. Ample tenant and customer parking is in the rear of the building. Contract includes minor renovations to be made at the owner's expense prior to move-in; new tenant chooses paint and carpet colors. Call now for an appointment to see this incredible space. Melissa Soto Rental Agency, 637-2120.

153. What is true of the space for rent?

- (A) It is dark.
- (B) It will be painted.
- (C) It has a new carpet.
- (D) It doesn't include parking.

154. Who should potential tenants call to see the space?

- (A) The owner
- (B) The contractor
- (C) The rental agent
- (D) The current tenant

Questions 155-158 refer to the following advertisement.

We at the First Main Street Bank are expanding our services to help your business grow. For more than a century, we have been proudly providing the local business community with a full range of banking services, including small-business loans, special accounts, financial management services, and more. Now we are offering for the first time our free online business banking service, bringing you the convenience of paying telephone and utility bills, managing your payroll and accounts, real-time transactions, and more, all online. It's easy to set up and easy to use. Stop by any First Main Street branch to talk with the accounts manager about using online banking services to enhance your business banking experience. Call the main office at 438-0832 to find the location of a First Main Street Bank branch near you.

155. What is this advertisement announcing?

- (A) A new service
- (B) A new manager
- (C) A new branch
- (D) A new type of account

157. How long has the bank been in business?

- (A) Close to 10 years
- (B) A little more than 10 years
- (C) Almost 100 years
- (D) More than 100 years

156. How can customers find out more about it?

- (A) Call the main office
- (B) Go online
- (C) Read a brochure
- (D) Visit the bank

158. The word *enhance* in line 7 is closest meaning to

- (A) begin
- (B) improve
- (C) finance
- (D) simplify

Questions 159-162 refer to the following letter.

To the Editor :

I read with great interest the article in your paper yesterday about the growing traffic problems in our region and how the planned construction work on a new Millers River Bridge will exacerbate the problem over the coming months. Proponents of building a new bridge, which is scheduled to begin next month and be completed within two years, claim that it will greatly alleviate the traffic problem in that part of the city once it is completed. In my opinion, that solution will be temporary at best. Allow me to propose another idea. For the past four years, a group of city planners, transportation experts, and others have been hard at work on a plan for a light rail system to serve our region. Of course, construction of a region-wide light rail train system would require a far greater investment than construction of a bridge, but it would serve a far larger percentage of our population and the effects on our traffic problems would be more far-reaching and permanent.

As discussed in yesterday's article, the new, bigger Millers River Bridge will carry more traffic than the old one, serving one small part of the city. The bridge has been artistically designed and will add beauty to our city landscape. These are small returns, in my opinion, for the expense city taxpayers will incur for the bridge construction. Clearly, investment in a regional light rail system is a better idea for our future.

Sincerely,
David Spaulding

- | | |
|---|---|
| 159. Why did David Spaulding write this letter? | 161. When will the new bridge be completed? |
| (A) To complain about the traffic problem | (A) Next month |
| (B) To support a new light rail system | (B) In several months |
| (C) To explain bridge construction | (C) In two years |
| (D) To report on a city planners meeting | (D) In four years |
| 160. What did David Spaulding do yesterday? | 162. What is David Spaulding's opinion of the new bridge? |
| (A) Read the newspaper | (A) It's not a good solution. |
| (B) Visited the new bridge | (B) It won't look beautiful. |
| (C) Rode on a light rail train | (C) It will be too big. |
| (D) Met with transportation experts | (D) It won't cost too much. |

Questions 163-164 refer to the following notice.

Information for Building Visitors

All visitors must register at the Security Desk when entering the building. You will receive a visitor's badge. Keep it visible at all times while in the building. The security officer on duty will notify the office you are visiting, and an escort will be sent down to meet you. Please wait for your escort by the elevators. Badges are not required in the lobby and ground-floor cafeteria, which are open to the public.

The cafeteria and lobby area close at 6:30 PM, and the security officer goes off duty at 7:00 PM. All visitors must be out of the building before the security officer goes off duty. Exceptions to this rule must be arranged beforehand. For more information, speak with the security manager during normal office hours, 9:00 AM to 5:00 PM.

- | | |
|---|--|
| 163. What must visitors do while in the building? | 164. What time should visitors leave the building? |
| (A) Wear a visitor's badge | (A) After 9:00 AM |
| (B) Stay with the escort | (B) Before 5:00 PM |
| (C) Avoid the cafeteria | (C) At 6:30 PM |
| (D) Remain in the lobby | (D) Before 7:00 PM |

Questions 165-167 refer to the following article.

Shelley Hallowell of Fairfield has been hired as the general manager for the new Harlequin Hotel in Fairfield's West Park district. Ms. Hallowell will assume her new position a month before the hotel's scheduled opening next September.

Ms. Hallowell returned to Fairfield last year after a five-year stint in the Fiji Islands as a tour guide. She held a temporary position between January and May of this year as a consultant to the local tourism board. Before moving to Fiji, she worked locally as an office assistant while studying for her degree. She is a graduate of the Hotel and Hospitality School of Fairfield.

"Ms. Hallowell has a great deal to offer our business. We feel very fortunate to have a person of her caliber working with us," said George Larue, co-owner of the Harlequin Hotel.

165. When will Ms. Hallowell begin her new job?

- (A) January
- (B) May
- (C) August
- (D) September

167. What did Ms. Hallowell do in the Fiji Islands?

- (A) She was a student.
- (B) She vacationed.
- (C) She owned a hotel.
- (D) She led tours.

166. What was Ms. Hallowell's most recent job?

- (A) Hotel manager
- (B) Tourism consultant
- (C) School instructor
- (D) Office assistant

Questions 168-170 refer to the following notice.

Edgemont Residents

Scrap Metal and Electronics Collection

Saturday, October 10, 9 AM - 3 PM

Residents of the Town of Edgemont can bring their scrap metal and unwanted electronics and household appliances to the Town Recycling Center on the above date and time. This event is for town residents only. A Town of Edgemont recycling permit must be displayed on the lower right-hand side of your car's windshield to participate in this event. Permits are available at the Town Hall for \$20. The following items can be recycled for free:

- computers
- computer monitors
- printers
- fax machines
- VCR and DVD players

There will be a \$30 charge per item for the following items:

- air conditioners
- refrigerators
- freezers

Only the above-mentioned items can be recycled on this date. For information on recycling hazardous wastes such as paint, gasoline, solvents, etc., please contact the Town Hall.

168. What is required for participating in this recycling event?

- (A) A permit
- (B) \$30
- (C) A driver's license
- (D) A computer

169. Which of the following items will not be accepted for recycling at this event?

- (A) Old refrigerators
- (B) Computer printers
- (C) Paint in metal cans
- (D) Used fax machines

170. The word *displayed* in line 6 is closest in meaning to

- (A) shown
- (B) hidden
- (C) purchased
- (D) submitted

Questions 171-173 refer to the following advertisement.

Are You Looking for Work?

Advertise your skills in a free "job wanted" ad in the *City Times*

This month, a 10-line classified ad is free job seekers* in the Monday-Friday editions of the *City Times*.

Take advantage of this onetime offer now. Send an e-mail with your ad copy and phone number to jobads@citytimes.com. Ads must be received by Saturday for inclusion in the following week's editions.

*This offer is available to *City Times* subscribers only. All others will be charged the normal fees.

171. What is being advertised?

- (A) A job
- (B) Skills training
- (C) Advertising space
- (D) A newspaper subscription

173. When should the e-mail be sent?

- (A) Monday
- (B) Friday
- (C) By Saturday
- (D) Monday to Friday

172. What should be included in the e-mail?

- (A) A charge card number
- (B) A telephone number
- (C) A resume
- (D) Money

Questions 174-177 refer to the following article.

Many people are not aware that plane trips pose several health hazards. This is of particular concern for business travelers who fly frequently. The more often you travel, the greater the health risk becomes. One problem with planes is that the air in the cabin is constantly recirculated. This means that instead of breathing fresh air from the outside, you breathe the same air over and over again, along with all the other passengers. This exposes you to colds, flu, or any other contagious disease that another passenger may have brought on board. You can protect yourself by making sure you get plenty of Vitamin C in the days before your flight. While on the plane, drink a lot of water. The dryness of the cabin air enhances your susceptibility to disease. Maintaining a general state of good health by eating right, exercising regularly, and getting enough sleep is also important.

Long flights pose another sort of health problem. Being forced to sit for a long time in the same position is bad for your circulation. It is particularly dangerous for people who are at risk for blood clots and other circulatory problems. You can lessen the risk by getting up from your seat every hour or so and taking a walk down the aisle. Standing up and moving around even for just a few minutes will improve your circulation and help you feel more comfortable.

Your business obligations may not allow you to fly less frequently or take shorter flights. These recommendations will help you look out for your health while traveling.

174. Who is this article for?

- (A) Flight attendants
- (B) Businesspeople
- (C) Airline companies
- (D) Doctors

175. Which of the following problems with flying is discussed in the article?

- (A) Sickness
- (B) Bad food
- (C) Plane crashes
- (D) Uncomfortable seats

176. What is advised in the article?

- (A) Don't exercise
- (B) Stay seated
- (C) Don't fly frequently
- (D) Take vitamins

177. The word *obligations* in paragraph 3, line 1 is closest in meaning to

- (A) trips
- (B) duties
- (C) budgets
- (D) managers

Questions 178-180 refer to the following memo.

MEMO

To: All personnel
From: K. Takubo, Human Resources Manager
Date: March 3, 20--
Subject: Discount on bus passes

We are pleased to announce that, because of an agreement we have made with the City Office of Public Transportation, as of the next month discounted bus passes will be available to all company employees. The passes are good for two weeks of unlimited travel on any bus in the city bus system and can be purchased from us with 25% discount. This means that instead of paying the normal price of \$50, you will be charged just \$37.50 for a two-week pass. We hope this will encourage more of you to come to work by bus instead of driving.

If you are interested in purchasing a discounted bus passes on a regular basis, please complete a Bus Pass Request Form and submit it to your supervisor by March 24. You can pick up your first bus pass from our office on March 31. It will be valid from April 1 through April 15.

178. How much will company employees pay for a bus pass?

- (A) \$7.50
- (B) \$25
- (C) \$37.50
- (D) \$50

180. When can company employees start using the discounted bus passes?

- (A) March 24
- (B) March 31
- (C) April 1
- (D) April 15

179. How can a company employee request a discounted bus pass?

- (A) Ask the Office of Public Transportation
- (B) Call up the bus company
- (C) Send a memo to the Human Resources Office
- (D) Submit a form to her supervisor

Questions 181-185 refer to the following schedule and e-mail.

NATIONAL RAILWAY SYSTEMS SCHEDULE: PIKEVILLE-WINSTON			
DEPART PIKEVILLE	ARRIVE WINSTON	DEPART WINSTON	ARRIVE PIKEVILLE
5:30 AM*	8:45 AM	6:45 AM*	10:00 AM
7:45 AM	11:00 AM	8:15 AM.	11:30 AM
9:30 AM	12:45 PM	10:15 AM	1:30 PM
2:30 PM*	5:45 PM	1:45 PM*	5:00 PM
4:14 PM	7:30 PM	3:30 PM	6:45 PM
*WEEKDAYS ONLY			
FARE INFORMATION			
WEEKDAYS: \$55 EACH WAY			
WEEKENDS: \$43 EACH WAY			

To: henry_rollins@pikesvillepaper.com
From: monica_kowalski@pikesvillepaper.com
Subject: train and hotel reservations

Henry,

Please arrange my train ticket and hotel room for the paper producer's conference in Winston next week. It begins on Wednesday with a luncheon, so I will need to arrive before noon. But please don't put me on one of those early, early trains. You know how I hate to get up too early. The conference is at the High Tower Hotel, but don't get me a room there. I'd prefer to stay at the Inn at Winston. Ask for a room with a view of the park. Book it for Wednesday and Thursday nights. I'll stay Friday night with my cousins, who live in town. Book my ticket home for Saturday. Any afternoon train will do.

Thanks.
Monica

181. What time will Monica probably leave Pikesville on Wednesday?

- (A) 5:30 AM
- (B) 7:45 AM
- (C) 9:30 AM
- (D) 11:00 AM

182. How long is the train trip between Pikesville and Winston?

- (A) 2 hours, 15 minutes
- (B) 2 hours, 45 minutes
- (C) 3 hours, 15 minutes
- (D) 3 hours, 45 minutes

183. Where does Monica want to stay on Wednesday night?

- (A) The High Tower Hotel
- (B) The Inn at Winston
- (C) Her cousins' house
- (D) At home

184. What time will she arrive home on Saturday?

- (A) 11:30 AM
- (B) 1:30 PM
- (C) 5:00 PM
- (D) 6:45 PM

185. How much will Monica's round-trip ticket cost?

- (A) \$43
- (B) \$55
- (C) \$98
- (D) \$110

Questions 186-190 refer to the following two letters.

Edward Peters
President
Whispering Pines Inn and Resort
P.O. Box 65
Upper River, New Brunswick
Canada

Dear. Peters,

I am writing in regard to my recent stay at Whispering Pines. I have spent my annual summer vacation there for the past four or five years and have always enjoyed it. The comfortable accommodations and delicious menu are a big attraction for me. This year, however, the resort seemed to be lacking in the area of customer service. I enjoyed my three daily meals that came with my room. However, when on the last day of my stay I decided to try out the inn's high tea, I had a disappointing experience. The food was delicious, but the waitress was sullen and rude. Also, this year I decided to take golf lessons instead of my usual tennis lessons. I am a complete beginner and the instructor had no patience with me. He yelled at my mistakes and made me feel very uncomfortable. Despite these issues, I am not thinking about vacationing elsewhere. I plan to return to Whispering Pines and may even try another golf lesson. However, Whispering Pines is a high-quality resort, and I thought you should know about these things.

Sincerely,
Mary Kim

**Whispering Pines Inn and Resort
P.O. Box65
Upper River, New Brunswick
Canada**

Mary Kim
1165 Putnam Avenue
Croton, NY

Dear Ms. Kim,

I was very sorry to hear about your recent unpleasant experience at the Whispering Pines Inn and Resort. As you know from your previous stays at Whispering Pines, we do everything possible to ensure the comfort of our guests and we are widely known for our excellent accommodations and five-star menu. I sincerely regret the problems you had with your meal and your instructor. I will be in contact with the manager of the inn to discuss these issues. In the meantime, please accept the enclosed coupon. It entitles you to the same special meal you enjoyed on your last day, and I am sure next time you will have a better experience. I am glad to hear that you plan on being our guest again. You may be interested to know that in addition to golf and tennis, next year we will be adding a system of hiking trails and an indoor pool. We look forward to seeing you again at Whispering Pines.

Sincerely,
Edward Peters
President

186. Why did Ms. Kim write the letter?
- (A) To complain about some employees
 - (B) To praise the accommodations
 - (C) To ask about the menu
 - (D) To make reservations

187. How often does Ms. Kim visit Whispering Pines?

- (A) Every week
- (B) Every month
- (C) Every year
- (D) Every four or five years

188. What will Mr. Peters do about Ms. Kim's letter?

- (A) Redo the menu
- (B) Add hiking trails
- (C) Fire an instructor
- (D) Speak to the manager

189. What can Ms. Kim get with the coupon Mr. Peters sent?

- (A) High tea
- (B) Three daily meals
- (C) A golf lesson
- (D) A room at the inn

190. What will Ms. Kim probably do on her next summer vacation?

- (A) Hike
- (B) Give up golf
- (C) Return to Whispering Pines
- (D) Go to another resort

Questions 191-195 refer to the following catalog page and order form.

Business Fashions

Fall catalog

p. 35

Men's Dress Shirts. Solid color. Item#387

These comfortable yet elegant shirts are made of 100% combed cotton.

Colors: White, cream, light blue, light green.

Size S M L XL. \$55

Men's Dress Shirts. Striped. Item #387A

Same as above, but with a thin stripe over a solid background color.

Colors: red on white, blue on white, green on cream, brown on cream.

Sizes S M L XL. \$65

Striped Ties. Item #765

These stylish ties with a jaunty stripe are made of imported silk.

Colors: burgundy red/navy blue, moss green/navy blue, moss green/golden yellow, black/bright red. \$30

Cashmere Sweaters. Item #521

You'll feel oh-so-comfortable in these sweaters made of 100% genuine cashmere with a chic V neck.

Colors: burgundy red, charcoal gray, midnight black.

\$150

Description	Color	Size	Item No.	Quantity	Price
men's dress shirt-striped	blue/ white	L	387A	2	\$110
silk tie	red/ blue		765	3	\$90
cashmere sweater	black	L	521	1	\$150
				sub total	\$350
				shipping	
				total	

Payment Method*: ☒ check ☐ credit card

Credit card number _____

Shipping Charges: for orders up to \$200-\$12.50
for orders up to \$400-\$20.00
for orders over \$400-no charge

Please allow six weeks for delivery.
*Cash and money orders not accepted.

Send Order to

Bill Simpson

P.O. Box 78

Ardmore, IL

191. Which item is available in only three colors?

- (A) Solid color shirts
- (B) Striped shirts
- (C) Ties
- (D) Sweaters

192. What mistake did Mr. Simpson make with his shirt order?

- (A) He didn't specify a size.
- (B) He ordered a color that isn't available.
- (C) He forgot the item number.
- (D) He wrote the wrong price.

193. How many ties did Mr. Simpson order?

- (A) 1
- (B) 2
- (C) 3
- (D) 4

194. How much should Mr. Simpson pay for shipping?

- (A) \$0
- (B) \$12.50
- (C) \$20
- (D) \$22.50

195. How will Mr. Simpson pay for his order?

- (A) Cash
- (B) Check
- (C) Credit card
- (D) Money order

Questions 196-200 refer to the following notice and form.

Nugent Inc.

Professional Development Reimbursement Policy

All Nugent employees are encouraged to take advantage of professional development opportunities that are relevant to their work. Nugent sponsors a number of professional development workshops each year, and there are also many opportunities available outside the company, including classes at the local community college, at the City Computer Training Center, and at other local institutions. Information on these and other professional development opportunities is available from the Human Resources Office.

Nugent employees are entitled to 100% reimbursement for money spent on professional development. Please note that the reimbursement is for tuition and fees only. Travel, food, and other personal expenses are the responsibility of the employee. To receive reimbursement, please obtain Form 1276 from Human Resources Office or download one from the Nugent, Inc. website. The form must be authorized by the employee's supervisor and submitted to the Human Resources Office within one month of the last day of the class or workshop attended.

Forms that are submitted late or incomplete will not result in reimbursement.

1276

Nugent, Inc.

Professional Development Reimbursement Form

Name: Muriel Hicks Department: Marketing

Title of Workshop: Intensive French Location: City Language Academy

Dates: August 6 - August 10

Describe how this training is relevant your work: We are getting more French-speaking clients from Quebec. Everyone in my department is being encouraged to learn the language.

Cost: I spent \$350 for the class plus \$20 registration fee. Also My bus fare totaled \$45.

Authorizing signature: Eleanor Lee

196. How can a Nugent employee find out about professional development opportunities?

- (A) From the Human Resources Office
- (B) From his or her supervisor
- (C) From the Nugent, Inc. website
- (D) From a training specialist

197. Where did Muriel Hicks take a class?

- (A) Nugent
- (B) A language school
- (C) The local community college
- (D) The City Computer Training Center

198. How much money will be reimbursed to Ms. Hicks?

- (A) \$45
- (B) \$350
- (C) \$370
- (D) \$415

199. Who is Eleanor Lee?

- (A) A workshop organizer
- (B) A human resources officer
- (C) A French instruction
- (D) Ms. Hick's supervisor

200. What is the last date Ms. Hicks can submit her reimbursement form?

- (A) August 6
- (B) August 10
- (C) September 6
- (D) September 10