

## 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 notice.**

Videoconferences are the way of the future. A meeting will be held among top managers here at the head office to discuss how to implement this new technology to improve interoffice communications. All vice presidents and general managers are asked to meet next Thursday at 10 AM to begin discussion on how this can positively affect our business. After a 45 minute lunch at noon, we will begin to plan implementation procedures and discuss how the costs will be distributed among departments. Because this is a very important discussion about how we will conduct meetings among other branches in the future, I want all of you who are attending the meeting to contact their employees from other branches to discuss any special needs or ideas they may have prior to the meeting. Please come prepared to briefly discuss what you feel are the merits and potential obstacles to swiftly prepare this new way of doing things. Thank you.

153. Who will have been asked to attend the meeting?
- (A) Janitorial staff
  - (B) Videoconference technicians
  - (C) Vice presidents and general managers
  - (D) The President

154. Who must attendees contact prior to the meeting?
- (A) Their in-house employees
  - (B) Their fellow management staff
  - (C) Their staff at other offices
  - (D) Clients they wish to confer with

**Questions 155-157 refer to the following job advertisement.**

Busta Movers is one of the nation's largest moving companies. We have been providing moving services to individual homes and businesses of all sizes for the last 25 years.

We are seeking new employees to fill many types of positions to make our planned expansion possible. We intend to double the number of Busta Movers offices and trucks over the next 2 years, and we need highly motivated people on our team to make that possible. We need new managers, drivers, and administrative staff. For more details about the requirements for each position, please consult our website at [www.move-it-dont-bust-it.com](http://www.move-it-dont-bust-it.com). People wishing to contact us to apply or to ask questions can do so via email through contact information to be found on the website.

We offer a complete benefits package that includes dental, life, medical and disability insurance, as well as 2 weeks paid vacation and sick leave. Salaries vary depending upon the position applied for and experience. Please contact us without delay, we will begin the interviewing process as soon as possible.

155. What job positions are opening up at Busta Movers?
- (A) Managers
  - (B) Drivers
  - (C) Administrative staff
  - (D) All of the above
156. What experience is required?
- (A) Driving experience
  - (B) Moving experience
  - (C) Management experience
  - (D) It depends on the position applied for.

157. How should people apply for these positions?

- (A) In person
- (B) By telephone
- (C) Via the internet
- (D) By mail

**Questions 158-160 refer to the following memo.**

To: The Staff

From: Eddie Bauer, President

Subject: Office Supplies

Date: June 30

As you know, the recent recession has forced us to cut costs in many areas. One area where people have not been fully cooperating is in regard to office supplies. For this reason the following guidelines are being put in place:

1. Dave Smith has been designated as in charge of all supplies. All supplies must be checked through him with your signature and his before they are removed from the storeroom.
2. There are monthly limits to how much of each item can be borrowed each month. Anything exceeding these amounts must be approved by your manager and Dave Smith, and the justification must be given in writing.

Along with these guidelines, here are some additional suggestions with regard to conservation of these materials:

1. Hang on to your pens! We go through far too many pens in this office, this can only be because people are carelessly losing them.
2. People should always print on both sides of office paper before recycling, unless this is for official business correspondence.
3. Folders and binders can be used again once old projects are completed. The cost of these items adds up!

I appreciate your cooperation, and I hope these measures will lead to an improvement in this area soon.

158. Why has Mr. Bauer written this memo?

- (A) To ensure people are happy with their new office supplies
- (B) To advise of new regulations that will save the company money
- (C) To break the news that cuts will be made in many areas
- (D) To thank people for saving the company so much money

160. What is the exception to the rule that says people must print on both sides of office paper?

- (A) For rough drafts of proposals
- (B) For personal correspondence
- (C) For official business correspondence
- (D) For copies of this memo

159. How do people borrow supplies from now on?

- (A) By clearing them with Dave Smith
- (B) By getting a written order from their manager
- (C) By signing them out with their own pens
- (D) By special permission from Mr. Bauer

**Questions 161-162 refer to the following advertisement.**

**Looking for a good place today?**

Finding the right accommodation for you in Seoul can sometimes be difficult. Negotiating a favorable rate can be even more of a challenge. But with twenty years of experience in the Korean tourist industry Delta Travel has forged strong relationships with some of the best hotels in the region, and is ready to pass the benefits on to you.

Delta Travel , More Than an Agency  
-- It's Your Travel Companion

TEL : ( 02 ) 2648-0509  
FAX : ( 02 ) 2656-0509  
Keum Young Building , 44-1  
Jongrogu , Seoul

161. What is being advertised?

- (A) A flight to Seoul
- (B) A job opening
- (C) A consulting service
- (D) A travel agency

162. What advantage does Delta offer?

- (A) Extended warranty
- (B) Free translation service
- (C) Useful business contacts
- (D) Highly trained tour guides

**Questions 163-164 refer to the following instruction.**

**How to get your subscription to the Evening Sun**

**In Person:** Visit our offices on 321 Back Street and fill out a subscription form. Payment by check or credit card will be accepted at that time.

**Online:** Visit [www.eveningsun.com](http://www.eveningsun.com) and fill out our subscription form online. You will be asked for your credit card at that time.

**By Telephone:** Call us at 555-9876 anytime from 9 am to 8 pm on weekdays. Please have your credit card ready.

**By Fax:** Fax the attached subscription form to 555-9765 anytime, and be sure to include your credit card information.

Payment must be received in full before the first issue will be delivered to your door. In the event of cancellation, a refund equal to 90 % of the value of issues that have not yet been received will be granted.

163. What method of subscribing will allow people to pay by check?

- (A) In person
- (B) By telephone
- (C) By fax
- (D) Online

164. How much will be refunded in the event of a cancellation?

- (A) 90% of the amount paid for the subscription
- (B) 50% of the total amount paid
- (C) 90% of the value of undelivered issues
- (D) It depends on the payment method.

**Questions 165-166 refer to the following letter.**

Speedenix Corporation  
[www.Speedenix.com](http://www.Speedenix.com)  
78 Center Street  
Atlanta, GA 83528

November 17, 2004

DBX Studio, Inc.  
445 Mass Ave.  
Boston, MA 02143

**Dear DBX Studio:**

I wanted to thank you for your passionate commitment to web design and superior customer service. I develop customer relationship management strategies on a daily basis for my clients and I am NEVER easily impressed with customer service in any industry. In fact, my motto had been that customer service is mediocre at best. I am glad to say that DBX Studio proved me wrong and my web site is clear proof of that!

When I first talked to Douglas, one of your associates, on the phone, I knew he was the right web designer for me even though we had never met or spoken before. I was impressed most with Douglas' commitment to my work and his willingness to educate me about the web design process.

Throughout my experience with DBX Studio I was always very satisfied with prompt and reliable service. Douglas told me that I could reach him at almost anytime. Now this is unheard of, and it is a great example of the kind of personal customer service today's businesses should strive for. I remember times when Douglas told me he would be working until 1 am or so on my web site to meet our deadlines. And sure enough, I would receive e- mails the next morning that were received anywhere from 1 to 3 am.

Thank you so much for all of your help - the web site looks terrific! I look forward to referring many of my clients to you.

Sincerely,  
Scott Hatheaway  
President of Speedenix

165. What is the purpose of this letter?

- (A) To complain about poor customer service
- (B) To request changes in the plan
- (C) To refer new clients to the company
- (D) To praise an employee for his dedication

166. What did Douglas NOT do for Mr. Hatheaway?

- (A) Introduced him to a new client
- (B) Educated him about web design
- (C) Worked late hours to meet the deadlines
- (D) Proved his motto to be wrong

**Questions 167-168 refer to the following letter.**

A & S Piano School 6250 Plaza de Augustus  
265-970 Rome, Italy  
November 25  
Mr. George Smith  
Manager, Client Relations  
Smith and Andersen Pianos Inc.  
530 Via Thecla 255-860 Rome, Italy

Dear Mr. Smith:

In today's fast-paced world, it is common to overlook the performance of a skilled employee. This being the case, I am writing to inform you that one of your sales associates, Mr. Frank Jones, has provided me with a superb service. When I visited your storeroom last month to purchase a new piano, Mr. Jones was there to answer all of my questions and fulfill every need I had. He is certainly a credit to his profession and should feel privileged to have such an excellent employee.

Kindly let Mr. Jones know that we at A & S Piano greatly appreciate his skill, service and knowledge of pianos. He made shopping at your store a real pleasure for us.

Sincerely,  
John Giovanni  
President

167. What is the purpose of this letter?

- (A) To comment on the quality of their pianos
- (B) To apply for a sales position
- (C) To request the delivery of a piano
- (D) To praise a certain employee

168. What does Frank Jones do for Smith and Andersen Company?

- (A) He plays the piano.
- (B) He keeps pianos in storage.
- (C) He sells pianos.
- (D) He delivers pianos.

**Questions 169-170 refer to the following advertisement.**

**Welcome to the new Tripoli's restaurants**

With the coming of the spring, we are pleased to invite you to our newly remodeled locations! Over the past winter months, we've been remodeling our restaurants throughout the area and now they have all been reopened and are ready for you and your family to enjoy.

Although their exterior may not look different, the inside is completely new with a new look, a new menu, and an all new atmosphere. However, some things did not change at all- like the quality of our famous appetizers and mouth-watering authentic Italian cuisines. And we still believe in keeping our prices low!

169. What change is announced in the advertisement?

- (A) The restaurants have been relocated.
- (B) Food prices in the restaurants have been reduced.
- (C) The restaurant buildings have been remodeled.
- (D) Some new restaurants have been opened.

170. What is NOT promoted in this advertisement?

- (A) The new menu
- (B) The prices of the food
- (C) The efficient service
- (D) The interior design

**Questions 171-172 refer to the following press release.**

**Atmel to Present at the Schwab Soundview Capital Markets Semiconductor Conference**

Tuesday August 10, 9:00 am ET

SAN JOSE, Calif., Aug. 10 /PRNewswire-FirstCall/ - Atmel Corporation (Nasdaq: ATML – News), a worldwide leader in the development, fabrication and sale of advanced semiconductors, announced that Fran Barton, Atmel's Chief Financial Officer, will present at the Schwab Soundview Capital Markets Semiconductor Conference on Thursday, August 12, 2004. The presentation will begin at 11:30 am Pacific Time.

A real-time audio webcast of the meeting will be available on the Company's investor relations page at <http://www.atmel.com/ir>. A replay of the webcast can be accessed shortly after the conclusion of the meeting and will remain available for 30 days.

Forward-looking statements and other material information may be discussed during these events.

171. When will the interested parties be able to listen to the presentation?

- (A) August 10, 9 am ET
- (B) 31 days after the presentation
- (C) Before August 12, 11:30 PT
- (D) Immediately following the presentation

172. Who will give the presentation?

- (A) Atmel's investor relations director
- (B) A semiconductor market analyst
- (C) Schwab Conference organizers
- (D) The CFO of the Atmel Corporation

**Questions 173-175 refer to the following memo.**

TO: All Employees

FROM: Human Resources

RE: The New Vacation Regulations

As was announced last week, there has been an increase in the amount of vacation time that will be granted to employees who have been with the company for one year or more. As promised, here are the details relating to the additional vacation time:

- An additional 3 days will be granted per year to employees who have been with us for 2 to 5 years.
- An additional week (5 working days) will be granted to employees who have been with the company for 6 to 10 years.
- Eight additional days of vacation will be allowed to people employed here for 11 or more years.

These days are in addition to the two weeks (or 10 working days) that all employees now receive. Please note that this does not apply to employees who are currently in probationary status, they will continue to receive only 10 days of vacation a year.

173. What kind of additional benefit are employees to be given?

- (A) More vacation time
- (B) More sick days
- (C) More comprehensive health benefits
- (D) More chances for a salary increase

174. How many vacation days will an employee of 12 years receive?

- (A) 12 days
- (B) 14 days
- (C) 16 days
- (D) 18 days

175. Who will NOT immediately benefit from this increase?

- (A) New employees
- (B) Employees currently on vacation
- (C) Long-time employees
- (D) Employees in good standing

**Questions 176-178 refer to the following notice.**

We appreciate your purchase of the Gogo pogo stick. Though our pogo sticks can offer your child years of bouncing enjoyment if cared for properly, we offer a three-month unconditional warranty on our product. If for any reason the pogo stick breaks, or if you are unsatisfied with the product, just return it to the retailer for a full refund.

To help ensure enjoyment for a long time to come, we offer the following care tips: It's important to oil the piston and spring of the pogo stick every month or so depending on how often it is used. It should not get wet in any way, as this may cause rust. We also do not recommend that people who weigh more than 70 kilograms use the pogo stick, it is designed for children after all.

Attached to this warranty you will find a customer feedback form, please fill it out so we may improve our products. You may also submit this information on our website [www.gogopogo.com](http://www.gogopogo.com).

176. What kind of notice is this?

- (A) An official business memo
- (B) A customer complaint form
- (C) A warranty
- (D) A product assembly manual

178. What kind of document is attached to this notice?

- (A) An online form
- (B) A feedback survey
- (C) A warranty
- (D) A care guide

177. What's the writer warning the customers to avoid?

- (A) Letting the product rust
- (B) Oiling the stick
- (C) Allowing children for play
- (D) Reselling it to others

**Questions 179-180 refer to the following memorandum.**

To: All Department Heads  
From: Chris Fontaine, CEO

A reception for new managerial staff will be held from noon to 1:30 p.m. on Wednesday, January 10, in the boardroom. Snacks will be available at 12:10 and lunch will be brought in at 12:30.

Every department head should attend. This gathering will provide an opportunity for experienced and newly appointed managers to meet each other at the start of new year.

179. What is being announced?

- (A) A training course for team leaders
- (B) A gathering for managerial employees
- (C) A reception for workers' families
- (D) A meeting for the board of directors

180. When will food be served?

- (A) At 12:00
- (B) At 12:10
- (C) At 1:00
- (D) At 1:30

**Questions 181-185 refer to the following memos.**

To: All Members of the Board  
From: James Rotner  
Date: November 28th, 2006  
Subject: Meeting to discuss shortage of automobile parts

I am calling a meeting at 3 p.m. tomorrow to discuss the shortage of automobile parts for the upcoming holiday season. Some of you have already mentioned that various components are hard to obtain from the usual sources. We have looked into the matter, and it turns out the main reason we are experiencing difficulty with our usual sources is because our competitor, Fenway Automobiles, has recently offered them a much more lucrative contract. It is important that we obtain the needed items soon, through finding new suppliers. Unless we do so, we may not be able to meet our holiday deadline. As you all know, the demand for new automobiles goes up at the end of the year, and we want to make sure we meet the demand for cars on time.

It is no secret that Fenway Automobiles has been giving us a good run for our money. I believe that this holiday season is our chance to rise above the competition and find a firm, unshakable foothold in the industry.

Therefore, it is crucial that everyone attend this meeting. Also, I would appreciate it if you came with any ideas concerning useful strategies against Fenway Automobiles. If you have any additional questions or suggestions, be sure to contact me or my secretary.

To: James Rotner  
From: Rachel Cooper  
Date: November 29th, 2006  
Subject: [RE]: Meeting to discuss shortage of automobile parts

I am sorry but I don't think I will be able to attend the meeting you called this afternoon because I have a doctor's appointment at 2:30. However, I know someone who may be able to get into contact with new suppliers if we should need them. Although these suppliers seem to want a higher price, it will probably be hard to find other suppliers willing to work together so late in the year. I will get back to you after collecting more information.

181. What is the purpose of the memorandum?

- (A) To cancel a meeting
- (B) To call a meeting
- (C) To inform the employees about the holiday season
- (D) To remind the employees to get in touch with the suppliers

182. Which holiday season is James Rotner referring to?

- (A) Independence Day
- (B) Memorial Day
- (C) Christmas
- (D) Valentine's Day

183. What will be the main subject of the meeting?

- (A) Deciding on a deadline
- (B) Deciding on a new marketing strategy
- (C) Finding a new secretary
- (D) Discussing new suppliers and the company's competition

184. Why will Rachel Cooper not be able to attend the meeting?

- (A) She has to go pick up her child.
- (B) She has to go see the doctor.
- (C) She has to go meet a friend.
- (D) She has to collect information on a new supplier.



185. Why does Rachel Cooper think it will be hard to find other suppliers?
- (A) There are none who meet the requirements.
  - (B) Other suppliers are too expensive.
  - (C) The holiday season is too close.
  - (D) Fenway Automobiles has already gotten into contact with all of them.

**Questions 186-190 refer to the following article and announcement.**

**Bad News for Our Economy**

-Experts Forecast a Rapid Recession during Second Half of the Year

April 6th, 2006

Many forecasting experts have announced that they have determined a recession in progress, with its cycle peak estimated to be in October 2006. The recession could be set in motion by a decline in consumer purchasing, since consumers are becoming more sensible about what they buy. A more likely cause would be failure of economic growth. However, these are causes speculated by the public. Andrew Bushee, an expert at Anderson Center at the University of California, outlines three main reasons for the recession visible on the horizon. He lists the recent power crisis, inflation concerns, and significant global trade imbalances. At a press conference last week, he announced that a tight financial budget for the next year will be required to overcome the recession. Top on the list of government priorities, according to this budget plan, should be allocating more time and effort to sectors of the economy which will be most effective in stimulating economic growth and development. According to the econometric model used by certain forecasters, the probability of a looming recession is as high as 90%. So far, a dwindling GDP, hiking unemployment, reduced investment, and job cuts have been predicted.

**JOB CUT ANNOUNCEMENT**

Due to the recent recession in economy, we are announcing a cut of an additional 500 jobs over the next two years. The job cut will just be a part of our restructuring plan. Losing more than 10 percent of our work force will be an aspect of the plan that is essential in order to reduce costs and become more efficient in our operating margin. In addition to cutting a number of employees, we ask remaining employees to take salary cuts and trim expenses to the bone. Because the economy is in poor shape now, and our company is suffering as a result, we need more than ever to be in decent financial shape.

Thank you.

186. When do the experts predict the peak of the recession will be?

- (A) This October
- (B) In two years
- (C) Next October
- (D) It has already passed.

188. What is NOT a predicted outcome of the recession?

- (A) Unemployment
- (B) Reduced investment
- (C) Job cuts
- (D) Bankruptcy of banks

187. What is NOT a cause of the predicted recession?

- (A) The energy crisis
- (B) Major companies' restructuring
- (C) A general increase in the level of prices
- (D) Trade imbalances

189. Why is the company making job cuts?

- (A) As a result of unsatisfactory work on the part of the employees
- (B) To make sure the remaining employees receive adequate attention
- (C) In order to employ new workers
- (D) As a result of a decline in the economy

190. The phrase "to the bone" in paragraph 2, line 6 is closest in meaning to
- (A) As much as possible
  - (B) Violently
  - (C) In a stingy manner
  - (D) Painfully

**Questions 191-195 refer to the following mails.**

**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 1159 BOONE IA

GAMEPRO

THE WORLD'S LARGEST MULTIPLATFORM GAMING MAGAZINE

SUBSCRIPTION DEPARTMENT

PO BOX 37579

BOONE IA 50037-2579

GamePro EX gives you everything!

YES! Sign me up for GamePro EX - only \$29.97 for one year (12 issues)! I know every issue will have gaming extras like a disc, poster, strategy guide, and other great GamePro stuff!

Name William Lee  
Address 5468 Roxbury Street  
City/State/Zip Calgary, Alberta, Canada, 08401  
Email gamefan@yahoo.com

Send an additional \$20 for Canadian orders and \$40 for foreign orders prepaid in U.S. dollars.

To: John  
From: Will  
Date: November 30th, 2006  
Subject: GAMEPRO!

Dear John,

I finally subscribed to GamePro! Thank you so much for recommending the magazine. I've received two issues so far and I think they're really great. You still subscribe to the magazine, right? I was wondering if you wanted to subscribe to Electronic Gaming Monthly with me. I saw an ad for it in GamePro. The reason I'm asking you to subscribe to it together is because the subscription fee is quite high, and I thought it might be better to share the subscription with you, since we are both fans of gaming. Write back ASAP!

Thanks

191. What is GamePro?
- (A) A computer game
  - (B) A card game
  - (C) A game disc
  - (D) A gaming magazine

192. What is NOT included in the list of extra products that come along with each issue?
- (A) CD
  - (B) Membership card
  - (C) Poster
  - (D) Strategy manual

<p>193. What information is NOT included in the first postcard?</p> <p>(A) The address of the subscription department</p> <p>(B) The email address of the subscription department</p> <p>(C) The address of the subscriber</p> <p>(D) The email address of the subscriber</p>	<p>195. What can be inferred from the passages?</p> <p>(A) GamePro is a successful magazine.</p> <p>(B) William Lee did not pay his bill on time.</p> <p>(C) William Lee paid \$40.97.</p> <p>(D) John is paying for William's subscription.</p>
<p>194. What does William propose in his email to John?</p> <p>(A) To read GamePro together</p> <p>(B) To lend him two issues of Electronic Gaming Monthly</p> <p>(C) To subscribe to a magazine together</p> <p>(D) To recommend a gaming magazine</p>	

**Questions 196-200 refer to the following letters.**

**Wise Conference Center**

P.O. Box 98212  
Troy, CA 92232

September 10, 2006

Mr. Joel Passon  
Discovery Corporation  
132 Caller Avenue  
Troy, CA 92232

Dear Mr. Passon:

We are pleased to confirm with you the arrangements for your conference at Wise Conference Center during November 24-26, 2006.

From the information you have provided to us, you are expecting between 100 and 150 people for a three days long conference. We will reserve a room that can be closed off or opened up to match the final number of people. We have all the audio-visual systems available for you to use, so just please let us know if you need anything.

We wanted to confirm with you that you will not need any catering. However, if you end up changing your mind, please let us know before November 15, so that we can call and make an arrangement with a catering company.

I have included the total estimated price for your three days long conference. Please call me for any questions or concerns. Again, I appreciate you choosing Wise Conference Center. I am excited to see how the service we will offer you will aid you in all your activities and seminars during the three days.

Sincerely,  
Alicia Rosas  
Events Manager  
Wise Conference Center  
15677 Nation St., Monterey, CA 93940

**Dear Ms. Rosas,**

I thank you for your cooperation, it will truly help us to have a great and successful conference this coming November. However, there are several questions that I wanted to ask you. I was wondering if the Wise Conference Center has any fitness room, swimming pool, or spa etc., for us to enjoy, how big the cafeteria is, how many people are sharing one room, and if there are any nice parks for families to enjoy. Also, I have a few disabled people that will be coming to our conference, and I was wondering if your conference center has adequate facilities for those people so that they are as comfortable as possible. Thank you for your attention to this matter.

Joel Passon  
Discovery Corporation  
Conference & Seminar Manager  
Pass@discover.com

196. What is the first letter about?

- (A) Ms. Alicia is trying to make an arrangement to hold a conference.
- (B) Ms. Alicia is informing a client about their arrangement for a conference.
- (C) Ms. Alicia is asking her client details about the conference.
- (D) Ms. Alicia is booking the date for her customer's conference.

197. What is NOT true about the conference?

- (A) The conference is only three days long.
- (B) The conference center is expecting from 100 to 150 people.
- (C) The conference will be held in LA, CA.
- (D) The conference center can provide all the audio and visual equipment.

198. What should Mr. Passon do in order to get catering?

- (A) He must call the catering company and make arrangements before Nov. 15.
- (B) He must let Ms. Alicia know 4 days before the conference.
- (C) He must bring his own cooks to cook.
- (D) He must ask Wise Conference Center staff for it before Nov. 15.

199. What is NOT one of Mr. Passon's questions?

- (A) The capacity of cafeteria
- (B) Whether it has facilities his people can enjoy
- (C) Room arrangements for people
- (D) Entertainments like movies for families

200. What is Mr. Passon's big concern?

- (A) He has a son who will need assistance in attending the conference.
- (B) He wants the disabled people to have their own rooms.
- (C) He wants the handicapped people to enjoy the conference.
- (D) He wants the handicapped people to be able to use all their facilities.