



READING

In the Reading test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

You must mark your answers on the separate answer sheet. Do not write your answers in the test book.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. ----- for the money management seminar will be forwarded to all the managers tomorrow.
(A) Invite
(B) Invitations
(C) Inviting
(D) Invitation
102. The employee-of-the-year prizes will be awarded to employees who demonstrated ----- contribution to the company's overall sales.
(A) whole
(B) inclusive
(C) exceptional
(D) multiple
103. Those who have questions concerning fringe benefits are advised to consult ----- employee handbook.
(A) their
(B) they
(C) themselves
(D) theirs
104. The summary contains not only a technical ----- but also solutions to adverse effects of urban renewal developments.
(A) description
(B) attention
(C) information
(D) mistake.
105. The conference's keynote speaker addressed ----- impacts of digital technology on the current music industry.
(A) variety
(B) variably
(C) variation
(D) various
106. Documents with a secret nature are ----- retained in each director's safety deposit box.
(A) relatively
(B) slightly
(C) usually
(D) vaguely
107. The fitness club ----- a steadily increasing number of customers and is eager to develop new programs.
(A) see
(B) seen
(C) seeing
(D) has seen
108. The job fair held in the City Center last week is considered the most ----- one so far, with over 3,000 people in attendance.
(A) overall
(B) successful
(C) wealthy
(D) delighted



109. The effects of affordable housing ----- in rural areas will be discussed at the conference.
- (A) develops
(B) developing
(C) development
(D) developed
110. Because the annual budget report must be submitted ----- the end of the month, employees are busy calculating figures.
- (A) on
(B) between
(C) by
(D) except
111. Even though assigned tasks are somewhat complex, we will have to complete them before we ----- for the day.
- (A) leave
(B) leaving
(C) to leave
(D) have left
112. All workers are required to use the sheet provided to ----- their working hours and have their manager sign the form to verify the hours at the end of each day.
- (A) practice
(B) rewind
(C) record
(D) attend
113. Even if residents in the area have shown strong ----- to the project, the city government may not be hesitant to proceed with it.
- (A) resisting
(B) resistant
(C) resisted
(D) resistance
114. The team members have the same opinions on the matter ----- they shared the same information.
- (A) following
(B) more than
(C) because
(D) unless
115. The two divisions have unveiled ----- plan to set aside millions of dollars to invest in a very lucrative field.
- (A) they
(B) them
(C) their
(D) those
116. ----- proficiency in German would be of much help, it is not a requirement for the advertised position.
- (A) Otherwise
(B) Despite
(C) Regarding
(D) Although
117. We had to spend the whole month searching for better solutions, and ----- customers were impressed by our efforts.
- (A) fortunate
(B) fortunes
(C) fortune
(D) fortunately
118. The purchasing department ----- the drastic changes to the purchasing practice with outside suppliers.
- (A) involved
(B) agreed
(C) announced
(D) maintained
119. ----- anyone wish to access the information on the status of his or her order, the password should be entered.
- (A) If
(B) Should
(C) Whether
(D) As though
120. The ----- of the internship program are to help job seekers strengthen their professional skills and make them suitable for careers they are looking for.
- (A) destinations
(B) treatments
(C) goals
(D) opinions

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121. The more we spent with the sales team, the more ----- we were with their innovative marketing skills.
(A) impression
(B) impress
(C) impresses
(D) impressed
122. ----- none of the participants has showed any interest, numerous outdoor activities have to be cancelled.
(A) Whether
(B) Since
(C) For
(D) Which
123. Customers ----- wish to return merchandise within 7 days of purchase must present the valid receipt to the store.
(A) who
(B) when
(C) what
(D) whom
124. All laboratory employees make it a point to take every ----- to avoid potential hazards.
(A) precaution
(B) advice
(C) rule
(D) idea
125. The manager said that it is ----- to test emergency equipment frequently to avoid any malfunction.
(A) appropriate
(B) appropriateness
(C) appropriately
(D) most appropriately
126. It is necessary to ----- a thorough survey in order for us to obtain highly desirable sites for our new headquarters.
(A) detain
(B) associate
(C) conduct
(D) foresee
127. Ms. Walters was ----- to make a presentation on how to increase revenue when I entered the room.
(A) nearly
(B) off
(C) close
(D) about
128. Mr. Lee takes care of several ----- tasks, such as sorting papers and filing documents in the cabinet.
(A) favorable
(B) routine
(C) sincere
(D) recent
129. ----- her hard work and commitment to the company, Ms. Ramirez was promoted to the head of the public relations department.
(A) Due to
(B) While
(C) In that
(D) In case
130. The unexpected operating complexity was more serious than ----- anticipated.
(A) origin
(B) original
(C) originally
(D) originated
131. Due to ----- fuel prices, the company has decided to add a surcharge to all deliveries.
(A) rise
(B) arisen
(C) rose
(D) rising
132. As the company's strongest competitor released a new line of fall clothing, NTR Inc. moved ----- to introduce its new leather jackets.
(A) regularly
(B) quickly
(C) softly
(D) tiredly

133. The enclosed documents summarize ----- changes to the existing overtime regulations.

- (A) propose
- (B) proposed
- (C) proposes
- (D) to proposing

134. ----- regular inspections, accidental system problems arise from time to time.

- (A) In spite of
- (B) Prior to
- (C) However
- (D) Yet

135. Applicants must possess a master of business administration or ----- experience in a related field.

- (A) compare
- (B) compared
- (C) comparable
- (D) comparing

136. The recruitment advertising meeting that was scheduled for tomorrow has been ----- until next week.

- (A) abbreviated
- (B) terminated
- (C) scheduled
- (D) postponed

137. The expansion of the natural history museum is most ----- the cause of significant revenue increases.

- (A) probabilities
- (B) probability
- (C) probable
- (D) probably

138. Information on events occurring in the theater ----- the year is available through our website.

- (A) into
- (B) throughout
- (C) on
- (D) as

139. Through the Internet people are discovering new ways to share relevant information with -----.

- (A) the other
- (B) another
- (C) other
- (D) one another

140. The library has announced a new ----- that all borrowed books must be returned 5 business days from the checkout date.

- (A) accommodation
- (B) policy
- (C) handling
- (D) measure

Part 6

Directions: Read the texts on the following pages. A word or phrase is missing in some of the sentences. Four answer choices are given below each of these sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141-143 refer to the following article.

Ace Supplies, a Paris-based firm ----- in office supplies, announced its plan to relocate its

- 141.** (A) is specializing
(B) specializes
(C) specialize
(D) specializing

headquarters.

After decades of progress and growth, Ace Supplies found itself needing extra facilities. Storage rooms are also filled to capacity. -----, the inadequate number of employees parking space is

- 142.** (A) Thus
(B) To the contrary
(C) Despite the fact
(D) Furthermore

another concern of the company.

But the most important challenge that lies ahead is ----- to move quickly to the new headquarters

- 143.** (A) way
(B) sent
(C) how
(D) equal

without affecting work.

Questions 144-146 refer to the following article.



Headhunting firms are increasingly a powerful ----- for many companies to find scarce high level

- 144.** (A) tool
(B) behavior
(C) content
(D) reason

professionals.

Such headhunters secure and justify their fees by searching for the most competent candidate in all areas, including the client's competitors. When a list of promising candidates is obtained, a headhunter will contact the candidates on the list to ----- career details and make sure he or she

- 145.** (A) verify
(B) feature
(C) condense
(D) notify

is still interested in the job.

After this lengthy process is completed, the list will be ----- down to a small number of interested

- 146.** (A) short
(B) shorting
(C) shortened
(D) shorten

candidates with the best capabilities. Only the list of the top candidates will be presented to their client firm, who will then contact you and negotiate terms with you in person.

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Questions 147-149 refer to the following event personnel advertisement.

LaDon Talent has good opportunities for part-time personnel. Positions available are part-time, mostly weekends, and typically 5-7 hours a day.

Earn \$8 for a 5-hour event plus bonuses. You will be ----- for promoting brands by distributing

- 147.** (A) aware
(B) eligible
(C) responsible
(D) qualified

brochures and samples or demonstrating products to prospective customers, ----- creating brand

- 148.** (A) if
(B) given
(C) within
(D) besides

awareness of the product features.

If you apply for this position and it's not available at the time, please be assured that LaDon Talent will retain your application in our files for 60 days. During this time your application will remain available for ----- until opportunities become open.

- 149.** (A) consider
(B) considering
(C) considered
(D) consideration

Questions 150-152 refer to the following memorandum.

To : Employees
From : Palm Eastwood Personnel Manager
Subject : Time off from work
Date : Dec. 5 2007

The ----- of this memo is to let the employees know about the policy on sick leave and other

150. (A) advantage

- (B) study
- (C) purpose
- (D) influence

absences.

Time off from work may be authorized for various reasons. Generally, when employees want to be absent for any personal -----, it is subject to approval by their immediate supervisor.

151. (A) proximity

- (B) conclusion
- (C) matters
- (D) contents

For excessive tardiness without a valid reason or any unreported leave, even if it's ----- court

152. (A) because

- (B) from
- (C) due to
- (D) yet

leave or military leave, they will receive a written warning. Please be aware that three written warnings will result in dismissal.

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Part 7

Directions: In this part, you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 153-154 refer to the following fax.

Attn: Mike Bradshaw

Dear Mike,

Thank you for your interest in the sales position at Topfield Electronics. We enjoyed speaking with you in the interview last Thursday. The executives have reviewed your resume and were very impressed. We have decided to hire you for the position. As you will notice, I have sent the contract along with this fax. Please read it thoroughly, sign it, and fax it back to our office by Friday at 6:00 p.m. If possible, we would like you to begin working for us as early as May 23rd, approximately two weeks from now. If you have any questions about the contract or the position, please call me at 895-368-6457. Congratulations. We look forward to working with you.

Regards,
Samuel Stone

153. What does Samuel Stone include in the fax?

- (A) A detailed work schedule
- (B) A job application
- (C) A work agreement
- (D) A letter from the executives

154. What should Mike Bradshaw do by Friday at 6:00 p.m.?

- (A) Interview the employee
- (B) Reply to the fax
- (C) Schedule an appointment
- (D) Call Samuel Stone

Questions 155-156 refer to the following email.



From: Helen Martin
To: All advertising associates
Subject: Employee Lunch

Hello everyone,

I just wanted to remind you all that the annual employee luncheon will be held this Friday, March 16th. It will be held at 1 p.m. at the Emerald Country Club. Lunch will be provided, but we would like each associate to bring one dessert. There is a sign-up sheet in the break room next to the water cooler. Also, this year we will be celebrating the achievements of Bob Hopey, the Director of Advertising, who will be retiring at the end of March. Mr. Hopey has worked for Best Advertising for thirty years, and was responsible for the successful merger with McKinley Advertising in 2004. He will be missed greatly, and we are asking each associate to contribute \$25 for a goodbye gift. The gift will be handed to him at the luncheon. Please give the money to Barbara Whales in Human Resources by Thursday, March 15th.

Thanks,
Helen Martin

- 155.** What information is discussed in the email?
- (A) A possible merger with another company
 - (B) A plan to hire a new director
 - (C) A schedule for an upcoming event
 - (D) A request to reschedule a meeting
- 156.** What will Bob Hopey most likely receive on March 16th?
- (A) A promotion
 - (B) A retirement gift
 - (C) Retirement benefits
 - (D) A campaign proposal

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Questions 157-160 refer to the following letter.

Dear Readers,

This July, *Horse and Rider* will celebrate its 27th anniversary. Since its first issue was published in January of 1980, *Horse and Rider* has continued to bring its readers tasteful but entertaining articles covering everything about horses. To celebrate our anniversary, we are offering a special promotion to all our readers: a free three-month subscription. Plus, you will receive our special anniversary issue, which will be published at the end of July. This special issue will feature an article about Marjorie Clemons, the Senior Editor and founder of *Horse and Rider*.

To be eligible for the special offer, just fill out the request form that is enclosed with this letter, and mail it to us by June 15th. As always, we welcome your questions and comments, so if you would like to be included in our From the Readers section, please visit our website www.horseandrider.com and submit your review electronically. We thank you for your continued support, which has helped us become the most popular horse magazine in the country.

Sincerely,
Katherine Fields
Public Relations Advisor

157. Why did Katherine Fields write this letter?
(A) To introduce a special offer
(B) To remind readers to renew their subscription
(C) To ask customers about their subscription preference
(D) To invite clients to the ceremony

158. Who will be featured in the anniversary issue?
(A) A famous rider
(B) A new employee
(C) The winner of the race
(D) The Senior Editor

159. According to the letter, how can readers get their comments published?
(A) By writing a letter to the editor
(B) By submitting a review online
(C) By contacting the PR department
(D) By calling Marjorie Clemons

160. Which of the following is mentioned about *Horse and Rider*?
(A) It is the only magazine of its kind.
(B) It is over thirty years old.
(C) It is very successful.
(D) It is changing owners.

Questions 161–163 refer to the following article.

The Health Factory will introduce a new line of vitamins, a company spokesman said yesterday. The vitamins are intended for athletic men and women, who are looking for a vitamin that will replace vital nutrients lost during strenuous exercise. Unlike regular vitamins, the Health Factory Active Essentials 2020 have more iron, calcium, and potassium. The new vitamins have been tested on professional athletes, such as cyclist Luke Wilson, and are proven to increase athletic performance by up to 20 percent. Of course, health products like the Active Essentials vitamins are not cheap. One month's supply of the new vitamins costs about \$200. To promote the new product, however, the Health Factory is offering a special 30 percent discount to anyone who purchases the new vitamins with their Health Factory card. For more information on the new product or to apply for a Health Factory card, call the company's customer service hotline at 1-800-326-HEALTH.

- 161.** What can be inferred about the new vitamins?
(A) They are intended for athletes.
(B) They are the most popular.
(C) They are easy to swallow.
(D) They are not sold in stores.
- 162.** What is NOT mentioned about the new vitamins?
(A) They increase performance.
(B) They were tested on athletes.
(C) They are cheaper than other brands.
(D) They have more iron and calcium.
- 163.** According to the article, how can people receive a discount?
(A) Place an order online
(B) Apply for a membership card
(C) Enter a contest
(D) Spend a certain amount



Questions 164-166 refer to the following letter.

12 Blue Bird Drive
Newark, NJ
064587
12 May 2007

Paul Thorntree
Spotless Cleaner's
145 Market Drive
Newark, NJ

Dear Mr. Thorntree,

I recently had three jackets dry cleaned at Spotless Cleaner's. Unfortunately, when I got home and looked at one of the jackets, I noticed there was a large rip on one of the sleeves. I immediately returned the item to your building on Market Drive, but the sales clerk told me that the company was not responsible for any damages incurred during cleaning. I have been doing business with Spotless Cleaner's for three years and have always received excellent service, but I am quite distressed about this recent incident. I would like the company to pay for the repair of this item, and to give me a full refund on the cost of dry cleaning all three items. Please contact me as soon as possible to discuss this matter. I can be reached Monday to Friday after 6 p.m., and Saturday and Sunday any time. My home number is 632-365-1456. You can also reach me at my office at 653-362-9876.

Regards,

Linda Applebee

164. What is the purpose of the letter?

- (A) To complain about service
- (B) To apply for a membership
- (C) To discuss a late payment
- (D) To order a clothing item

165. What does Mrs. Applebee request from the company?

- (A) A receipt
- (B) A refund
- (C) An apology
- (D) A coupon

166. What does Mrs. Applebee say about

Spotless Cleaner's?

- (A) It has a bad reputation.
- (B) It does not repair clothing.
- (C) It usually provides good service.
- (D) It is the only dry cleaner's in town.

Questions 167-168 refer to the following article.



The Smallville Department of Transportation (SDT) announced that it will begin construction on a new bus lane downtown. The construction is scheduled to begin at the end of July, a city official said. The new bus lane will provide direct service to the main financial district, and will replace bus lines 3 and 4. Studies have been conducted on traffic patterns and it is expected that the new service will reduce commuting time by 25 percent. Crane Construction has been contracted to build the new lane. Unfortunately, Main St. will be closed from July 22nd to August 30th, while the construction is taking place. The SDT has asked all commuters who drive to work to take 122 Avenue instead of Main Street.

- 167.** What does the SDT say about the new service?
- (A) It will decrease travel time.
 - (B) It will cost less money.
 - (C) It will take a year to complete.
 - (D) It will reduce pollution.

- 168.** What is NOT mentioned in the article?
- (A) Commuters should take another route.
 - (B) Bus lines 3 and 4 will be closed.
 - (C) More studies are planned for July.
 - (D) The SDT hired Crane Construction.



Questions 169-172 refer to the following advertisement.

JP Store is proud to announce its new catalogue service, which will begin this September. Each month all customers with a JP Gold Card will receive a free catalogue. What's so great about the JP Catalogue? You don't have to go to our store to buy your clothes. You can simply call the customer service hotline and place your order from the comfort of your own home. Plus, each month's catalogue will include special discounts on all our clothing. If you have any questions about this special promotion, contact us at 1-800-2365-9864. If you are not a cardholder and would like to become one, then download an application from our website, www.jpclothes.com. All customers who apply online before August 15th will receive an additional 20 percent off their first order.

169. What kind of product does JP Store sell?

- (A) Home furnishings
- (B) Kitchenware
- (C) Clothing
- (D) Office supplies

170. What will JP Gold Card holders receive?

- (A) Complimentary catalogues
- (B) A discount on shipping charges
- (C) Special coupons for the store
- (D) An online account

171. How often will cardholders receive the JP Catalogue?

- (A) Once a week
- (B) Every two weeks
- (C) Once a month
- (D) Once a year

172. How can interested customers apply for a card?

- (A) Get an application from the store
- (B) Call customer service
- (C) Email the company
- (D) Submit an online application

Questions 173-175 refer to the following job advertisement.

Charity Hospital is looking for an organized, motivated individual to fill the position of Director of Dining Services, starting August 15th.

Responsibilities of the position include planning weekly meals for patients, managing a staff of thirty food service workers, and placing food supplies orders every month. You may also be asked to organize food for special events, such as hospital benefits.

The successful applicant will have at least five years' experience working as a manager in some business field, and a university degree. Specific experience in the hospitality industry is preferred, but not required.

Interested individuals should pick up an application from the Food Service Department at Charity Hospital, which is located on the first floor of the hospital. Please fill out the application and submit it, along with 2 reference letters and a cover letter, by July 24, 2007. Applications will be available starting June 21, 2007.

- 173.** What kind of position is being advertised?
- (A) Medical assistant
 - (B) Receptionist
 - (C) Hospital director
 - (D) Manager of food services
- 174.** Which qualification is required of the successful candidate?
- (A) Five years' experience
 - (B) Foreign language skill
 - (C) Cooking certificate
 - (D) Knowledge of the hospitality sector
- 175.** By what date must an applicant submit an application?
- (A) June 21st
 - (B) July 24th
 - (C) August 15th
 - (D) August 24th



Questions 176-180 refer to the following article.

McDowell Publishing plans to merge with Harvey Media this January, a spokesman for McDowell Publishing said. The new company will be called McDowell and Harvey Media. The decision comes after both companies experienced their third straight year of losses. Both companies have struggled to compete with the world's largest publishing company, Watson Media Inc., which accounts for about 75 percent of the market. Since Watson Media Inc. was founded by Charles Duvet Jr. in 1999, the company has successfully forced ten other small publishing companies to declare bankruptcy. According to a spokesman from Harvey Media, after the merger is completed, the new company will launch a 3 million dollar marketing campaign. Jackson Polkins, the famous children's writer, has already announced he will be leaving Watson Media Inc. to pursue a contract with the new company.



176. The word “losses” in line 5 is closest in meaning to
(A) deficits
(B) fortunes
(C) properties
(D) resources
177. According to the article, why are the two companies making the change?
(A) To induce voluntary retirement
(B) To hire more employees
(C) To reduce operation costs
(D) To remain competitive
178. According to the article, what happened in 1999?
(A) Watson Media Inc. went bankrupt.
(B) Charles Duvet Jr. started a company.
(C) Harvey Media introduced a new campaign.
(D) Jackson Polkins published a book.
179. What can be inferred from the newspaper article?
(A) The new company will lay off many workers.
(B) McDowell Publishing will invest considerable money.
(C) Watson Media Inc. is a huge company.
(D) Harvey Media will change locations.
180. What is Jackson Polkins’s occupation?
(A) Company spokesman
(B) Financial advisor
(C) Children’s writer
(D) Publishing assistant



Questions 181-185 refer to the following weather forecast and email.

Three-Day Forecast

Friday March 22: Residents should carry their umbrellas because there is an 85 percent chance of heavy rain. Morning temperatures will be in the low 70's and are expected to drop to around 65 in the mid-afternoon.

Saturday March 23: If you're planning any outdoor activities, then this is the day to schedule them. Thanks to a warm westerly wind, temperatures are forecasted to be in the high 80's, about five degrees warmer than we might usually expect at this time of the year. Remember to wear sunscreen and drink lots of water.

Sunday March 24: Make sure you enjoy the sunshine on Saturday, because on Sunday temperatures will drop to the low 60's. There will be some sun in the morning, but the afternoon will be mostly cloudy.

From: Belinda Pushkin
To: All sales staff
Subject: Company Picnic

Hello, I just wanted to let everyone know that the Tollins company picnic has been cancelled because there is a chance of rain on the day we originally chose. As you know, we wanted to have the picnic outdoors so that employees could participate in a variety of team-building exercises.

We asked the Humble Country Club if we could hold the lunch in their Club House instead, but unfortunately they told us that Plymouth Autos will be holding a special banquet to celebrate their 25th anniversary there.

Attached to this email is an Employee Preference Form. I am asking all employees to list their preferred date for the rescheduled company picnic. I sincerely hope that we can accommodate everyone's schedule. Please fill out the form and email it to me by Thursday, March 21st, at 3 p.m.

Regards,
Belinda Pushkin
Human Resources



181. According to the weather forecast, what is unusual about Saturday's weather?
- (A) Low humidity
 - (B) Strong winds
 - (C) High temperatures
 - (D) No rain
182. When was the picnic originally scheduled?
- (A) March 21st
 - (B) March 22nd
 - (C) March 23rd
 - (D) March 24th
183. Why can't the event be held in the Club House?
- (A) It is closed for renovations.
 - (B) It must be reserved in advance.
 - (C) It can't accommodate all employees.
 - (D) It is being used by another group.
184. What can be inferred about Plymouth Autos from the email?
- (A) It will host an event on March 21st.
 - (B) It is celebrating an employee's achievements.
 - (C) It has been in business more than twenty years.
 - (D) It is located next to Humble Country Club.
185. What did Belinda Pushkin add to her email?
- (A) The email addresses of all employees
 - (B) The Employee Preference Form
 - (C) The list of famous restaurants
 - (D) The menu for the luncheon



Questions 186-190 refer to the following two emails.

From: Mary Helmsford
To: Linda Watercrest
Subject: Conference

Dear Linda,

As you requested, I am writing to provide you with some more information about the conference at the end of the month. It will be held at the Gillmor Conference Center in San Francisco, California, on Saturday, May 14th.

The conference is a great way for New Media Inc. employees to meet other people in the entertainment industry. The conference schedule is as follows:

8:00-10:00 A.M. "Understanding the Customer" presented by market analyst, Richard Preyer

10:15-12:00 A.M. "Making an Effective Presentation" presented by CEO of Anderson Entertainment, Brian Thompson

12:00-1:00 P.M. Free lunch

1:30-3:30 P.M. "Increasing Productivity" presented by Director of Sales at Phillip Martin Media, Bob Ross

3:45-5:45 P.M. "Future Trends in the Entertainment Industry" presented by Phillip Trent, author of "The 10 Most Successful Media Companies"

5:45-6:00 P.M. Closing remarks by Samuel Wright, conference coordinator

Please note that New Media Inc. will pay for the registration fee, accommodation, and all meals. Employees are expected to pay for transportation to and from the conference. I hope you find this information helpful.

Regards,
Mary Helmsford
Director of New Media Inc.

From: Linda Watercrest
To: All employees
Subject: Conference

Hi, everyone! I am just writing to inform you that there has been a slight schedule change for the conference on Saturday. You may have already heard it on the news, but Richard Preyer suffered a heart attack on Thursday night and is recovering in Mercy Hospital. Unfortunately, he will not be able to give his presentation as planned. I have been informed by the conference coordinator that Michel Tupper, the Director of Customer Relations at Fleet Media, will be presenting instead. He will talk about his 20 years of experience dealing with customer complaints under the title of "How to Satisfy the Customer." Also, if you have any special meal requests for the conference, please contact Mary Helmsford at 895-326-6547 by May 4th.

- 186.** Why did Mary Helmsford write the email?
- (A) To provide information about an event
 - (B) To change the date of a meeting
 - (C) To discuss a new company policy
 - (D) To introduce a new work schedule
- 187.** What does Mary Helmsford say about the conference?
- (A) It is held in San Francisco every year.
 - (B) It is organized by Anderson Entertainment.
 - (C) It is intended for new employees in the industry.
 - (D) It is an excellent place to develop business relationships.
- 188.** What are employees expected to pay for?
- (A) Registration
 - (B) Transportation
 - (C) Accommodation
 - (D) Food and drinks
- 189.** What is TRUE about Michel Tupper?
- (A) He is the CEO of New Media Inc.
 - (B) He has written a book.
 - (C) He organized the conference.
 - (D) He is a company executive.
- 190.** Which seminar was cancelled at the conference?
- (A) Understanding the Customer
 - (B) Making an Effective Presentation
 - (C) Increasing Productivity
 - (D) Future Trends in the Entertainment Industry



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

From: Beth Volt <bvolt@runtcorp.com>
To: Chris Gately <cgately@spectron.com>
Date: November 22
Subject: Details for Conference on December 2

Hi, Chris!

First, I'd like to express my excitement that you've agreed to speak at this year's technology conference. As you know, Runt Corporation has been organizing this event for the last ten years to promote innovation in the computer industry.

In my previous email, I told you that the conference would start at 8 a.m., but it has been changed to 9 a.m. because a few of the companies who will be providing exhibits wanted a little more time to set up their product displays. Now, when you get to the conference center, you will have to pass through security. Please hand the security guard the four-digit code that I gave you, and he will issue you a temporary visitor's ID badge. You will need to wear this badge at all times while you are in the building.

If you need us to provide any equipment, such as a laptop computer, or overhead projector, please contact the event organizer, Martin Walsh. His email address is mwalsh@runtcorp.com. You can also reach him by phone at 1-520-236-1478.

Please feel free to contact me with any further questions that you might have. I look forward to meeting you on the day of the conference.

Beth Volt, Public Relations Director

From: Chris Gately <cgately@spectron.com>
To: Beth Volt <bvolt@runtcorp.com>
Date: November 23
Subject: Update on December 2 Conference

Dear Mrs. Volt,

Thank you so much for your kind email. I am also very excited to speak at your conference. My company's innovative business strategy has greatly increased our profit margins and I am confident that, if implemented properly, it will help any computer company improve its total computer sales.



Since the subject I plan to cover is rather technical, I have asked one of my colleagues, Bill Front, to give a brief PowerPoint presentation to familiarize the audience with a few new technology terms. Mr. Front is a software designer who has been working for Spectron Inc. for five years. His innovative product designs have contributed greatly to Spectron's success in the last three years.

With regard to equipment, I will need a couple of things for the presentation. I will leave a list of required items with the event organizer when I visit his office on Wednesday, November 25. Thanks for all of your help.

Regards,

Chris Gately

- 191.** Why did Beth Volt write the email?
(A) To outline details of the conference
(B) To ask an employee to attend a meeting
(C) To inquire about a new software program
(D) To postpone a public relations event
- 192.** What is Mr. Gately required to do before entering Runt Corporation?
(A) E-mail Beth Volt
(B) Acquire a security badge
(C) Contact the software designer
(D) Meet with a Spectron Inc. executive
- 193.** When will Ms. Volt and Mr. Gately meet?
(A) On November 22nd
(B) On November 23rd
(C) On November 25th
(D) On December 2nd
- 194.** Who is Bill Front?
(A) Public Relations Director
(B) Security guard
(C) Software designer
(D) Event organizer
- 195.** What does Mr. Gately plan to do on Wednesday?
(A) Pick up his registration form
(B) Design the brochure for the event
(C) Leave a document with Mr. Walsh
(D) Meet with Mr. Front about the conference



Questions 196-200 refer to the following two letters.

12 April 2007

Employment Officer
Porter Investments
67 Waltham Ave.
Boston, MA

Dear Mr. Wright,

I was extremely interested in your recent advertisement for an Assistant Accountant, which appeared in the March issue of Financial Times. I am confident that my educational background and work experience make me the ideal candidate for this position.

I graduated last year with high honors from Georgetown University, where I double majored in accounting and economics. My thesis, "The Economics of Investing," received the highest grade in my class. While at University, I was also president of the Finance Club, and the Treasurer of the Student Council. In my junior year, I was responsible for organizing a fundraising event that collected 50 thousand dollars for the new gymnasium on campus.

Last summer, I was accepted for an internship position with Harvey Investments, a famous New York investment firm. During my two months at Harvey Investments, I managed over 20 corporate accounts, and was responsible for approximately 1 million dollars in investments.

I have enclosed a detailed resume, along with two letters of recommendation, and my University transcript. I hope you will find my personality and work experience a good match for this position. Please feel free to contact me at 896-326-5478, if you have any questions.

Sincerely,
Richard Bolt

12 Frosty Rd.
Boston, MA

Dear Mr. Bolt,

I am sorry to inform you that the position you applied for has been filled. I want you to know, however, that I thought your resume and cover letter were extremely interesting. I think you would be an excellent addition to our team here at Porter Investments. If you would like to pursue other employment opportunities with our company, please contact Martin Plaster, the Director of Finances. He might be able to tell you about some other positions that will be available in the future. He can be reached at 895-654-2315. Thank you for your interest in our company.

Sincerely,
Paul Wright



196. What did Richard Bolt achieve while at Georgetown University?
- (A) He used to be an assistant of the University Treasurer.
 - (B) He was president of the Debate Club.
 - (C) He wrote a thesis that received an award.
 - (D) He raised money for new sports facilities.
197. What does the letter suggest about Harvey Investments?
- (A) It is based in Boston.
 - (B) It pays very well.
 - (C) It is well known.
 - (D) It is an international firm.
198. What news does Mr. Wright give Richard Bolt?
- (A) The company does not accept personal interviews.
 - (B) The Assistant Accountant position is no longer available.
 - (C) The information in his transcript was incorrect.
 - (D) The Employment Officer has not received the resume.
199. Why might Mr. Bolt contact Martin Plaster?
- (A) To inquire about a job
 - (B) To schedule an interview
 - (C) To submit a resume
 - (D) To review a contract
200. The word "extremely" in line 2 of the second letter is closest in meaning to
- (A) intelligently
 - (B) easily
 - (C) highly
 - (D) relatively



READING

In the Reading test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

You must mark your answers on the separate answer sheet. Do not write your answers in the test book.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. Mr. Kurt Spienza appears to be the only person in our team who can finish the survey by -----.

- (A) he
- (B) him
- (C) his
- (D) himself

102. All the storage rooms are scheduled to undergo renovations and ----- closed for several days next week.

- (A) will be
- (B) was
- (C) are
- (D) has been

103. Many science majors enter graduate school ----- after completing a bachelor of science degree.

- (A) directly
- (B) direct
- (C) directed
- (D) direction

104. Many companies interviewed plan to ----- more personnel, while 20 percent expect to reduce their payrolls.

- (A) reply
- (B) detect
- (C) construct
- (D) hire

105. It seems that laborers in underdeveloped countries would rather have their children help ----- at work than enroll them in school.

- (A) they
- (B) them
- (C) themselves
- (D) their

106. A new approach to information asset protection will be covered in the forthcoming March ----- of the magazine.

- (A) issue
- (B) condition
- (C) price
- (D) promise

107. Customers who purchase more than 500 dollars worth of items can request an HDTV cable box at no ----- charge.

- (A) additional
- (B) addition
- (C) adding
- (D) additionally



- 108.** ----- remain complicated economic problems to be resolved, while the economic conditions have been good.
- They
 - It
 - There
 - That
- 109.** Mr. Garry Noxon in accounting was ----- warned about having too many numerical errors in the budget report.
- repeat
 - repeatedly
 - repeater
 - repetition
- 110.** Employers ----- in obtaining information concerning grants for technician certification may contact us at the e-mail address below.
- interested
 - listed
 - hopeful
 - enclosed
- 111.** According to many ----- of the industry, the majority of small-sized firms are hoping to enter into lucrative businesses.
- survey
 - surveys
 - surveying
 - surveyed
- 112.** During the one-week promotional period, we offer all the visitors and customers 10 dollars worth of kitchen appliances ----- free of charge.
- extremely
 - exclusively
 - continually
 - completely
- 113.** The first step in preparing a fairly ----- presentation is to do your research thoroughly on your topic.
- informative
 - inform
 - information
 - informer
- 114.** ----- understaffed and under tight budget, 911 centers are struggling to adequately provide emergency assistance to the citizens.
- Yet
 - Meanwhile
 - But
 - Although
- 115.** Applicants for the managerial position ----- to possess high levels of motivation along with basic computer skills.
- are required
 - require
 - requires
 - has required
- 116.** The applications submitted will be accepted ----- accompanied by photo identification.
- only if
 - until
 - not only
 - since
- 117.** It is likely that ----- of the annual conference will reach an all-time high this year, with more than 1,000 people planning to attend.
- attendant
 - attendance
 - attended
 - attendee
- 118.** Despite ----- efforts and partial success for the last few years, the unemployment rate is still on the rise.
- proficient
 - considerable
 - secondary
 - present

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119. A detailed quotation on the ongoing ----- will be provided for free any time upon request.
(A) maintaining
(B) maintenance
(C) maintained
(D) maintains
120. Attempts to ----- congestion during peak hours are being made, but seem to prove unfruitful at the moment.
(A) demonstrate
(B) decline
(C) face
(D) ease
121. All the important files were organized first by color and ----- alphabetized by title and name.
(A) since
(B) then
(C) here
(D) much
122. Pedestrians and motorists are advised to obey the traffic signs posted ----- Blackroad.
(A) against
(B) except
(C) upon
(D) throughout
123. The customer service department is responsible for fulfilling ----- from the public and has to forward them to the chief financial officer.
(A) requests
(B) request
(C) requesting
(D) requested
124. Editors are extremely busy proofreading, editing and compiling materials ----- to publication date.
(A) suited
(B) conductive
(C) forward
(D) prior
125. Customers have the right to ----- the order within 5 business days from the delivery of the product without providing reasons for the cancellation.
(A) weaken
(B) invalidate
(C) verify
(D) weigh
126. As health care becomes ----- than it was a decade ago, companies are forced to spend more on benefits.
(A) as expensive
(B) more expensive
(C) so expensively
(D) most expensively
127. The report on existing home sales showed an unexpected ----- in sales last year, but the number of unsold homes has increased.
(A) extension
(B) production
(C) grade
(D) rise
128. Many researchers are doing research on how to reduce the time it takes ----- and forget an accident.
(A) will overcome
(B) be overcome
(C) to overcome
(D) has overcome
129. Accommodation costs and living ----- will vary, depending on individual requirements and work locations.
(A) budget
(B) prices
(C) credits
(D) expenses
130. Speakers should be prepared ----- their findings to the audience and be able to answer questions regarding them.
(A) has presented
(B) presenting
(C) present
(D) to present

- 131.** As real estate prices have ----- dramatically in recent years, buyers have cancelled new-home contracts.
 (A) fallen
 (B) refused
 (C) performed
 (D) acquired
- 132.** For years, domestically produced movies have been gaining ----- among people of all ages.
 (A) elevation
 (B) mobility
 (C) belief
 (D) popularity
- 133.** They are required to inform the human resources department when resigning due ----- a disagreement over company policy.
 (A) to
 (B) by
 (C) on
 (D) for
- 134.** No matter how drastically you revise your book, you must include photos of an artwork that you want to ----- from the previous edition.
 (A) practice
 (B) persist
 (C) cooperate
 (D) retain
- 135.** Employees will be given bonuses and incentives ----- depending on their performance achievements, not based on their relationship with supervisors.
 (A) exclusive
 (B) excluding
 (C) exclusively
 (D) excluded
- 136.** The internal audit is going to identify operational and financial risks our company is ----- at the moment.
 (A) facing
 (B) progressing
 (C) playing
 (D) dealing
- 137.** ----- inclement weather conditions, employees must arrive at the beginning of their work shift.
 (A) Despite
 (B) Unless
 (C) In order to
 (D) As well as
- 138.** Refreshments are arranged in the lobby ----- meals will be served shortly thereafter.
 (A) such
 (B) either
 (C) with
 (D) and
- 139.** Donations ----- for the purchase of necessities will help provide a brighter holiday season to people in need.
 (A) seek
 (B) seeking
 (C) have sought
 (D) being sought
- 140.** All the accountants are required to compile a report which ----- annual corporate spending.
 (A) corresponds
 (B) expects
 (C) details
 (D) prepares

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Part 6

Directions: Read the texts on the following pages. A word or phrase is missing in some of the sentences. Four answer choices are given below each of these sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141-143 refer to the following business report.

----- the economy beginning to slow down, the hourly wage for workers has declined a little.

- 141.** (A) Because
 (B) Therefore
 (C) When
 (D) With

The drop is notable since productivity – the amount that an average worker produces in an hour and the basic source of a nation's living standards – has risen steadily over the same period.

As a result, wages and salaries now make up the lowest proportion of the nation's gross domestic product, while corporate earnings have climbed to their highest level since the 1990s.

Over the past few years, stagnating wages were somewhat ----- by the rising value of benefits

- 142.** (A) emerged
 (B) made
 (C) offset
 (D) conducted

such as health insurance, which caused overall compensation for workers to continue increasing.

Since last year, however, the value of a worker's benefits has also failed ----- pace with inflation,

- 143.** (A) keep
 (B) keeping
 (C) to keep
 (D) to be kept

according to government data.

Moreover, polls show that rising house and stock values have lifted the net worth of many families over the last few years, and interest rates remain fairly low.

Questions 144-146 refer to the following letter.

To whom it may concern,

I am writing to inquire about the openings in the help-wanted advertisement that you placed in the *China Times* for a marketing department manager at West China Supermarkets. I have attached my resume and cover letter ----- you to review.

- 144.** (A) for
(B) to
(C) on
(D) as

I recently graduated from Shanghai University, with a degree in marketing. In addition to my solid academic record, I spent the last 3 years working as a marketing consultant and I am ready to draw on my experience to use in a management position.

I've been involved in retail food sales since I was a child. I ----- work at my parents' fruit stand,

- 145.** (A) am used
(B) am used to
(C) use to
(D) used to

where I first became familiar with the food industry.

As China's economy has opened and expanded, I have become convinced that the retail food industry has significant potential for development and modernization. I hope that my working experience and education can be of ----- to West China Supermarkets.

- 146.** (A) using
(B) used
(C) use
(D) to use

I look forward to meeting with you to discuss how I can contribute to your organization's success in this expanding market.

Best Regards,
Poli Hu.

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Questions 147-149 refer to the following announcement.

Beginning at 10 a.m. on Monday, October 8, 2007 the Walnut County Road Committee will ----- a

147. (A) attract
(B) arrive
(C) confirm
(D) impose

lane closure on Witt Road, from Ellido Street to Jean Paul Avenue, for utility installation.

There could be significant delays. Therefore, motorists are advised to seek an alternate route.

It is anticipated that this project ----- and all lanes will be reopened to traffic by approximately 5

148. (A) will be completed
(B) was completed
(C) has completed
(D) will complete

a.m. on Friday, October 12, 2007.

However, please note that all dates are tentative and ----- to change.

149. (A) official
(B) equivalent
(C) attractive
(D) subject

To maintain the safety of road crews, please reduce speed and drive cautiously when you pass through the work zone. The Road Committee thanks you in advance for your patience.

If you have any questions concerning this project, please contact Nick Estrin, Project Engineer at 555-802-2547 or via email at nickssn@roads.com.

Questions 150-152 refer to the following announcement.

As the largest and fastest ----- community development group, we invite qualified professionals

- 150.** (A) evaluating
(B) concentrating
(C) expanding
(D) significant

for our urban ----- project. Your mandate is to set the overall strategic direction for housing

- 151.** (A) renew
(B) renewed
(C) renewal
(D) renewing

development, including sales and marketing. The ideal candidate must have a passion to deliver results in a dynamic market environment.

You must have at least 5 years of relevant industry experience. You will be able to demonstrate an excellent record of successful implementation and sustainable growth.

This leadership position is expected to attract candidates of the highest -----.

- 152.** (A) caliber
(B) sought
(C) statue
(D) factor

candidates will live in Indonesia and enjoy a highly competitive remuneration package, including traveling allowances.

To apply for the position, please submit your resume along with a cover letter by November 17, 2007 to hodevelop@attg.com.



Actual Test 02

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Part 7

Directions: In this part, you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 153-154 refer to the following email.

From: Hazel Irwin <hirwin@csgmedia.com>
To: Lindsey Monotail <lmonotail@csgmedia.com>
Subject: Speech Request
Date: May 23

Hi Lindsey,

As you know, Robert Hulking will be awarded the CSG Excellence in Sales Prize at a special ceremony at the Persian Hotel this Saturday. Mr. Hulking recently informed me that you were his supervisor when he first came to CSG five years ago, and that you and your business advice have greatly contributed to his recent success. To honor both your work as Senior Sales Supervisor and Mr. Hulking's recent achievement, I would like to ask you to present the award this Saturday. As part of the presentation ceremony, you will be asked to give a brief speech about Mr. Hulking. It would be a good idea to include some personal anecdotes as well as professional stories to help highlight Mr. Hulking's character.

Please contact Sara Benhunt, my secretary, before 2 p.m. today and let her know if you can attend the event. Her extension is 3125. I hope you will join us.

Sincerely,

Hazel Irwin
Director of Public Relations

153. Who is Robert Hulking?

- (A) The new sales associate
- (B) A supervisor in the sales department
- (C) An employee who will receive an award
- (D) The Public Relations Director

154. What should Ms. Monotail do before 2

- p.m.?
- (A) Give a speech
 - (B) Reply to the invitation
 - (C) Attend the ceremony
 - (D) Supervise a meeting

Questions 155-156 refer to the following advertisement.

Do you enjoy working outdoors? Do you thrive in a physically demanding work environment? Then Gateway Contractors has the perfect job for you!

We're looking for young, energetic individuals to work on Gateway's latest construction project: the Maplewood Gymnasium. Successful candidates will be responsible for unloading supply trucks and distributing supplies to various key points around the site. No previous construction experience is necessary, but applicants must be able to work well with other people.

Applications are available at www.gatewaycontractors.com. To schedule an interview, contact Bruno Morton, the Construction Site Supervisor, at 245-698-7895. Please, no calls after 9 p.m.



155. What kind of job is being advertised?

- (A) Construction worker
- (B) Shipping supervisor
- (C) Gym instructor
- (D) Truck driver

156. Why might the applicants contact Mr.

Morton?

- (A) To ask for an application form
- (B) To make an appointment for an interview
- (C) To locate the main office
- (D) To inquire about the job details

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Questions 157-159 refer to the following news article.

Deloit Industries to Open Another Factory

Deloit Industries, a leading producer of construction equipment, plans to open another factory in 2007. The new factory will be built in Rayong, Thailand, where a number of other large-scale manufacturing companies are located.

The company's decision was criticized by many local officials, who claim that Deloit Industries plans to exploit local laborers. In the last decade, many companies have migrated to Thailand because the country's average wages are significantly less than those in North America and Europe. By operating in Thailand, companies are able to decrease their annual expenditures and increase profitability.

Unfortunately, these profits do not always benefit the local communities. According to a company spokesman, however, Deloit Industries will implement a couple of strategies that will benefit the local laborers and their families. Among these "positive plans" are providing health insurance for employees and their families, and giving academic scholarships to employees' children.

The company has implemented similar strategies for employees working at its mines in South Africa, processing plants in the Philippines, and packaging facilities in Brazil. In each place, the company has attempted to hire local workers and integrate itself into the local community. In July, the company hosted a charity event in Buenos Aires, Argentina, to raise money for local schools.

157. According to the article, why has Deloit Industries' decision been criticized?

- (A) It will probably exploit the environment.
- (B) It does not encourage foreign investment.
- (C) It will take advantage of regional workers.
- (D) It makes employees work longer hours.

158. What does Deloit Industries plan to do at the facility in Rayong?

- (A) To provide workers better safety equipment
- (B) To give medical coverage to employees
- (C) To eliminate harmful waste products
- (D) To introduce a new mining technology

159. What is NOT mentioned as another one of Deloit Industries' businesses?

- (A) Mining facilities
- (B) Processing plants
- (C) Packaging factories
- (D) Automobile manufacturing

Questions 160-162 refer to the following advertisement.

Rollins University is looking for an energetic, personable individual to teach a marketing class for students in the honors program during the fall semester. The class, Advanced International Marketing 402, will be held on Tuesdays and Thursdays from 4-6 p.m. This is a part-time position. Rollins University is one of the top business schools in the world, and has campuses in Los Angeles, Paris, Tokyo, and Geneva. This position will be at the university's campus in Tokyo, Japan, so the successful applicant will be expected to relocate if necessary. The successful candidate will have some teaching experience (at least 1-2 years in an academic setting) and have worked extensively in the marketing industry. Additionally, individuals without a PhD need not apply. The incumbent will be required to work during regular class hours, and spend two to three hours preparing for each class. A private office will be provided. Since this is a short-term contract, compensation is negotiable and will be determined based on the candidate's work experience and professional history. For more information, or to request an application, contact James Stewart at 1-541-265-6987.



160. What does the advertisement suggest about the course mentioned?

- (A) It is usually only offered during the spring semester.
- (B) It is for students in their first year of study.
- (C) It is a part of the advanced program.
- (D) It is designed to give students practical experience.

161. Where will the successful candidate work?

- (A) Tokyo
- (B) Los Angeles
- (C) Geneva
- (D) Paris

162. What is NOT a requirement of the position?

- (A) To be prepared to live in a foreign country
- (B) To have worked in a field related to the subject
- (C) To have some form of teaching experience
- (D) To be able to work during the weekend

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Questions 163-166 refer to the following article.

TR Exhibition to be held

Tyler Remington, President of Tyler Remington Inc., announced that the company would be hosting its fifth annual TR Programming Exhibition in July. The event is held every year to give professional computer programmers a chance to test new software developed by TR Inc. The event is also a means for the company to consult with some of the world's most talented programmers about technology trends.

The event attracts programmers from around the world, and most of the individuals who attend are self-employed, or own their own web design and consulting company. Since the exhibition began five years ago, it has become known as the single most important programming event of the year. In the past, it has been hosted in Seattle, Sydney, Berlin, and Moscow. This year's event is scheduled to take place in Hyderabad, India, as it is rapidly becoming the technology capital of the world.

To register, simply fill out the online form which can be downloaded from the company's website at www.trindustries.com. Or, you can request a paper application by calling 1-800-265-8795. A registration fee of \$195 must also be paid by June 25 with the application. Only credit card payments are accepted.

163. What is the reason for having the exhibition?

- (A) To recruit employees
- (B) To test new computer programs
- (C) To help small businesses prosper
- (D) To display popular electronics

164. Who will most likely attend the exhibition?

- (A) Business owners
- (B) Potential investors
- (C) College graduates
- (D) Professional gamers

165. Why will the exhibition be held in Hyderabad?

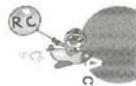
- (A) The company just opened a consulting firm in the area.
- (B) The programmers decided it was the most convenient location.
- (C) It is known to have many established software companies.
- (D) Its technology shows the most rapid growth in the world.

166. What is NOT a way to be eligible for the event?

- (A) Fill out an electronic application
- (B) Contact the company and request an application
- (C) Submit the form by the specified date
- (D) Send a check to pay for the registration fee

Questions 167-168 refer to the following advertisement.

Waldorf Books is excited to announce it will be offering a new print-on-demand publishing service. The company has created a database of all the major and minor book titles in the world and developed a program that can access electronic versions of these books. If a customer is unable to find a book in paperback or hardcover in the store, he can go to the Print-On-Demand kiosk and with the push of a button print a copy of the book without ever leaving the store! This new technology has a couple of advantages: customers can choose from a more extensive selection of books, and the final product is cheaper. The service is especially useful for individuals who are most interested in less popular titles by relatively unknown authors. The print-on-demand service will be available at all Waldorf Books stores starting this September.



Actual Test 02

167. What service will Waldorf Books offer?

- (A) Express delivery service
- (B) Printable versions of books
- (C) Hardcover copies of bestsellers
- (D) Personal shopping assistants

168. According to the advertisement, who will benefit the most from the service?

- (A) Small publishing companies looking to print more books
- (B) Unpublished authors hoping to secure a contract
- (C) People who read books that aren't very popular
- (D) Employees who are not familiar with the store's database

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Questions 169-171 refer to the following letter.

32 Turtle Rd.
Wilmont, WI 20548

August 23

Dear Mrs. Malloy,

We recently discovered that your subscription to Gourmet Chef Monthly will expire in September and you have not decided to renew it. To encourage you to reconsider your decision, we'd like to offer you a special, one-time-only offer: if you choose to renew your subscription, we will give you a fifty percent discount on each monthly issue from October to March. According to our database, you were paying \$6 per issue; with this discount you would only have to pay \$3.00. This offer is only valid if you apply to renew your subscription before September 15th. We're offering to cut the cost of your subscription in half. Can you really ask for a better deal?

To accept our offer, please call us at 1-800-254-9864. Our office is open Monday to Friday from 9 a.m. to 5 p.m. Don't miss out on this wonderful opportunity; call one of our helpful customer service agents today. We look forward to your business.

Warmest Regards,
Ross Cather
Sales Director, Gourmet Chef Monthly

169. Why did Ross Cather write the letter?
(A) To request some personal information
(B) To encourage the customer to extend her service
(C) To inquire about a bill that has not been paid
(D) To introduce a new service at the restaurant
170. When will Mrs. Malloy's existing subscription expire?
(A) In March
(B) In August
(C) In September
(D) In October
171. How much is Mr. Hopkins paying per month now?
(A) \$3.00
(B) \$6.00
(C) \$9.00
(D) \$15.00



Questions 172-175 refer to the following announcement.

This month, Rockford Sports has experienced an unexpected increase in the sale of running shoes. Executives feel that this was due in large part to the new ad campaign released in February. The campaign was orchestrated by Albert Sterling, the Director of Advertising. Mr. Sterling has dedicated twenty years of his life to Rockford Sports; he started as a shoes salesman and has been steadily working his way up the corporate ladder ever since. He has held his current position for the last five years. Unfortunately, Mr. Sterling will be retiring in March so the Hiring Committee has spent the past year trying to find a suitable replacement. Just last week, a candidate was chosen for the position: Roy Portsmouth. For the past ten years, Mr. Portsmouth has been the Executive Advertising Assistant at Famous Feet's corporate headquarters in Milan. Mr. Portsmouth is respected for his keen marketing sense and strategic planning skills. In particular, he is famous for introducing ad campaigns that helped increase Famous Feet's international brand power, and boosted its total retail profits by 25 percent. Clearly, Mr. Portsmouth will be a powerful addition to our company, and we hope all employees make him feel welcome.

172. Where might this announcement be found?

- (A) A product catalogue
- (B) A local newspaper
- (C) A company newsletter
- (D) A shoe store

173. Who is Mr. Sterling?

- (A) A department store clerk
- (B) A retiring employee
- (C) The Executive Advertising Assistant
- (D) A member of the Hiring Committee

174. What is TRUE about Mr. Sterling?

- (A) He worked as a salesman for a decade.
- (B) He knows Mr. Portsmouth personally.
- (C) He took the lead of a new ad campaign.
- (D) He introduced a successful budget plan.

175. According to the announcement, what action is Mr. Portsmouth known for?

- (A) Getting promoted very quickly
- (B) Increasing the company's profits
- (C) Designing a popular running shoe
- (D) Planning an important sporting event



Questions 176-180 refer to the following interview.

Jerry Walker has been the head coach for the Chicago Islanders for the last eight years. On August 23, 2007, Mr. Walker will be inducted into the prestigious Basketball Hall of Fame. Mr. Walker agreed to sit down with Sports World to discuss his remarkable career.

Interviewer: So, what does it take to be a professional coach?

Mr. Walker: Actually, a lot of people ask me that, and I always tell them the same thing: work, work, and more work. People are always surprised by my answer.

Interviewer: Most people probably think that your job is pretty easy, am I right?

Mr. Walker: They see me on TV and get the impression that my life is glamorous. The reality of being a professional coach, however, is that you have to be able to multi-task and perform under pressure. I'm like a business manager and athletic trainer, all in one package. I develop training programs for my athletes, investigate other teams' training habits, hire staff, fire staff, schedule practice sessions, consult with injured players, and negotiate contracts with new players.

Interviewer: That does sound like a lot of work for one man. What does your wife think of your career?

Mr. Walker: Well, she wants me to teach in a university like she does rather than work as a coach. She worries about my health and doesn't like the fact that we can't spend much time together. I just love to see athletes excel, and to know that I had something to do with their success. That's what I want the most.

Interviewer: What would you change about your job, if you could?

Mr. Walker: I wish I had more time to coach amateur players, like high school and college athletes. I think it's important to develop the skills of up-and-coming athletes, not just ones who sign a contract with us.



176. Why are many surprised about Jerry Walker's work?
- (A) It is not as easy as it appears to be.
 - (B) It pays less than most people expect.
 - (C) It doesn't require previous experience.
 - (D) It benefits disadvantaged athletes.
177. What is NOT one of Mr. Walker's responsibilities?
- (A) Hiring new employees
 - (B) Providing a training schedule
 - (C) Recruiting new players
 - (D) Attending athletic conferences
178. What is Mr. Walker's wife's profession?
- (A) She is an athletic trainer.
 - (B) She is an executive manager.
 - (C) She is a professor.
 - (D) She is an athletic recruiter.
179. What does Mr. Walker like most about his job?
- (A) He loves the competition.
 - (B) He likes to help athletes succeed.
 - (C) He enjoys traveling with his team.
 - (D) He gets to be on television.
180. What would Mr. Walker like to be able to do?
- (A) Work with younger athletes
 - (B) Spend more time with his team
 - (C) Attend fewer media events
 - (D) Reduce his managerial responsibilities



Questions 181-185 refer to the following two emails.

From: Howard Hilton
To: Margaret Willow
Subject: Defective Printer

Dear Mrs. Willow,

My company, Pip Imaging, purchased an Easy Jet 1435 printer from your company four weeks ago. Three weeks ago, an employee reported that the printer turned off every time she tried to print on both sides. A week after the problem was reported, a repairman came to the office to fix the problem. After spending an entire day taking apart the machine, he determined that the printer was missing an important screw. It is critical that we have a functioning printer in order to provide our customers with quality photocopies. Therefore, it is important that we fix this problem as soon as possible. We will be closing temporarily in two weeks from June 23rd to July 2nd, while we change locations, and we would like to resolve this problem before then.

Sincerely,
Howard Hilton
Technical Director

To: Howard Hilton
From: Margaret Willow

Dear Mr. Hilton,

First, I would like to apologize for the problem you encountered with your printer. This is the first defective product that we have ever been made aware of, and we have already contacted the Director of Production, Glen Milton, to investigate the current production practices for all Easy Jet 1435 printers. We certainly want to resolve this problem as quickly as possible. We are happy to pay for all repair costs, as well as all shipping fees. Please put the printer in its original box and send it to the Product Repair Department. The address for this department is provided in the Owner's Instruction Manual that came with the printer. We will have a specialist take a look at the machine immediately. You should have a working printer within three to four weeks. Please feel free to contact me at any time, should you have questions or comments.

Sincerely,
Margaret Willow
Director, Customer Relations, Easy Jet Office Supplies



181. How long ago did Pip Imaging purchase the printer?
(A) One week
(B) Two weeks
(C) Three weeks
(D) One month
182. What kind of business is Pip Imaging most likely?
(A) A copying company
(B) A hardware store
(C) A photography studio
(D) A software supplier
183. According to the first email, when does the printer shut down?
(A) Every time it finishes a printing task
(B) If the machine is not cleaned regularly
(C) When employees try to print on the front and back
(D) After it has been used for a certain amount of time
184. What should Howard Hilton do before returning the product?
(A) Check the receipt
(B) Repackage it
(C) Fill out a form
(D) Call the Repair Department
185. Why might Howard Hilton not be satisfied with Margaret Willow's offer?
(A) He has to make an extra payment for parts.
(B) It takes longer than he wants.
(C) He does not want to pay for shipping fees.
(D) The warranty expires before it can be fixed.

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Questions 186-190 refer to the following advertisement and letter.

Job Openings at Felton Insurance

Position 1: Assistant Financial Officer

Requirements: A minimum of five years experience in a managerial position. Applicants will have extensive knowledge of accounting systems, and significant experience developing budgets and offering financial advice.

Position 2: Project Manager

Requirements: A minimum of 4 years experience organizing and executing projects. A strong ability to plan new projects and lead people to complete them. Candidates will also be required to relocate to our offices in Paris.

Position 3: Media Consultant

Requirements: At least 3 years of experience in a related field. Applicants will have excellent verbal and written communication skills. Experience writing press releases and holding press conferences is preferred.

Position 4: Sales Copy Writer

Requirements: A Master's degree in either Business Communications or Journalism is a must. Extensive marketing or advertising experience is also required.

To Apply: Send a cover letter, resume, and at least two letters of reference to the HR Department at Felton Insurance:

Human Resources Department
Felton Insurance
145 Liberty Rd. Seattle, WA
98101

Qualified candidates will be contacted by phone to schedule an interview. Please do not contact the company directly.



To whom it may concern:

My name is Justin Thimble and I'm writing in response to the Project Manager position you advertised recently. I feel that my professional background and personality make me the ideal candidate for the job. I have over six years of experience working with a small team to plan and carry out new projects. Additionally, I can speak and write French fluently, and would be very excited to live abroad. I would greatly appreciate the opportunity to work for such a prestigious international company. The enclosed resume further details why I would make an excellent choice for this position. Thank you for your time and consideration.

Sincerely,
Justin Thimble

- 186.** Which job description mentions education as a requirement for the position?
(A) Project Manager
(B) Media Consultant
(C) Sales Copy Writer
(D) Assistant Financial Officer
- 187.** What are applicants asked NOT to do?
(A) Call the company
(B) Mail the cover letter
(C) Provide references
(D) Send the resume
- 188.** What is the purpose of Mr. Thimble's letter?
(A) To request more information about the company
(B) To express interest in the position advertised
(C) To change the date of the committee meeting
(D) To inquire about the need for his marketing service
- 189.** What is a requirement for the position that Mr. Thimble mentions in the letter?
(A) Excellent written communication skills
(B) Extensive knowledge of accounting systems
(C) Willingness to work in a foreign country
(D) Ability to organize press conferences and seminars
- 190.** What did Mr. Thimble include with his letter?
(A) A project portfolio
(B) A reference letter
(C) A resume
(D) A photograph



Questions 191-195 refer to the following two e-mail messages.

From: Gail Rogers <grovers@scriptors.com>
To: John Harlow <jharlow@scriptors.com>
Date: June 21
Subject: Problems with the network

Dear Mr. Harlow,

I don't know if you've received other complaints already this morning, but at the moment I'm being denied access to the company's network. I've never experienced something like this before. My co-worker, Jim Stevens, said he was having the same problem. When I enter my employee ID and password, I receive this message: Employee ID invalid. I'm positive that I'm entering the correct ID, so I don't know why I can't access the network. I tried to contact the Computer Technician, but he hasn't replied to my emails. I was hoping that you would be able to help me, since you're the Technology Supervisor. I would really appreciate any assistance you can provide at this time.

Thanks.

From: John Harlow <jharlow@scriptors.com>
To: Gail Rogers <grovers@scriptors.com>
Date: June 21
Subject: Re: Problems with the network

Hi Gail,

I'm sorry that I did not reply sooner, but one of the computers on the fifth floor unexpectedly shut down and I had to investigate the cause. Our Computer Technician, Thomas Benson, has the flu and will not be in the office for the rest of the week. I have heard from many other employees today, and they all mentioned the same error message. I think the problem might be that we updated our computer security system, but I can't be certain until I do a little more research. I'm not sure why, but we seem to be having a lot of problems with our computers lately. This is the tenth complaint I've received this morning. I have scheduled a meeting with the Administrative Supervisor, Philip Downs, at 3 p.m. He should be able to tell me how to fix the problem. Usually, the kind of error message you describe appears when there is something wrong with the security settings. In the meantime, I recommend that you save all of your current files on a hard disk because there is a possibility that we will have to erase your hard drive. If you have any questions before 5 p.m., you can reach me at ext. # 5498.

John Harlow
Technology Supervisor



Actual Test 02

191. What is TRUE about Gail Rogers' computer problem?
- (A) It is not the first time it has happened to her.
 - (B) Other employees have not experienced the problem.
 - (C) It occurs when she saves a file.
 - (D) The source of the problem is not known.
192. Who did Gail Rogers try to contact first?
- (A) John Harlow
 - (B) Thomas Benson
 - (C) Jim Stevens
 - (D) Philip Downs
193. In the first e-mail, the word "denied" in line 2 is closest in meaning to
- (A) prevented
 - (B) provoked
 - (C) proven
 - (D) promoted
194. How does John Harlow plan to resolve the problem?
- (A) By replacing some of the office computers
 - (B) By repairing the electrical wires
 - (C) By sending a computer technician
 - (D) By speaking to a person from another department
195. What is Gail Rogers advised to do?
- (A) Turn off her computer immediately
 - (B) Save her files to a disk
 - (C) Contact her department's supervisor
 - (D) Consult the instruction manual

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Questions 196-200 refer to the following letter and e-mail.

HMG Computer Innovation Conference
Lauren Hunt
Watson and Rye Media
125 Dobson Ave.
Atlanta, GA 54897

Dear Ms. Hunt,

I am pleased to inform you that the eighth annual Computer Innovation Conference will take place from July 22-23 at the Henderson Hotel in Park County, Colorado. This year, we expect to receive as many participants as in previous years: over 3,000 computer specialists from all over the world, including some of the most highly respected individuals in the field. As always, it is our sincerest hope that Watson and Rye Media will participate in the Publisher's Showcase for displaying your latest electronic publishing products, including journals, software, and any other relevant materials.

The exquisite Boulder Room, which will be set up with tables, shelves, electronic equipment and Internet access, will be available for you to display multi-media products. The adjoining Silver Springs Room will be reserved for showcasing printed media, like books and magazines.

If you would like to reserve a space to set up a display, please fill out the registration form enclosed with this letter. Please remember to indicate which room you would like to reserve, and the times that you would like to reserve it for. Also, I should inform you that, due to problems we had last year, all fees must be paid at the time of registration. You should submit everything by June 15th. If you have any questions, please feel free to call me at 514-698-9874, or email me at torson@conference.hmg.com.

Sincerely,

Thomas Orson
Conference Organizer



From: Lauren Hunt <lhunt@watsonandrye.com>
To: Thomas Orson <torsen@conference.hmg.com>
Date: Tuesday, June 8
Subject: Exhibits for HMG Conference

Dear Mr. Orson,

I was very excited to receive your invitation to attend the HMG Computer Innovation Conference. Before I submit the application and fee, however, I would like to ask you an important question about the rules for setting up an exhibit. Since our company handles both electronic and print media products, we would prefer to display our product lines together. Is there any possibility that we would be able to set up both of our exhibits in the Boulder Room?

Thank you so much for your time. I look forward to hearing from you soon.

Lauren Hunt

- 196.** Why did Mr. Orson write the letter to Ms. Hunt?
(A) To introduce new hotel services
(B) To provide details about a conference
(C) To discuss technological advances
(D) To inquire about schedule changes
- 197.** In the letter, the word “exquisite” in paragraph 2, line 1 is closest in meaning to
(A) expensive
(B) exclusive
(C) exterior
(D) elegant
- 198.** How is the registration process this year different from previous years?
(A) A maximum of three employees from each company can attend.
(B) Applications can no longer be downloaded from the website.
(C) A display design is required along with the application.
(D) All documents must be submitted with the payment.
- 199.** What does Ms. Hunt indicate in her e-mail to Mr. Orson?
(A) She does not plan to go to the conference this year.
(B) She prefers to reserve a space in the Silver Springs Room.
(C) She wants to set up both of her displays in the multi-media room.
(D) She only plans to reserve enough space for her printed products.
- 200.** What can be assumed about Ms. Hunt?
(A) She is an employee of Watson and Rye Media.
(B) She is helping to organize the conference.
(C) She prefers print media to electronic media.
(D) She will talk to her supervisor about the conference.