

The workplace Part 7

Questions 22-26 refer to the following minutes, advertisement and e-mail.

Minutes of Newport Community Library Committee

October 10th

Members Present – Anna Belto, Carlo Durand, Gerald Bulmer, Jacinda O'Malley

Members Absent – Quentin Rolando

Minutes of last meeting accepted unanimously.

There have been complaints from the general public that the library is not open often enough. Anna Belto explained that there was not the budget to allow for opening more often.

Carlo Durand proposed that a number of library-studies students be hired as interns, with the intention of extending opening hours and giving the interns some concrete experience in their line of study.

Ms. O'Malley offered to prepare an advertisement to recruit interns, to be published in the local newspaper.

A donation of over 300 books was accepted by Gerald Bulmer on behalf of the library. Any duplicates of existing library books will be donated to our usual charity.

Next meeting is scheduled on November 6th.

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Library-studies students, we need you!

In order to be able to offer extended opening hours, we would like to take on and help train three undergraduates in Library Studies. If you are a final-year student studying Library Management or Library Science, please send your résumé and a recommendation from your supervisor to Quentin Rolando through the Newport Community Library Web site. Workload will be 10 to 15 hours per week.

3

To:	Quentin Rolando <newportlibrarian@ncl.org>
From:	Jacinda O'Malley <jomalley@zinger.com>
Date:	November 05
Subject:	Intern recruitment

Jacinda, there's been a lot of replies to the newspaper ad. Can you help me sort through the résumés and prepare a shortlist of candidates to interview?
I'm behind the desk all day today, but I have some time tomorrow. We'll be able to discuss our impressions in the meeting.

Quentin

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READING TEST

The workplace Part 5

► Corrigé p. 223

Select the best answer to complete each sentence.

- 13 Management is starting to be concerned about staff , which is very low at the moment.
 (A) attendance
 (B) absenteeism
 (C) attendee
 (D) absentee
- 14 The high rate of in this area is encouraging partners to invest in our company.
 (A) employ
 (B) employed
 (C) unemployment
 (D) unemployed
- 15 The meeting will be in conference room C.
 (A) take place
 (B) took place
 (C) hold
 (D) held

- 16 Have you seen the of next week's meeting?
 (A) minutes
 (B) agenda
 (C) outcome
 (D) summary
- 17 After a short break for lunch, the meeting will at 1 P.M.
 (A) resume
 (B) sum up
 (C) break up
 (D) postpone

The workplace Part 6

► Corrigé p. 224

Questions 18-21 refer to the following e-mail.

From : Thania Pank <tpank@pankconsulting.za>
 To : Jonathan Duszinski <jonduszinski@hurryup.za>
 Date : June 23
 Subject : Job application

Dear Mr. Duszinski,

Thank you very much for your recent application for the of head of our marketing department. As you have the skills and experience we need, we have placed you on our shortlist and would like to invite you to come for an interview next week,
 18

Please call me at your earliest convenience to arrange an appointment. Would you also the contact details of two references?
 19 20

I look forward you in person,
 21

Sincerely,
 Thania Pank

- 18 (A) post
 (B) availability
 (C) position
 (D) appointment

- 19 (A) unless you are free
 (B) whether you are available
 (C) when it is convenient for you
 (D) even if it suits you

- 20 (A) issue
 (B) distribute
 (C) promote
 (D) provide

- 21 (A) meet
 (B) meeting
 (C) to meet
 (D) to meeting

- 22 Why does the committee suggest hiring some interns?
- (A) To do work for a charity
 - (B) To give them experience choosing books to purchase
 - (C) To reduce the book budget
 - (D) To allow the library to be open longer
- 23 What information about the internship is NOT stated in the documents?
- (A) The number of hours of work
 - (B) The field of study required
 - (C) If the internship is paid
 - (D) The level of studies needed
- 24 Who most likely put the advertisement in the newspaper?
- (A) Carlo Durand
 - (B) Jacinda O'Malley
 - (C) Anna Belto
 - (D) Quentin Rolando
- 25 Who probably is Quentin Rolando?
- (A) A local journalist
 - (B) A member of the public
 - (C) The head librarian
 - (D) A university professor
- 26 What will happen on the day following the e-mail?
- (A) The committee will meet again.
 - (B) Some books will be sent to a charity.
 - (C) A list of references will be prepared.
 - (D) Some applicants will be interviewed.