



Strategy Application

The questions below refer to the following announcement.

Residential Area Meeting

The Springfield City government is going to hold a meeting on building a garbage disposal in the local area.

Purpose → The meeting is going to take place in the hall of the Springfield Grammar School at 7:00 p.m. Friday, January 8. Some government officials will attend the meeting to explain this issue in more detail. Residents will have time to discuss possible strengths and weaknesses related to the construction of the garbage disposal. The meeting agenda together with its results will be publicized on the city website on January 10.

Specific date, time and place → If you have any questions, please contact the Environment Department, Springfield City Hall, at 810-2833.

Request →

Questions: 1. Who is the announcement intended for?

→ Intended reader of the announcement

- (A) Local residents (B) City hall staff

2. What will happen on January 10?

→ Key word

- (A) The construction of the garbage disposal begins.
(B) The meeting results are announced.

3. What should a person do if he has any questions?

→ Key word

- (A) Go to the city hall (B) Make a phone call

Analyzing:

1. The question is about the intended reader of the announcement. The information that helps choose the answer is inferred from the whole reading passage. As stated at the beginning of the reading passage, *The Springfield City government is going ... local area*, and the word **Residents** in the second paragraph, it can be inferred that this notice is aimed at the local people in Springfield City. Therefore, choice (A) *Local residents* is the correct answer.
2. This question is about an event related to a specific date mentioned in the announcement. So, **January 10** is the key word that helps locate the information for the answer. As stated in the announcement, *The meeting agenda together with its results will be publicized on the city website on January 10*, choice (B) *The meeting results are announced* is the correct answer.
3. The question asks about a certain request – if **he has any questions**. The hints related to requests are mentioned at the end of the reading passage. The announcement says, *If you have any questions, please contact the Environment Department, Springfield City Hall, at 810-2833*; therefore, choice (B) *Make a phone call* is the correct answer.

Notices / Announcements

In Part 7, reading passages may involve office announcements and public announcements. Typical office announcements are about new regulations, a staff training event, equipment maintenance, etc. Public announcements mention some instructions, computer operations, transportation broadcasts, etc.



Question Types and Reading Strategy

Questions related to notices or announcements are usually about the purpose or recipients of notices or announcements, the possible locations of notices or announcements, the information related to specific dates, or the requests for those concerned.

Questions about the purpose or recipients of notices or announcements

Typical questions: What is the **purpose** of the notice?

Who is the notice **intended for**?

Reading strategy: The purpose or intended reader of a notice or an announcement is mainly stated at the beginning of a reading passage.

Hints for the answer related to the topic or purpose can be found at the beginning of a reading passage.

Hints that help choose the answer for the question related to the intended reader of the notice or announcement can be inferred from the whole reading passage. Pay particular attention to the beginning of the reading passage.

Questions about the information or event related to specific dates in notices or announcements

Typical questions: What will happen on **April 19**?

What is the subject of the event on **September 2**?

Reading strategy: Information or an event related to specific dates is often stated in the middle of a reading passage. Since this is usually an information question, the specific date in the question is the key word. Hints for the answer can be found in the middle of the reading passage.

Questions about the requests in notices or announcements

Typical questions: What are recipients of this notice **asked to do**?

When should **Ms. Pablo** be contacted?

Reading strategy: Requests in a notice or an announcement often appear at the end of a reading passage. These are mainly information questions and NOT/TRUE questions. Identify the key word(s) in the question and then find hints for the answer at the end of the reading passage.

Common expressions used in notices or announcements

- Purpose of notices or announcements: We are pleased to announce ~.
- Expression related to specific dates or places: The event will take place at ~.
- Expression related to requests: If you have any questions, please contact ~.

196. What is the purpose of the memo?

- (A) To announce a company merger
- (B) To advertise new smart devices
- (C) To notify employees of a new company initiative
- (D) To recall defective devices

197. What is indicated about AFG Design Group?

- (A) It recently won an award.
- (B) It designs electronic devices.
- (C) It has foreign customers.
- (D) It surpassed the annual goal.

198. What is NOT required of AFG Design Group employees?

- (A) Registering a new device
 - (B) Submitting a progress report
 - (C) Using company property appropriately
 - (D) Responding to a survey
-

199. Where does Ms. Choi work?

- (A) In graphic and Web design
- (B) In human resources
- (C) In copywriting
- (D) In international sales

200. What does Ms. Choi request that Mr. Morris do?

- (A) Pick up his package
- (B) Repair her device
- (C) Inform her of a visiting time
- (D) Contact Mr. Bell

Stop! This is the end of the test. If you finish before time is called, you may go back to Parts 5, 6, and 7 and check your work.

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

MEMO

From: Paul Bell, Human Resources Director
To: AFG Design Group Employees
Date: February 22
Subject: Smart Devices

As part of our new effort to make sure that AFG Design Group is the most innovative and cutting-edge company in the business, on February 27 we will be distributing new smart devices to help our associates do their jobs in the most modern way possible.

Employees who work in graphic and Web design will be receiving drawing tablet devices. Those who work in copywriting will be issued lightweight laptops. Additionally, our associates who work all around the world meeting clients will be issued the latest smartphones with a lot of useful functions.

After receiving those devices, employees are expected to register them on our company Web site. This will help us keep track of our inventory. Employees are also requested to fill out a survey that evaluates the effectiveness of these new devices.

Please keep in mind that the devices should be used for work purposes only.

From: Kelly Choi <kchoi@afgdesign.com>
To: Clark Morris <cmorris@afgdesign.com>
Date: February 27
Subject: My smart device

Dear Mr. Morris,

Today I received my package as part of the program to distribute new smart devices to employees here at AFG Design Group. When I opened the package, there was a drawing tablet device inside. I realized that there must have been a mistake. I should have been delivered a laptop instead.

I would like to stop by your office later today so that I can exchange this tablet device for the correct one. I would appreciate it if you let me know what time you prefer. If you are not available, tomorrow would be fine as well.

Sincerely,

Kelly Choi

191. What is the purpose of the article?

- (A) To promote an event
- (B) To announce an opening ceremony
- (C) To detail policy changes
- (D) To report the results of an event

192. What is NOT mentioned about Mr. Reed?

- (A) He has been influential.
- (B) He lives in Brazil.
- (C) He won an award for his work.
- (D) He dedicates himself to charity work.

193. Where most likely does Tom Brown work?

- (A) At a university
- (B) At a public library
- (C) At a charity organization
- (D) At a publishing company

194. What is indicated about the James S. Howard Auditorium?

- (A) It can accommodate fewer than 200 people.
- (B) It is located across from the Williams Public Library.
- (C) It is currently under renovation.
- (D) It is equipped with a projector.

195. How can attendees ask questions to Mr. Reed?

- (A) By sending him an e-mail
- (B) By contacting Ms. Cooper
- (C) By staying after a talk
- (D) By attending a university class

GO ON TO THE NEXT PAGE 

Questions 191-195 refer to the following article and e-mail.

Scholar Dennis Reed to Visit Public Library

The Williams Public Library announced yesterday that famed scholar and author Dennis Reed will be giving a talk at the library on March 24. Mr. Reed was recently recognized by the Anthropological Society of Brazil for his groundbreaking work on ancient Brazilian history and customs with a scholastic achievement award. "We are overjoyed to have Mr. Reed visit our library and expect a turnout of at least 200 people or more," said library director Jane Cooper.

"Dennis Reed is one of the most well-known writers in his field," said Mr. Reed's editor, Tom Brown. "Every single book he has written has had a significant effect on the field of anthropology. Aside from his scholarship, Mr. Reed also contributes a large portion of his time and money to helping out underprivileged children in Brazil and other South American nations."

This event will be free to library members and will cost \$5 for all other community members. Mr. Reed's talk will be held in the James S. Howard Auditorium beginning at 6:00 P.M. on March 24.

From: Dennis Reed <dennisreed@speednet.com>
To: Jane Cooper <jcooper@williamslibrary.com>
Date: March 15
Subject: Upcoming Talk

Dear Ms. Cooper,

Thank you so much for all your work in organizing the event at the Williams Public Library this month. I am e-mailing to confirm some of the specifics of the event.

As discussed earlier, I will use the high-performance projector and the large screen in the venue in order to show various photographs and images pertaining to my talk. I would appreciate it if you check whether they work properly in advance before the talk.

I would like to sell copies of my new book and have an autograph session before or after the talk. If you accept my suggestion, please include this fact on any promotional materials you publish about the event.

As you requested, I will have a question-and-answer session for audience members following the talk.

Thanks again and I look forward to meeting you soon.

Dennis Reed

186. What is the purpose of the e-mail?
- (A) To announce seasonal discounts
 - (B) To notify Mr. Bell of an outstanding fee
 - (C) To remind Mr. Bell to renew a membership
 - (D) To offer a free upgrade to Mr. Bell

187. What does the membership card allow Mr. Bell to do?
- (A) Benefit from frequent shopping
 - (B) Park in designated spaces
 - (C) Receive expedited shipping
 - (D) Purchase new products in advance

188. What is Mr. Bell asked to do?
- (A) Call the customer service desk
 - (B) Visit the store in person
 - (C) Write a customer review
 - (D) Attend a regular event

189. How much does Mr. Bell currently pay a year?
- (A) \$50
 - (B) \$70
 - (C) \$90
 - (D) \$120
190. What is indicated about Mr. Bell?
- (A) He is a celebrated chef.
 - (B) He runs a food-selling business.
 - (C) He is a shareholder of Fresh Farms Grocery.
 - (D) He applied for his membership this year.

GO ON TO THE NEXT PAGE 

Questions 186-190 refer to the following e-mail and form.

From: Carrie Cook <carriecook@freshfarmsgrocery.com>
To: Charles Bell <charlesbell434@globalnet.com>
Subject: Membership Card
Date: May 4

Dear Mr. Bell,

Your Silver Star Membership Card at Fresh Farms Grocery will expire on the 28th of this month. Your membership card entitles you to special sale prices as well as special points on most Fresh Farms Grocery purchases. Once you accumulate enough points, they can be redeemed for a discount on your next purchase. Without a valid Silver Star Membership Card, you will lose the ability to accumulate these frequent shopper points.

Please do not attempt to renew your membership over the phone. In order to do that, please stop by the customer service desk at one of our store locations. If you have any other questions, please call us at 204-555-2648.

Carrie Cook
Customer Service Representative
Fresh Farms Grocery

Fresh Farms Grocery Membership Card Form

First Name: Charles
Last name: Bell
Membership Number: I4245FDA

- Create my membership card
- Renew my membership card
- Cancel my membership card

Membership card categories and fees:

Gold Star: Premium membership, \$90 a year
Silver Star: Business membership, \$70 a year
Bronze Star: Household membership, \$50 a year
Shooting Star: Short-term membership, \$10 a month

Please note:

Premium membership is reserved for those who hold shares in the Fresh Farms Grocery company.

Food vendors and restaurant owners are eligible to apply for the Silver Star Membership Card.

181. What is the purpose of the Web page?

- (A) To report that a project has been completed
- (B) To encourage applications for a grant
- (C) To announce a recipient of a grant
- (D) To introduce local entrepreneurs

182. According to the Web page, what is NOT mentioned as a purpose of an Institute of Rural Service grant?

- (A) Providing funds for local business people
- (B) Building the basic systems for communications
- (C) Organizing community health checkups
- (D) Purchasing farming equipment

183. How much funding did Cranton receive?

- (A) \$100,000
- (B) \$150,000
- (C) \$200,000
- (D) \$250,000

184. According to the article, what will the grant enable Cranton to do?

- (A) Improve local farming conditions
- (B) Renovate an elementary school
- (C) Hire more qualified teachers
- (D) Provide a play area for children

185. What is indicated about Cranton?

- (A) It has received grants in the past.
- (B) It plans to open a new factory.
- (C) Its population has increased.
- (D) It will hold a community festival.

GO ON TO THE NEXT PAGE 

Questions 181-185 refer to the following Web page and article.

<http://www.instituteforruralservice.com>

Rural Community Outreach Program

As part of its ongoing commitment to enhance the standard of living in rural communities across the state, the Institute for Rural Service provides annual grants for rural communities. The goal of this program is to support local efforts to sustain a convenient and satisfying life in the countryside. The grants available this year are as follows:

- Business Development Grant: \$250,000
- Community Development Grant: \$150,000
- Communications Development Grant: \$200,000
- Educational Development Grant: \$100,000

The institute will give priority to proposals that reflect a comprehensive approach to community development, promote community engagement, and make rural communities a better place to live and work. The grants will allow rural communities to take the first step toward a project or plan that can help improve the lives of rural community members. For the past decades, the grants have been used for a variety of purposes such as state-of-the-art farming equipment, road maintenance, communications infrastructure, educational facilities, and investments for young rural entrepreneurs.

Download this [application](#) to apply for a grant. The deadline for submission is February 28.

Village of Cranton Wins Funding

CRANTON, March 22—The Institute of Rural Service announced today that the village of Cranton is this year's recipient of the Educational Development Grant. The grant will be used to fund the construction of a large playground that will provide recreational activities for children under 12. Since the opening of the new electronics factory last year, the number of families in the area has risen dramatically. As a result, children have been left with less and less space to play in. The new playground will allow children to play and enjoy themselves when they are not at school.

Cranton is proud to be the recipient of this grant and plans to apply for more grants in the future to improve the living conditions of the town and attract more residents.