

## READING TEST

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. \_\_\_\_\_ the Chiba office nor the Nagoya office is hiring.

- A. Both
- B. But
- C. Either
- D. Neither

102. Mr. Aromdee will prepare a dish from \_\_\_\_\_ hometown of Bangkok.

- A. he
- B. his
- C. him
- D. himself

103. Korean Star Airlines offers daily nonstop flights \_\_\_\_\_ London and Busan.

- A. aboard
- B. onto
- C. up
- D. between

104. Mr. Hirose \_\_\_\_\_ at Seventh Street Financial five years ago.

- A. works
- B. worked
- C. working
- D. will work

105. \_\_\_\_\_ of the new employees were able to attend the orientation.

- A. Most
- B. Other
- C. Else
- D. Another

106. A loud beeping \_\_\_\_\_ indicates that the copy machine has not been closed securely.

- A. sound
- B. sounds
- C. sounding
- D. sounded

107. Please \_\_\_\_\_ our Web site to find unique recipes made with Hahm food products.

- A. come
- B. go
- C. visit
- D. take

108. Due to construction delays on Maplewood Avenue, employees will \_\_\_\_\_ need to find alternate routes.

- A. probable
- B. probably
- C. probability
- D. probabilities

109. Biltto miniature model planes contain hundreds of small parts and must be assembled with \_\_\_\_\_.

- A. contact
- B. level
- C. care**
- D. amount

110. The \_\_\_\_\_ image on this month's magazine cover is credited to Marlot images.

- A. creative**
- B. creatively
- C. creating
- D. creativity

111. Participation this year was the largest \_\_\_\_\_ in the history of the Securitas conference.

- A. totally
- B. ever**
- C. soon
- D. hardly

112. Ms. Fields is not able to travel from New York to Buenos Aires \_\_\_\_\_ sufficient notice.

- A. inside
- B. except
- C. about
- D. without**

113. Yuvaves Transit Company drivers should have their vehicles inspected \_\_\_\_\_.

- A. rather
- B. annually**
- C. quite
- D. highly

114. Cell Choice marketers are \_\_\_\_\_ to become familiar with competitors' products and advertising.

- A. encourage
- B. encourages
- C. encouraged**
- D. encouraging

115. The customer service department has seen a \_\_\_\_\_ decrease in the number of complaints over the past year.

- A. dramatic**
- B. polite
- C. frequent
- D. different

116. The financial review board has stated that no budget proposal may \_\_\_\_\_ ten pages.

- A. excessive
- B. excess
- C. exceeding
- D. exceed**

117. As president, Ms. Min made great efforts to \_\_\_\_\_ a productive environment at Chae Investment Corporation.

- A. process
- B. estimate
- C. establish**
- D. participate

118. The city council will meet tomorrow to field questions from \_\_\_\_\_ concerning the new water tower.

- A. resident
- B. residents**
- C. residences
- D. residential

119. Cruz-Alva Oil provides \_\_\_\_\_ priced solutions for all your energy needs.

- A. competing
- B. competition
- C. competitive
- D. competitively**

120. Southenic Electronics' technicians are on hand 24 hours a day \_\_\_\_\_ you can be at ease knowing help is always available.

- A. because of
- B. so**
- C. everything
- D. until

121. Strong strategic-thinking \_\_\_\_\_ and sharp marketing instincts are important qualities for a successful product manager.

- A. skills**
- B. findings
- C. realities
- D. approximations

122. \_\_\_\_\_ of city buses will attend a training session on new vehicles in the coming months.

- A. Operations
- B. Operators**
- C. Operate
- D. Operating

123. Renovations on the top floor of the Melaka building are set to \_\_\_\_\_ after the elevators are installed in early August.

- A. expire
- B. construct
- C. commence**
- D. arrange

124. At Ben Flores Blinds, first-time customers can benefit from \_\_\_\_\_ rates of 30 percent off.

- A. introducing
- B. introductions
- C. introduced
- D. introductory**

125. \_\_\_\_\_ your return has been received, a refund will be issued to your account within three business days.

- A. In order that
- B. Instead
- C. Now that**
- D. Meanwhile

126. Last year, Entertainment Azusa, Inc., and Sohn Multimedia decided that \_\_\_\_\_ their expertise and resources would increase profits for both organizations.

- A. combining**
- B. combined
- C. combines
- D. combine

127. Before the laboratory carts can be used to transport \_\_\_\_\_ materials, technicians must wipe all exposed surfaces with a disinfectant cloth.

- A. vague
- B. passive
- C. sensitive**
- D. demonstrative

128. As the publication date of the sequel to the controversial novel approaches, public \_\_\_\_\_ is growing exponentially.

- A. anticipation**
- B. anticipatory
- C. anticipated
- D. anticipate

129. For the duration of Ms. Dernal's leave, her corporate and private accounts will be overseen by Jian Wu and David Dembo, \_\_\_\_\_.

A. **respectively**

B. almost

C. likewise

D. even

130. Improvements in irrigation technology throughout the region were followed by \_\_\_\_\_ gains in corn production.

A. proportionally

B. **proportional**

C. proportioning

D. proportions

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## PART 6

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

### Questions 131-134 refer to the following instructions.

Your CM200 microwave oven can be placed easily in your kitchen, family room, or office. Set the oven on a flat surface such as a kitchen countertop or a sturdy table. It is important to allow air to flow \_\_\_131\_\_\_ around the oven. Allow at least 10 centimeters of space around the sides, top, and back of the microwave oven. Do not \_\_\_132\_\_\_ the oven in an enclosed space. Do not place it above a gas or electric range. \_\_\_133\_\_\_. The reason for this is that blocked air exits will cause the oven to shut down automatically \_\_\_134\_\_\_ it is turned on.

131.  
A. freedom  
B. freer  
**C. freely**  
D. freeing

132.  
A. remove  
**B. install**  
C. choose  
D. purchase

133.  
**A. Keep all vents clear during cooking.**  
B. Follow all directions when preparing packaged meals.  
C. Do not use the oven to boil any liquids.  
D. Do not microwave more than two plates at a time.

134.  
A. from  
B. next  
C. like  
**D. after**

**Questions 135-138 refer to the following letter.**

July 7

Dear Mr. Whitney:

This letter serves to confirm that Naoko Sugimori \_\_135\_\_ with Takana Motors. Ms. Sugimori has held the title of Systems Analyst for four years and earns a salary in the upper range for the post. \_\_136\_\_. I will also testify to \_\_137\_\_ high level of performance. \_\_138\_\_ working with Takana Motors, Ms. Sugimori has demonstrated a strong work ethic and excellent business insight.

If you have any further questions, please do not hesitate to contact me at 03-1092-8374.

Sincerely,

Jessica Krause  
Engineering Program Director  
Takana Motors

135.  
A. had been employed  
B. will be employed  
**C. is employed**  
D. has employed

137.  
A. our  
B. its  
C. your  
**D. her**

136.  
A. Our new entry-level vehicle is also very popular.  
**B. In addition, she earns an annual bonus that is higher than average.**  
C. Likewise, she works well under pressure.  
D. I will be happy to offer her a position with our company.

138.  
**A. While**  
B. Whether  
C. Prior to  
D. As long as

**Questions 139-142 refer to the following e-mail.**

To: Komplet Industries Staff  
From: Technology Department  
Subject: Update  
Date: March 27

It is with great excitement that I inform you that the Komplet Industries Web site is to have a new look and improved functionality. The site \_\_139\_\_ several upgraded features such as mobile-device readability and an interactive tour of Komplet facilities. The \_\_140\_\_ to the new site is scheduled to occur on Saturday, March 31. \_\_141\_\_. Please be aware that problems may occur while we change over to the new Web site. We will work \_\_142\_\_ to ensure that any problems are resolved quickly. Please send feedback on persistent issues to [webinfo@komplet.net](mailto:webinfo@komplet.net).

139.  
A. included  
B. had included  
**C. will include**  
D. to include
140.  
**A. transition**  
B. gathering  
C. demolition  
D. challenge
141.  
A. As a result, new advertising will be added to the site.  
**B. This is a time when traffic on the Web site will be lighter.**  
C. The factory tour will begin at 3:00 p.m.  
D. Our remodeled offices are due to open in April.
142.  
A. instructively  
B. previously  
C. potentially  
**D. diligently**

**Questions 143-146 refer to the following letter.**

Council Member Deborah Hsu  
451 Forest Place, Ground Floor  
Huxton, RI 02310

Dear Council Member Hsu,

I am writing on behalf of my fellow community members to request more bicycle lanes in our town. The development of new business facilities near residential areas \_\_143\_\_ the distance we need to commute. The opening of a bicycle shop on Holleyhill Avenue attests to the increase in bicycle usage. In fact, the *Huxton Daily* made note of \_\_144\_\_ in an article earlier in the year.

I understand that the council approved plans on September 6 for bicycle lane development on Teasdale Street and Port Avenue. I fully support these \_\_145\_\_. \_\_146\_\_. Please improve the safety and efficiency of our roads by adding bicycle lanes.

Thank you.

Sincerely,

Gabriel Richards

143.  
A. shorten  
**B. has shortened**  
C. shortening  
D. to shorten

144.  
**A. this**  
B. which  
C. few  
D. them

145.  
A. companies  
B. groups  
**C. measures**  
D. factories

146.  
A. In fact, more bicycle safety courses should be provided.  
B. In addition, new bicycle shops have been opened.  
C. In other words, riding a bicycle is good exercise.  
**D. Indeed, I feel that more bicycle lanes should follow.**

## Part 7

**Directions:** In this part you will read a selection of texts, such as magazine and newspaper articles, e-mails, and instant messages. Each text or set of texts 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 147-148 refer to the following form.

<h1>Ganzon Automotive</h1> <p>Silang Avenue, Butuan City</p> <p>Agusan del Norte, Philippines 8600</p> <p>Mechanic on duty: Efren Limbaco Date: April 6 Client: Rowena Bautista, Simpo Trucking Corporation</p> <p>Vehicle Information Make: Kimpo Model: Heavy Duty 600 Vehicle type: 3-axle, commercial truck</p> <p>Work Completed Replaced and balanced tire: ₱ 12,000 Installed new passenger door lock: ₱ 4,800</p>	
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147. What is the purpose of the form?

- A. To give details about work on a vehicle
- B. To ask about purchasing a vehicle
- C. To request a correction to a bill
- D. To schedule maintenance work

148. What action is mentioned?

- A. Repairing an axle
- B. Painting a truck
- C. Changing oil
- D. Replacing a clock

Questions 149-150 refer to the following online chat.

## ● Andreas Hildebrand

- Andreas Hildebrand 10:04 Hi Eun Hee, do you have a minute to look at something?
- Eun Hee Park 10:04 Sure, what do you need?
- Andreas Hildebrand 10:05 **I'll e-mail it to you. It's the draft for the cover of Anne Wahlberg's book.**
- Eun Hee Park 10:06 One second...
- Eun Hee Park 10:10 Okay, got it. Let me take a look.
- Andreas Hildebrand 10:01 Is the title too difficult to read? I wanted it to be eye-catching and different.
- Eun Hee Park 10:13 I like the effect. But you could be right. Maybe if you changed the color? Even just a darker shade of blue would help.
- Andreas Hildebrand 10:14 **Good idea. I'll give it a try. Mind if I run it past you again later?**
- Eun Hee Park 10:15 No problem

149. At 10:10 A.M., what does Ms. Park most likely mean when she writes, "Okay, got it"?
- A. She understands what Mr. Hildebrand said.  
B. She has the package Mr. Hildebrand is looking for.  
C. She has received an e-mail Mr. Hildebrand sent.  
D. She has found a file Mr. Hildebrand wants to see.
150. What will Mr. Hildebrand most likely do next?
- A. Change a deadline  
B. Revise a design  
C. Give a presentation  
D. Meet with Ms. Wahlberg

Questions 151-152 refer to the following advertisement.

## Copycentric-for All Your Printing and Copying Needs

### Now offering

- Printing of large posters
- Printing of digital photographs in a variety of formats
- Professional copying of documents, with binding available
- **24-hour service available at our new Taylor Street location**

Visit our Web site at [www.copycentric.com](http://www.copycentric.com) for information on our five locations. **We guarantee low prices and offer delivery on bulk orders.**

151. What is indicated about Copycentric?

- A. It sells copy machines.
- B. It has opened a new store.**
- C. It only provides black-and-white copying.
- D. It has been in business for five years.

152. What does Copycentric offer?

- A. Nighttime hours at all locations
- B. Digital-photography classes
- C. Professional editing services
- D. Delivery service for large orders**

Questions 153-154 refer to the following notice.

## Stanford Employment Agency

Stanford Employment Agency seeks a **receptionist** for a busy office. Primary duties include **greeting potential clients**, filing, and typing. The successful candidate must have a friendly manner and be able to operate a multiline telephone system in a busy office setting. In addition, the receptionist will assist the office manager as directed.

**Candidates must have finished secondary school.** Prior experience in a similar job is helpful but not necessary. Excellent salary and benefits are offered. Please send a letter of interest and resume to Gita Aggarwal, Stanford Employment Agency, 17 Market Way, Edinburgh, EH1 1Th.

Visit our Web site for more information.

[www.stanfordemployment.co.uk](http://www.stanfordemployment.co.uk)

153. What is indicated about the job?

- A. It is available only to office managers.
- B. It involves teaching people to type.
- C. It includes welcoming people to the office.**
- D. It requires the ability to repair telephone lines.

154. What is required of job candidates?

- A. Experience in a previous job
- B. Completion of secondary school**
- C. Participation in a telephone interview
- D. Completion of an online application

**Questions 155-157 refer to the following e-mail.**

To: Warren.cluett@reva.org  
From: delia.kwon@reva.org  
Date: June 30  
Subject: Shipment arrival

Hi Warren,

We will be receiving a shipment of bricks tomorrow morning. \_\_[1]\_\_. When the truck arrives, **please take inventory as the shipment is unloaded and verify that the quantities on the receipt are accurate.** \_\_[2]\_\_. In addition please make sure that the bricks are stacked no more than three bricks high. \_\_[3]\_\_. **They are fragile, and I am concerned that they might crack from the pressure if they are stacked in tall piles.**

\_\_[4]\_\_. Please also confirm the successful arrival of materials and report any problems to me by e-mail.

Thank you,

Delia Kwon  
Manager, Reva Development

155. What is the purpose of the e-mail?

- A. To provide instructions to an employee
- B. To address a mistake with a shipment
- C. To place an order for bricks
- D. To record the inventory for a shipment

156. Why is Ms. Kwon concerned about the shipment?

- A. It may arrive late.
- B. It contains breakable material.
- C. It was very expensive.
- D. It is for an important client.

157. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

“The manufacturer has informed me that the truck will be arriving at 7:30 A.M.”

- A. [1]
- B. [2]
- C. [3]
- D. [4]

Questions 158-160 refer to the following schedule.

Date	1 <sup>st</sup> Shift 8 A.M.-12 P.M.	2 <sup>nd</sup> Shift 12 P.M.-4 P.M.	3 <sup>rd</sup> Shift 4 P.M.-8 P.M.
Monday, November 8	Jamal Abdula	Jamal Abdula	Sara Atiq
Tuesday, November 9	Lillian Gold	Jamal Abdula	Paul Rastogi
Wednesday, November 10	Paul Rastogi	Paul Rastogi	Sara Atiq
Thursday, November 11	Lillian Gold	Lillian Gold	Sara Atiq
Friday, November 12	Closed	Closed	Closed
Please advise a store manager by Friday, November 5, if you plan to switch with another employee. All sales associate must enter their hours for the week using the computer by their cash register before the close of business on Thursday, November 11.			

158. What is indicated on the schedule?

- A. Jamal Abdula works on Wednesdays.
- B. Lillian Gold is a store manager.
- C. All employees will have Friday off.
- D. Some employees work every day.

159. Who is scheduled to work only during the third shift?

- A. Sara Atiq
- B. Jamal Abdula

C. Lillian Gold

D. Paul Rastogi

160. What must employees do by November 5?

- A. Enter their hours in the system
- B. Tell a manager about changes to their work schedule
- C. Request work hours for the following week
- D. Receive training on use of the cash register

Questions 161-164 refer to the following text message.

10:03

**ALINA:** Hi. I just arrived...about to get my conference badge, so I should get to our table soon.

10:04

**KONRAD:** Glad you got in okay. Do you have the perfume samples?

10:06

**ALINA:** No, they were too heavy to bring on the plane, so I sent them by express mail. They're expected here by 11 A.M.

10:07

**CHARLE:** Okay. **Our table is in Area 12A of the conference center.**

10:08

**ALINA:** **Got it.**

10:09

**KONRAD:** After we get our table set up, let's check out DTY's presentation in 14E. It's close by.

10:13

**ALINA:** Okay, I have my badge, so I'm on my way. **The people in reception will send boxed lunches to our display table. Let's plan on getting ready for the afternoon session while we eat.**

10:15

**CHARLE:** **Okay, when you get here** we can check out **DTY**. I want to see their new spring lineup.

10:17

**ALINA:** Yes, I'll bet it's no threat to us. I'm interested in seeing the materials **Na-Young** and her group have developed to promote their new product line.

161. What is indicated about the group's lunch?

- A. It will be served in 14E.
- B. It will be provided at half price.
- C. It will occur after a competitor's presentation.
- D. It will give them additional time for preparation.**

162. At 10:08, what does Alina mean when she writes, "Got it"?

- A. She understands the directions.**
- B. She has the lunch.
- C. She will give the presentation.
- D. She is paying for lunch.

163. What is suggested about Na-young?

- A. She works in a personnel development.
- B. She arranged travel for her coworkers.
- C. She is a product designer.
- D. She works for DTY.**

164. What will Alina most likely do next?

- A. Pick up a conference badge
- B. Arrive at Area 12A**
- C. Deliver product samples
- D. Look over a menu

Questions 165-167 refer to the following webpage.

<http://www.civilengineeringdigest.com>

**WELCOME TO CIVIL ENGINEERING DIGEST WEB SITE**

*CIVIL ENGINEERING DIGEST*

Subscription Offer

The *European Chronicler* calls it, “a must for all engineers working in Europe!”

*Civil Engineering Digest* is the number one trade journal for civil engineers across Europe. It provides articles on the latest technologies being used, along with **ratings of materials and equipment**. **Each month's issue** also includes **profiles of colleagues in the field** and outlines important infrastructure projects, such as bridges and dams that are being completed throughout the continent. Furthermore, readers will get emails announcing upcoming public seminars in their area. Subscribe today!

- Send me *Civil Engineering Digest* for two years for only € 54.00!
- Send me *Civil Engineering Digest* for **one year for only € 32.00!**
- Send me *Civil Engineering Digest* for six months for only € 18.00!
- Send me *Civil Engineering Digest* for two months, free of charge!

Those signing up for the **free trial will automatically be charged for a one-year subscription after the trial ends**. Customers may contact us to cancel this subscription.

165. How often is *Civil Engineering Digest* published?

- A. Daily
- B. Weekly
- C. Monthly**
- D. Annually

166. What is NOT offered to subscribers of *Civil Engineering Digest*?

- A. Job advertisements for civil engineers**
- B. Reports on other engineers
- C. Reviews of building materials

D. Details about new structures being built

167. What is suggested on the form?

- A. Online subscriptions are available for € 18.
- B. Trial subscribers will be charged € 32 after two months.**
- C. Readers are invited to subscribers-only seminars.
- D. The journal has been available for two years.

**Questions 168-171 refer to the following e-mail.**

To: Distribution List  
From: Ken Gupta <kgupta@ltaa.co.uk>  
Subject: LTAA update  
Date: 15 October

**A special meeting of the London Travel Agents' Association will take place on 1 November.** Clarissa Tang will be speaking on business travel in Australia, New Zealand, and Malaysia.

**After the talk she will be signing copies of her books, including her most recent title, *Make Time to Travel*.** Books will be available for purchase at a substantial discount.

The session will be held at the Carol Hotel on Frame Street, and the presentation will start at 6:00 p.m. **A complimentary buffet dinner will be provided afterwards for attendees, but seating will be limited, so please contact us to reserve a spot in advance. If you are interested, please send a message to Mark DiStefano** at mdistefano@ltaa.co.uk by 25 October.

The complete meeting schedule is available at [www.ltaa.co.uk](http://www.ltaa.co.uk).

Sincerely,

Ken Gupta

168. What is the purpose of the e-mail?

- A. To advertise a new hotel
- B. To offer tourist information
- C. To announce information about a meeting**
- D. To promote a travel agency

169. What is suggested about Ms. Tang?

- A. She is employed at the Carol Hotel.
- B. She purchased some discounted items.
- C. She recently canceled a trip.
- D. She has written more than one book.**

170. What is indicated about the meal?

- A. It begins at 6:00 P.M.
- B. It will feature recipes from *Make Time to Travel*.
- C. It is offered at no cost to meeting participants.**
- D. It has been rescheduled.

171. According to the e-mail, why should people contact Mr. DiStefano?

- A. To reserve a place for dinner**
- B. To order books at a discounted rate
- C. To get the complete schedule
- D. To make a hotel room reservation

Questions 172-175 refer to the following advertisement.

**BSSI**

Blakeley Self Storage, Inc.  
440 Cleary Ave.  
Brownsburg, IN 46112  
(317) 555-0142

At Blakeley Self Storage, we guarantee the most convenient self-storage experience in Brownsburg with a clean and safe environment for all your storage needs. \_\_[1]\_\_.

The insulated ceilings and sealed floors of our storage units protect your items from moisture and fluctuating temperatures. We offer a wide range of unit sizes to accommodate virtually any item you may want to store. \_\_[2]\_\_. Moreover, every Blakeley's largest units are 5 meters tall, a full meter taller than those of our competitors. There is no minimum number of units you must rent. Rent is collected once a month.

We believe that customers should have full control over their storage units, so unit access is 24 hours a day. With Blakeley, moving is convenient, too. \_\_[3]\_\_. Our facilities can accommodate trucks even up to 20 meters in length.

Visit [www.blakeleyselfstorage.com](http://www.blakeleyselfstorage.com) to browse the full range of unit sizes, a list of vacancies, testimonials, and price information. Please call us for the most up-to-date information on unit availability. We maintain waiting lists for those whose desired unit sizes are currently unavailable. \_\_[4]\_\_.

172. What is indicated about the self-storage units?

- A. They are heated in the winter.
- B. They are all located on the same level.**
- C. They are protected by video security cameras.
- D. They are all five meters in height.

173. What does Blakeley Self Storage do to make moving easier?

- A. It provides space for large vehicles.**
- B. It offers freight-delivery services.
- C. It gives referrals for moving companies.
- D. It facilitates transfers to other branches.

174. What is featured on the company Web site?

- A. A brief history of the company
- B. A virtual tour of the facility
- C. A list of available units**
- D. An exclusive discount coupon

175. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

“Should you choose to be placed on one, we will contact you as soon as a space is vacated.”

- A. [1]
- B. [2]
- C. [3]
- D. [4]**

Question 176-180 refer to the following advertisement and form.

# Northwood

Northwood's *Annual Clearance Sale!*

July 24-30

Stock up on **workplace essentials** at fantastic prices!

**WRINKLE-FREE DRESS SHIRTS.** Made from a durable, wrinkle-free cotton-polyester fabric and especially good for those long days at the office! Available in white, light blue, charcoal, and taupe. **Item #M913, \$39.99**

**PREMIUM DRESS SHIRTS.** These shirts are made from our finest quality Egyptian cotton. Hand-stitched collar and cuffs. Available in white, cream, light blue, and lilac. **Item #MS756, \$79.99**

**WOOL TROUSERS.** These versatile trousers can be paired with a suit jacket and dress shoes for the office, or with a casual shirt for a night at the movies. Our most popular item! Available in light or dark gray. **Item #MT744, \$59.99**

**Shipping Information:** Orders under \$50 will be shipped at a flat rate of \$5. **Orders between \$50 and \$150 will be shipped at a flat rate of \$10.** Shipping for orders over \$150 is free. These rates apply to items purchased during each of the annual clearance sales.

<http://www.northwood.com>

## NORTHWOOD

Name   
Address   
City  State   
Phone   
Email   
Item #  Size  Quantity  Color

If you have finished entering items to purchase, press submit to calculate total and shipping charges.

176. For whom is the advertisement most likely intended?

- A. People who regularly work in an office
- B. People who are going away on vacation
- C. People who spend a lot of time outdoors
- D. People who are browsing in a shopping mall

177. What is indicated about Northwood?

- A. It is located in Jefferson City.
- B. It offers clearance prices once a year.
- C. It is closing on July 30.
- D. All of its clothes are handmade.

178. What information is NOT given in the advertisement?

- A. The item number of each product
- B. The material each product is made of

C. The colors available for each product

D. The sizes available for each product

179. What is Mr. Routhier buying from Northwood?

- A. A shirt
- B. A suit
- C. A pair of trousers
- D. A pair of shoes

180. How much will Mr. Routhier probably have to pay for shipping?

- A. \$0
- B. \$5
- C. \$10
- D. \$50

Questions 181-185 refer to the following Webpage and form.

**Welcome to the *Brighton Reader* Web Page**

The *Brighton Reader* offers a variety of options for **making your personal announcement**.

Our prices include a one-time publishing of your event in the jumbo Sunday edition of the *Brighton Reader* and online at [www.brightonreader.co.uk](http://www.brightonreader.co.uk) for 30 days. You may also purchase ten copies of the Sunday edition for the special reduced price of £ 3 total when you publish an event.

To send your information, please complete the electronic form found [here](#).

**Option 1:** 55 words maximum, no photos, for £15.

**Option 2:** 75 words maximum, 5 x 7.6 cm photo in black and white, for £45.

**Option 3:** 100 words maximum, 8.9 x 12.7 cm photo in black and white, for £60.

**Option 4:** 150 words maximum, 10.2 x 15.2 cm maximum-size color photo, for £90

Ordered by:

Announcement category:

Date of submission:

Date of publication:

Text to publish:

Congratulations to **Bit**a **Shinwa**, daughter of Mr. Azin Shinwa, for her graduation from the Andawal University **medical programme** on 15 May. Highlights of her studies include a three-month residency programme abroad, a semester-long rural practical workshop, and academic honours. Bit a studied for six years to receive her degree and will be going on to work as a **cardiologist** overseas in the United States. **She will also donate one weekend a month as a general practitioner** at the Camiden Free Clinic in Chicago. Congratulations, Bit a, and best wishes for the future!

Words:

Photo attachment:

Options:

181. What is being advertised?

- A. University facilities
- B. Personal announcements**
- C. Newspaper subscriptions
- D. Event-planning services

182. What is suggested about the *Brighton Reader*?

- A. It offers reduced prices to new subscribers.

B. It sponsors a number of community events.

**C. It is available in more than one format.**

D. It is printed only on Sundays.

183. How much did the Brighton Reader probably charge Azin Shinwa?

- A. £15
- B. £45
- C. £60

D. £90

184. What is Bitu Shinwa's profession?

- A. Newspaper editor
- B. Marketing specialist
- C. University professor
- D. Medical doctor

185. What does the form indicate about Bitu Shinwa's plans?

- A. She will volunteer her time.
- B. She will go abroad for the first time.
- C. She will donate money.
- D. She will participate in a workshop.

Questions 186-190 refer to the following Web page and e-mails.

<http://www.staffcelebrations.com>

## Staff Celebrations

*Event planning for companies large and small since 1982*

Picnics   Award Ceremonies   Team-building Events   Milestone Celebrations

Picnics with your company in mind! Pricing to fit every budget.

We do it all:

- \* Setup and cleanup
- \* Shuttle service between parking area and site if needed
- \* Food and beverages (choose from a wide variety of snack and meal options)
- \* Games and activities for adults and children (many to choose from)
- \* Photos
- \* Gift bags for each guest (optional; your choice of items to include)

We'll come to your site, or you can rent either of our two beautiful spaces: the Garden Grove in Glenview (for up to 200 people) or the Bridge Center in Woodsorrel (for 200-1,000 people).

Treat your staff to an event they'll remember!

To: Delilah Chalmers <dchalmers@sybrassarchitecture.com>

From: Kacper Bukowski <kbukowski@fordingfitness.com>

Date: February 12

Subject: Staff Celebrations

Dear Ms. Chalmers,

My company is considering hiring Staff Celebrations for our employee picnic this summer, and the company gave us your name as a reference. If you have a moment, could you answer a few questions about their services? Specifically, we would like to know what the staff and location were like and whether the gift bag option is worth the additional cost. It would be very helpful if you send us your impressions by the end of next week.

Thank you in advance for your help.

Kacper Bukowski  
Executive Staff Assistant  
Fording Fitness Center

To: Kacper Bukowski <kbukowski@fordingfitness.com>

From: Delilah Chalmers <dchalmers@sybrassarchitecture.com>

Date: February 14

Subject: Re: Staff Celebrations

Dear Mr. Bukowski,

I am happy to provide you with some information about Staff Celebrations. We hired them for our tenth annual company picnic, which was held this past July. **Over 200 of our employees and their families were in attendance.** After looking into several options, we settled on Staff Celebrations to plan and host our event because they were highly recommended by several other companies in the area. We were delighted with the convenience of their service. All we had to do was make a few menu and game selections, and they did the rest. We chose to use one of their sites, which was as beautiful as promised. Despite uncomfortably high temperatures on the day of our event, the staff at Staff Celebrations remained cheerful and enthusiastic. We did not opt for the gift bag option, although I recall from our initial meeting that the choices for that seemed to be reasonably priced and of high quality. I highly recommend Staff Celebrations.

Regards,

Delilah Chalmers

Vice President for Corporate Events

Sybrass Architecture

186. What is indicated about staff Celebrations?

- A. It provides snacks free of charge.
- B. It has a new location.
- C. It offers transportation for guests.**
- D. It requires payment in advance.

187. Why did Mr. Bukowski contact Ms. Chalmers?

- A. To inquire about the services provided by Staff Celebrations**
- B. To give her some information about a research project
- C. To ask her company to cater an upcoming event
- D. To make suggestions for improving a service.

188. In the first e-mail, in paragraph 1, line 5, the work “impressions” is closest in meaning to

- A. imprints

**B. perceptions**

- C. copies
- D. preferences

189. What does Ms. Chalmers mention that Mr. Bukowski did NOT specifically ask about?

- A. Gift bags
- B. Location
- C. Staff
- D. Food**

190. Where was the Sybrass Architecture event most likely held?

- A. At Fording Fitness Center
- B. At Sybrass Architecture
- C. At the Garden Grove
- D. At the Bridge Center**

Questions 191-195 refer to the following report, e-mail, and Web-site article.

Opportunities for Leadership Development: Evaluation Report Executive Summary	
<p>This report documents the results of a study conducted by the Centre for Management Development and Assessment (CMDA) on behalf of Vaughan Biotechnics. The investigation sought to determine whether administrative workers have sufficient career advancement opportunities and whether the current set of leadership training courses meets the needs of supervisors.</p> <p><b>The responses of Human Resources (HR) directors illustrate the current state of affairs, since they are responsible for ensuring that</b></p>	<p><b>employees have ample training and development opportunities.</b> Nearly 71% of HR personnel indicated that Vaughan Biotechnics does not provide sufficient training for potential supervisors. Some suggested that the lack of training opportunities led to low promotions rates. In addition to providing in-depth coverage of these and other findings, this document contains a series of recommendations that will be carefully studied by government officials for possible implementation.</p>

To: rylan.saunders@vaughanbiotech.co.uk  
From: salma.gorshani@vaughanbiotech.co.uk  
Subject: Course suggestion  
Date: 13 July

Dear Mr. Saunders,

I'd like to **add another course to the list of suggestions.** Having led various large-scale projects over the last five years, I have come to realize **how helpful social media can be for supervisors and managers.** Therefore, I suggest that you include among the new training courses one that focuses on social media and **covers** such topics as planning, executing, and assessing social media campaigns.

Thank you and best wishes,

Salma **Gorshani**

<http://www.vaughanbiotech.co.uk/employee/mycareer>

### Supervisor Training Now Available

On Tuesday, HR director Mr. Rylan Saunders unveiled the new training programme for employees interested in becoming supervisors. **The redesigned programme is the result of an inquiry carried out last January** that I looked into the opportunities available to employees wanting to move up the career ladder. It also included an analysis of the training, **which determined that Vaughan Biotechnic's original programme was no longer effective.** The improved programme includes courses that reflect today's complex work environment. **Courses like supervising Using Social Media help would-be managers learn how to utilize current tools to lead successful projects.** Click the 'professional development' link for more information and to register.

191. Why did the CMDA collect information from the directors of Human Resources?

- A. They used to hold leadership positions.
- B. They determine the criteria for promotion.
- C. They provide staff with learning opportunities.**
- D. They are in charge of hiring new employees.

192. What is indicated about the CMDA study?

- A. It was completed in January.**
- B. It is conducted every year.
- C. It was critical of supervisors.
- D. It was distributed to the public.

193. What most likely is a recommendation the CMDA made to Vaughan Biotechnics?

- A. Reduce funds available to the directors of Human Resources.
- B. Change the type of courses aspiring supervisors must take.**
- C. Increase the number of female supervisors in its labor force.
- D. Allow for more meetings between supervisors and upper management.

194. In the e-mail, the word "covers" in line 4 is closest in meaning to

**A. is concerned with**

- B. is placed over
- C. guards against
- D. accounts for

195. What is suggested about Ms. Gorshani?

- A. Her leadership style is popular with her employees.
- B. Her proposal to the HR director was accepted.**
- C. She had read the report written by the CMDA.
- D. She thinks there are enough opportunities for mentoring.

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

Dear friend of the Linwood Community Center,

I am writing to invite you to sponsor the Linwood Community Center's annual Bike for Linwood fund-raising event. The money raised by this year's 50-kilometer ride will **support the new music education program at the center. Sponsorship would give your company great exposure** as the event will be **covered by local newspapers** and is attended by over 5,000 spectators.

Our sponsorship options include the following.

**Primary Sponsor:** Company name and logo will be prominently displayed on all promotional materials. Company representative will be photographed with the race winners. \$10,000

**Associate Sponsor:** Company name will be listed on banners at the event. Sponsor will receive a certificate of appreciation suitable for display. \$5,000

**Corporate Sponsor:** Company name will be listed in our directory of sponsors. Sponsor will receive a certificate of appreciation. \$1,000

**Contributing Sponsor:** Sponsor will receive a certificate of appreciation. \$500

No matter at what level you choose to participate, you will be helping the community. Please contact me with any questions.

Sincerely,

*Rosalyn Sanchez*

Rosalyn Sanchez  
Director of Fund-raising

**E-mail**

From: Bkelly@torypharm.com  
To: rsanchez@linwoodcc.org  
Date: June 12  
Subject: Event details

Dear Ms. Sanchez,

I am attaching a digital copy of our **company's logo** for use in your event's advertising.

**Our director of Community Relations, Nancy Glass, and her assistant will be attending the event** and would like to have electronic copies of the photographs from the event to post on our Web site. She would also like to tour the Linwood Community Center before the event and **meet some of the students from the new program**. Please confirm that this is possible and let me know what time she should plan to arrive.

Sincerely,

**Blake Kelly**, Tory Pharmaceuticals

**Bike for Linwood Fund-raising Event**

**Sponsored by**

**TORY Pharmaceuticals**

50-kilometer ride on June 19 at 9 A.M.

**Riders depart from Swanton Town Hall**, and the finish line is in front of Linwood Center. Riders and spectators are invited to stay for a celebration that includes **entertainment provided by the students from the center's newest program**. Food and drinks will be available for purchase.

196. For whom is the letter most likely intended?

- A. Advertising designers
- B. Business owners**
- C. Local bicycle riders
- D. Community center volunteers

197. In the letter, the word “**exposure**” in paragraph 1, line 4, is closest in meaning to

- A. condition of being made known**
- B. state of being unprotected
- C. disclosure of something secret
- D. position with reference to compass

198. What type of sponsorship did **Tory Pharmaceuticals** most likely select?

- A. Primary sponsor**
- B. Associate sponsor
- C. Corporate sponsor
- D. Contributing sponso

199. What is suggested about Nancy Glass?

- A. She works at the community center.
- B. She will be competing in the race.
- C. She will have her picture taken with the winners of the race.**
- D. She has attended this fund-raising event for several years.

200. What is indicated about the event?

- A. It was started by Blake Kelly.
- B. Riders will start from the community center.
- C. Portions of the race will be **televised.**
- D. It includes a musical performance.**