

## 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


 GO ON TO THE NEXT PAGE



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.

GO ON TO THE NEXT PAGE





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

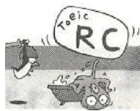
For excessive tardiness without a valid reason or any unreported leave, even if it's ----- court

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.

GO ON TO THE NEXT PAGE





### 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

GO ON TO THE NEXT PAGE





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 Clemmons, 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](http://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 Clemmons

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

GO ON TO THE NEXT PAGE





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.



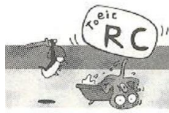
Questions 167-168 refer to the following article.

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.

GO ON TO THE NEXT PAGE 



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](http://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

GO ON TO THE NEXT PAGE





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 Mortin 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.

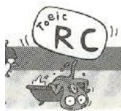
Regards,  
Mary Helmsford  
Director of New Media Inc.

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 mwals@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.

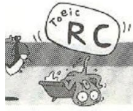
Regards,

*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

GO ON TO THE NEXT PAGE





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