

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. Sales clerks at Sylla Bazaar receive additional pay when _____ work in the evening.

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

102. The use of high-quality yet _____ machine parts led to a decrease in costs for Mr. Kim's factory.

- (A) inexpensive
- (B) unhappy
- (C) incomplete
- (D) undecided

103. Because humidity can _____ wood, the climate in furniture storage units must be controlled.

- (A) damage
- (B) damaging
- (C) damaged
- (D) damages

104. The updated safety manual includes guidelines _____ the entire factory.

- (A) so
- (B) and
- (C) both
- (D) for

105. A limited _____ of time for questions will be granted following Mr. Tanaka's speech.

- (A) value
- (B) record
- (C) amount
- (D) setting

106. At Correia Electronics, we are _____ researching appliance technology.

- (A) continual
- (B) continues
- (C) continue
- (D) continually

107. At Imprint Eyewear, most prescription eyeglasses can be made _____ two business days.

- (A) since
- (B) to
- (C) against
- (D) within

108. The first prize presented was the Kozar Award for _____ in educational toy design.

- (A) excel
- (B) excelled
- (C) excellent
- (D) excellence

109. Ms. Ling is not here today, but she _____ attends every library board meeting.

- (A) previously
- (B) typically**
- (C) almost
- (D) well

110. Investing in _____ properties as possible can be risky but is often lucrative.

- (A) as much
- (B) as many**
- (C) so much
- (D) so many

111. After interviewing Ms. Garcia personally, the company president _____ the committee's decision to hire her as chief financial officer.

- (A) finalized**
- (B) designed
- (C) hosted
- (D) created

112. Construction of the Yukimura Building _____ because of modifications in the architectural plans.

- (A) postpones
- (B) has been postponed**
- (C) will have postponed
- (D) is postponing

113. Please inform Ms. Montgomery of any _____ to your office supplies order before 2:00 P.M.

- (A) announcements
- (B) conversions
- (C) adjustments**
- (D) commitments

114. All Buchler Energy customers are encouraged to sign up for electronic statements _____ paper ones.

- (A) except
- (B) through
- (C) instead of**
- (D) according to

115. In her letter of reference, Ms. Eisner indicates that Mr. Patel's ability to work well with others is his most _____ quality.

- (A) admiration
- (B) admiring
- (C) admire
- (D) admirable**

116. This Friday, all employees may depart two hours before closing _____ their manager requires them to stay.

- (A) either
- (B) nor
- (C) because
- (D) unless**

117. The Science Career Fair is an exciting opportunity for job seekers to meet with _____ from major companies in the field.

- (A) recruit
- (B) recruiting
- (C) recruitments
- (D) recruiters**

118. The songs on Sophia Vestra's new album are _____ the most innovative musical arrangements of her career.

- (A) beside
- (B) over
- (C) among**
- (D) upon

119. The research indicates that _____ in Chestnut Valley has remained stable over the past two years.

- (A) tourists
- (B) tours
- (C) tourism**
- (D) toured

120. Online orders are handled by Mr. Clark's team, _____ regular mail orders are overseen by Ms. Adauto's group.

- (A) while
- (B) until
- (C) despite
- (D) whether

121. After the _____ upgrades have been implemented, the production process should run more efficiently.

- (A) suggest
- (B) suggested
- (C) suggesting
- (D) suggests

122. Panjan Air, an airline _____ in Singapore, is offering budget flights to Bangkok and Jakarta.

- (A) stored
- (B) stayed
- (C) based
- (D) moved

123. Mesmio, provider of premium television content, welcomes _____ ideas for improving our service.

- (A) specifics
- (B) specifies
- (C) specific
- (D) specify

124. The conclusions from our analysis turned out to be _____ applicable to the budget problem.

- (A) directing
- (B) directly
- (C) directs
- (D) direct

125. The proposal _____ the vacant land on Spring Street into a community garden will be voted on this Monday.

- (A) to transform
- (B) transformation
- (C) is transforming
- (D) transformed

126. After quality control inspectors _____ that all specifications are met, the product can be shipped.

- (A) affect
- (B) replace
- (C) certify
- (D) associate

127. The _____ meadowlands surrounding the museum are designated as wildlife habitat.

- (A) ethical
- (B) vast
- (C) absolute
- (D) economic

128. _____ of Mitesh Sandu's international performances was filmed for the documentary.

- (A) All
- (B) Others
- (C) Their own
- (D) Each one

129. New tax incentives reward local businesses _____ decrease their water consumption.

- (A) will
- (B) when
- (C) that
- (D) if

130. Based on new data, Min-Soo Trucking's proposal to expand its business to Southeast Asia would be only _____ successful.

- (A) conspicuously
- (B) marginally
- (C) regrettably
- (D) intriguingly

PART 6

Directions: Read the texts that follow. A word, 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 e-mail.

From: Young Ho Woo, Office of Professional Development

To: All employees

Subject: Lecture series

Date: Tuesday, October 1

Dear Colleagues,

The first of our Surveying the Field lectures will be held on October 3. This 131 lecture will be led by Roberto Colon, founder of the successful start-up Radio Dedicate. Mr. Colon 132 what established technology companies can learn from start-up businesses. Mr. Colon's talk is the only one in the series that addresses start-ups. 133.

As you know, Mr. Colon is a great leader in the industry, so we hope all staff will be present. Nevertheless, you must seek 134 your manager before attending.

Thank you,

Young Ho Woo

131.

- (A) final
- (B) daily
- (C) revised
- (D) upcoming

132.

- (A) discussed
- (B) will discuss
- (C) has discussed
- (D) will have discussed

133.

- (A) Many large technology companies are privately owned.
- (B) Corporate lecture series are gaining popularity in the field of technology,
- (C) As a student, Mr. Colon published an article in a prestigious business journal.
- (D) The rest will deal with various other topics, including marketing and customer service.

134.

- (A) approving
- (B) who approves
- (C) the approval of
- (D) having approved

Questions 135-138 refer to the following letter.

January 28

Ojas Ramachandran
Sawat Clothing Company
Bengaluru 560 001
Karnataka, India

Dear Mr. Ramachandran:

We are writing to let you know about a temporary 135 in our order fulfillment service. On March 20, we will begin moving all of our inventory to a new warehouse in Kyoto. 136 The move will take up to two weeks, 137 which time we will be unable to ship overseas orders. 138 any delays, please place your next order by March 14. If you have any questions, please don't hesitate to contact me.

Sincerely,

Aiko Oba
Customer Service Director

135.

- (A) extension
- (B) solution
- (C) improvement
- (D) disruption

137.

- (A) rather than
- (B) due to
- (C) during
- (D) above

136.

- (A) This will allow us to keep a larger variety of items in stock.
- (B) These will be available at a special price for a limited time.
- (C) Warehousing has become an important industry in the region.
- (D) You can track the status of your order on our Web site.

138.

- (A) To avoid
- (B) Having avoided
- (C) Avoids
- (D) Avoided

Questions 139-142 refer to the following article.

GTC Public Meeting

May 7

By Josip Kovach

The Greenville Transportation Commission (GTC) will hold a public meeting at City Hall on Thursday, May 15, at 7 P.M., to discuss its proposal to extend light rail service to Greenville Industrial Park. 139. Residents of the neighborhood have complained that the extension will generate too much noise during peak commuting hours. 140, the GTC has been studying the feasibility of installing noise barriers along the tracks. At the meeting, Leora Kelman, CEO of Acoustic Engineering, will explain how much noise reduction the GTC can 141, to achieve with the barriers. A 142 by Mayor Joe Rowan will follow.

139.

- (A) The GTC completed the project ahead of schedule.
- (B) The rail line will run through a residential area.**
- (C) The commission chair will run for mayor next year.
- (D) The GTC has decided to hold monthly meetings.

140.

- (A) In addition
- (B) In time
- (C) In response**
- (D) In conclusion

141.

- (A) remind
- (B) accept
- (C) persuade
- (D) expect**

142.

- (A) present
- (B) presenting
- (C) presenter
- (D) presentation**

Questions 143-146 refer to the following e-mail.

From: rosgrove@lavilli.com
To: henriksson@skanenursery.se
Subject: Svenska Yellow
Date: April 2

Dear Mr. Henriksson,

I represent the Lavilli Garden Stores chain, which is now in the process of 143 its product range to include newly developed kinds of trees. We are interested in carrying Svenska Yellow apple saplings in our stores. Since this 144 originated in Sweden, we contacted the Association of Swedish Fruit Producers, which recommended your apple nursery to us. On your Web site, it appears you do 145 have the product in stock. Initially, we would be interested in buying a small sample of saplings. 146 Do you offer discounts for bulk purchases?

I look forward to hearing from you.

Sincerely,

Roger Osgrove
Lavilli Garden Stores

143.

- (A) expanding
- (B) expanded
- (C) expands
- (D) expand

144.

- (A) response
- (B) method
- (C) ability
- (D) variety

145.

- (A) indeed
- (B) alone
- (C) quite
- (D) ever

146.

- (A) Our nursery has been family-owned for over 100 years.
- (B) Unfortunately, they are no longer in stock at this point.
- (C) However, we want to place a larger order in the future.
- (D) If you do, please visit our Web site for more information on our offer.

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 notice.

TSL Laptop Loan Program

Patrons of Tartan Street Library (TSL) can now take advantage of our laptop loan program. Thanks to a donation from the Lynquire Corporation, we now have 25 new laptop computers available *for in-house use only*. The equipment can be rented once daily at our service counter for a fee of \$3.00 per hour with a maximum loan period of two hours. Patrons can use the library's wireless printer for a charge of \$0.15 per page.

Please Note: TSL employees can assist with general **start-up procedures** for the laptops and with **wireless Internet** and **printer connections**. However, they are unable to provide any assistance with technical difficulties users may experience involving either the laptop itself or any computer program being used.

147. What is stated about the Tartan Street Library's laptop computers?

- (A) They can be borrowed at no charge.
- (B) They can be used only within the building.**
- (C) They are owned by the Lynquire Corporation.
- (D) They can be rented three times per day.

148. According to the notice, what are TSL employees unable to do for laptop users?

- (A) **Start** the equipment
- (B) Connect to the **Internet**
- (C) Provide access to a **printer**
- (D) Help with equipment problems**

Questions 149-150 refer to the following letter.

Blanck & Cassell Office Supplies
55 Belmont Street, Denver, CO 80252
Phone: 720-555-0101
www.blanckandcassell.com

October 4

Elena Cardillo
124 Sagebrush Avenue, Apartment B-3
Denver, CO 80033

Dear Ms. Cardillo:

To thank you for being such a loyal customer, we would like to invite you to become a member of our new Frequent Buyer Club. It is free to join and will help you save money on future purchases. Once enrolled, **you will receive a 5 percent discount on all purchases in our Denver and Boulder stores.** The only requirement for maintaining your membership is to make at least one purchase per year.

To sign up, simply complete and send in **the enclosed form** or visit our Web site at www.blanckandcassell.com.

Sincerely,

Isaac Grantway

Isaac Grantway
Customer Service Representative

Enclosure

149. Why was the letter sent to Ms. Cardillo?

- (A) To announce an update to a Web site
- (B) To offer a discount program**
- (C) To confirm a recent order
- (D) To advertise a new store

150. What was sent with the letter?

- (A) A bill
- (B) A gift card
- (C) A refund
- (D) An application**

Questions 151-152 refer to the following e-mail.

To: Sales Associates Team
From: Shein, Clifford
Date: November 22
Subject: Urgent matter

Dear Sales Associates,

The most recent edition of *The Brooktown Weekly* ran our advertisement with a misprint. **It listed the end of our half-price sale as December 11 instead of December 1.** While a correction will appear in the paper's next issue, it is to be expected that not all of our customers will be aware of the error. Therefore, if shoppers ask between December 2 and 11 about the sale, first apologize for the inconvenience and then offer them a coupon for 10% off any item they wish to purchase, either in the store or online.

Should customers have any further questions, please direct them to the floor manager.

Thank you for your assistance in this matter.

Clifford Shein, General Manager, Williams Apparel

151. What is stated about *The Brooktown Weekly*?

(A) It runs advertisements by Williams Apparel in every edition.

(B) It misidentified the last day of Williams Apparel's promotional event.

(C) It will include discount coupons from Williams Apparel in its next edition.

(D) It apologized to the general manager of Williams Apparel for an inconvenience.

152. What does Mr. Shein ask the sales associates to do?

(A) Refer customers to the company's Web site for additional products

(B) Refer customers to the store's advertisement in local newspapers

(C) Tell customers to discuss additional concerns with a supervisor

(D) Tell customers about a problem with a new product

Questions 153-155 refer to the following article.

Auckland Daily Chronicle

Business Briefs

AUCKLAND (6 June) — Ann Marie Haas, former executive director of Gear Good, a company that develops and sells software for bike-sharing companies, has a new but related position. —[1]—. **Beginning in November, she will be general manager of City Wheels, a bike-sharing company in Auckland.** — [2] — .

The move comes at an opportune moment for both Ms. Haas and City Wheels. Ms. Haas had worked for Gear Good in Wellington since the company was founded five years ago but was yearning to return to Auckland, where she grew up. **City Wheels was looking for a new leader to oversee its planned expansion from 50 to 75 bike stations in Auckland.** — [3] — . "I'm thrilled to join a company that's important to residents and tourists alike," Ms. Haas said.

The City Wheels system is simple and affordable for occasional use. — [4] —. The first thirty minutes of biking are free, and after that, the cost is \$4 per hour or \$20 per day. Ms. Haas said she is enthusiastic about this venture, both for herself and for the city of Auckland. —Tahei Davis, Staff Writer

153. What is the purpose of the article?

- (A) To describe the financial difficulties a business is facing
- (B) To announce the launch of a new software company
- (C) To report on an executive's career move**
- (D) To assess recent tourism trends in Auckland

154. What does City Wheels expect to do?

- (A) Open an office in Wellington
- (B) Add more bike stations**
- (C) Increase its rates
- (D) Offer several new bike tours

155. In which of the positions marked [1], [2], [3] and [4] does the following sentence best belong? "A modest \$5 registration fee is required to begin using City Wheels bikes."

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

Questions 156-157 refer to the following text-message chain.

Claire Cha 3:55 P.M.

You left in such a rush. **Did you manage to catch the train?**

Hyuk Shin 3:55 P.M.

No, but **there's another one in 10 minutes.**

Claire Cha 3:57 P.M.

That's a relief. Did you send the catering invoice to Mr. Kwon before you left the office?

Hyuk Shin 3:59 P.M.

Yes, but I had to send it by express mail. The fax machine wouldn't connect.

Claire Cha 4:01 P.M.

That's OK, **He'll get it by tomorrow anyway.**

Hyuk Shin 4:02 P.M.

That's what I thought.

156. Where most likely is Mr. Shin as he writes to Ms. Cha?

- (A) At his office
- (B) At a dining establishment
- (C) At the local post office
- (D) At a train station**

157. At 4:02 P.M., what does Mr. Shin most likely mean when he writes, "That's what I thought"?

- (A) He managed to send a fax.
- (B) A delivery will arrive in time.**
- (C) Express mail is a better option.
- (D) An invoice needed to be revised.

Questions 158-161 refer to the following online chat discussion.

Anish Kumar

11:15 A.M.

Thanks everyone for getting together online before our next meeting. I thought it would be helpful to see what's been done and what still needs to be done for the **festival**. I believe Ella has some news to share.

Ella Costa

11:16 A.M.

That's right. **I finally got the permit from the city council to hold the festival in Greenhill Park!**

Mi-Young Park

11:17 A.M.

Fantastic!

Kenneth Baudin

11:18 A.M.

That's great news. **I was worried they weren't going to come around 改變立場.**

Ella Costa

11:19 A.M.

When I showed them that our plans included ways to limit trash and other potential crowd-related problems, they were convinced.

Anish Kumar

11:20 A.M.

Any other news?

Mi-Young Park

11:21 A.M.

King Pizza has already agreed to park a pizza truck at the festival. **I also have several calls out to other local eateries. I should have responses from some others by the time we meet on Friday.**

Kenneth Baudin

11:22 A.M.

I'm still working on getting more acts to perform. Janine Dougherty has tentatively agreed to sing with a band for a few numbers.

Anish Kumar

11:23 A.M.

That would be great. She has a great voice and she's a local favorite here.

158. What are the writers discussing?

- (A) A new restaurant
- (B) An outdoor event**
- (C) A television show
- (D) An online concert

160. What is Ms. Park expecting?

- (A) A notice about a permit
- (B) A response from a band
- (C) Changes in the schedule
- (D) Replies from restaurants**

159. At 11:18 A.M., what does Mr. Baudin most likely mean when he writes, "I was worried they weren't going to come around"?

- (A) He did not think a permit would be granted.**
- (B) He did not think the council would attend the event.
- (C) He thought the council meeting would be canceled.
- (D) He thought the trash would not be removed.

161. Who most likely is Ms. Dougherty?

- (A) A new colleague
- (B) A performer**
- (C) A reporter
- (D) A patron

Questions 162-164 refer to the following notice on a Web page.

<http://www.saponacstateparkauthority.com>

Saponac State Park

Home /**News and Notes** /Hiking /Camping /Maps /About the Park

Please note that www.newenglandexplored.com, a popular commercial tourism Web site, lists 42 Millinocket Drive as the address of Saponac State Park. Be aware that this is the address for the park's maintenance facilities, which are located on an unpaved road that is open only to park employees. The Saponac State Park Visitor Center and the official park entrance are Located at 66 Debsconeag Way, about 32 miles from the maintenance building. **Park visitors must use the park 's main entrance.** All marked trails and guided walks begin in this area. **From Elkdale, take Highway 82 north, use exit 558 for Ranch Road, and follow the signs approximately 8 miles to the park's main entrance. All roads leading to the park's main entrance are paved.** For more information, call (207)555-0117.

162. For whom is the notice most likely intended?

- (A) Park visitors
- (B) Elkdale commuters
- (C) Road-construction workers
- (D) Park-maintenance employees

164. What does the notice include?

- (A) Instructions for making reservations
- (B) Directions for driving to the park
- (C) A list of current roadwork projects near the park
- (D) Information about employment opportunities

163. What is suggested about the Web site www.newenglandexplored.com?

- (A) It contains unreliable information.
- (B) It is currently being updated.
- (C) It has information about parks in many countries.
- (D) It was created by Saponac State Park employees.

Questions 165-168 refer to the following e-mail.

To: Hamza Darzi <hdarzi@gady.net>

From: Anna Leski <leski@zengerproducts.co >

Date: February 8

Re: Refresh 2000

Dear Mr. Darzi,

Thank you for bringing our attention to the issues you have experienced with the Refresh 2000. We take pride in creating high-quality appliances, so we are taking steps to address your concerns immediately.

----[1] —. Since the date you purchased your unit, the Refresh 2000 has been redesigned and thoroughly tested. We have shipped **one of these updated units** to your home address. I am confident that the new version will **remove dirt from your carpet** to your satisfaction. — [2] —. If it does not, please contact our accounting office in Lakeside at 291-555-0177 for a **full repayment** of the purchase price. Additionally, we have just transferred all production to a larger building and are **refining our manufacturing procedures**. — [3] —.

Please let me know if there is anything else I can do. — [4] —. On behalf of Zenger, I apologize for the inconvenience this issue has caused, and I hope to serve you again soon.

Sincerely,

Anna Leski, Customer Care Representative
Zenger Household Products, Inc.
Eastern Regional Office
267 Kelley Avenue
Planterville, VA 42558

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

- (A) To provide details about a delivery
- (B) To respond to a customer complaint**
- (C) To announce a new policy for returns
- (D) To inform an employee of process changes

166. What most likely is the Refresh 2000?

- (A) A washing machine
- (B) A microwave oven
- (C) A vacuum cleaner**
- (D) A dishwasher

(C) Offering a **replacement** product

(D) **Improving** manufacturing operations

168. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong? "Our quality control manager will visit the factory and observe those processes to ensure that nothing is being overlooked."

(A) [1]

(B) [2]

(C) [3]

(D) [4]

167. What is NOT offered as a solution to the problem?

- (A) Repairing the purchased item**
- (B) **Refunding** the purchase price

Questions 169-172 refer to the following article.

Airport Expansion Continues

26 May—A major airport expansion project is under way in Onalia City. The project is estimated to cost \$1.6 billion, and a new terminal is scheduled to open for international service in approximately one year.

The airport, however, sits on a confined piece of land, which presents significant challenges to increasing the number of takeoffs and landings. If the airport remains limited to its current two runways, the capacity to handle air traffic could be reached within three years.

To address the problem, officials overseeing the Onalia City Airport project have contracted a group of engineers from Wilford Engineering to explore the possibility of extending a third runway over the Pacific Ocean. The engineering firm will survey the area for six months before presenting their findings and recommending a plan of action.

Runways that extend over water are not unprecedented. This type of runway exists in places such as Gibraltar and Japan, which have faced similar challenges.

169. Why is Onalia City Airport undergoing an expansion?

- (A) To accommodate flights to other countries
- (B) To provide service to a growing population in surrounding cities
- (C) To compete with a nearby airport
- (D) To reduce flight delays

170. In paragraph 2, line 5, the word "handle" is closest in meaning to

- (A) touch
- (B) manage
- (C) examine
- (D) release

171. What has Wilford Engineering been hired to do?

- (A) To determine whether a potential runway site is suitable
- (B) To develop a plan for increasing the size of the air traffic control tower
- (C) To investigate how to improve traffic on roads leading to the airport
- (D) To review expansion plans with officials in Gibraltar and Japan

172. What is suggested about Onalia City Airport?

- (A) It has been open for one year.
- (B) It has earned \$1.6 billion in revenue.
- (C) It has sustained structural damage.
- (D) It is located on the coast.

Questions 173-175 refer to the following policy statement.

Dubai Ecological construction Expo

Exhibit Hall Rules

BADGE CONTROL

Admission to the exhibit hall is restricted to exhibitors from qualified companies, exposition attendees, and logistics personnel.

Badges are required on the floor at all times, including during move-in and move-out days.

- Exhibitor badges will be given to the company's primary contact for distribution to that exhibitor's personnel.
- The number of badges assigned to each exhibitor will be based on the size of booth space the company has rented.
- Anyone on the floor who is not officially registered will be evicted from the show.
- False certification of any individual as a company's exhibition representative, or misuse of exhibitor badges, will be just cause for removing the exhibit from the floor.

173. What is the purpose of the policy statement?

- (A) To outline the registration process
- (B) To provide details about setting up exhibits
- (C) To specify who is permitted in the exhibit hall
- (D) To describe facilities that are available to participants

175. What must a company do to increase the number of employees working at its exhibit?

- (A) Rent a larger space for its exhibit
- (B) Request extra exhibitor badges online
- (C) Apply for an exemption to the staff limit
- (D) Speak directly to an expo representative

174. How will individual team members obtain a badge?

- (A) They will receive badges from an expo official when they check in.
- (B) They will print out badges directly from the expo registration Web page.
- (C) Personalized badges will be sent to them in the mail.
- (D) A company representative will pass out badges to them.

Questions 176-180 refer to the following e-mails.

To: calvin.galt@zmurk.net

From: s_duval@cps.org

Date: 2 February

Subject: Next steps

Dear Mr. Galt,

Thank you again for agreeing to serve on the organizing committee for the Caribbean Professional Screenwriters (CPS) Conference. I am following up on our initial meeting about speakers and presenters.

I get the impression that Timothy Primus, our first choice, may be out of our price range. However, I've been pursuing some funding in the form of government grants. If these resources come through, I'll try to secure Mr. Primus; otherwise, Laura Tambie may be a good option. In the meantime, I hope your efforts to recruit the other six panelists for the "Meet and Learn" session will be successful.

Thank you,
Shenell Duval

To: tprimus@agency.net

From: s_duval@cps.org

Date: 12 April

Subject: CPS Conference

Attachment: @Contract

Dear Mr. Primus:

I would like to confirm your participation as the keynote speaker at the Caribbean Professional Screenwriters (CPS) Conference. You are scheduled to give your address on the opening day of the conference, Saturday, 10 July, at the Harlan Hotel in San Fernando, Trinidad. We have planned for you to speak for 30-45 minutes. Naturally, we will have technology on hand to enable you to show clips from your films, should you choose to do so. Also, please note that we request your participation at the "Meet and Learn" session, which allows aspiring screenwriters an opportunity to network with industry experts. This will be held on day two of the conference and will last approximately 90 minutes.

We are pleased to cover all your expenses for food, lodging, and travel both to and from San Fernando. However, as stated in the contract, return airfare can only be provided for those staying for and fully participating in both days of the conference. To obtain flights at the most convenient times, we are recommending that tickets be secured by the end of May.

If you agree, please confirm by signing and submitting the attached contract. I look forward to meeting you at the conference.

Sincerely,

Shenell Duval, CPS Conference Chief Organizer

176. Why does Ms. Duval write to Mr. Galt?

- (A) To request financial support
- (B) To discuss plans for an event**
- (C) To make a hiring recommendation
- (D) To negotiate the terms of a contract

177. In the first e-mail, the word "impression" in paragraph 2, line 1, is closest in meaning to

- (A) idea**
- (B) mark
- (C) memory
- (D) experience

178. What is probably true about Ms. Duval?

- (A) She plans to attend a job fair.
- (B) Her recommendations for speakers were not accepted.
- (C) She will meet Mr. Primus for lunch on July 10.
- (D) Her application for government funding was successful.**

179. What is implied about Mr. Primus?

- (A) He is a journalist.
- (B) He will give a 90-minute talk.
- (C) He has had success in the film industry.**
- (D) He has attended a CPS conference in the past.

180. According to the second e-mail, what should Mr. Primus do to ensure that all his expenses will be paid for by CPS?

- (A) Attend all conference events**
- (B) Submit receipts for food purchases
- (C) Finalize a travel itinerary before June 1
- (D) Sign and return a reimbursement form

Questions 181-185 refer to the following e-mail and magazine index.

From: editor@kitchengoodiesmag.com

To: thaydon@fenmail.com

Subject: Recipe publication

Date: September 10

Dear Ms. Haydon,

I am happy to inform you that your **entry**, "Thea's Zesty Mint Melon Rays," **has won the Fruit Recipe Challenge and will be published in the November issue of *Kitchen Goodies* magazine.** Please be aware that **the editors may need to shorten the title of your recipe due to space limitations and layout constraints.**

We would also like to request some information from you. In your recipe you mention that honey can be used as the sweetener instead of sugar. Could you provide a **measurement for the honey**, should readers choose to use it? Also, you indicate that the dish should be refrigerated before serving. Could you provide **the minimum amount of time** it should be chilled?

Finally, recipes from our readers are usually accompanied by **a photograph of the author.** In your response to this e-mail, please attach a high resolution picture of yourself.

Best regards,

Clive Dowty

Assistant Editor

Kitchen Goodies

KITCHEN GOODIES

Issue 198

RECIPE INDEX

FROM CELEBRITY CHEFS

12 **Cheese Crusties.** A treat that no cheese aficionado can afford to miss

16 **Chickpea Mango Curry.** If you think you know all the staples of Indian cuisine, think again.

GET BAKING

21 **Grandma's Chocolate Cookies.** Crispy cookies with a soft ganache filling

RECIPE CHALLENGE WINNER

27 **Melon Rays.** A zesty melon salad with a delicious ingredient that may surprise you

DONE IN NO TIME

35 **Apple Delights.** **Want to whip up a quick snack during a commercial break on TV?**

Here's just the recipe you need.

FEATURED INGREDIENT

43 Crystallized Ginger. Our test kitchen created a hearty red lentil soup with crystallized ginger as the star.

181. Why was the e-mail sent to Ms. Haydon?

- (A) To ask her to teach in a cooking school
- (B) To discuss the publication of a recipe**
- (C) To tell her about a prize that will be sent to her
- (D) To request an additional recipe

182. In the e-mail, the word "entry" in paragraph 1, line 1, is closest in meaning to

- (A) submission to a contest**
- (B) doorway
- (C) subscription to a magazine
- (D) lowest level

183. What does Mr. Dowty NOT ask Ms. Haydon to provide?

- (A) An amount for an ingredient
- (B) A length of time for a process
- (C) A revised title for a recipe**
- (D) A photograph of herself

184. On what page does Ms. Haydon's recipe appear?

- (A) 12
- (B) 16
- (C) 21
- (D) 27**

185. What is indicated about the recipe on page 35?

- (A) It requires cooking expertise.
- (B) It takes little time to prepare.**
- (C) It contains many different ingredients.
- (D) It was created by a celebrity chef.

Questions 186-190 refer to the following memo, e-mail, and article.

From: Ravinder Kapur, CEO, LTL
To: LTL Factory Floor Employees
Subject: Update
Date: 26 November

On Tuesday, 4 December, a reporter from *Asia Enterprise Monthly* will be touring LTL to collect information for an article about our new textile-printing machines, **An official from our public relations department will be guiding our guests through the factory.** The reporter has been granted permission to speak to employees. **Please feel free to respond to questions that involve your day-to-day work. You should, however, refer all other inquiries to the official accompanying the reporter. We encourage you to review our media policy prior to the visit. You will be informed of any changes to the plans for this event.**

Thank you for your cooperation.

E-mail

From: Desmond Xueling <dxueling@aem.com.sg>
To: Ravinder Kapur <rkapur@ltl.com.sg>
Subject: Meeting
Date: 27 November

Dear Mr. Kapur,

Due to a scheduling conflict, I have to reschedule my tour of your facility. I could visit on one of the following days and times instead: **Monday morning, 3 December;** Wednesday afternoon, 5 December; or Thursday afternoon, 6 December.

Also, I have spoken to our staff photographer. Per your request, she will limit her photography to the offices of the members of the management team. Rest assured that we will protect your company's proprietary information.

Thank you again for your time.

Desmond Xueling, *Asia Enterprise Monthly*

New Equipment a Boon for LTL?

7 January

By Desmond Xueling

Tucked into a busy industrial area in Singapore, the LTL manufacturing facility is small, gray, and unassuming. But the building's nondescript exterior masks an abundance of color and activity inside.

Early on a sunny December morning, two **enormous new textile-printing machines** were already churning out the largest swaths of fabric ever processed by the factory.

"Each machine is well over three meters wide," said LTL's Felicity Tong, who accompanied us on a tour of the factory floor. "Our machine operators are still

learning to use the machines effectively, as you can see from this pile of rejected pieces," Ms. Tong remarked. "The machines are efficient, but mastering them is posing some challenges for our work crews."

The machines come with the potential for big profits. Company CEO Ravinder Kapur commented that the demand for his company's fabrics has grown in recent years. "These machines will allow us to print on vinyl and other materials that we had lacked the resources to work with," he said. "We're very pleased to be able to satisfy client demand."

186. What is the purpose of the memo?

- (A) To publicize changes to the company's media policy
- (B) To announce the purchase of new machinery
- (C) To encourage staff members to read a newspaper article
- (D) To provide guidelines for speaking to a journalist**

187. In the memo, the word "refer" in paragraph 1, line 6, is closest in meaning to

- (A) check
- (B) direct**
- (C) consider
- (D) explain

188. When did Mr. Xueling most likely visit the factory?

- (A) On December 3**
- (B) On December 5
- (C) On December 6
- (D) On January 7

189. What is suggested about Ms. Tong?

- (A) She joined LTL on November 26.
- (B) She specializes in public relations.**
- (C) She had her picture taken with Mr. Kapur.
- (D) She interviewed employees before the tour.

190. What does the article indicate about LTL?

- (A) Its machine operators have completed a training program.
- (B) Its new machines are more reliable than the old ones.
- (C) It has been losing customers in recent years.
- (D) It is using fabrics that it had not used previously.**

Questions 191-195 refer to the following letters and invoice.

Cutler's Rare Books
36 Boyle St.
Boston, MA 02116

Dear Mr. Cutler,

I first came across Cutler's Rare Books at the Antiquarian Book Fair in California last year. After noting the high quality and wide range of your products, I decided to purchase several books from your online store. As I am not interested in having damaged books in my collection, I carefully read the descriptions of their condition before making my purchase. I was assured that the books were undamaged and in their original condition. **When I examined the books on their arrival, I discovered that the Norris volume had been sloppily glued and rebound within the last several years.**

Please contact me at your earliest convenience to discuss this disappointing situation.

Sincerely,

Roger Baskin

Roger Baskin

Cutler's Rare Books

36 Boyle St. • Boston, MA 02116

M.Norris	<i>Adventures of a Pirate</i>	\$100.00
J Van Liew	<i>Nine Years at Sea</i>	\$ 60.00
A. Mangino	<i>Advice for the Young</i>	\$ 75.00
S.G. D'Cruz	<i>The Beaches of Galdona</i>	\$ 79.00
B. Hall	<i>An Illustrated History of Spain</i>	<u>\$125.00</u>
		TOTAL \$439.00

All items are sold as is, and all sales are final.

Cutler's Rare Books
36 Boyle St., Boston, MA 02116

Roger Baskin
14111 Trail Ridge Dr.
Sun City West, AZ 85375

Dear Mr. Baskin,

Let me assure you that I carefully check all of our books myself before their descriptions are entered in our sales catalog. **I distinctly remember examining the volume in question when it arrived and again before it was packaged for shipping to you.** It is my professional opinion that the book was rebound by its original owner over 70 years ago. Therefore, the book is in its original condition by the standards of our industry.

I understand your disappointment and, to try to make it up to you, **I am refunding your payment for the book by Joseph Van Liew, which you may keep with our compliments.**

Thank you,

David Cutler

David Cutler

191. Why did Mr. Baskin write to Mr. Cutler?

- (A) To dispute an inaccurate bill
- (B) To cancel a recently placed order
- (C) To object to an item's condition**
- (D) To inquire about a missing item

192. What book is Mr. Baskin concerned about?

- (A) *Adventures of a Pirate***
- (B) *Nine Years at Sea*
- (C) *Advice for the Young*
- (D) *The Beaches of Galdona*

193. What is mentioned about Cutler's Rare Books?

- (A) It does not have an online store.
- (B) It does not sell illustrated books.
- (C) It does not have much inventory.
- (D) It does not allow product returns.**

194. What is indicated in the second letter?

- (A) Mr. Cutler inspected the shipment himself.**
- (B) Mr. Baskin's items have not been mailed yet.
- (C) Mr. Baskin will receive a replacement soon.
- (D) Mr. Cutler will send the book to an expert for evaluation.

195. How much of a refund will Mr. Baskin receive?

- (A) \$60**
- (B) \$75
- (C) \$100
- (D) \$125

Questions 196-200 refer to the following e-mail, Web page, and article.

E-Mail Message

To: Ben Greenidge
From: Nirmala Deokaran
Subject: Request
Date: 13 January

Dear Mr. Greenidge,

I kindly request that management consider entering our company in the CASATO Virtual Business Tournament. The competition, organized by the Caribbean & South American Trade Organization (CASATO), requires participants to develop and implement business strategies that ensure the long-term stability and continuity of an imaginary company.

Participation in this event could be highly beneficial to our company. Though many tournament participants occupy non-decision-making positions in their organization, the contest demands that they apply a broad range of leadership practices. In the process, most become more appreciative of the day-to-day realities and complexities of managing an actual company. Moreover, they tend to apply the skills acquired or refined during the competition such as collaboration, analysis, and problem-solving—in actual work situations. Additionally, participation in the event may increase our company's profile, opening up new markets for our products. Roughly six months after last year's tournament, about one-third of the 70 companies that had taken part in that event reported an increase in regional business activities.

Details about the tournament are available at www.casato.org/events/tournament_information.

Sincerely,

Nirmala Deokaran
Flight Dispatcher
Omicron Air Cargo

http://www.casato.org/events/tournament_information

CASATO

CASATO VIRTUAL TOURNAMENT

Entry information

Registration for this year's tournament is open from 1 March to 1 April, while the tournament starts on 8 June. No more than two teams per

company can be registered. The top three teams will be announced on 3 July and **will be honored during a ceremony to be held on 19 August** at Hotel Baia da Lua in Rio de Janeiro, Brazil.

A Virtual Breakthrough for

Omicron

9 July—The CASATO Virtual Tournament pits teams from companies based in the Caribbean and South America against one another to determine which one can run the most successful virtual business. While **teams from various Guyana-based companies** have participated in the competition since its inception, none had ever won. Last week, however, **the team representing Omicron Air Cargo in this year's event learned it had earned third place in a field consisting of 109 teams, which represented 85 companies. Omicron's winning team was led by Nirmala Deokaran. The team has been honored with the CASATO Virtual Business Award.**

196. What is the goal of competitors in the CASATO tournament?
- (A) To develop an international trade agreement
 - (B) To create materials for training prospective managers
 - (C) To run a nonexistent company**
 - (D) To design a business Web site
197. What does Ms. Deokaran NOT mention as a benefit of participating in the CASATO tournament?
- (A) **Better understanding** of the tasks that managers perform
 - (B) Increased opportunities to invest in regional businesses**
 - (C) Greater **public awareness** of a company's offerings
 - (D) Improved **cooperation** among employees
198. What most likely is true about Ms. Deokaran?
- (A) She was invited to a celebratory event.**
 - (B) She is being considered for a managerial position.
 - (C) She had taken part in interactive online competitions before.
 - (D) She recommended implementing some management practices.
199. What is indicated about Omicron Air Cargo?
- (A) Its services are in great demand.
 - (B) Its operations are located in Guyana.**
 - (C) It will formulate new business strategies in June.
 - (D) It registered two teams for the CASATO tournament.
200. What is indicated about the most recent CASATO tournament?
- (A) It was sponsored by a Brazilian hotel chain.
 - (B) It saw the introduction of a set of new criteria.
 - (C) It drew participation from more companies than last year's event.**
 - (D) It received more press coverage than last year's tournament.