

## READING TEST 74

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. We will need to find a place to \_\_\_\_\_ the damaged equipment until the mechanic arrives.
- (A) find
  - (B) store
  - (C) regard
  - (D) build
102. The company outing was held at the Gardenway Resort, a \_\_\_\_\_ vacation spot on the coast.
- (A) delight
  - (B) delighted
  - (C) delighting
  - (D) delightful
103. I told you that the problem with too much employee turnover is that I always end up doing everyone else's job \_\_\_\_\_.
- (A) myself
  - (B) himself
  - (C) themselves
  - (D) yourself
104. The supplies \_\_\_\_\_ by the clerical department were delivered earlier in the day.
- (A) conditioned
  - (B) requisitioned
  - (C) positioned
  - (D) mentioned
105. Martha had been unhappy with her position for a long time so her resignation was not \_\_\_\_\_ a surprise.
- (A) such
  - (B) as
  - (C) of
  - (D) for

106. Having branch offices around the globe presents difficulties for us, although the Internet helps to shrink the \_\_\_\_\_.
- (A) size
  - (B) width
  - (C) distance
  - (D) amount
107. Their products are mostly top-end, but some of their accessories are \_\_\_\_\_ in terms of pricing.
- (A) competed
  - (B) competitive
  - (C) competition
  - (D) competitor
108. She mentioned the inventory problem \_\_\_\_\_ I even asked about the rumors.
- (A) earlier
  - (B) in advance
  - (C) before
  - (D) while
109. The waste materials \_\_\_\_\_ during the manufacturing process are carefully disposed of by the hazardous materials crew.
- (A) are producing
  - (B) are produced
  - (C) have been produced
  - (D) produced
110. We previously offered the models you inquired about, but they are no longer shown in our most \_\_\_\_\_ catalog.
- (A) present
  - (B) frequent
  - (C) recent
  - (D) evident
111. The CEO chose to give up some of his stock options \_\_\_\_\_ a higher yearly salary.
- (A) in exchange for
  - (B) by way of
  - (C) in reaction to
  - (D) to do with

112. While the software will no longer be updated, we will still continue \_\_\_\_\_ the product through our online customer service center.
- (A) support
  - (B) in support of
  - (C) supporting
  - (D) supported
113. Freeman Industries has reported increased revenues for seven quarters \_\_\_\_\_.
- (A) primarily
  - (B) consecutively
  - (C) costly
  - (D) monetarily
114. She wasn't positive that Frank was responsible, although she commented that the evidence \_\_\_\_\_ pointed in his direction.
- (A) definition
  - (B) definitely
  - (C) definite
  - (D) definitive
115. It was a close election, decided \_\_\_\_\_ the large number of unemployed voters who participated in the election.
- (A) from
  - (B) to
  - (C) with
  - (D) by
116. The number of employees at the Winnesaw plant increased thanks to the many \_\_\_\_\_ that occurred at the end of last year.
- (A) hire
  - (B) were hired
  - (C) hiring
  - (D) hirings
117. The airline suffered \_\_\_\_\_ another setback when the pilot's union made new demands for schedule reductions.
- (A) such
  - (B) either
  - (C) yet
  - (D) somewhat

118. In order to ensure that the warranty remains valid, the printer needs to be \_\_\_\_\_ installed.
- (A) correct
  - (B) correction
  - (C) corrected
  - (D) correctly
119. After interviewing all the candidates, Ms. Julia concluded that Nigel is \_\_\_\_\_ the most qualified person for the position.
- (A) far above
  - (B) too far
  - (C) so far
  - (D) by far
120. If you find any of the required forms missing from your orientation packet, please contact the personnel department \_\_\_\_\_ in order to get the paperwork completed as soon as possible.
- (A) recently
  - (B) frequently
  - (C) promptly
  - (D) actually
121. The scientific breakthrough occurred when the results of the \_\_\_\_\_ were finally fully understood.
- (A) experimentation
  - (B) inflation
  - (C) destination
  - (D) summation
122. The clients seemed uninterested in hearing our proposal because of the \_\_\_\_\_ time they gave us to make our case.
- (A) short
  - (B) few
  - (C) briefer
  - (D) part
123. TGA Enterprises stands \_\_\_\_\_ their products, extending an industry-leading 5-year "no questions asked" service agreement to their customers.
- (A) beyond
  - (B) behind
  - (C) before
  - (D) beside

124. No one thought that Mr. Drumond's presentation was as \_\_\_\_\_ as Donna Farrels', yet he still got the contract.
- (A) convince
  - (B) convinced
  - (C) convincing
  - (D) convincingly
125. Engineers feared that too many electrical cables in close \_\_\_\_\_ might result in an unwanted electromagnetic field, which could affect the computer hard drives if not properly shielded.
- (A) roles
  - (B) proximity
  - (C) vacancy
  - (D) power
126. The \_\_\_\_\_ of departures is determined by the number of potential passengers at any given time during the day.
- (A) duration
  - (B) frequency
  - (C) length
  - (D) load
127. Until the supposed benefits actually \_\_\_\_\_, the brokerage firm insisted on taking a conservative approach.
- (A) materialized
  - (B) material
  - (C) materialization
  - (D) materialism
128. Officials at Restin Tecnology said the industrial espionage was \_\_\_\_\_ during a routine check of computer usage and bandwidth allocation.
- (A) occurred
  - (B) exposed
  - (C) restored
  - (D) inspected
129. \_\_\_\_\_ the number of inquiries we received through our toll-free information hotline, we've had a very busy week.
- (A) Despite
  - (B) Even though
  - (C) Regardless

(D) With

130. The manufacturer originally assured us that we could order replacement parts \_\_\_\_\_ we wished.

(A) even

(B) whomsoever

(C) even if

(D) whenever

### Part 6

**Directions:** Read the texts below. A word or phrase is missing in some of the sentences. For each empty space in 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 article.

Many consumers have questions \_\_\_ 131. \_\_\_ the newest technology integrated into the packaging of many products sold in supermarkets and clothing stores around the nation: the tags of RFID, standing for Radio Frequency Identification, when \_\_\_ 132. \_\_\_ by a device emitting a specific radio frequency, respond by providing identification about the item. Currently, RFID tags are used by many large retail and supermarket chains to assist them in controlling inventory. \_\_\_ 133. \_\_\_. Theoretically, the information contained of an RFID tag can contain anything, from the size of the clothing, where it was purchased, and even when it was purchased. While these bits of information seem innocuous enough, some fear that as tags become more \_\_\_ 134. \_\_\_, they may be used to track consumers and, in the wrong hands, could lead to criminal activity.

131. (A) concern

(B) about

(C) from

(D) of

132. (A) stimulate

(B) stimulating

(C) stimulated

(D) stimulation

133. (A) However, some consumer groups say that RFID tags may pose a threat to privacy.

(B) Experts believe that the new trend would boost the whole economy.

(C) Undoubtedly, this new tech has already evolved beyond our control.

(D) Ultimately, consumers do have the right to know where this new tech comes from.

134. (A) restive

- (B) resistant
- (C) sophisticated
- (D) wide

Questions 135-138 refer to the following report.

**Stress in the Workplace KILLS!**  
By Willis Weekist

Stress has an effect on workers. This is a proven fact. But just how much does stress \_\_\_ 135. \_\_\_ workers? That is a question that has recently been addressed by researchers at the Institute for Socialistic Utopian Research. \_\_\_ 136. \_\_\_\_. In a study completed late last year, researchers at the institute estimate that 97% of deaths in the United States and other industrialized countries were caused, directly or indirectly, \_\_\_ 137. \_\_\_ factors related to working. According to the summary of the study's findings written by the head researcher Marcus N. Engel, "Work kills. People spend their whole lives working and, even if they retire, they eventually die." \_\_\_ 138. \_\_\_ for further information on the study made by this reporter were not answered in a timely manner.

135. (A) affect
- (B) affects
  - (C) affection
  - (D) affecting
136. (A) The answer lies in how to reduce the stress.
- (B) Their findings are shocking, to say the least.
  - (C) Another survey also came to similar conclusions.
  - (D) The respondents were randomly picked in the street.
137. (A) by
- (B) of
  - (C) with
  - (D) either
138. (A) Requesting
- (B) Request
  - (C) Requests
  - (D) Requested

Questions 139-142 refer to the following article.

### Illegal Downloads Decreasing

The number of illegal downloads of music, movies and other media \_\_\_139.\_\_\_\_ decreased over the past year according to an Internet watchdog group. Figures compiled over the past 12 months indicate that \_\_\_140.\_\_\_\_ downloading of pirated songs and films is still a significant problem, industry efforts to curb the practice seem to be having some effect. "It's a start, anyway," said Nathan Woodman of the Society for the Legal Availability of Music, producer of the study. SLAM is a group that encourages record companies to make music available online for free. "However, record companies still charge too much for their product and that means the illegal activity will continue." \_\_\_141.\_\_\_\_. However, the ease with which software can be infected by viruses and trojans has already resulted in fewer people \_\_\_142.\_\_\_\_ illegal downloads of pirated material.

139. (A) have

(B) has

(C) has been

(D) having been

140. (A) while

(B) despite

(C) notwithstanding

(D) nevertheless

141. (A) The authorities also launched a crackdown on pirated films and music.

(B) Record companies are unwilling to lower their price targets.

(C) Those who illegally downloaded music or films tend to be college students.

(D) Software piracy was not included in the SLAM figures.

142. (A) risk

(B) risky

(C) risked

(D) risking

Questions 143-146 refer to the following report.

### What Is ETF?

An exchange-traded fund (ETF) is an investment fund traded on stock exchanges, \_\_\_143.\_\_\_\_ like stocks.

An ETF holds assets such as stocks, commodities, or bonds and generally \_\_\_144.\_\_\_\_ with an arbitrage

mechanism designed to keep it trading close to its net asset value, \_\_\_145.\_\_\_\_ deviations can occasionally



occur. Most ETFs track an index, such as a stock index or bond index. ETFs may be attractive as investments because of their low costs, tax efficiency, and stock-like features. \_\_\_146.\_\_\_. So far, ETFs have offered more than 1,800 different products, covering almost every conceivable market sector, niche and trading strategy.

143. (A) many

(B) much

(C) a few

(D) a little

144. (A) operate

(B) operates

(C) operating

(D) operated

145. (A) however

(B) therefore

(C) though

(D) when

146. (A) ETF has become the most popular type of exchange-traded product in recent years.

(B) ETF's past performance, however, is no guarantee of future results.

(C) ETF is only suitable for conservative investors.

(D) ETF is rather less welcome in emerging markets.

## 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 147-148 refer to the following online chat.

Kevin 10:11 Sorry, I may have to be late for our meeting this afternoon.

Terrance 10:12 Is there anything wrong? Are you all right?

Keven 10:12 I'm fine, but I'm afraid I may be delayed waiting for a package to arrive at 2:00 P.M., which is exactly when we had agreed to have a meeting.

Terrance 10:14 **OK, I got it.** I'll see what I can do. Well, if I push it back to 2:30 P.M., can you make it?

Kevin 10:15 That'll be great. Thanks! Oh, BTW, I forgot to tell you I got all the items you requested ready. I'll bring **some samples of the marble tiles and several different types of wood that you might choose from for the flooring in your office.**

Terrance 10:17 Good, I can't wait to see them.

147. At 10:14, what does Terrance most likely mean when he writes, "OK, I got it"? to request samples?

- (A) He will receive the parcel for Kevin.
- (B) He agrees to cancel their meeting.
- (C) He has got Kevin's samples.
- (D) **He understands what Kevin just said.**

148. What can be inferred from the online chat?

- (A) Kevin expects Terrance to be angry.
- (B) Terrance has never met Kevin before.
- (C) **Kevin works in the flooring business.**
- (D) Terrance often has trouble receiving parcels.

Questions 149-150 refer to the following information.

### **Assembly Instructions**

Before beginning assembly, **please confirm that you have all of the necessary parts:**

- 12 2" wood screws
- 10 1 1/2" wood screws
- 4 7" x 26" wooden panels
- 4 7" x 18" wooden panels
- 6 hex screws
- 1 hex key (for assembly)

#### **★ Important!**

It is important that the panels be assembled in the correct order. Each panel has a number stamped on the unfinished face. Assemble the panels according to numerical order.

Failure to do so may result in your inability to complete the unit.

#### **★ Caution**

**Do not overtighten the wood screws, as this may cause the wood paneling to split.** Use only hand tools in assembly. Do NOT use power tools, including electric screwdrivers.

149. What must be done first?

- (A) The panels must be numbered.

- (B) The presence of the parts must be verified.
- (C) The panels must be finished on both sides.
- (D) All power tools must be turned off.

150. What is the reader warned about?

- (A) The size of the screws
- (B) The risk of damaging the wood
- (C) The importance of using power tools
- (D) The inability to see numbers on a panel

Questions 151-154 refer to the following letter.

From: Orpheus Hackerman  
To: Sunny Data Corp  
Subject: Accessing My Files

Dear Customer Service,

I was told to provide as detailed an account as possible of the problems I have been having with your service. I hope that this information will enable you to rectify the situation.

On July 5th, I subscribed to your Internet-based archiving service. I intended to use the service to back up my two hard drives, one full of my personal documents and other files and the other comprised of materials related to my business.

On the morning of July 6th, following the directions that were on your website, I attempted to back up files from my first hard drive by uploading it to the folder in my account called "Personal." This seems to have worked correctly. However, while uploading my business documents to a second folder, entitled "Business," the transfer was interrupted. Since that time, I have been unable to access any of the files I uploaded, including the files in the Personal folder that seemed OK.

On the morning of July 7th, I tried to send a request for assistance using the html form on your web site. However, when I tried to submit my request, the system responded that my username and password were invalid.

I have not lost any information; the files that I backed up are all still here on my hard drive, but I can't say I feel very comfortable using your service. It's already July 17th and the issue has still not been resolved.

Therefore, I'm requesting that all of my files be deleted and that you refund my credit card for the \$99.99 that I was charged for the yearly fee. I expect that this will be accomplished before July 20th. I won't be recommending your service.

**Orpheus Hackerman**

151. Why was the e-mail written?

- (A) In response to a request for further information

- (B) To praise the service of a company
- (C) To inquire about the availability of a service
- (D) In hopes of gaining a recommendation

152. At what point did Mr. Hackerman's problems begin to occur?

- (A) While creating a folder
- (B) During a data transfer
- (C) When using a credit card
- (D) After requesting a new user name

153. Which of the following is NOT true?

- (A) Mr. Hackerman has lost valuable computer files
- (B) Sunny Data is an archiving service
- (C) Mr. Hackerman's paid a yearly fee
- (D) Sunny Data services must be accessed using a password

154. When was the e-mail written?

- (A) July 5<sup>th</sup>
- (B) July 6<sup>th</sup>
- (C) July 17<sup>th</sup>
- (D) July 20<sup>th</sup>

Questions 155-157 refer to the following article.

### Hammond Textiles to Close

Hammond Textiles, once one of the leading employers in the area announced that they will close the dyeing facility at Grangeville as of March 31st. The closure will mean the loss of another 300 jobs in a community already devastated by a collapsing economy.

\_\_\_[1]\_\_\_. Over the course of the past six months, Grangeville has seen closings or significant downsizings of nearly a dozen manufacturing firms that had previously been the driving force of the region's prosperity. Mayor Wanda Clifton was at a loss for words. "I don't know what to say," she said. "This is obviously going to be a very painful adjustment." \_\_\_[2]\_\_\_.

Hammond officials, in a statement released to the press at the time of the announcement cited several reasons behind their decision to close the plant, none of which were related to Grangeville itself. \_\_\_[3]\_\_\_. Decreased demand for their trademarked heavy woolens, increased competition from overseas textile manufacturers, and increased government regulations all played a role in the company's decision.

"We regret having to do this, " said Hammond president, Michael Hammond. "Grangeville has always been good to us, but these are tough times and difficult decisions had to be made. I wish there was something else we could do" \_\_\_[4]\_\_\_.

155. What is the article mainly about?

- (A) The economic climate of Grangeville
- (B) The policies of Grangeville's mayor
- (C) The loss of hundreds of textile industry jobs
- (D) The difficulty of manufacturing textiles

156. Which of the following is NOT cited as a factor in the decision announced in the article?

- (A) The quality of workers in the Grangville area
- (B) A competitive marketplace
- (C) Less demand for products
- (D) Measures imposed by the government

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

"The announcement from Hammond is just the latest blow to Grangeville."

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

Questions 158-160 refer to the following notice.

### Important Notice

To: Users of Company Expense Accounts

From: Accounting Department

RE: Record Keeping

With the departure of former Accounting Department manager, Harry Bloomfield, and the hiring of Penney Fromevan, new regulations will be implemented regarding the use of company expense accounts.

1. Receipts are required for all charges against your company expense account. Hand-written receipts will NOT be accepted unless there is some way to verify their authenticity.
2. Meal allowance on company trips has been reduced to \$35.00 per day for company personnel. Client meals can still be charged to the account in any amount.
3. Gasoline for company vehicles must now be charged to a "Fuel and Maintenance" account. This has been done to track fuel consumption and to take advantage of recent government fuel-saving incentives.

These regulations are going into effect for all expense account charges on or after October 1st. If you have company travel that begins prior to that date but extends beyond

that date, you will be asked to report the entire trip in accordance with the newer regulations. For details on these new reporting procedures, please visit [www.dripco.com/corporate/policies/accounting.index.html](http://www.dripco.com/corporate/policies/accounting.index.html)

158. What is the purpose of the notice?

- (A) To announce a change in policy
- (B) To announce the hiring of a new accountant
- (C) To suggest ways to save fuel
- (D) To urge delaying travel until a later date

159. What does the notice mention about **meals for client**?

- (A) They must be charged to a special account
- (B) There is no limit on the amount that can be charged
- (C) They can only be charged if the client is going to take a trip
- (D) They should not exceed \$35.00 in price

160. Which of the following is NOT mandated in the notice?

- (A) A new way to charge gasoline purchases
- (B) A requirement to use authentic handwriting on the amount
- (C) A limit on the amount employees can spend on meals charged to an expense account
- (D) The submission of receipts for all spending

Questions 161-163 refer to the following letter.

Davidson Manufacturing  
Trenton, NJ

Dear Ms. Hanley,

I am writing in response to your advertisement for an efficiency consultant posted in Industry Watch Magazine and on their web site. I feel that I may be just the person that you are looking for.

In your advertisement, you indicated that you were looking for a candidate with a strong **educational background**. I did my undergraduate work at Flutgers and I was just awarded my PhD late last year from Harkward University.

Your ad also mentioned that **an experienced candidate** would be more attractive. Again, I seem to be ideal for the position. I currently work at Wegman Labs on a **consulting contract which is due to expire On April 30th**. My responsibilities have included the implementation of a Six Sigma efficiency program. At the risk of sounding arrogant, **may I say that the program has been successful beyond expectations, so much so that the company seems no longer to need me.**

Your advertisement also stated that you hoped applicants would be open to relocation. I am **willing to move** anywhere within the continental United States.

If you are satisfied with these preliminary qualifications, I hope that you will contact me for an interview. You will find my contact information below.

Sincerely,

Clark Ghent

309 Salem St.

Green Bay, WI

Phone: (555) 777-9876

161. From what has Mr. Ghent received most of his experience?

- (A) His studies at Flutgers
- (B) His work at Wegman Labs
- (C) His development of Six Sigma principles
- (D) His research for his PhD dissertation

162. Why is Mr. Ghent looking for a job?

- (A) He has recently been fired
- (B) He just graduated from university
- (C) His contract will not be renewed
- (D) He wants to leave Green Bay

163. Which of the following was NOT likely mentioned in the advertisement posted by Davidson Manufacturing?

- (A) Education history
- (B) Employment history
- (C) Travel experience
- (D) Willingness to move

Questions 164-167 refer to the following agenda.

### **Agenda for January 17<sup>th</sup> sales meeting**

#### **Introduction and Opening Remarks:**

The chairperson is expected to make a few opening remarks. During his remarks, he will introduce Ms. Nellie Roberts, the incoming sales director for the northern region.

#### **Remarks by Nellie Roberts:**

Miss Roberts is expected to address concerns about slow sales and missed sales targets. She will also present her proposal for the merging of the northern region with part of the eastern region into a larger northeastern sales sector.

#### **Nominations for the Board of Directors:**

Carl Jedidiah's retirement will open a spot on the board. Nominations for candidates to fill the vacancy will be accepted during the meeting. A general discussion about the candidates will also occur. The nomination process is not limited to the meeting (See the notice on page 6 of your meeting packet).

Time and Date: January 17, 10:30 am

Location: Conference Room 7

Chairperson: Lisa Bowman

Recording Secretary: Lewis Nesmith

164. Who will be the first person to speak?

- (A) Nellie Roberts
- (B) Carl Jedidiah
- (C) Lisa Bowman
- (D) Lewis Nesmith

165. What will Nellie Roberts speak about?

- (A) Her qualifications for her new position
- (B) Her experience during a merger
- (C) Her hope to replace Carl Jedidiah
- (D) Her impression of recent sales activity

166. Which of the following will NOT occur during the meeting?

- (A) A new sales director will be introduced
- (B) A new board member will be appointed
- (C) A merger of regions will be proposed
- (D) Participants will have an opportunity to discuss issues of their own choosing

167. What can be inferred from the agenda?

- (A) Readers have received documents in addition to the agenda
- (B) The chairperson is going to retire
- (C) The meeting is open to the general public
- (D) Only nominations from the chairperson will be accepted after the meeting

Questions 168-171 refer to the following text message.

Messages	Benjamin Colfax	Edit
10:50	<b>Lombard Development Agent:</b> Mr. Colfax, congratulations! You just won a 3-day 2-night stay at our Key Grande Vacation Home facility. Thank you for your interest in our vacation giveaway!	
10:52	<b>Benjamin:</b> Wow, I can't believe I just won something. I guess my luck is in!	
10:53:	<b>Lombard Development Agent:</b> Indeed. You can say that again.	



10:54:

**Benjamin:** Oh, do I have to pay a minimum fee or do anything to get the prize?

10: 56:

**Lombard Development Agent:** This is an all-inclusive package and **requires nothing from you except you attend our sales presentation introducing the newest phase of building at Key Grande Vacation Homes.**

11:01:

**Benjamin:** Of course, I will not miss out on it! By the way, where can I get the details of the sales presentation and the free vacation?

11: 03

**Lombard Development Agent:** A package will arrive within the next five days with more information and a request for your confirmation.

168. What is the purpose of the text message?

- (A) To sell properties to someone
- (B) To notify someone of winning a prize**
- (C) To invite someone to a sales presentation
- (D) To familiarize oneself with a new holiday resort

169. What is required of Mr. Colfax?

- (A) Payment in advance
- (B) Attendance at a presentation**
- (C) Participation in some outdoor activities
- (D) An introduction to the guests

170. What does the text message imply?

- (A) Lombard Development is a good company to work for
- (B) Key Grande Vacation Homes are reasonably priced.
- (C) Lombard Development uses free vacations as a marketing strategy**
- (D) Mr. Colfax will be the one to give a presentation.

171. At 10:53, what does the agent mean when he/she writes, "You can say that again"?

- (A) The agent asks Mr. Colfax to repeat his words again.
- (B) The agent wishes Mr. Colfax the best of luck.
- (C) The agent agrees that Mr. Colfax is fortunate.**
- (D) The agent thinks that Mr. Colfax is down on his luck.

Questions 172-175 refer to the following letter.

December 18  
Ken Desmond  
Department Supervisor  
Clerical Group 14  
Vector Corporation

Mr. Desmond,

I am writing to you as a matter of courtesy. As you may have discovered, you did not receive the holiday bonus check that your coworkers received this year. \_\_\_[1]\_\_\_. Your work over the past twelve months, as you know, has been less than satisfactory. \_\_\_[2]\_\_\_. Your constant tardiness, your belligerence at meetings, and the several harassment charges that were filed against you are more likely to get a man fired than to earn him a bonus.

I strongly suggest that you reevaluate your priorities. \_\_\_[3]\_\_\_. If this job is important to you, you must make changes—immediate changes—in both your attitude and your behavior. Ms. Morales, the Division Supervisor, convinced me to give you one final chance, given that it is the holiday season. To show my respect for her, I have done so, but will not do so again. \_\_\_[4]\_\_\_.

This is your final warning.

Merle Haggard  
Personnel Director

172. What does the letter mainly concern?

- (A) How to be courteous
- (B) An oversight
- (C) How to earn a bonus
- (D) The quality of Mr. Desmond's work

173. Which of the following was NOT cited in the letter?

- (A) Lack of punctuality
- (B) Behavior during meetings
- (C) Accusations of misconduct
- (D) The amount of the company's holiday bonus

174. What does the letter imply?

- (A) Mr. Desmond's is in danger of losing his job
- (B) Ms. Morales is a relative of Mr. Desmond
- (C) Merle Haggard respects Ken Desmond
- (D) Mr. Desmond will soon receive a bonus check

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

“This was not an oversight.”

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

Questions 176-180 refer to the following advertisement and letter.

### **Wanted: Antiques**

You may have priceless treasures hidden right under your nose! **Garibaldi Antiques pays cash for antique items** including **furniture, silverware** and **china**, sculptures, **paintings**, photographs, and machinery. We buy estates. **Call to arrange for an appraiser** to come to your home or bring your piece to us. We offer the best prices in the business. No consignment sales accepted.

Garibaldi Antiques

44321 New Denver Rd.

Brenton, MI 56446

(555) 888-8888

See the extensive collection of items we have for sale on our web page at

[www.gbldioldstuff.com](http://www.gbldioldstuff.com)

Garibaldi Antiques

44321 New Denver Rd.

Brenton, MI 56446

Dear Sir,

I'm writing in regards to a recent inheritance that I have come into. My grandmother recently passed away and left me her home and everything in it. **She lived in Brenton, while I live over 300 miles away in Detroit. I would like to set up a meeting between my lawyer there in Brenton and a representative from your company** to give me an estimate on the entire contents of the home. I understand that she had quite a collection of **jewelry** that may interest you. I also wondered if you might accept the contents of the house on consignment and simply accept a percentage of the resale proceeds as payment for your services. I look forward to hearing from you directly at my return address on the envelope or through **my lawyer, whose address I have listed below.**

Sincerely,

J. Mason

Jason Mason

**Solomon Associates**

1243 Harrison Terrace

Brenton, MI 56446-909

176. What does Garibaldi Antiques do?

- (A) Auction furniture
- (B) Produce antiques
- (C) Arrange funerals
- (D) Buy and sell old item

177. Which of the following is NOT mentioned as an item of interest to Garibaldi?

- (A) Pictures
- (B) Furniture
- (C) Clothing
- (D) Plates and utensils

178. How can someone arrange to meet with a Garibaldi representative?

- (A) By contacting their lawyer
- (B) By going to their web page
- (C) By calling a phone number
- (D) By offering a good price

179. What can be inferred from the letter about Mr. Mason?

- (A) He lived with his grandmother
- (B) He recently moved
- (C) He lives too far away to meet with an appraiser in person
- (D) He doesn't expect payment for his grandmother's jewelry

180. What is Solomon Associates?

- (A) Mr. Mason's place of business
- (B) An antique shop located in Detroit
- (C) His grandmother's executor
- (D) Mr. Mason's lawyer's firm

Questions 181-185 refer to the following article and letter.

### **Forest Fairways Opens**

Local Golfers Express Satisfaction

Forest Fairways, the latest in a chain of low-priced, high-quality golf courses to be opened across the nation, opened for business yesterday and got rave reviews from our local golf fans. The 18-hole course was designed by Sandisen D. Bunker, the Norwegian golf legend, and should provide a challenge to golfers in the area for years to come.

Aesthetically, the course is beautiful, built on land purchased from the city in the northeastern corner of the Green Acres forest preserve. The clubhouse is modern, with changing and shower facilities, a small gym, and a restaurant featuring light fare and drinks. Sandisen Bunker designs all of his courses with families in mind (he is a father of 14) so it was no surprise to see the mini-golf course for the kids.

Perhaps the most innovative aspect of the Forest Fairways course is that it is covered with closed-circuit cameras, enabling family members who remain behind in the clubhouse restaurant to follow the golfers' progress.

Hartford Magazine  
Editorial Department  
44132 Mesaview Dr.

Dear Sir/Madam,

My name is Deirdre Bouvire, superintendent of the newly opened Forest Fairways Golf Course. I was pleased to see the article in your edition of last weekend. However, there were a couple of slight errors that you might correct if you write about the course in the future.

First, the course was not built on the Green Acres forest preserve. That land is protected by law. The course actually borders the forest preserve on some farmland purchased from Jensen Freid. We merely needed permission from the local government to allow the construction trucks to use the access road that runs through the protected area.

Also, your article gave the impression that golfers could be watched along the whole course via CCTV. Actually, we have cameras only on the tees.

Finally, though it's just a small point. Mr. Sandisen Bunker and his wife just welcomed their 15th into the world last month!

Sincerely,

Deirdre Bouvire

181. What does the article suggest for the defining characteristic of Forest Fairways?

- (A) Its beauty
- (B) Its price
- (C) Its location
- (D) Its level of difficulty

182. Where was the golf course constructed?

- (A) In Norway
- (B) In a forest preserve
- (C) In a nearby city
- (D) On some farmland

183. Why does the article mention a **mini-golf course**?
- (A) **As evidence of the family-friendly atmosphere**
  - (B) To highlight one of Sandisen Bumker's inventions
  - (C) To account for the high price
  - (D) To suggest an alternative to the clubhouse restaurant

184. Who is Deirdre Bouvire?
- (A) A newspaper editor
  - (B) A golfer
  - (C) A reporter
  - (D) **A golf course administrator**

185. Why was permission needed from the government?
- (A) To purchase some land
  - (B) To preserve some forest
  - (C) To install some cameras
  - (D) **To use a road**

Questions 186-190 refer to the following announcement, e-mail, and schedules.

### **Join the Community Watch Team!**

We're looking for a few good men and women to join the Community Watch Team. Do you have the right stuff?

**We are** a group of civic-minded citizens who patrol the neighborhood on a nightly basis. We work in tandem with local law enforcement officials to discourage crime by our presence on the streets. Since the formation of Community Watch, **burglaries** in the area **have dropped over 80%**. Through our efforts, we have made our neighborhoods safe for law-abiding citizens.

**We need** seven people who are **available for patrols at least two nights** per week. **No special training** is necessary, though if you have a special skill, we'd appreciate your expertise (self-defense, first aid, etc.). Must be at least **18 years of age** and **a high school graduate**. Senior citizens are welcome.

**We hope** to see you at our Open House on April 17 at 8:00 pm at our field office at 43 Hefflin Ave. Contact us at [comm.watch@rotnail.com](mailto:comm.watch@rotnail.com)

From: Kimberly Chiu  
To: [comm.watch@rotnail.com](mailto:comm.watch@rotnail.com)

Subject: I really want to join

I saw your notice and I am interested in joining up. I have two questions, though. First, I am 19-year-old, but I won't be graduating from high school until June. Would it still be OK to attend the open house? Also, I 'm only available every other night (Weekends excluded). Will this be a problem to you? You might be interested to know that I have a black belt in judo. Let me know what you think!

Kimberly Chiu

**Schedule A**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		✓		✓		✓

**Schedule B**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	✓		✓		✓	

**Schedule C**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
✓			✓			✓

**Schedule D**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	✓			✓		

186. What is the Community Watch team?

- (A) A group of police officers
- (B) A team of concerned citizens
- (C) A group of burglars
- (D) A team of high school students

187. Why does the announcement mention **burglaries**?

- (A) As a warning to citizens
- (B) In order to emphasize the need for the group
- (C) As a way to discourage crime
- (D) In order to show how effective the group is

188. Which of the following is NOT a requirement for joining the group?

- (A) Availability for patrols
- (B) A high school degree
- (C) An age of 18 years or more
- (D) Expertise in a specific field

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

- (A) To complain about the Community Watch
- (B) To request a change in the rules
- (C) To inquire about some of the group's requirements
- (D) To ask about appropriate clothing for the open house

190. Which schedule may be the correct one for Kimberly?

- (A) Schedule A
- (B) Schedule B
- (C) Schedule C
- (D) Schedule D

Questions 191-195 refer to the following three letters.

Bridal Designers

45 Lovely Lane

Freeton, OH

Dear Kelly Hunter,

After reviewing your résumé and looking through the photographs you included in your portfolio, we are pleased to offer you a position as **assistant designer** in our downtown boutique. These are the terms we are offering:

Annual Salary: **\$45,000**

**Cash bonuses for design awards**

**Health insurance**

A company car

If you are inclined to accept our offer, please notify us at your earliest possible convenience, preferably no later than July 17.

Sincerely

Lonnie Hendrix

The Bride's Nest

698 Modern Dr.

Freeton, OH

Dear Ms. Hunter,



We were very impressed by our talk with you during your recent interview and are prepared to offer you the **assistant manager** position at our Freeton store. Your duties will be a combination of managerial and **design work**. Please accept the compensation package listed below **as a starting point for discussion**:

Salary: **\$40,000 + Profit Sharing**

**Health Insurance**

Dental Insurance

2 weeks paid vacation

We'd like to set up a meeting with you to discuss your interest in the position. We are, however, constrained by **the fact that the position is already vacant. We need to have someone** in place at the Freeton location by July 10, at the latest.

We look forward to hearing from you.

Yours truly,

Gaia Tanaka

Dear Ms. Tanaka,

Thank you so much for offering me the role of assistant manager with **the Bride's nest**. However, **I have decided that this is not the right fit for my career goals at this time**.

I sincerely enjoyed our conversations and very much appreciate your taking time to interview me.

Again, thank you for your time and consideration; best wishes in your continued success. I hope that our paths cross again in the future.

Sincerely,

Kelly Hunter

191. What type of position are both companies trying to fill?

- (A) Manager
- (B) Insurance Adjuster
- (C) Designer**
- (D) Photographer

192. What do both companies offer Kelly Hunter?

- (A) A company car
- (B) Profit sharing
- (C) Health care coverage**
- (D) Yearly income of at least \$45,000

193. What can be inferred about Bridal Designers?

- (A) They interviewed Kelly Hunter
- (B) They reward prize-winning designs**
- (C) They need to hire a new manager
- (D) Lonnie Hendrix will quit on July 17<sup>th</sup>

194. What does Gaia Tanaka imply about the Bride's Nest compensation offer?

- (A) It could be increased**
- (B) It may be rescinded
- (C) It includes all income taxes
- (D) It is better than most other managers receive

195. What is indicated about Ms. Kelly Hunter?

- (A) She attempts to negotiate a better deal with Ms. Tanaka.
- (B) She has decided to decline Ms. Tanaka's job offer.**
- (C) She had worked for the Bride's nest before.
- (D) She has absolutely no interest in a managerial position.

Questions 196-200 refer to the following memoranda and certificate

### Interoffice Memorandum

To: Maintenance Staff

From: Physical Plant Director, Manuel Ortiz

Re: Saving Energy

In light of rising fuel costs, we would like members of the maintenance team who work closest with the operation of our facilities **to submit any suggestions they might have with regard to how we might make our building more energy efficient.** If your idea is chosen to be implemented, **we'll give you some special perks.**

Please submit your ideas to Vince Walker in Office 867. Your proposal should include a detailed **description** of the current wasteful situation, your **proposal** for how to solve it, and your estimate of **how much energy will actually be saved.** Questions about submissions can be directed to Vince at ext 867.

### MEMO to Vince Walker

From: Lou Biggs

Mr. Walker,

**I am a new employee. I've only been with the company for about 3 months in the shipping department.** However, ever since I started, I've noticed that you lose a lot of heat out of the warehouse when the large doors of the delivery bay are left open. This happens after a truck is loaded or unloaded. It sometimes takes a half hour before someone thinks to close the door. I propose using a **motion detector and a timer to automatically close the door** after a truck has left the loading dock. For a minimal investment in simple items that

can be purchased at a local hardware store, you can save a lot of energy. I'm in the warehouse (EXT 112) if you want to ask me more about this idea.

## CERTIFICATE OF APPRECIATION

Awarded to

Ms. Lou Biggs

For your brilliant idea to help the company save a lot of energy!

You'll be rewarded as promised!

Thank you!

*Manuel Ortiz*

Physical Plant Director

196. What is the purpose of the memo from Manuel Ortiz?

- (A) To solicit advice
- (B) To announce new renovations
- (C) To implement energy-saving measures
- (D) To praise the completion of a project

197. According to the Memo, what may Lou Biggs not get in the end?

- (A) The personal use of a company car
- (B) Free gym membership
- (C) A pay rise
- (D) Flexible work hours

198. Which of the following is NOT requested in Mr. Ortiz's memo?

- (A) A description of a problem
- (B) An estimate of renovation costs
- (C) A solution proposal
- (D) The expected amount of energy savings

199. Who is Lou Biggs?

- (A) A worker in Vince Walker's Office
- (B) The Physical Plant Director
- (C) Manuel Ortiz's assistant
- (D) A shipping clerk

200. What does Lou Biggs propose?

- (A) Moving the deliver bay
- (B) Closing a door automatically
- (C) Reducing the temperature in the warehouse
- (D) Investing in a hardware store

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