

## 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. Dr. Braun will write \_\_\_\_\_ letters only for interns who master every task expected of a junior copy editor.  
(A) recommends  
**(B) recommendation**  
(C) recommended  
(D) recommending
102. The \_\_\_\_\_ of a new chief financial officer at Veracore Industries was announced on April 6.  
(A) appoint  
(B) appoints  
(C) appointed  
**(D) appointment**
103. After a six-month probationary period, city employees are \_\_\_\_\_ to take vacation days.  
(A) beneficial  
**(B) eligible**  
(C) convenient  
(D) relevant
104. Ms. Larensky is applying with several different agencies to obtain the permits \_\_\_\_\_ for the outdoor art event.  
**(A) required**  
(B) requiring  
(C) requires  
(D) will require
105. This letter serves as \_\_\_\_\_ that we have received and processed your credit-card cancellation request.  
(A) confirm  
(B) confirmed  
(C) confirmable  
**(D) confirmation**
106. Many people at the company have industry experience, but only a handful of \_\_\_\_\_ can see the future importance of current trends.  
(A) we  
**(B) us**  
(C) our  
(D) ourselves
107. The new furniture for the conference room is scheduled to be delivered \_\_\_\_\_ on Tuesday.  
(A) hardly  
(B) comfortably  
**(C) early**  
(D) eagerly
108. After working in Canada for ten years, Cha Joon has \_\_\_\_\_ to Seoul to plan the opening of an upscale restaurant.  
(A) visited  
**(B) returned**  
(C) occurred  
(D) related

109. Toucan Database System is designed to perform a detailed financial analysis \_\_\_\_\_.  
(A) automate  
(B) automatic  
(C) automated  
(D) automatically
110. The city council approved the bill to increase funding for its road improvement \_\_\_\_\_.  
(A) statement  
(B) permission  
(C) project  
(D) ability
111. The Neighborhood Involvement Program honors residents \_\_\_\_\_ volunteer their time to help Egin City.  
(A) for  
(B) who  
(C) those  
(D) as
112. Several architects \_\_\_\_\_ intriguing design plans for the Hadler Building's addition.  
(A) proposing  
(B) proposed  
(C) proposal  
(D) proposals
113. The updated training program is limited to site supervisors \_\_\_\_\_ the Casey Medical Care system.  
(A) within  
(B) until  
(C) during  
(D) since
114. Mr. Koizumi must complete the cost estimate before he \_\_\_\_\_ for the conference.  
(A) will leave  
(B) leaves  
(C) leaving  
(D) left
115. Although the new X150 printer is \_\_\_\_\_ to other models, it costs only half as much.  
(A) similar  
(B) likable  
(C) reflected  
(D) considerate
116. To address budget deficits, Lunere County plans to limit spending and \_\_\_\_\_ tourism.  
(A) promote  
(B) declare  
(C) obtain  
(D) benefit
117. Operating instructions are posted above the printer so you can \_\_\_\_\_ refer to them.  
(A) consecutively  
(B) standardly  
(C) namely  
(D) easily
118. The Vickwell Historical Museum will be closed for renovations \_\_\_\_\_ on Monday, September 10.  
(A) will begin  
(B) has begun  
(C) beginner  
(D) beginning
119. Finley Plant Nursery implements the \_\_\_\_\_ latest agricultural techniques.  
(A) so  
(B) more  
(C) very  
(D) much
120. According to the compensation guidelines, employees who regularly complete their work \_\_\_\_\_ it is due may receive bonuses.  
(A) before  
(B) how  
(C) why  
(D) either

121. Thank you for your \_\_\_\_\_ in the Foxdale Apartments community enhancement survey.  
(A) participant  
(B) participation  
(C) participate  
(D) participated
122. Solar energy has become a key \_\_\_\_\_ in the development of additional energy resources throughout the region.  
(A) factor  
(B) position  
(C) instructor  
(D) composition
123. The LPN auto company has issued a special report to address concerns \_\_\_\_\_ the fuel efficiency of its vehicles.  
(A) excluding  
(B) during  
(C) following  
(D) regarding
124. This year's company retreat will focus on techniques that help people think more \_\_\_\_\_.  
(A) create  
(B) creative  
(C) creativity  
(D) creatively
125. Employees must \_\_\_\_\_ requests for time off to Ms. Cheung for approval.  
(A) apply  
(B) submit  
(C) vacate  
(D) oppose
126. Board members are free to discuss the issues among \_\_\_\_\_ before the formal votes are taken.  
(A) themselves  
(B) theirs  
(C) their  
(D) they
127. Judging by ticket sales, Fen Jiang's first attempt at directing a film was \_\_\_\_\_ a success.  
(A) clear  
(B) clearly  
(C) clearer  
(D) clearing
128. \_\_\_\_\_ the Nolan Credit Union parking area is now open to the public, a section has been reserved for credit union employees.  
(A) While  
(B) When  
(C) For  
(D) But
129. Pharmacy technicians are responsible for verifying and processing prescriptions \_\_\_\_\_ they are requested by a physician.  
(A) as well as  
(B) as soon as  
(C) in regard to  
(D) in addition to
130. All laboratory personnel must attend the clinical safety workshop to ensure \_\_\_\_\_ with new regulations.  
(A) activation  
(B) fulfillment  
(C) compliance  
(D) indication

## PART 6

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

Questions 131-134 refer to the following press release.

Cecil Munrow, founder and president of Munrow's, Liverpool's largest retail clothier, announced that he 131 £4,000 to the city's new community center. The funds derive from the sale of tickets to a party held last night at his company's 132. Mr. Munrow will present a check to the center tomorrow at its opening ceremony.

133 the past twenty years, Mr. Munrow has organized several fund-raising events for charitable institutions and community services. 134.

131. (A) will donate  
(B) donated  
(C) might donate  
(D) donating

133. (A) Despite  
(B) Over  
(C) Between  
(D) Beneath

132. (A) museum  
(B) hotel  
(C) factory  
(D) store

134. (A) The opening ceremony will begin at 10:00 A.M.  
(B) The community center offers classes for adults and children.  
(C) Last night's event was the most successful thus far.  
(D) Mr. Munrow plans to open a new location in London next year.

Questions 135-138 refer to the following notice.

**WXO Radio Turns 50!**

On February 3 WXO Radio will celebrate its fiftieth anniversary. That's half a century of stimulating 135. Over the years, we 136. our listeners breaking news, thought-provoking stories, and popular music from around the world. Now we invite you to celebrate with us during an open house from 5:00 P.M. to 6:30 P. M. on February 3 at our Eighth Street studio. Take a tour and see some of the behind-the-scenes magic. Watch a demonstration of our digital audio equipment.

137. The open house is free, but registration is required. We hope you can join us for this 138. occasion.

135. (A) concerts  
(B) discussions  
(C) programming  
(D) development

136. (A) offers  
(B) offering  
(C) will offer  
(D) have offered

137. (A) We plan to merge with another local radio station next year.

(B) You can even meet some of your favorite broadcasters.

(C) This is the first event in our February schedule.

(D) This station continues to be a vital part of your community.

138. (A) special  
(B) specialize  
(C) especially  
(D) specialization

Questions 139-142 refer to the following article.

June 8---Today the Bratton City Council approved an agreement with KGRM Enterprises. Under the agreement, KGRM 139 the 22-acre lot on Mueller Street. The proposal calls for building both offices and retail stores on the site. Bratton's mayor, Keith Wercler, says he welcomes the 140 opportunities this project will bring to the area. "We expect the project to create 700 permanent full-time jobs," he said. "I am glad it was finally approved after so many postponements. 141. KGRM spokesperson Katie Cornyn expects the project will take five years to complete, yet cautions that setbacks may still occur. "We've provided the council our best 142, but it's not possible to foresee all issues that may arise," Cornyn said.

139. (A) to develop  
(B) will develop  
(C) has developed  
(D) could have developed

140. (A) economic  
(B) unforeseen  
(C) volunteer  
(D) frequent

141. (A) While the city is anxious for work to get underway, delays are typical for major commercial endeavors such as this.  
(B) Nearby tenants, however, have raised some valid concerns about the construction noise.  
(C) Despite city officials' promises to grant the company a long-term agreement, they now may have to reconsider.  
(D) Council members will vote on three different proposals from the architects.

142. (A) argument  
(B) background  
(C) estimate  
(D) combination

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

From: Customer Care <custcare@arttodaymag.ca>

To: Karina Bhat <kbhat871@5mail.ca>

Date: November 5

Subject: Welcome to Art Today

Attachment: Form

Dear Ms. Bhat:

Thank you for subscribing to Art Today! 143 you will be among the first to know about exciting art exhibits, concerts, auctions, and festivals throughout Western Canada. Your first issue will arrive within the next few days, and then each issue will be sent at the beginning of the month.

144 Your subscription also allows you unlimited 145 to articles, videos, and other multimedia on our Web site. All you need to do is log in using your subscriber number and password, which you will find 146 the enclosed enrollment form.

Sincerely,

Ken Suzuki

Customer Representative

143. (A) Now

(B) Afterward

(C) Then

(D) Meanwhile

145. (A) accessing

(B) accesses

(C) accessed

(D) access

144. (A) To place a subscription, call our service desk during business hours.

(B) If you do not receive your copy in a week, please contact us immediately.

(C) Artists are invited to submit descriptions of their work.

(D) The first concert is scheduled to take place in Vancouver in early October.

146. (A) for

(B) about

(C) on

(D) at

## 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.

We are pleased to announce that Teresa Park has joined the Severin Law Firm as an associate attorney. Ms. Park graduated with high honors from Naridell University Law School, where she specialized in copyright and trademark law. While attending school, she worked as a clerk in the legal aid office at the university. This past summer, she completed an internship at Delmar and Associates, a legal firm whose client base includes writers, musicians, and other professionals in the publishing industry. Ms. Park has an exceptional record of service and will be a valuable asset to our team. Please join us this Thursday at 3:00 P.M. in the main conference room to welcome her to our office.

147. Where is the notice most likely posted?

- (A) In a law office
- (B) In a talent agency
- (C) In a recording studio
- (D) In a publishing company

148. What are employees invited to do on Thursday?

- (A) Watch a musical performance
- (B) Join a community service group
- (C) Attend a professional conference
- (D) Meet a new staff member



Questions 149-150 refer to the following notice.

Attention West Arragon Residents:

The West Arragon Business Directory has grown so large that it takes up a sizable portion of the neighborhood newsletter. As a result, **we will no longer be printing the directory on paper and will offer it online instead.**

The directory is not posted yet, but it will be found at [www.westarragon.com](http://www.westarragon.com) in the next few weeks. When it becomes available, I suggest that you review your listing to make sure it is accurate. **If you find that your listing is out of date or has a link that does not work, please let me know so that I can make the necessary changes.**

Thanks,  
Judy Lanster  
West Arragon Neighborhood Council  
555-0013

149. What change will be made to the business directory?
- (A) It will have shortened listings.
  - (B) It will be available only online.**
  - (C) It will be distributed on a different date.
  - (D) It will cover more than one neighborhood.

150. According to the notice, why might readers contact Ms. Lanster?
- (A) To request a correction**
  - (B) To obtain an access code
  - (C) To subscribe to a newsletter
  - (D) To suggest changes in deadlines

Questions 151-153 refer to the following agenda.

<p><b>Workshop: Team Building</b> 17 April 9:15 A.M. to 4:30 P.M. £40 per person</p>
<p><b>9:15 A.M.: First Steps</b> Focus on important issues that <b>small businesses</b> face. <b>Identify your company's long- and short-term objectives</b> as well as any areas in need of improvement.</p>
<p><b>10:45 A.M.: Fostering Fellowship</b> Learn how to help create an atmosphere of cooperation rather than competition <b>among your employees at all levels.</b></p>
<p><b>12:15 P.M.: Lunch Break</b> Participants may choose between two <b>complimentary entrees</b>: grilled chicken sandwich with salad greens or pasta with vegetables.</p>
<p><b>1:30 P.M.: Team Activities</b> Experiment with team-building exercises for both small and large groups. Work with your fellow participants to get ideas that you can use with your own employees.</p>
<p><b>3:00 P.M.: Evaluation Techniques</b> Learn about methods to determine whether team-building activities are having the intended effect. Get tips on how to use <b>common office software</b> to track progress at your company.</p>

151. For whom is the workshop most likely intended?
- (A) Business journalists
  - (B) Human resource experts
  - (C) Owners of small businesses**
  - (D) New employees at small companies
152. What session involves identifying goals?
- (A) First Steps**
  - (B) Fostering Fellowship
  - (C) Team Activities
  - (D) Evaluation Techniques
153. What is NOT indicated about the workshop?
- (A) It requires a **fee** to attend.
  - (B) It includes **a meal.**
  - (C) It is a **one-day** event.
  - (D) It will focus on new software.**

Questions 154-157 refer to the following article.

## Local News

Monday, March 31

The Cloud Theater on Gordon Street will close at the end of this month, but this important piece of real estate won't be closed for long. The building has been sold to the Lakehurst Cinema Society (LCS). According to LCS Executive Director Kartik Malla, the group is planning to make some updates to the building before it reopens. He explained that **the seats, screens, and sound systems will be replaced in all of the theaters.** ---[1]---

"However," Mr. Malla added, "we'll be keeping one of the Cloud Theater's old projectors so we can continue to show classic films in their original format."

Up to now, the Cloud Theater has played mainly art house, independent, and foreign films. ---[2]---. The former owner, Mr. Eugene Sattler, who has now retired, always sought to make the Cloud

Theater a haven for artistic films. He was successful for many years, but ticket sales have declined in recent years and he **decided it was time to sell.**---[3]---

**"This was a hard decision to make,"** said Mr. Sattler. "I will miss working at the theater. I am happy the LCS is going to bring new life to the old theater."

Under its new ownership, the theater will continue to show those artistic types of movies on special occasions. **It will also show more mainstream movies that will appeal to families and children.**

The society plans to reopen the theater to the public on July 1. In addition, it will continue to serve as host for the classic film festival that begins the first weekend in August and continues for ten days. Everything about the festival will remain the same except for one thing. **Formerly called the Gordon Street Film Festival, it will now be known as the Lakehurst Cinema Society Film Festival.** ---[4]---

154. What is suggested about the Cloud Theater?
- (A) It will show mainly classic films.
  - (B) It will soon have new equipment installed.**
  - (C) Its ticket prices will increase.
  - (D) Its customers are not happy about changes that are planned.
155. According to the article, what was difficult for Mr. Sattler?
- (A) Securing suitable equipment
  - (B) Selecting a location for retirement
  - (C) Deciding to sell the theater**
  - (D) Finding buyers for the theater

156. What was renamed?
- (A) A movie theater
  - (B) An executive position
  - (C) A film festival**
  - (D) A Lakehurst street
157. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?
- "The concession stand has also been eliminated."
- (A) [1]**
  - (B) [2]
  - (C) [3]
  - (D) [4]

Questions 158-159 refer to the following brochure page.

## VENTURE SOLUTIONS

As our corporate client, you

- gain access to cutting-edge technology
- pay only for what you use, thus reducing hardware and software expenses
- enjoy our streamlined, up-front, and ongoing billing

We provide

- customized software production and regular maintenance of on-site hardware (requires one-year contract)
- management and regular upgrades of applications and databases
- storage, backup, and data recovery
- an around-the-clock service center for fast resolution of issues
- access to our exclusive Venture Remote Monitoring (VRM) system

158. What is one of the services offered by Venture Solutions?

- (A) Legal advice
- (B) Office accounting
- (C) Building maintenance
- (D) Software development

159. What is mentioned about ongoing care of computer equipment?

- (A) It must be purchased for a minimum of one year.
- (B) It is recommended for older computer systems.
- (C) It is performed by external consultants.
- (D) It is not available to new customers.

Questions 160-162 refer to the following job advertisement.

<http://www.youronlinejobfinder.com>

## Your Online Job Finder

*Work for the best!*

Other companies ask their salespeople to make countless calls to potential customers who are not expecting to be contacted. At AJQ Insurance, customers call us for their insurance needs! Our insurance sales associates **take only inbound sales calls from interested potential policyholders**. These positions are free from the pressure of selling on commission.

Complete our sales training while being paid a generous hourly rate. **Take the exam to become a licensed insurance professional. If you succeed, you may be offered a salaried position.**

We will consider education and experience in the salary offer. Some university work is useful, but motivated high school graduates will also be considered. Because we work with our customers twenty-four hours a day, seven days a week, we offer many shifts to choose from---with an additional 10% in pay for late-night and early morning shifts.

Please click "Apply Now" below to take advantage of this opportunity with **youronlinejobfinder.com**. You will need an active e-mail address and phone number to complete the process. Suitable candidates will be contacted by phone or e-mail. Call 409-555-0123 if you have any questions about the application process. **We recommend that you become familiar with the company before applying by visiting our Web site at [AJQinsurance.com](http://AJQinsurance.com).**

### Apply Now

160. What duty is mentioned as part of the job?
- (A) Meeting sales commission targets
  - (B) Receiving calls from potential customers**
  - (C) Working only during unconventional hours
  - (D) Calling people who are unfamiliar with the company
161. According to the advertisement, what is required for a salaried position?
- (A) Sales experience
  - (B) A university degree
  - (C) Employer references
  - (D) An insurance license**
162. According to the advertisement, why should applicants visit the AJQ Web site?
- (A) To learn about AJQ Insurance**
  - (B) To apply for the insurance sales job
  - (C) To ask questions about the process
  - (D) To find out about their application status

Questions 163-166 refer to the following article.

## A Long-Lasting Love for Books

February 29—Both in and around Pine Hill, Alfred Carlson, who has been teaching **Russian literature** at Pine Hill State University for twenty years, is probably best known as the owner of The Treasure Box, the town's oldest bookstore. The store has two unique features: it specializes in rare books and is open for business on Saturdays only. Evidently, walk-in sales make up only a small percentage of Mr. Carlson's business; the bulk of the store's revenue is generated by orders placed over the telephone or online by universities, museums, and private collectors.

On Sunday The Treasure Box will be celebrating its sixtieth anniversary. "When my mother, Willisa, opened the bookstore all those years ago on Green Edge Road, two blocks from here, she probably had no idea it would still be serving the public **six decades** later," Mr. Carlson said. The store still

displays the original sign over the doorway. The interior **retains** the living-room atmosphere it always had, with its mismatched tables and chairs. One section of the store is filled with books about baseball, an abiding passion of the Carlson family. On Friday nights the store becomes an informal social club. Not surprisingly, members tend to enjoy conversation about rare books, literature, and **baseball**.

Later this month Mr. Carlson will mark another milestone: he will be **retiring from his teaching position**. **His retirement does not mean, however, that The Treasure Box will see extended business hours**; it will continue to be open once a week. "I am not retiring from one job just so that I can spend more time on another," Mr. Carlson said. "Rather, the fact that I no longer will have to prepare for classes or grade students' papers means that I will be able to dedicate more time to my children and grandchildren."

163. Why most likely was the article written?

- (A) To attract members to a new book club
- (B) To highlight the benefits of selling items that are unique
- (C) To celebrate the achievements of a local business personality**
- (D) To announce the relocation of an established business

164. What is NOT suggested about Mr. Carlson?

- (A) He will soon be ending his career as an instructor.
- (B) He studies works written by Russian authors.
- (C) He has lived in Pine Hill for almost ten years.**
- (D) He enjoys talking about baseball with others.

165. The word "retains" in paragraph 2, line 9, is closest in meaning to

- (A) contributes to
- (B) agrees with
- (C) remembers
- (D) keeps**

166. What is stated about The Treasure Box?

- (A) It will be adding a section devoted to children's books.
- (B) It will maintain its current hours of operation.**
- (C) Its sales are expected to increase this year.
- (D) Its sign will be replaced later in the month.

Questions 167-168 refer to the following text-message chain.

<b>Losif Volkov</b>	<b>[11:04 A.M.] :</b>
Ms. Medrano, I e-mailed you the revised contract. Have you received it?	
<b>Lucia Medrano</b>	<b>[11:06 A.M.] :</b>
Yes, it just came in now. Thanks for making those changes.	
<b>Losif Volkov</b>	<b>[11:07 A.M.] :</b>
Of course. Thanks for bringing them to my attention. The contract now states that you will be paid 175€ per accepted article rather than 125€.	
<b>Lucia Medrano</b>	<b>[11:08 AM] :</b>
Perfect. I'll look it over now, sign it, and send it back to you.	
<b>Losif Volkov</b>	<b>[11:10 AM] :</b>
Great. We're always looking for good material for our magazine. I look forward to receiving your submissions.	
	<b>Send</b>

167. At 11:07 A.M., what does Mr. Volkov mean when he writes, "Of course"?

- (A) He already knew that an e-mail had been received.
- (B) He has received a signed contract.
- (C) He thinks the solution to a problem is obvious.
- (D) He was happy to fulfill a request.

168. Who most likely is Ms. Medrano?

- (A) A writer
- (B) A lawyer
- (C) A financial adviser
- (D) A human resources manager

Questions 169-171 refer to the following e-mail.

**E-Mail Message**

To: Mercedes Salinas <msalinas@fithealthplanning.bm>

From: Leonard Cowden <lcowden@srhealthcenter.bm>

Subject: Bermuda Healthy Living Conference

Date: 16 April

Dear Ms. Salinas,

I'm excited that you have agreed to be one of the speakers at our second annual Bermuda Healthy Living Conference on 12 May. I realize the invitation was last minute, and I truly appreciate your willingness to step in for Cara Branston.--- [1]---. Your expertise as a dietitian will be greatly valued by our participants. The strong attendance at Ms. Branston's session last year on vegetarian meal preparation reflected that. ---[2]---. This year there is sure to be great interest in your unique approach to healthy eating.

If you would like to sell copies of your book, please ship them in advance to allow time for us to set up a display. ---[3]---. Also, be sure to let me know if you'll need access to a projector with a remote for your presentation. ---[4]---. Lastly, could you send me a short biographical profile as soon as possible for inclusion in our conference program? Thanks again.

Regards,  
Leonard Cowden

169. Why did Mr. Cowden most likely send the e-mail?
- (A) To invite Ms. Salinas to an event
  - (B) To acknowledge Ms. Salinas' acceptance of an offer
  - (C) To ask Ms. Salinas for a recommendation
  - (D) To propose that a session be rescheduled

170. What is suggested about Ms. Branston?
- (A) She spoke at the conference last year.
  - (B) She wrote a popular book about nutrition.
  - (C) She is a colleague of Ms. Salinas.
  - (D) She is studying to be a dietitian.

171. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong? "It is no trouble at all to have visual equipment available."
- (A) [1]
  - (B) [2]
  - (C) [3]
  - (D) [4]



Questions 172-175 refer to the following text-message chain.

**Diane Ulrich |11 July, 10:25**

Jake, has order #9829-2 been sent out yet?  
If not, the customer has asked us to **add item #645A**.

**Jake Hollis| 11 July, 10:28**

That's a customized silver **ring**, right? The engravers usually require a minimum of 3 days to **add the customer's personalized message**.

**Diane Ulrich| 11 July, 10:29**

**Can you get it any sooner? The customer needs it as soon as possible.**

**Jake Hollis| 11 July, 10:31**

Let me check with someone from the **engraving department**.

**Jake Hollis|11 July, 10:33**

**Kim**, can you do a rush job on a ring? It's item #645A, for order #9829-2.

**Kim O'Dell| 11 July, 10:34**

How soon do you need it? Is tomorrow OK?

**Diane Ulrich 11 July, 10:35**

Yes, **that works**. Thank you both for your help!

172. What type of products does the store sell?

- (A) Books
- (B) Jewelry**
- (C) Flowers
- (D) Appliances

173. What does the customer want to do?

- (A) Change an order**
- (B) Update a delivery address
- (C) Receive a refund
- (D) Choose a different shipping method

174. Why does Mr. Hollis contact Ms. O'Dell?

- (A) To ask if some work can be completed faster than usual**
- (B) To find out when an order will be shipped
- (C) To find out when a meeting will be held
- (D) To alert her to an error in a previous message

175. At 10:35, what does Ms. Ulrich most likely mean when she writes, "that works"?

- (A) She plans to interview someone for a job.
- (B) She is pleased that the equipment is functioning properly.
- (C) The customer will be satisfied if the item is engraved tomorrow.**
- (D) Some new items will be chosen for a catalog by the end of the day.

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

To: j.wickler@seed-delight.net  
From: bartosz@ashersfarmingdigest.com  
Date: September 22  
Subject: Asher's Farming Digest

Dear Mr. Wickler,

For a limited time, Asher's Farming Digest is offering discounted pricing on advertisements to companies that have not yet advertised in our magazine. When you advertise with Asher's Farming Digest, you can reach a targeted audience of over 30,000 agriculture professionals in print and online. Take advantage of this unique opportunity to help expand your customer base!

Our current offers for first-time advertisers, valid until October 15, are outlined below. To reserve any of these full-color advertisements, have one of our designers create a custom advertisement for you, or request more information, please reply to this e-mail or call me at 603-555-0103, ext. 27. Specifications for advertisements are available at [www.ashersfarmingdigest.com/ads](http://www.ashersfarmingdigest.com/ads).

Package	Format	Price (Per Month)
1	One full-page print ad plus 6" x 1" Web site ad	\$675
2	One half-page print ad plus 4" x 5" Web site ad	\$525
3	One half-page print ad plus 3" x 3" Web site ad	\$475
4	One quarter-page print ad plus 3" x 3" Web site ad	\$400

Sincerely,

Gosla Bartosz  
Marketing Coordinator  
Asher's Farming Digest

E-Mail Message

To: bartosz@ashersfarmingdigest.com  
From: j.wickler@seed-delight.net  
Date : September 29  
Subject : Re: Asher's Farming Digest

Hello Ms. Bartosz,

I received your e-mail and am interested in **placing an advertisement** in Asher's Farming Digest. First, though, I would like some clarification about the online advertisement. I reviewed the specifications on your Web site but am still uncertain about the location of the advertisement. Where exactly would the 4" x 5" advertisement appear on your Web site?

As soon as I hear from you, I can provide an electronic file of the advertisement together with payment details.

Thanks,

James Wickler  
Owner, Seed Delight Company

176. Why did Ms. Bartosz e-mail Mr. Wickler?

- (A) To announce the launch of a publication
- (B) To advertise a new agricultural product
- (C) To inform him of a special promotion**
- (D) To offer him a discount on a subscription

177. What is suggested about *Asher's Farming Digest*?

- (A) It recently expanded its readership.
- (B) It will be releasing a special issue.
- (C) It has increased its advertising rates.
- (D) It publishes a full-color magazine.**

178. What is mentioned about Ms. Bartosz?

- (A) She is a graphic designer.
- (B) She has worked with Mr. Wickler before.
- (C) She can provide additional assistance.**
- (D) She will be out of the office in October.

179. In the second e-mail, the word "**placing**" in paragraph 1, line 1, is closest in meaning to

- (A) hiring
- (B) putting**
- (C) assigning
- (D) calculating

180. What package does Mr. Wickler most likely want?

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

**Questions 181-185** refer to the following e-mails.

To:j.bonsky@kwipt.net  
From:u.akpan@fraskerdigitalmarketing.com  
Date: Wednesday, July 9  
Subject: Frasker Digital Marketing technical writing

Dear Ms. Bonsky

Thank you again for applying to Frasker Digital Marketing. We enjoyed speaking with you on Monday and are thrilled to **invite you to join our technical writing team**. As you know, your work will entail writing user guides, installation manuals, newsletters, and other documents for our technology clients. Your strong background in information technology will be a big asset, as it is crucial that you understand the technical details of our clients' products and can articulate this information clearly and succinctly.

**Your work will begin in August with an in-person training session at our headquarters in Albany, New York. We'd like to find a time that works for as many people on the new team as possible, especially those like you who do not live in New York. Please respond to this e-mail as soon as possible and let me know which weekend in August you prefer.**

This is a contract position, and aside from the initial training session, **work will be done remotely** during whichever hours you choose. As discussed, **you will receive a page rate that depends on the complexity of each assignment you choose to accept. Al Chalmers, our head of human resources, will be in touch soon with all the necessary documents you will need to fill out.**

We look forward to working with you!

Uwana Akpan  
Frasker Digital Marketing

To: undisclosed recipients  
From:u.akpan@fraskerdigitalmarketing.com  
Date: Thursday, July 10  
Subject: FDM training

Dear Technical Writing Team,

Based on your responses, we have determined that **August 16-17 works best for most of you. Please note that training will run from Saturday morning through Sunday afternoon. We expect anyone who lives outside the area to arrive on Friday**, when we will arrange for you to have

dinner with some of our local writers if you like. All **travel expenses will be covered by Frasker Digital Marketing**. More details about this will follow, but for now I just want to inform you of the schedule so you can put it on your calendars.

Uwana Akpan  
Frasker Digital Marketing

181. Why did Ms. Akpan write to Ms. Bonsky?

- (A) To offer her a position
- (B) To provide technical assistance
- (C) To promote a writing workshop
- (D) To negotiate a salary

184. Why will Mr. Chalmers contact Ms. Bonsky?

- (A) To clarify a company policy
- (B) To make travel arrangements
- (C) To issue employment paperwork
- (D) To explain software requirements

182. What information is Ms. Bonsky asked to provide?

- (A) Her educational background
- (B) Her availability for training
- (C) A list of her current clients
- (D) A summary of her work experience

185. What will Ms. Bonsky most likely do on August 15?

- (A) Submit a writing assignment
- (B) Travel to Albany
- (C) Participate in a training session
- (D) Meet Mr. Chalmers

183. What is indicated about the technical writing team members?

- (A) They are paid at variable rates.
- (B) They have all worked together before.
- (C) They work from the same location.
- (D) They pay their own travel expenses.

Questions 186-190 refer to the following advertisement, e-mail, and Web site feedback.

## Janney's Star Tours



Edinburgh, Scotland

To celebrate the arrival of Spring, Janney's Star Tours is offering packages at **10 percent less than the cost of last year's tours**. This offer applies to travel reservations **made on or before 15 May**. **Our Spring tours are offered every week**, but book yours early before they fill up! Here is a sampling of our standard packages:

- ▲ **Glasgow and Inverness:** This 4-day tour begins in one of the most bustling seaports in Britain. Enjoy live theatre and view some of the best modern art in the country. Then continue on to Inverness, and experience the contrast offered by its high-tech businesses and ancient castles, forts, and woods.
- ▲ **Aberdeen and Isle of Skye:** The City of Aberdeen boasts energy, shipbuilding, and fishing among its diverse industries. During this **4-day** tour, stroll Aberdeen's parks and gardens, **visit art galleries**, and check out the numerous cafes and bookshops around Aberdeen's universities. The tour will proceed to Skye, a cool, peaceful, and often misty northern island dotted with small villages.
- ▲ **Dublin:** Take a hop over to the Emerald Isle and explore the whole of Ireland. Our 3- and 5-day tours take you to Belfast, Donegal, the Blarney Castle, and more.

**We can customize tours for special groups by tour length and type of attractions.**

From: noreply@bookings.janneysstar.com

To: ebryant127@telserver.com

Date: **8 April**

Subject: Confirmation of Reservation

Dear Mr. **Bryant**,

Thank you for choosing Janney's Star Tours. Your reservation for one passenger(s) has been confirmed:

<b>Tour name:</b> <b>Aberdeen</b> and Isle of Skye
<b>Departure Date/Time from Edinburgh</b> -Monday, 19 May, 9:00
<b>Return to Edinburgh</b> -Thursday, 22 May, 19:00
<b>Your card has been charged:</b> <b>£184.00</b>

Our customer relations coordinator is happy to address any concerns you may have before your trip date. If you have an enquiry please e-mail [tours@janneysstar.com](mailto:tours@janneysstar.com) or telephone +44

### **Participant feedback**

I'm a photographer, and the views and locations you see on this tour are second to none. This company knows how to **treat** its customers, and I hope to be back for more adventures. Our guide, Dympna Murray, was knowledgeable and energetic. **As a native of the city we visited**, she exhibited a charming familiarity with its traditions and culture. I learned a lot about the history of the city through her interesting stories.

**Posted by: Evan Bryant**

186. What is suggested about Janney's Star Tours?  
(A) It has recently opened new offices.  
(B) It is celebrating a company expansion.  
(C) It has created new tours to meet demand.  
(D) **It schedules its tours several times a month.**
187. According to the advertisement, what can Janney's Star Tours offer clients?  
(A) Discussions with artists and actors  
(B) Reduced rates for repeat customers  
(C) A guaranteed maximum tour group size  
(D) **Travel arrangements based on a group's preferences**
188. What is suggested about Mr. Bryant's tour?  
(A) It will take **five days** to complete.  
(B) **It was purchased at a reduced price.**  
(C) It will not include gallery entrance fees.  
(D) It has been especially designed for historians.
189. In the Web site feedback, the word "**treat**" in paragraph 1, line 2, is closest in meaning to  
(A) **serve**  
(B) pay for  
(C) develop  
(D) improve
190. What is indicated about Ms. Murray?  
(A) **She is from Aberdeen.**  
(B) She is a newly trained guide.  
(C) She speaks several languages.  
(D) She studies at a local university.



Questions 191-195 refer to the following schedule, e-mail, and review.

**African Council for Industry & Commerce  
6th Annual Symposium  
Van Ravenswaaij Convention Centre  
Cape Town, South Africa  
Saturday, 9 August**

Tentative Schedule

Time	Location	
9:00 A.M.-9:30 A.M	Welcome and Opening Remarks by ACIC President Storey Dambuza <b>Leadwood Banquet Hall</b>	
10:00 A.M.-11:30 A.M.	<b>Mangrove Room</b>	<b>Willowmore Room</b>
	Enhancing <b>Flavor, Texture, and Nutritional</b> Value-Marius Van Rhyn	Creating Standards of Excellence for Safety and Quality- Shameen Pillay
1:00 P.M.-2:30 P.M	Trditional Preservation Techniques Revisited: <b>Canning and Pickling</b> ---Fezekile Agwu	Purchasing Automated Equipment For Your Production Facility---Avanish Gupta
3:00 P.M.-4:30 P.M	Innovations in <b>Refrigeration</b> and Storage for Perishable Products---Anja Haasbroek	<b>Packaging Strategies for Product Shipping</b> ---Thabo Kekana

- Presenters must notify Cedrick Molawa (cmolawa@acic.org.za) of needed changes by 3 July. A final version of the schedule will be posted by 10 July on our Web site, [www.acic.org.za/schedule](http://www.acic.org.za/schedule).
- Presenters **MUST register for the event. Select the "Registration" tab on our Web site and fill out a registration form.** Be sure to mark the box labeled, "Presenter". Additionally, **those planning to recruit personnel should complete an Employer Application**, available under the site's "Career Center" tab.
- The Vertin Suites has a limited number of rooms still available at a discounted rate, so consider booking promptly.

From:AnjaHaasbroek<ahaasbroek5@mnbind.co.za>

To: Cedrick Molawa<cmolawa@acic.org.za>

Date: Thursday, 24 June 1:50 P.M

Subject: Schedule change request

Dear Mr. Molawa:

Due to circumstances beyond his control, my colleague, Thabo Kekana, **is unable to give his presentation. I have now been asked to take over from him. Looking at the most recent draft of**

the conference schedule, however, I noticed that the time slot assigned to Mr. Kekana conflicts with mine. Kindly assist me in resolving this dilemma. Thank you.

Sincerely,  
Anja Haasbroek

<https://www.acic.org.za>

Program	Registration	Sponsorships	<u>Comments</u>
---------	--------------	--------------	-----------------

At the recent ACIC symposium I gave a presentation on the intricacies of buying automated machinery. Not only was my lecture well attended, during the subsequent question-and-answer session I was compelled to cover material that I had deliberately omitted from the presentation, fearing it would be too complicated. Clearly the audience was far more competent than I had anticipated. Additionally, in my capacity as a recruiter, I interviewed a dozen candidates for a critical position at my company. This initial experience with the ACIC symposium was utterly gratifying and I'm looking forward to the next edition.

-----Avanish Gupta

191. What industry is the focus of the conference?  
(A) Recycling  
(B) Food  
(C) Automotive  
(D) Clothing
192. According to the schedule, what are presenters expected to do?  
(A) Confirm on their registration that they are presenting  
(B) Indicate where they would like their materials sent  
(C) Reserve hotel accommodations by July 10  
(D) Request a discount code from Vertin Suites
193. What has Ms. Haasbroek been asked to do?  
(A) Arrange a meeting with Mr. Molawa  
(B) Submit a draft of her presentation  
(C) Discuss ways of preparing goods for transport  
(D) Cancel travel arrangements made for Mr. Kekana
194. In the review, the word "capacity" in paragraph 1, line 5, is closest in meaning to  
(A) role  
(B) time  
(C) ability  
(D) experience
195. What is probably true about Mr. Gupta?  
(A) He opened a manufacturing plant recently.  
(B) He filled out an Employer Application when registering.  
(C) He preferred the recent ACIC conference over previous ones.  
(D) He believed his topic would be easy to understand.

Questions 196-200 refer to the following article, newspaper editorial, and e-mail.

**CORDOVA (May 6)**---Cordova city officials have begun preliminary discussions about what to do with Lowell Street Bridge, a **historic city landmark** that is in dire need of an upgrade. While costly restoration options are being considered, several factors make demolition a more likely outcome.

"It's a tough decision and one we don't intend to make hastily," said city planner Colin **Barnwell**. **"So far, it seems that replacing the bridge makes the most financial sense."**

Price isn't the only consideration, however. According to structural engineer Steve **Pachenco**, traffic flow is another important factor. **"Highway 49 will soon be broadened from two lanes to four. Then,** Lowell Street Bridge will no longer be able to accommodate the increase in vehicles," he said. "The way I see it, a wider, more modern bridge is inevitable."

For residents who want to share their opinions and ideas, the city council will be holding a public input session **at Helman Square next Thursday** at 11:00 A.M.

#### Letters to the Editor

May 7--- I'm writing in response to yesterday's article about Lowell Street Bridge. This bridge is an invaluable part of Cordova's cultural identity and it is in the city's best interest to keep it intact. Considering the tremendous amount of income the cultural-heritage-tourism industry brings to the city annually, I would argue that the short-term costs of restoring this historic landmark would be economically worthwhile.

---Maria Cantu, member of the Cordova Preservation Society (CPS)

#### \*E-mail\*

To:members@cordovaps.org  
From:leo\_contreras@cordovaps.org  
Date: May 19  
Subject: Lowell Street Bridge Update

Dear CPS Members,

Congratulations! Thanks to our strong community presence at the city council event, and after **countless** phone calls to city council members, **it looks like Lowell Street Bridge will not be demolished after all!** *The Cordova Times* published an article today stating that the city is now planning to relocate the bridge to the Eastside cultural district, where it will be used for foot traffic rather than motor vehicles.

This decision is surely due in part to the fact that each of **you voiced your opinions last Thursday.**

Thanks again,

Leo **Contreras**, Cordova Preservation Society Community Organizer

196. In the article, what is indicated about the city of Cordova?  
(A) It plans to start offering tours.  
(B) It is going to increase its budget.  
(C) **It will soon start a road expansion project.**  
(D) It is enforcing new traffic regulations.
197. What is NOT implied about Ms. Cantu?  
(A) She values a city landmark.  
(B) **She worked with Mr. Pachenco.**  
(C) She disagrees with Mr. Barnwell.  
(D) She read the May 6 newspaper article.
198. In the e-mail, the word "**countless**" in paragraph 1, line 2, is closest in meaning to  
(A) **numerous**  
(B) unrecorded  
(C) insignificant  
(D) registered
199. Why does Mr. Contreras congratulate CPS members?  
(A) They have elected new leadership.  
(B) They have been featured in a newspaper article.  
(C) **They have helped influence a city decision.**  
(D) They have secured additional funding from the city.
200. What is suggested about CPS members?  
(A) They helped repair a structure.  
(B) They meet regularly every Thursday.  
(C) **Some of them spoke at Helman Square.**  
(D) Some of them live in the Eastside cultural district.

**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.**