



Questions 153-154 refer to the following document.

Johnson Literary Publishers

Project Title: 50 Best Poems of 2007

Project Head: Elizabeth Rosinski

Working Deadline: January 1, 2008

Phase Deadlines:

November 1 – Complete search for poems to be included

November 15 – Contact poets for permission to include work

November 23 – Finalize book layout

December 1 – Arrange cover design and promotion plan with marketing team

December 23 – Submit final version to vice president for approval

January 1 – Send proof with instructions to printers

153. By when should authorization be received from contributors?
- (A) November 1
(B) November 15
(C) December 1
(D) December 23
154. What will be done after the advertising plan is created?
- (A) The layout of the book will be decided.
(B) An executive will review the project.
(C) The printed books will be sent to stores.
(D) A list of poems will be compiled.

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Questions 155-157 refer to the following letter.

Tammy Komo
Davidson Conference Hall
3005 Congress St.
Davidson, AL

Dear Mr. Komo,

On behalf of my company, BBY Technologies, I would like to express our gratitude for the work you did to organize last month's job fair. We have participated in such events at the Davidson Conference Hall in past years, but this one was by far our most successful.

Ordinarily, it is difficult for our firm to find qualified technicians to fill our positions. However, the advertising you did attracted many desirable candidates to the event. We have already filled over 80% of our open positions with recruits from the job fair.

Due to the tremendous success of this year's event, I can assure you that BBY Technologies will participate again next year. Our projected growth for the coming year makes me believe that we will again be in need of more highly skilled technicians. I am sure you will also help us find them.

Ravi Miller
Human Resources
BBY Technologies

155. Why was this letter written?

- (A) To inquire about an event facility
- (B) To offer a job to a qualified candidate
- (C) To thank an event organizer for his help
- (D) To cancel the participation in the job fair

156. What happened after the job fair?

- (A) Mr. Komo received a promotion.
- (B) Mr. Miller dismissed some technicians.
- (C) The Davidson Conference Hall was closed.
- (D) BBY Technologies hired many workers.

157. What does Mr. Miller say about his company?

- (A) It will advertise more widely next year.
- (B) It will not attend the job fair in the future.
- (C) It provides intensive training to employees.
- (D) It expects to expand over the next year.

Questions 158-159 refer to the following notice.

Dear Summer Shack Customers

For the first time ever, the Summer Shack is opening for limited hours on May 1: 11:00 am – 6:30 pm Monday through Friday, and 10:00 am – 7:00 pm on weekends.

We've been providing local people with delicious milkshakes, ice cream, and frozen yogurt cones for over 25 years. After so many years of honest service, we've decided it's time to slow down and relax a little in the off-season.

But don't worry, we'll be back to business as usual in time for our busy summer period. On June 1, we'll resume our ordinary hours of business: 10:00 am – 8:30 pm Monday through Friday, and 9:00 am – 10:30 pm on weekends.

We look forward to seeing all of our customers in store soon. If you've never tried a Summer Shack product, you don't know what you're missing in summer. Summer Shack is the taste of summer!

Thanks,

Bob Wescott
Summer Shack Owner

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158. Why is the store owner changing the hours of operation?

- (A) To fit in with the quiet season
- (B) To reduce staff expenses
- (C) To prepare for their peak period
- (D) To meet customer demand

159. When will the Summer Shack close during the week starting June 1?

- (A) 6:30
- (B) 8:30
- (C) 9:00
- (D) 10:30

Questions 160-161 refer to the following article.

New Chairman for Investment Banking Group

The board members of the Farrell Group, the investment banking giant, voted unanimously to elect Henry Blundell as chairman.

Like his predecessor, Gloria Hernandez, Mr. Blundell is a well-known supporter of Farrell Group CEO Jacob MacDonald. Experts agree that this should ensure a smooth management transition for the company.

Some analysts believe that the appointment is unwise because the relationship between the two men is too close. The Farrell Group has recorded declining profits for the last two years. Accordingly, they regarded Mr. Blundell's fellow board member Shanikwa Taiere as a better choice. Mr. Taiere, who has a reputation for shaking things up, could have provided the company with a much-needed change of direction. With Mr. Blundell as chairman, however, radical changes are unlikely in the near future.

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| <p>160. Who has been replaced as chairperson of the board?</p> <p>(A) Mr. Blundell</p> <p>(B) Ms. Hernandez</p> <p>(C) Mr. MacDonald</p> <p>(D) Mr. Taiere</p> | <p>161. According to the article, what do some analysts believe?</p> <p>(A) The wrong appointment was made.</p> <p>(B) The company will stage a recovery.</p> <p>(C) The CEO is unhappy with the result.</p> <p>(D) Radical changes will be introduced.</p> |
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Questions 162-164 refer to the following form.

Highway 81 Motors

Take a Second to Tell Us What You Think!

- Dealership Facilities

How would you rate our facilities?

poor ____ below average ____ average ☒ above average ____ excellent ____

How would you rate the convenience of our location?

poor ____ below average ____ average ____ above average ☒ excellent ____

- Prices

How would you rate the appropriateness of the prices?

poor ____ below average ☒ average ____ above average ____ excellent ____

- Salesperson

Who assisted you? Bruce Becker

How would you rate the helpfulness of your salesperson?

poor ☒ below average ____ average ____ above average ____ excellent ____

- Would you recommend Highway 81 Motors to your friends?

yes ____ no ☒

Comments:

I was very disappointed with the salesperson I dealt with. First of all, he did not listen to the features I was looking for in a car. Instead, he only wanted to show me the most expensive models. Also, he was very aggressive and tried to convince me to buy something I did not want. Because of my experience with Mr. Becker, I cannot recommend Highway 81 Motors to anyone.

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162. What is the purpose of this form?
- (A) To purchase a new car model
- (B) To compare different car dealerships
- (C) To determine the best car for a customer
- (D) To provide feedback to a car seller

163. Which aspect was the customer most satisfied with?
- (A) The dealership's facilities
- (B) The salesperson's attitude
- (C) The dealership's location
- (D) The prices of the new models

164. What is said about Mr. Becker?
- (A) He drives an expensive vehicle.
- (B) He recommended Highway 81 Motors to his friends.
- (C) He pressured the customer.
- (D) He was disappointed with his colleague.

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Questions 165-167 refer to the following memo.

From: Juan Carlos Ruiz, Personnel Officer
To: All employees
Subject: Corporate Training Lecture Series
Date: December 2, 2008

Watson & Sons, Inc. is committed to improving the lives of its employees. In this spirit, I am happy to announce the launch next year of a monthly lecture series that will be open to all Watson & Sons workers.

On the second Friday of each month, a guest lecturer will speak in auditorium B. Topics covered will be very diverse, from the latest industry innovations to tips for managing your work schedule effectively.

The first lecture has already been scheduled for January 10. Our speaker for the event will be Loretta Kumar, executive vice president of the Helmsman's Fund. She plans to discuss how recent trends in the corporate world have increased the quality of life of the average employee. In addition, we are currently talking with renowned author Bill Mead and hope to schedule his appearance sometime in spring.

If anyone has any questions about the program, please contact me in the personnel office at extension 5182.

165. What does the memo discuss?

- (A) A talk being given by a company's CEO
- (B) The construction of a new auditorium
- (C) A workshop on developing lecturing skills
- (D) The introduction of an employee education program

167. According to the memo, what will NOT be covered?

- (A) Advice on efficient time management
- (B) Improvements in the lives of corporate workers
- (C) Recent advances in the industry
- (D) The history of Watson & Sons, Inc.

166. How often will lectures be given?

- (A) Once a week
- (B) Every other week
- (C) Once a month
- (D) Every other month

Questions 168-171 refer to the following notice.

NOTICE

As ordered by the state commissioner, the Gordon Building is to be inspected for safety violations. The entire process will last from August 18 to 20.

Inspections will be conducted on a floor-by-floor basis. Unfortunately, it is necessary to vacate each floor as it is inspected for about two hours. Below is the tentative schedule that has been provided by the commissioner's office:

August 18: Floors 7-10
 August 19: Floors 3-6
 August 20: Floors 1-2 and parking lots

Again, all offices on a floor must be vacated while that floor is inspected. If you are unable to leave the premises on the dates recorded in the schedule, please contact the building management in room 101. The schedule will not be finalized until August 10, so the management is willing to listen to petitions from concerned occupants. Rearranging the dates will be a tricky administrative task so please only request a change if there is a valid reason for doing so.

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| <p>168. For whom is this notice intended?</p> <p>(A) The state commissioner
 (B) Tenants of an office building
 (C) Workers at a construction site
 (D) A building's maintenance crew</p> <p>169. Why are inspections being conducted?</p> <p>(A) To determine the cause of a fire
 (B) To ensure compliance with safety regulations
 (C) To renovate the interior of a building
 (D) To measure the available space on each floor</p> | <p>170. When will the building management office be inspected?</p> <p>(A) August 10
 (B) August 18
 (C) August 19
 (D) August 20</p> <p>171. What are affected readers entitled to do?</p> <p>(A) Request an exemption from the check
 (B) Ask for a change of assessment dates
 (C) Contact the state commissioner
 (D) Make their own inspection arrangements</p> |
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