Reading Test

Part 5

Directions: Choose the one word or phrase that best completes the sentence.

26 The overseas reporter ..... the editor yesterday.
A is calling
B has called
C calls
D called

27 The largest e-commerce company has just held a major press .....
A conference
B pass
C release
D office

28 The price lists are kept in the filing cabinet ..... the photocopier.
A along
B beside
C through
D toward

29 The personnel director has ..... department managers of the new hiring policies.
A reformed
B informed
C performed
D transformed

30 The offices are located ..... the fourth floor of the Piazza building.
A on
B over
C in
D at

31 Currently Ms. Alonso ..... the performance assessment plan for middle managers.
A revise
B is revising
C has revised
D revised

32 We need to purchase ..... new office furniture.
A a
B many
C several
D some

33 Mr. Kim worked as an ..... before launching his own company.
A account
B accountable
C accountant
D accounting

34 The top candidate will be offered ..... exciting and lucrative career position.
A a
B an
C each
D other

35 Ms. Lee is going to the ..... office to pick up a registered letter.
A mail
B package
C post
D stamp

36 Janet Foster, who was ..... the president of the Riverside Corporation, has agreed to make the opening speech at the annual conference.
A former
B formal
C formerly
D formally

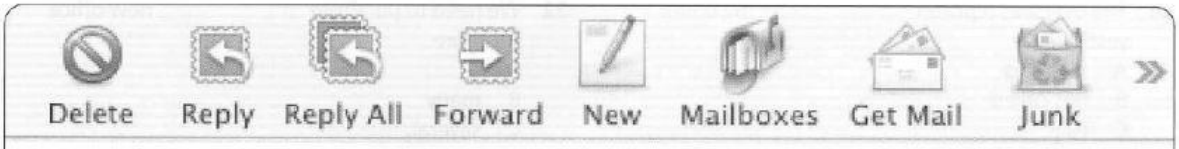
37 According to the latest news ..... on KBCD radio, all traffic on the Pacoma Straits Bridge has been suspended due to gale-force winds.
A agent
B publication
C bulletin
D letter

LIVEWORKSHEETS

Part 6

Directions: Four words or phrases are missing in the text. Choose the best answer to complete each empty space in the text.

Questions 38–41 refer to the following email.



Dear Colleagues,

I regret to inform you that, from November 1st, Pedro Esposito will be leaving his current .....

38 A retirement
B condition
C location
D position

as Area Marketing manager for Northern Europe.
I know that this has not been an easy decision for him but he ..... that this is the right moment

39 A has believed
B believe
C is believing
D believes

for him to accept a new challenge in another field of activity. The two years that he has spent working with us have been extremely rewarding ones and we can all be very proud of the way our company has ..... in an increasingly competitive marketplace.

40 A conformed
B reformed
C performed
D informed

Winning the health industry marketing award for the second time is a fitting tribute to both his leadership ..... and to the quality of the team that worked with him.

41 A tasks
B skills
C assignments
D schedules

David Haskoff will be taking over from Pedro at the end of this month and I would be very grateful if you could attend the informal meeting that I have organized on Wednesday October 20th which will give me the opportunity to introduce him to you all.

Yours sincerely,
Cameron Carson, CEO.

LIVEWORKSHEETS

Part 7

Directions: Read the following texts and choose the one best answer to each question.

Questions 42–44 refer to the following advertisement.

TOP ASSETS
Personnel Services

The right time, the right place, the right people.

For temporary or full-time banking personnel, count on Top Assets to provide highly-qualified, expertly trained people for a wide variety of positions. Tellers, customer service representatives, accounting clerks, loan processors, e-banking reps – we ensure the right people for the right places in your work environment. Top Assets personnel pass a comprehensive 18-step evaluation process and come with all the necessary credentials and experience. Call us today for a complimentary assessment of your bank's personnel needs.

Top Assets Personnel Services

Proud to provide the best people for the best businesses.

737-2895

www.top.assets.personnel.com

42 What kind of business is Top Assets?
- A An investment bank
- B A loan collection agency
- C An Internet service provider
- D An employment agency

43 What must a person have in order to work for Top Assets?
- A Insurance and references
- B A flexible schedule
- C Training and experience
- D The right work environment

44 What is Top Assets offering prospective clients?
- A A free evaluation
- B Eighteen days of free service
- C Financial insurance
- D A compliment

Questions 45–46 refer to the following advertisement.

International cellphone calls to all your friends for only one euro a week!

HOW FRIENDS.TEL WORKS

You call your friend overseas from your cellphone using a local Friends.Tel number and Friends.Tel connects you over the Internet.

First Create a Friends.Tel account.
Sign up online and you'll receive a Friends.Tel phone number by email (and by SMS text message) to set up your account.

Second Credit your account.
Pay the weekly one euro user fee by credit card online.

Third Create a Friends List.
Enter the phone numbers of your friends who live abroad into the Friends List page. Each international number will be given a local Friends.Tel number that you dial when calling your friends.

Fourth Start calling.

Dial the number for your friend on your cellphone using the local Friends.Tel number and you're connected. You are only making and paying for a local call, but you will be connected internationally to your friend over the Internet.

45 What is offered by this service?
- A Inexpensive local calls
- B Inexpensive cell phones
- C Inexpensive international calls
- D Faster Internet connections

46 How does Friends.Tel communicate phone numbers to users?
- A By phone
- B By email and letter
- C By phone and fax
- D By email and text message

LIVEWORKSHEETS

Questions 47–50 refer to the following article from a business magazine.

Is the energy flowing in your work space?

According to Lily Wong-Taylor, the director of the East / West Design Group, people don't think enough about the design dynamics of their work environment.

Her company develops office plans based on *feng shui*, an ancient Chinese earth science and ecological art form.

"Our primary goal is to produce a space that gathers, generates, and focuses natural energies that enable people to perform at their best," says Wong-Taylor. The group has worked with both small businesses and major architectural firms on large-scale commercial buildings and projects.

The group's design consultants first conduct an on-site assessment of the kind of energy that a company wants for the kinds of activities and work that need to be done. The work activities are then divided according to *feng shui* energy categories: fire, earth, water, wood, and metal. These elements determine the building materials and architectural features needed for an effective, harmonious workplace. The *feng shui* designer may also recommend landscaping, gardens, plant arrangements, and water elements. "You'd be surprised," says Wong-Taylor, "how the smallest water feature in an office space can generate a tremendous flow of productive energies."

47 What is the main activity of the East / West Design Group?
- A Producing fashion items
- B Selling office supplies
- C Environmental protection
- D Designing offices

48 How does the author of the article define *feng shui*?
- A As an ancient architectural site in China
- B As a commercial building project
- C As a traditional Asian practice of spatial arrangement
- D As a new type of design firm

49 According to the article, why would a company hire a *feng shui* consultant?
- A To improve cash flow
- B To increase productivity
- C To produce building materials
- D To reduce energy costs

50 When working with a new client, what does the East / West Design Group do first?
- A Conducts an online survey
- B Visits the company to evaluate its needs
- C Assesses the company's financial records
- D Recommends specific water features

LIVEWORKSHEETS