Questions 186-190 refer to the following e-mails and advertisement.

E-Mail message

From: Saul Strickland
To: Darlene Gibson
Subject: Dixon Edutech
Date: July 6

Hi Darlene,

I'm writing in regards to Dixon Edutech, one of our promising start-up clients. In case you're not familiar with them, their main product is an employee training platform that uses game-like features to make learning fun. They've recently grown to the point where they need a dedicated public relations firm in addition to our marketing services, and Victor Boswell, their communications manager, has asked if we can make a suitable recommendation. In particular, they'd like an affordable PR provider with ties to the tech industry. As you are our director of information technology, I wondered if you might have some special insight in this area.

Any ideas you have would be greatly appreciated.

Thanks,

Saul Strickland
Marketing Specialist
Foschant Marketing

LUNEDAY PARTNERS

Public Relations Services

Whether your company is just starting out or is an established business, Luneday Partners is ready to provide you with smart, cutting-edge service. We will take the time to understand your brand, challenges, and goals in order to craft a unique and effective public relations strategy for you.

Here are a few more reasons to choose Luneday Partners:

- Our wide range of services include everything from copywriting to event support.
- We use advanced digital tools to give you valuable data about how your brand is perceived.
- We have special connections in several fields, including real estate, technology, and finance.

Visit us at www.luneday.com to see testimonials from our many satisfied clients.

LIVEWORKSHEETS

E-Mail message

From: Cindy Padilla <c.padilla@luneday.com>
To: Victor Boswell <v.boswell@dixon-edutech.com>
Subject: Meeting follow-up
Date: August 2

Dear Mr. Boswell,

It was a pleasure to speak with you at your office yesterday. As I said then, I will now assemble a crew of appropriate specialists, based on the information I gained about your situation and goals, to handle your account. We will then schedule another meeting in two-to-three weeks to present our proposed strategy for your approval. If needed, we will coordinate with your account manager at Foschant Marketing as you suggested.

Please contact me by phone or e-mail if you have any questions about this process. And thank you again for choosing Luneday Partners for your public relations needs.

Sincerely,

Cindy Padilla
Account Representative
Luneday Partners

186. What is the purpose of the first e-mail?
(A) To ask for assistance with a client inquiry
(B) To introduce a staff training resource
(C) To report a difficulty with a contractor
(D) To express concern about the scope of an endeavor

187. Why most likely would Ms. Gibson recommend Luneday Partners to Mr. Strickland?
(A) Its price range
(B) Its technological tools
(C) Its connections in another industry
(D) Its services for live events

188. According to the advertisement, what is available on Luneday Partners' Web site?
(A) Appointment reservation forms
(B) Data on current trends in its field
(C) Positive feedback about its work
(D) Profiles of its top executives

189. Whom did Ms. Padilla meet with on August 1 ?
(A) A sales representative at Dixon Edutech
(B) The communications manager at Dixon Edutech
(C) The director of information technology at Foschant Marketing
(D) A marketing specialist at Foschant Marketing

190. What does Ms. Padilla indicate she will do next?
(A) Schedule a presentation meeting
(B) Update a strategy proposal
(C) Set a project budget
(D) Form an account team

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LIVEWORKSHEETS

Questions 191-195 refer to the following article, brochure page, and e-mail.

Arts in Rellsdale

By Shane Weller

RELLSDALE (September 10)—Just weeks after its children's summer classes came to an end, the Rellsdale Community Center has begun planning another exciting activity. The 32nd Annual Rellsdale Community Art Show will be held in its auditorium during the week of October 22–28.

The event began 32 years ago when Grant Lindsey, a local watercolor painter, invited his friends to join him in exhibiting their paintings in a small show. It has since grown into a chance for all of Rellsdale's professional and amateur visual artists to display their talents.

In its current form, the art show features a contest judged by a committee led by Tina Jordan, the community center's director, and including Adnan Khalif, an art historian at Malker University. Also, most of the artwork in the show is for sale. Twenty-five percent of the proceeds of each sale goes toward funding the upkeep of the center's buildings and grounds.

Hye-Ran Kyeong, the center's vice director of recreation and the show's organizer, urges citizens of all ages, backgrounds, and artistic disciplines to consider exhibiting. Those interested should visit www.rellsdaleart.com for instructions.

32nd ANNUAL RELLSDALE COMMUNITY ART SHOW

Welcome to the Rellsdale Community Art Show!
The Rellsdale Community Center is glad you have joined us to celebrate the artistic gifts of our community.

Schedule of the Opening Night Reception

5 P.M.– Doors open
6 P.M.– Provision of refreshments donated by Rellsdale Supermarket
7 P.M.– Welcoming remarks and announcement of contest results by the head of the judging committee
9 P.M.– Doors close

Other helpful information:

- To locate a certain work of art, see the full list of entries ordered alphabetically by artist on pages 3 and 4.
- To inquire about purchasing a piece, please speak promptly with a member of our staff. Remember, sales are first come, first served!

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LIVEWORKSHEETS

E-Mail message

From:	Samuel Mayhew
To:	Eulalia Prosser
Subject:	Inquiry
Date:	November 4

Dear Ms. Prosser,

Hello. My friend Anne Watson bought the wooden sculpture you exhibited in the Rellsdale Community Arts Show. I think it's gorgeous, and I would love to have one like it for my office. So I got your e-mail address from the business card that came with Anne's purchase. Could you write me back and let me know whether you have other pieces for sale? Thank you.

Sincerely,

Samuel Mayhew

191. What is one purpose of the article?

(A) To describe the success of a fund-raising effort
(B) To publicize the accomplishments of local artists
(C) To invite people to participate in a community event
(D) To announce a new offering at a community center

192. How will some collected funds be used?

(A) To maintain a facility
(B) To hold classes for youth
(C) To publish a history book
(D) To reward a contest winner

193. According to the brochure page, how is a list of artwork organized?

(A) By the type of art
(B) By the title of the artwork
(C) By the location of the artwork
(D) By the name of the creator

194. Who spoke publicly on October 22 ?

(A) Mr. Lindsey
(B) Ms. Jordan
(C) Mr. Khalif
(D) Ms. Kyeong

195. What is most likely true about Ms. Prosser?

(A) She was mentioned on another page of the brochure.
(B) She contributed refreshments to a gathering.
(C) She received an e-mail from Ms. Watson.
(D) She is an amateur visual artist living in Rellsdale.

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LIVEWORKSHEETS

Questions 196-200 refer to the following job advertisement, meeting notes, and article.

SUMMER LEGAL INTERN

Huane Associates, a growing presence in the field of commercial law in the Gilvey area, is offering a legal internship from June 1 through July 31. The intern will perform legal research and analysis, draft a variety of legal documents, attend client meetings, and complete special projects, all with the benefit of direction and feedback from seasoned attorneys.

Requirements

- Current law student who has completed at least one year of law school
- Able to work 30 hours per week at firm's office in Waterfront District

Preferred qualifications

- Familiarity with local, state, and federal commercial law
- Proficiency in legal research platforms such as Rolento

To apply, e-mail the following documents to marlon.terry@huanelegal.com by March 31: a one-page cover letter, your résumé, your law school transcript, and a writing sample of between three and five pages.

Internship Documentation – Biweekly Meeting Notes	
Date: Wed., July 8 **Intern:** Renée Walters **Supervisor:** Marlon Terry	
Reflections on previous projects/ experiences	• Analysis of online retailer tax laws: Marlon gave general feedback and suggestions for improving "Summary" section • Meeting with Sovaughn Shoes: In response to Renée's question, Marlon discussed options for handling surprising requests from clients
Updates on ongoing projects	• Blog post on history of non-disclosure agreements: Renée reported difficulty working with Rolento; Marlon scheduled training session for July 10 at 1 P.M. • Drafting of employment contract for Marquitta Café: Renée has been unable to schedule necessary meeting with Jeannie Wilkerson; Marlon will contact Jeannie about this
New assignments	• Drafting of operating agreement for Blair-Logue, LLC: Tentatively due July 15; Renée should refer to resources in internal network's "Operating Agreements" file

LIVEWORKSHEETS

http://www.huanelegal.com/blog

Saying Goodbye to Huane Associates' First Intern

By Akira Chinen — Posted Tuesday, July 28

Renée Walters' internship at our firm will be coming to a close at the end of this week. Ms. Walters has spent the past two months working on a variety of tasks under the supervision of associate Marlon Terry. You may have seen Ms. Walters attending meetings with Mr. Terry or read her blog post on non-disclosure agreements.

As she finished up a draft of an operating agreement yesterday, Ms. Walters told me that the practical experience she has gotten here has been very valuable. She also said she was especially thankful to Mr. Terry for his thoughtful mentorship.

For his part, Mr. Terry said that he has really enjoyed supervising Ms. Walters because he has "seen her grow so much even in this short time." He expressed hopes that the internship program would take place again next summer with even more student participants.

All members of the firm are invited to a goodbye party for Ms. Walters at 4 P.M. on Friday in Conference Room A.

196. What does the job advertisement NOT ask applicants to submit?
(A) A record of school performance
(B) A letter of professional reference
(C) A list of career experiences
(D) Evidence of writing skills

197. What do the meeting notes indicate Ms. Walters had trouble with?
(A) Arranging a meeting with an executive
(B) Understanding some printed feedback
(C) Commuting to a certain neighborhood
(D) Using an electronic research tool

198. In the article, the word "under" in paragraph 1, line 2, is closest in meaning to
(A) having as her title
(B) concealed by
(C) subject to
(D) less than

199. What is suggested about Ms. Walters?
(A) She uploaded a document to a network folder.
(B) She took Mr. Terry's advice for dealing with a client.
(C) The deadline for one of her projects was postponed.
(D) A special training session for her did not take place.

200. According to the article, how does Mr. Terry want to change the internship program?
(A) By increasing the number of positions
(B) By extending its duration
(C) By having more employees involved
(D) By giving participants more responsibilities

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.

LIVEWORKSHEETS