

Questions 167-169 refer to the following schedule.

The Lake Point Small Business Association (LPSBA)

Small Business Grant Proposal Workshop

Wednesday, August 11

8:00 A.M. – 5:30 P.M.

Lake Point Center

Schedule of Events:

8:00 – 8:30 A.M.	Sign-in and continental breakfast
8:30 – 9:00 A.M.	Welcome and introductory comments by Carol Summers, LPSBA President, Owner of Smartphone Repair Shop
9:00 – 10:00 A.M.	“Researching and Selecting Applicable Grants for your Business,” followed by a 15-minute break Presented by Dr. Brian Simon, Professor of Business Development, University of Jefferson
10:15 A.M. – 12:00 P.M.	“Grant Proposal Writing Fundamentals: Writing a Winning Proposal” Presented by Lucy Haggerty, Administrator, Government Business Development Office
12:00 – 1:00 P.M.	Lunch in the Edward Gray Lounge
1:00 – 2:30 P.M.	A review of business grant proposals. Sessions will be conducted in large groups divided by type of business, followed by a 15-minute break Facilitated by Carol Summers, Oliver Headley, Frances Connors
2:45 – 5:00 P.M.	Optional grant proposal review by all presenters during one-on-one sessions
5:00 – 5:30 P.M.	Closing remarks by Carol Summers

The Lake Point Small Business Association wants all participants to get as much out of the workshop as possible without distractions. During the workshop, please switch off mobile phones and other devices that make sounds. Breaks will be provided for attendees. If you need to take a call or respond to a message outside of these breaks, please exit the room quietly and conduct your business in the lobby. Thank you.

167. What is scheduled immediately after Dr. Simon's talk?

- (A) A video presentation
- (B) A brief intermission
- (C) A talk on government projects
- (D) A one-hour lunch service

168. What is NOT indicated about Ms. Summers?

- (A) She will be involved in reviewing proposals.
- (B) She is the proprietor of a business.
- (C) She teaches courses at a university.
- (D) She is the final speaker of the event.

169. What does the LPSBA ask attendees to do?

- (A) Share experiences starting a business
- (B) Register for a follow-up workshop
- (C) Avoid causing noise disturbances
- (D) Use meeting rooms for private discussions

TEST

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GO ON TO THE NEXT PAGE →

TEST 7 PART 7 219

Questions 170-173 refer to the following memo.

MEMO

To: All Keenan Company Production Workers
From: Karen Pollack, Director of Manufacturing
Date: May 27
Subject: Overtime work opportunity

We are very excited to announce that we have received a large order from the Saturn Moon Corporation. Saturn Moon has sold a lot of our products and foresees a continued growth in demand, which is why they have requested that we fulfill a much bigger order for them than we normally do. The order is due for shipment at the end of September.

We are unable to complete the order without making some changes. In this regard, we have two options. We can stay open longer from July 1 through September 30 and assign employees to work extra weekly shifts. Our second option would be to hire temporary employees, train them for some of the less complex tasks, and dismiss them when the job is done. We need input from each employee, so please think about what you'd prefer. You will be meeting with your managers individually sometime this week to let them know your preference.

If we have enough workers willing to work overtime, we will adjust your schedules. Otherwise, we will resort to hiring temporary workers. Thank you for your participation in this process.

170. What is being announced in the memo?
- (A) A plan to take on new permanent employees
 - (B) A new company incentive program
 - (C) A need to produce more goods than usual
 - (D) A revised monthly staff pay scale
171. What does Ms. Pollack request that workers do?
- (A) Take two options into consideration
 - (B) Train the short-term helpers
 - (C) Recommend training topics they would prefer
 - (D) Check their pay statements
172. The word "dismiss" in paragraph 2, line 4, is closest in meaning to
- (A) disregard
 - (B) surrender
 - (C) eradicate
 - (D) discharge
173. What will take place if not enough staff are willing to work overtime?
- (A) Employees' salaries will be altered.
 - (B) An order request will have to be denied.
 - (C) Managers will fill in as provisional workers.
 - (D) Short-term staff will be taken on.

Questions 174-175 refer to the following Web page.

http://www.doorstepdelectable.com/home

HOME | MENU | FEEDBACK | REGISTER | CONTACT

Doorstep Delectable... *The perfect way to order food packaged just for you!*

Doorstep Delectable delivers customized meals to your home once each week with easy preparation instructions. Our meals are healthy and delicious, containing no artificial ingredients. In addition to providing the foods you enjoy, our meals are tailored to meet your special dietary needs, whether you're diabetic, vegetarian, or on a gluten-free or low-carbohydrate diet.

Our ordering process is simple! First, click on "REGISTER" above and provide your contact information. You'll also be asked about your specific dietary needs and preferences. You can then browse through our meal menus and select the ones you prefer and how many you would like each week. We will ask you for payment, and once it has been processed, a confirmation e-mail will be sent to you including an estimated delivery date.

It really is that easy, so what are you waiting for? Place your first order today!
If you are pleased with our company's product, let us know by posting a comment in our feedback forum.



174. According to the Web page, how often can customers receive deliveries?

- (A) Every day
- (B) Twice weekly
- (C) Every week
- (D) Twice monthly

175. What is NOT indicated about the company's products?

- (A) They can be ordered through a Web site.
- (B) They are available in meatless varieties.
- (C) They contain only natural ingredients.
- (D) They can be paid for after delivery.

GO ON TO THE NEXT PAGE →

Questions 176-180 refer to the following notice and e-mail.

Tribcott Manor House

Tribcott Manor House was built for the Tribcott family in 1786, and today it is the largest stately mansion in the southwest of England. While the upper floors of the house are still inhabited by the family and are not open for public visits, a large number of rooms can be seen. These include the original master bedroom, the servants' quarters, and the grand dining hall. An adult entry ticket is £8.50, and a child's ticket is £3.00. From Tuesday to Saturday, our opening hours are between 10 A.M. to 5 P.M. On Mondays, we are open from 9 A.M. to 12 P.M.

Our ground-floor facilities have been recently renovated so that they can be used for small meetings or private events. The following rooms are available to rent by the hour at reasonable fees.

- The Cornwall Room: Seats up to 70 people. Contains a large stage at the front of the room.
- The Devonshire Room: Seats up to 40 people, with wheelchair accessibility.
- The Somerset Room: Seats up to 40 people. Contains a kitchenette.
- The Wiltshire Room: Seats up to 25 people. Includes audiovisual equipment.

Please contact us at queries@tribcottmanorhouse.co.uk to discuss prices and further details, including the catering options that we provide.

TO: <queries@tribcottmanorhouse.co.uk>
FROM: Angela Carter <ancart@corsoindustries.co.uk>
SUBJECT: Venue inquiry
DATE: March 28

Dear madam or sir,

My company is planning to host a celebratory meal for a longstanding employee who is being promoted to CEO. For the occasion, we require a room that seats 30 people comfortably and allows easy access for an individual in a wheelchair. We would need it for about three hours on Monday, April 30. Is such a room available on that date?

If so, a colleague and I would need to come over and view it to assess its suitability. Please let us know when would be a good time to do this. If you require more information, you will need to contact Paul McGuire at 555-7263, or p.mcguire@corsoindustries.co.uk because I will be occupied for the next few days attending a seminar. He is fully aware of our plans and can make any necessary arrangements on the company's behalf. Thank you and we look forward to hearing from you.

Best wishes,

Angela Carter
Corso Industries Bristol

176. What is NOT indicated about Tribcott Manor House?
- (A) Food services can be arranged for an event.
 - (B) The servants' area remains accessible.
 - (C) Guided tours are available upon request.
 - (D) Events can be held in some of the rooms.
177. Why was the e-mail written?
- (A) To seek recommendations for a restaurant
 - (B) To announce an executive's recent promotion
 - (C) To make arrangements for a special occasion
 - (D) To inform participants of a scheduled meeting
178. Which room will Ms. Carter most likely be interested in renting?
- (A) The Somerset Room
 - (B) The Cornwall Room
 - (C) The Devonshire Room
 - (D) The Wiltshire Room

179. What is implied about Mr. McGuire?
- (A) He was satisfied with the services at Tribcott Manor House.
 - (B) He is considering taking another position.
 - (C) He was unable to book the caterer he regularly uses.
 - (D) He works with Ms. Carter.
180. In the e-mail, the word "assess" in paragraph 2, line 1, is closest in meaning to
- (A) judge
 - (B) secure
 - (C) establish
 - (D) complete

GO ON TO THE NEXT PAGE 

Questions 181-185 refer to the following Web page and review.

www.BizzPro.com/BizzSec/update

About | **Update** | Download | Customer Reviews

Our best-selling software BizzSpec has now been updated to version 4.0! Just like with BizzSpec 3.9, you can create comprehensive business reports and presentations. At the same time, the new version imports data, text, and images from various sources, which can be inserted into a format that you design. In addition, the upgrade improves the functionality, look, and features of the program, allowing it to start up and import files faster than ever before while completing tasks more effectively. Now, users can customize the home page and main menus to reflect the functions that are used most.

The updated version is now available to download for existing users of BizzSpec 3.0-3.9 at no cost. Updating is easy. Simply click [here](#) to go directly to our download page, where we'll ask you a few questions to ensure that the upgrade is compatible with your computer's operating system. Download and installation time is about 30 minutes. Please e-mail upgradehelp@bizzservices.com if you have any questions.

*BizzSpec 4.0 is also available for new customers. Please check the Web site for special rates that are available for a limited time.

Reviewer: Johnny Nestor

I recently installed BizzSpec 4.0 and have worked with it for two weeks. I liked the features in the 3.0 version I had before but used it only occasionally as it was slow and difficult to navigate. The new version addresses both of these problems. The ability to customize the menu means that you can remove functions that you don't use and arrange the icons in a way that works for you. The functions aren't deleted from the program, so if one is needed at a later date, you can retrieve it. Whether you customize the main menu or not, the program starts quickly and moves seamlessly between tasks.

However, I have two minor complaints. First, the length of the setup time stated in the company's Web page was inaccurate as the process took much longer than that. Secondly, there are a few older file types that the updated version is unable to read.

Overall, it's a great tool that is now easier to use. If you create a lot of reports and presentations, I recommend the update.

181. What is the main purpose of the Web page?
- (A) To invite customers to rate a product
 - (B) To give instructions for removing a computer virus
 - (C) To notify customers of a product improvement
 - (D) To provide information about a presentation
182. What is indicated about BizzSpec 4.0?
- (A) It can convert one file type to another.
 - (B) Unused functions are automatically deleted.
 - (C) The version is only available for existing customers.
 - (D) Tasks are processed faster than in earlier versions.
183. In the review, the word "navigate" in paragraph 1, line 3, is closest in meaning to
- (A) examine
 - (B) guide
 - (C) operate
 - (D) plan

184. What does Mr. Nestor say about the setup process?
- (A) It has too many complicated steps.
 - (B) It took more than half an hour.
 - (C) It did not require the import of files.
 - (D) It tends to pause intermittently.
185. What is suggested about Mr. Nestor?
- (A) He prefers the appearance of the 3.0 product version more.
 - (B) He got a new program version free of charge.
 - (C) He uses the software program mostly at home.
 - (D) He recommended the software to his colleagues.

GO ON TO THE NEXT PAGE →