TOEIC. Part 7. Double Passages

Ms. Minh Hà – 098219474

Questions 29–33 refer to the following notice and memo.

NOTICE TO ALL TENANTS:

Painting of the Park Side Towers office building will begin next month, according to the following schedule:

Week of

March 2—lobby and first-floor hallways
March 9—second-floor hallways
March 16—third-floor hallways
March 23—fourth-floor hallways
March 30—basement and cafeteria
April 6—begin repair on elevators

Elevator repair is scheduled for completion on April 15. Some elevators may be out of service at times during the repairs. We apologize for the inconvenience and thank you for your cooperation.

—Manager, Park Side Towers

Writex, Inc.
INTEROFFICE MEMO

TO: Office staff
FROM: Peter Chang, Office Manager
RE: Painting

By now you have all seen the notice regarding the painting to be done in the building next month. The board meeting, which was originally scheduled for March 25, has been postponed since that is the same week our floor will be painted. We decided that it is best to wait until all work on the building is completed. Therefore, the meeting has been rescheduled for the day after the elevator repair is finished. Please make a note of it. Please be aware that there may be times when the elevators will be out of service during the first part of April. Please contact me if you think this will cause you difficulties, and I will make arrangements with the maintenance supervisor to make sure you always have access to the office.

LIVEWORKSHEETS

29. How many weeks will the painting take?
(A) Five
(B) Six
(C) Seven
(D) Eight

30. When will the cafeteria be painted?
(A) After the elevators are repaired
(B) At the same time as the basement
(C) During the week of April 6
(D) Before the fourth floor

31. On which floor is Writex, Inc. located?
(A) First
(B) Second
(C) Third
(D) Fourth

32. When will the board meeting take place?
(A) March 25
(B) April 6
(C) April 15
(D) April 16

33. Who should a Writex employee speak to about difficulties with the elevator?
(A) The building manager
(B) The maintenance supervisor
(C) The office manager
(D) The elevator operator

Ms. Minh Ha - 0982194

LIVEWORKSHEETS

Questions 34–38 refer to the following two letters.

Leo Zimmerman
President
Beach Patio Restaurants
1226 Hanover Boulevard
Littleton, NY 10009

Dear Mr. Zimmerman:

I am writing to let you know about my recent experience at the Beach Patio Restaurant in Sandy Hill. I went there for dinner recently because friends had recommended it. I was very disappointed. I had to wait a long time for my order to be taken and then for my dinner to be served. When the waiter finally brought my food, he got my order wrong. He was not nice about this and implied that it was my fault. When dessert time came, the waiter gave me only two choices instead of the five promised by the menu (I had ordered the three-course dinner special). On top of the poor service, my tea was cold and the table was dirty. I was surprised by everything that happened that night because the Beach Patio Restaurants have such a good reputation. I was sure you would want to know about this.

Sincerely,

Eun Hwa Park

Eun Hwa Park
17 Maple Lane
Riverton, CT 06877

Beach Patio Restaurants
Corporate Headquarters
Littleton, NY 10009

Eun Hwa Park
17 Maple Lane
Riverton, CT 06877

Dear Ms. Park:

I was very sorry to hear about your recent unpleasant experience at a Beach Patio Restaurant. As you may know, customers can enjoy fine Beach Patio food and service at several locations, including Sunnydale, Merrifield, and Waterford. The branch you visited is our newest location, and that may be the source of the unpleasant experience you had. Please be assured that I will contact the manager of that branch and have the matter investigated. In the meantime, please accept the enclosed coupon. It entitles you to the same special you ordered on your recent visit, and I am sure that this time you will enjoy your food and your visit 100%. Thank you for bringing this matter to my attention.

Sincerely,

Leo Zimmerman

Leo Zimmerman
President

LIVEWORKSHEETS

34. Why did Ms. Park write this letter?
(A) To recommend the restaurant
(B) To ask for a job at the restaurant
(C) To complain about the restaurant
(D) To ask for directions to the restaurant

35. Which Beach Patio location did Ms. Park visit?
(A) Sunnydale
(B) Riverton
(C) Littleton
(D) Sandy Hill

36. Which of the following best describes the waiter?
(A) Pleasant
(B) Rude
(C) Efficient
(D) Helpful

37. What will Mr. Zimmerman do?
(A) Contact the restaurant manager
(B) Have dinner with Ms. Park
(C) Visit the restaurant soon
(D) Open a new branch

38. What can Ms. Park get with the coupon?
(A) Two desserts
(B) Afternoon tea
(C) A three-course dinner
(D) A cleaner table

Ms. Minh Ha - 0982194748

LIVEWORKSHEETS

Questions 39–43 refer to the following train schedule and e-mail.

Eastern Railway
Timetable
Harford–Lakeville
Spring, 20__

Leave Harford	Arrive Lakeville
7:15 A.M.	10:25 A.M.
8:45 A.M.	11:55 A.M.
10:15 A.M.	1:25 P.M.
12:30 P.M.	3:45 P.M.
2:15 P.M.	5:25 P.M.

Leave Lakeville	Arrive Harford
6:55 A.M.	10:05 A.M.
8:05 A.M.	11:15 A.M.
9:45 A.M.	12:55 P.M.
11:15 A.M.	2:25 P.M.
1:45 P.M.	4:55 P.M.

Fare information
One way: $75
Round trip: $125
(Special round-trip fare is not available on weekends.)

To: **Lee Martin**
From: **Sylvia Elliott**
Subject: **trip plans**

Hi Lee,

It's time to get the tickets for my trip to Lakeville. I've been looking over the train schedule. I have a lunch meeting at 12:30, so I think the second morning train will be fine. I won't need hotel reservations since I will be staying with my sister; but I will need you to arrange a rental car for me. Also, do you remember the name of that new restaurant in Lakeville that everyone is talking about? Please try to find out because I'd like to take my sister there if we have time. Please get me a return ticket for Saturday. I am meeting a friend for dinner at the Harford Hotel at 6:00 Saturday evening, and I'd like to arrive at the station an hour or so ahead of time for that. We're going to the play at the Harford Theater afterward. Have you seen it? I hear it's wonderful. Thanks for your help.

Sylvia

LIVEWORKSHEETS

39. What time will Sylvia leave for Lakeville?
(A) 7:15
(B) 8:45
(C) 10:15
(D) 12:30

40. How long is the train ride from Harford to Lakeville?
(A) one hour
(B) one and one-half hours
(C) three hours
(D) three hours and ten minutes

41. What does she want Lee to reserve for her?
(A) A hotel room
(B) A restaurant table
(C) A rental car
(D) A theater ticket

42. What time will Sylvia arrive in Harford?
(A) 2:25
(B) 4:55
(C) 5:00
(D) 6:00

43. How much will Sylvia's train ticket to Lakeville and back cost?
(A) $75
(B) $125
(C) $150
(D) $175

Ms. Minh Ha - 09821

LIVEWORKSHEETS

Questions 44–48 refer to the following memo and e-mail.

MEMO

To: All personnel
From: Suzan Reed, Human Resources Manager
RE: Insurance workshop
Date: May 15

On June 5, a workshop on health insurance options will be offered by insurance expert Rudy Shapiro. The workshop will take place in Conference Room 4 from 1:00–3:30. Refreshments will be served. This workshop is highly recommended to all staff members. If you are interested in attending, please let me know before May 20, and be sure you have permission from your department head to be away from your desk at this time. We hope to offer the workshop again in September and November so that everyone will have a chance to attend.

To: Suzan Reed
From: George Peters
Subject: Workshop

Hi Suzan,

In regard to the memo you sent out yesterday, I would like to attend the workshop on health insurance options next month. I will have to leave the workshop 20 minutes early because I have a meeting downtown at 3:45 that day that can't be changed. I hope that won't be a problem. Also, I'd like to make a suggestion. The room you have planned for the workshop is scheduled to be painted the day before the workshop. It will probably still be full of fumes on June 5. Would it be possible to have the workshop in Conference Room 3? The cafeteria might be even more suitable if you expect a large turnout. Let me know what you think.

George

LIVEWORKSHEETS

44. Who can attend the workshop?
(A) Everyone who is interested
(B) Insurance agents only
(C) Doctors and nurses
(D) Department heads only

45. When did George Peters write his e-mail?
(A) May 15
(B) May 16
(C) May 20
(D) June 5

46. What time will George Peters leave the workshop?
(A) 3:00
(B) 3:10
(C) 3:30
(D) 3:45

47. Which room will be painted on June 4?
(A) George Peters' office
(B) Suzan Reed's office
(C) Conference Room 3
(D) Conference Room 4

48. What is probably true about the cafeteria?
(A) It is never used for workshops.
(B) It is near George Peters' office.
(C) It will be painted in early June.
(D) It is larger than the conference rooms.

Ms. Minh Ha - 098219

LIVEWORKSHEETS