**Part 7 Reading Comprehension**

*Questions 19–23 refer to the following two e-mails.*

To: Max Sullivan
From: Martha Reynolds
Subj: Conference

Max,

I have been working on the arrangements for our upcoming conference. I've looked into the City Convention Center, and I think it is the most convenient location. It is close to public transportation and hotels. The accommodations are also excellent. The rooms are large, and we can reserve up to ten meeting rooms. However, the price is almost 50% more than we agreed we could spend. The other choice is the Mayfield Hotel. Many associations hold their conventions there. It is a nice place, and the price is reasonable. However, it is not close to the subway. Also, it is much smaller than the Convention Center. I think we could only get three meeting rooms. Would that be enough? Please get in touch with me today to let me know what you think. I need to reserve a place soon.

Martha

To: Martha Reynolds
From: Max Sullivan
Subj: Re: Conference

Martha,

In regard to selecting a location for the conference, I think the Convention Center is better than the Mayfield Hotel. The hotel is much too small. Remember, we plan to hold at least five sessions at a time. We couldn't do that at the hotel. We expect more people to take part in the convention this year, so it is important to have a space that can accommodate everyone. About the price, I think we can rearrange the budget a bit in order to be able to pay for it. So go ahead and reserve the space at the Convention Center.

Max

19. What are these e-mails about?
    (A) The date of the conference.
    (B) The conference site.
    (C) The topics of the conference sessions.
    (D) The number of conference attendees.

20. How many meeting rooms will they need?
    (A) Only three.
    (B) At least five.
    (C) Up to ten.
    (D) Almost 50.

21. What does Max prefer about the Convention Center?
    (A) The price.
    (B) The location.
    (C) The size.
    (D) The people.

22. The words *get in touch* in line 14 of the first e-mail are closest in meaning to
    (A) offer
    (B) discuss
    (C) provide
    (D) contact

23. The word *selecting* in line 1 of the second e-mail is closest in meaning to
    (A) choosing
    (B) reserving
    (C) comparing
    (D) seeking

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