

## WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

accommodate	attending	location	select
arrangements	get in touch	overcrowded	sessions
associations	hold	register	take part in

Many (1) \_\_\_\_\_ and organizations hold annual conferences so that their members can (2) \_\_\_\_\_ with each other and (3) \_\_\_\_\_ educational programs. When planning a conference, event coordinators try to have a variety of (4) \_\_\_\_\_ so people (5) \_\_\_\_\_ can (6) \_\_\_\_\_ a workshop or meeting that best suits their needs. When making (7) \_\_\_\_\_ for a conference, they look for a site that will (8) \_\_\_\_\_ all their needs. The site should be able to (9) \_\_\_\_\_ the number of people expected to attend, without the meeting rooms being (10) \_\_\_\_\_. Good event coordinators tour the site before making a final decision because brochures cannot show all the necessary details. Having meetings in a fun (11) \_\_\_\_\_ can really encourage people to (12) \_\_\_\_\_ for the meeting.

**WORD PRACTICE****LISTENING COMPREHENSION****Part 1 Photo**

*Look at the picture and listen to the sentences. Choose the sentence that best describes the picture.*

1. A. B. C. D

**Part 2 Question-Response**

*Listen to the question and the three responses. Choose the response that best answers the question.*

2. A. B. C      3. A. B. C

**Part 3 Conversation**

*Listen to the dialogue. Then read each question and choose the best response.*

4. Why are they having difficulty arranging a site for the conference?	6. How many people do they expect at the conference?
(A) It's a busy time of year.	(A) Two hundred.
(B) They procrastinated.	(B) Four hundred.
(C) Their group is large.	(C) Five hundred.
(D) The coordinator has been sick.	(D) Ten hundred.

5. When will the conference take place?

(A) At the end of this month.  
 (B) Next month.  
 (C) At the end of this year.  
 (D) Next year.

**Part 4 Talk**

*Listen to the talk. Then read each question and choose the best answer.*

7. What is the topic of the talk?	9. How should attendees request a special interpreter?
(A) Accommodating disabled people.	(A) By asking for one at the time of registration.
(B) Legal responsibility for off-site events.	(B) By getting in touch with the head of the facility.
(C) Arranging conferences.	(C) By registering ahead of the other attendees.
(D) Preparing convention catalogs.	(D) By requesting one when they arrive at a session.

8. Where are the speakers?

(A) In a hospital.  
 (B) Off site.  
 (C) At a party.  
 (D) At a convention center.

**READING****Part 5 Incomplete Sentences**

Choose the word that best completes the sentence.

10. The banquet room could \_\_\_\_\_ up to 750 for dinner.  
 (A) accommodated (C) accommodation  
 (B) accommodate (D) accommodating

11. Helen made the final \_\_\_\_\_ for use of the conference room with the hotel's general manager.  
 (A) arranging (C) arrangement  
 (B) arrange (D) arranged

12. For most people, Samco is \_\_\_\_\_ with computer chip production.  
 (A) associate (C) associating  
 (B) associated (D) association

13. We expect that fewer guests will \_\_\_\_\_ the evening gala.  
 (A) attend (C) attention  
 (B) attending (D) attendance

14. The association's members were asked to \_\_\_\_\_ for the special session well in advance because space in the lecture hall was limited.  
 (A) register (C) registering  
 (B) registration (D) registrar

15. By adding more class \_\_\_\_\_, the staff was able to please more members.  
 (A) select (C) selecting  
 (B) selective (D) selections

**Part 6 Text Completion**

All members of the Countywide Small Business Owners Association are invited to take part in our annual conference, to be held on March 31 at the Grand Hotel in Marysville.

The conference begins at 8:30 A.M. with an address by this year's guest, Cynthia Quinn, owner of Designs by Cynthia, Inc., and winner of numerous business and community awards. Morning small group sessions begin at 9:30. Attendees can \_\_\_\_\_ from a variety of session topics including Financing Your New Business; Selecting the Best Location; and Formulas for Success. Lunch will be served at 12:30, followed by afternoon small group sessions at 2:00.

This is the Association's most popular event, so \_\_\_\_\_ early to assure your place. Fill out the form below and send it to the Association Secretary by March 1. To arrange overnight \_\_\_\_\_ at the Grand Hotel, get in touch with the hotel

reservations clerk at 498-1231. Mention the conference in order to get a special discount price.

(B) must register  
 (C) registering  
 (D) register

16. (A) select  
 (B) selection  
 (C) selective  
 (D) selectively

17. (A) will register

18. (A) accommodate  
 (B) accommodating  
 (C) accommodations  
 (D) accommodates

**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