DAY
05 Text Completion & Reading Comprehension Practice (1)

PART 6

Questions 1–4 refer to the following e-mail.

TO: Randy Smith <randy_s@bascomb.com>

FROM: Ann Harper <ah@bascomb.com>

RE: Your Presentation

DATE: July 12

Randy,

I was very pleased with the presentation you gave this morning. ____1____ You spoke very well, and you used some excellent charts and graphs. ____2____ you left the room, I spoke with the clients for a while longer. They all said that you ____3____ the problem and potential solutions very well. They understood exactly what we are planning to do for them. Thanks to you, they're ____4____ not going to cancel the project. So we don't have to worry about losing that account.

Thanks again for all of your assistance.

Ann

1 (A) The presentation is going to start at ten.
(B) I'll see you in my office later today.
(C) We received a very thoughtful present.
(D) The clients were also impressed.

2 (A) So
(B) After
(C) While
(D) Consequently

3 (A) explaining
(B) explained
(C) have explained
(D) are explaining

4 (A) hesitantly
(B) possibly
(C) definitely
(D) always

LIVEWORKSHEETS

PART 7

Questions 1–3 refer to the following memo.

TO: All Staff Members
FROM: Greg Thompson
RE: Overtime Work
DATE: May 25

We have just signed contracts with three new companies. As a result, we are going to be extremely busy for the next couple of months. Currently, the assembly lines are only running from 7 A.M. to 9 P.M. That is going to change as of June 1 though. Starting then, we will be operating all three assembly lines 24 hours a day.

For the time being, we do not intend to hire any new workers. Instead, we would like to give everyone the opportunity to work overtime, something we have never done before. — [1] — Each worker is authorized to work up to 20 overtime hours a week. For overtime works, you will be compensated at a rate 150% of your regular salaries. — [2] —

If you are interested in working more hours than normal, please speak with your immediate supervisor no later than Thursday, May 28. — [3] — If you have a preference as to when you would like to work overtime, please let your supervisor know. — [4] — We will post every employee's working hours on the company website by 5:00 P.M. on Friday, May 29.

1 Why was the memo sent?

(A) To describe an opportunity
(B) To announce a new hiring
(C) To discuss a new regulation
(D) To explain a payment process

2 According to the memo, what is going to happen on June 1?

(A) Some contracts will be signed.
(B) Overtime work will be permitted.
(C) Schedules will be posted.
(D) Salaries will be increased.

3 In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

"Your requests will be taken into consideration when we make the work schedule."

(A) [1]
(B) [2]
(C) [3]
(D) [4]

LIVEWORKSHEETS

DAY

06 Adjectives of Quantity

Objectives

Be familiar with different modifiers which depend on noun number
Learn by heart some nouns which are always in plural form
Be familiar with different types and uses of uncountable nouns

What are adjectives of quantity?

Adjectives of quantity come before nouns and show their quantity and number. As nouns can be divided into countable and uncountable nouns, adjectives of quantity can also be divided into ❶ those used only with countable nouns, ❷ those used only with uncountable nouns, and ❸ those used with both.

Used with countable nouns	one each every	+ singular noun	two, three... both a few few several many a number of	+ plural noun
Used with uncountable nouns	a little little much a great deal of a large amount of			
Used with both	not any/no some any a lot of/lots of plenty of most all	+ plural countable noun/uncountable noun		

LIVEWORKSHEETS