

Name: \_\_\_\_\_ date: \_\_\_\_\_

## Reading to Apply a Diagram

**Read the following email message about the diagram below. Complete the email by filling in the blanks. Select the best choice for each blank.**

To: 1. \_\_\_\_\_

From: Natalie Moreau <moreau@xmail.com>

Date: March 12, 2015

I happen to be shopping for business cards, so I was happy to see your flyer in my inbox this morning! I like the "Dynamic" and "Unique" cards as they both 2. \_\_\_\_\_. I appreciate the appeal of the "Unique" card, but I worry that it is so unique as to be distracting! So I was leaning towards the "Dynamic" card, but I 3. \_\_\_\_\_. Bottom line is I'm not too keen on any of the featured templates, and, actually, I'm looking for a 4. \_\_\_\_\_ card, so I thought I'd check out your other templates (especially since 5. \_\_\_\_\_). However, when I clicked on the link for your website, I landed on the order form. This happened when I manually input your website address as well. Thought you should know!

Cheers,

Natalie Moreau

1.
  - (a) University Admissions
  - (b) B & C Business Cards
  - (c) Best Business Cards, Inc.
  - (d) Mr. Andrews, Supervisor
2.
  - (a) allow for substantial descriptive content
  - (b) are available with raised print
  - (c) are available in a matte card
  - (d) feature several eye-catching colours
3.
  - (a) want a card that is partially black
  - (b) want my name to be prominent
  - (c) need to order only 100 cards
  - (d) prefer a card with a glossy finish
4.
  - (a) white
  - (b) durable
  - (c) one-sided
  - (d) multi-coloured
5.
  - (a) you don't offer custom design
  - (b) you accept orders by email
  - (c) you offer a discount on all orders
  - (d) you will ship to Canada
6. Moreau is most likely \_\_\_\_\_.
  - (a) applying to post-secondary school.
  - (b) seeking to improve her business presence.
  - (c) retiring soon from her job.
  - (d) working for a business card manufacturer.
7. What would best describe Moreau's email?
  - (a) confused and annoyed
  - (b) interested and helpful
  - (c) relieved and grateful
  - (d) angry and critical
8. Moreau probably received the flyer as which of the following?
  - (a) a mis-addressed email
  - (b) a reply to a specific query
  - (c) an email advertisement
  - (d) an attachment to an electronic receipt

B & C Business Cards

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