

PART 7

Directions: In this part you will read a selection of texts, such as magazine and newspaper articles, e-mails, and instant messages. Each text or set of texts is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 147–148 refer to the following invoice.

Petunia Stationery

We have everything your office could possibly need.
999 Main Street, Des Moines, Iowa
Tel: 293-2394 Fax: 293-2395

Customer: Harold Marley
Address: 41 Brighton St., Des Moines, IO
Telephone: 954-4502

Order Placed: Tuesday, March 23
Order Sent: Tuesday, March 23

Order Number: 454-5055

Item Description	Item Number	Amount Ordered	Cost/Unit	Total Cost
Staples (Box of 1,000)	565595	3	\$2.00	\$6.00
Copy Paper (Box of 5,000)	965686	2	\$22.00	\$44.00
Number 2 Pencils (Box of 10)	103434	10	\$5.50	\$55.00
Black Ballpoint Pens (Box of 20)	249558	4	\$9.00	\$36.00
Blue Ballpoint Pens (Box of 20)	249560	3	\$9.00	\$27.00

Subtotal: \$168.00
Shipping Fee: \$12.00
Total: \$180.00

Thank you for your order. Your order has been billed to the credit card ending in 5205. For questions regarding this shipment, please contact Matt Stone at matt@petuniastationery.com.

147. How many pencils were ordered?

- (A) 10
- (B) 60
- (C) 80
- (D) 100

148. What is the order number of the least expensive item?

- (A) 103434
- (B) 249558
- (C) 565595
- (D) 249560

Questions 149–150 refer to the following text message chain.

Walker, Harriet 9:12 A.M.
Good morning, Mr. Davis. My name is Harriet Walker. I'm with Sandpiper Logistics. We have a package we'd like to deliver to you today.

Davis, Sam 9:15 A.M.
That's great. When are you planning to come here?

Walker, Harriet 9:17 A.M.
The deliveryman is scheduled to arrive at your home between 10:00 and 10:30. Will you be home then?

Davis, Sam 9:18 A.M.
I'm afraid not. What about noon?

Walker, Harriet 9:21 A.M.
Our delivery personnel have a mandatory lunch break between 12:00 and 1:00. Is there some time during the afternoon you'll be at your residence?

Davis, Sam 9:22 A.M.
2:30 would be fine with me. Just have the deliveryman call me before he arrives, please.

Walker, Harriet 9:25 A.M.
He can make it there then. I'll inform him to call you 10 minutes before he visits your house. Thank you.

149. At 9:18 A.M., what does Mr. Davis mean when he writes, "I'm afraid not"?
- (A) He will not be home at a certain time.
(B) He does not recall receiving a package.
(C) He cannot wait for the deliveryman to arrive.
(D) He is unable to visit Sandpiper Logistics.
150. What time will the deliveryman call Mr. Davis?
- (A) At 2:00 P.M.
(B) At 2:10 P.M.
(C) At 2:20 P.M.
(D) At 2:30 P.M.

GO ON TO THE NEXT PAGE →

Questions 151–152 refer to the following memo.

MEMO

To: All Dayton City Employees
From: Frieda Thompson, City Hall
Date: May 26
Subject: Volunteering

Summer is just around the corner, and that's the busiest time of the year for our city's parks and recreation facilities. Due to budget cuts, we had to lay off a few groundskeepers. There are only 6 full-time employees to work at the city's 7 parks, some of which are quite extensive. —[1]—

We are therefore going to have a cleanup day this Saturday, May 29. This is purely a volunteer event, but we hope as many of you as possible will contribute to the effort. —[2]— We're going to do all kinds of cleanup work at our parks, including painting, picking up trash, cutting grass, and making minor repairs. You won't get paid, but anyone who works a full day will receive a paid day of vacation in either June or July. —[3]—

If you're interested in helping out, contact Debby Reynolds at extension 4032. We're going to meet in the city hall parking lot at 8:30 in the morning on May 29. —[4]— You'll then be driven to your work assignment. A free T-shirt and lunch will be provided to everyone who volunteers.

151. According to the memo, why are volunteers needed?
- (A) The city's parks are in poor condition.
 - (B) The winter weather caused a lot of damage.
 - (C) There are not enough paid employees to do all the work.
 - (D) The city hopes to save money to use on other projects.
152. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?
- "So we need all of the helping hands that we can possibly get."
- (A) [1]
 - (B) [2]
 - (C) [3]
 - (D) [4]

Questions 153–155 refer to the following letter.

September 18

Dear Mr. Hansen,

This letter is being written with regard to your cable television bill, which is presently overdue by two months. At the current time, the amount you owe is \$134.65. This must be paid in full no later than September 29. You may pay the bill in cash at any local bank or send us a check made out to Ace Cable Systems. If you opt to pay by check, please be sure to post it early enough so that it will reach our office by the due date. Failure to pay the bill in full by the required date will result in the immediate termination of your cable television service. Your service can then be reestablished once you have paid the bill in full. There will also be an additional charge of \$50 to reconnect the service. Should you fail to make this month's payment, your bill will be turned over to a collection agency, which may have a harmful effect on your credit rating.

Sincerely,

Silvia Patterson
Ace Cable Systems

153. What will happen on September 29?

- (A) A service may be ended.
- (B) A check will be cashed.
- (C) A bill will be mailed.
- (D) A customer may be contacted.

154. What is Mr. Hansen instructed to do?

- (A) Open an account at a bank
- (B) Send a check after September 29
- (C) Make a payment immediately
- (D) Contact a collection agency

155. What is suggested about Ace Cable Systems?

- (A) It will stop communicating with Mr. Hansen after September 29.
- (B) It will send a person to Mr. Hansen's home soon.
- (C) It will provide Mr. Hansen with an upgrade for \$50.
- (D) It will sue Mr. Hansen for the money that he currently owes.

GO ON TO THE NEXT PAGE →

Questions 156–158 refer to the following information.

Welcome to the Sunrise Campground

Thank you for staying at the Sunrise Campground at Mount Rainier. Please remember to be courteous to your fellow campers and to do your best not to disturb them. During your stay here, you must obey all three of the following rules:

- 1) Do not waste water in the bathrooms, which are located in the northeast and southeast corners of the campground. Take short showers and do not let the water in the faucet run continually.
- 2) Make sure that all fires are extinguished and that burning fires are never left unattended. Remember to pour, stir, and pour. First, pour water on the fire, and then stir the coal and ashes. After that, pour more water on the fire. Firewood can be acquired in lot #1 for a minimal fee.
- 3) Do not leave any garbage at the campground. Keep the site clean both to prevent pollution and to keep wild animals away from the site. Anyone who is caught littering will be fined \$100.

Remember the Golden Rule of camping: The only thing you should leave at your campground is your footprints.

Call 805-4395 to speak with the manager of the campground or dial 595-4943 to get in touch with a park ranger.

156. Who are the instructions for?

- (A) Park rangers
- (B) Day visitors
- (C) Hikers
- (D) People staying overnight

157. What can be purchased at the campground?

- (A) Bottled water
- (B) Wood
- (C) Snacks
- (D) Tents

158. What action can cause a person to pay a fine?

- (A) Littering
- (B) Making noise
- (C) Feeding wild animals
- (D) Wasting water

Questions 159–161 refer to the following article.

A New Shop Downtown

New Haven (June 15) – Visitors downtown can easily get lost on account of the plethora of small businesses and the vibrant atmosphere they create. Those who find themselves at the corner of Third Street and Eli Road should be sure to have a look inside Watson’s Arts and Crafts. While it’s a new store, it’s also home to a small bit of history and passion in New Haven.

Owner Rachel Watson opened the store this May. “My father loved art and believed that art is the heart of every society. I decided to honor him by opening a store to provide supplies for artists while simultaneously displaying some of the artwork he created throughout the store,” she said. All of the numerous paintings and drawings adorning the walls of the store were made by her late father, Marcus Watson.

Mr. Watson was a well-known artist in the local community, who passed away last year.

Customers at Watson’s Arts and Crafts therefore get not only great service but also the opportunity to admire outstanding works of art. Tony Brown, a frequent customer at the store, commented, “Ms. Watson understands art and sells her wares for low prices, but she’s also doing the community a service by opening what’s essentially a gallery. There are times that I come here just to admire the works instead of to buy something.” Customers don’t need to worry that the artwork will disappear anytime soon. Despite some hefty offers, Ms. Watson is thus far refusing to sell any of her father’s works.

159. Where is artwork by Mr. Watson displayed?
- (A) At Ms. Watson’s home
 - (B) In a local gallery
 - (C) At Watson’s Arts and Crafts
 - (D) Alongside Eli Road
160. What is suggested about Mr. Brown?
- (A) He creates art.
 - (B) He knew Mr. Watson.
 - (C) He is friends with Ms. Watson.
 - (D) He works at Watson’s Arts and Crafts.
161. The word “hefty” in paragraph 3, line 14 is closest in meaning to:
- (A) persistent
 - (B) heavy
 - (C) considerable
 - (D) unique

GO ON TO THE NEXT PAGE →

Questions 162–164 refer to the following announcement.

Denton Merchants Association to Hold Annual Meeting

The Denton Merchants Association will hold its annual meeting three months from now from Friday, June 20, to Sunday, June 22. The event will take place in the Carlyle Convention Center. All members of the association are eligible to take part in the event, and guests are also permitted to attend. Registration for the meeting is currently open.

Online applications may be submitted at www.dentonmerchants.org/annualmeeting, or places may be reserved by calling 509-2395. Registration closes after June 10, and tickets may not be purchased at the door either.

The cost of attending all three days of the meeting is \$75 for members and \$100 for guests. This fee provides access to every event except for the banquet held on the last night of the meeting. Attending it costs \$50 for members and nonmembers alike. A list of the activities and speakers at the meeting may be accessed on the association's website. There will be several lectures by guest speakers, including talks on legal issues facing merchants, recent changes in tax laws, and how to advertise effectively on the Internet.

- 162.** For whom is the announcement most likely intended?
- (A) Store owners
 - (B) Tax attorneys
 - (C) Local residents
 - (D) Caterers
- 163.** According to the announcement, what is NOT true?
- (A) Members pay less to attend the event than guests.
 - (B) The meeting is scheduled to last for three days.
 - (C) Registration for the meeting can only be done online.
 - (D) Tickets will not be sold on the days the meeting is held.
- 164.** How much must a nonmember pay to attend the meeting and the banquet?
- (A) \$75
 - (B) \$100
 - (C) \$125
 - (D) \$150

Questions 165–167 refer to the following memo.

TO: All Employees
FROM: Ernest Jenson, Tech Support Department
RE: This Friday
DATE: Tuesday, April 9

All employees are hereby notified that the company's main computer servers will be shut down on Friday, April 12, from 3 P.M. to 9 P.M. This shutdown is necessary because the system needs to be upgraded, which will enable the computer system to operate at a higher speed and with greater effectiveness. At the same time, several new timesaving programs, which will improve overall employee output, will be installed. The new programs will be thoroughly explained by the Tech Support Department on an interoffice video that will be uploaded onto the company's website at 8 A.M. on Monday, April 15.

During the six-hour period starting at 3, employees will be unable to use the computer system. Therefore, before the shutdown period begins, employees should save anything currently being worked on. We strongly advise saving the work both on the company's computer system and on a personal flash drive. Furthermore, the Tech Support Department will not be responsible for any files lost during the upgrade. So it is highly advisable that individuals with sensitive or valuable files copy them to an external source. We appreciate your support and hope the shutdown does not cause too much inconvenience.

165. Why is the computer system being shut down?
- (A) To upgrade the company's accounting software
 - (B) To remove some viruses from the system
 - (C) To install some newly purchased computers
 - (D) To make the computers more efficient
166. What will happen on April 15?
- (A) The upgrade will be complete.
 - (B) A video will be available for viewing.
 - (C) Lost files will be recovered.
 - (D) The computer system will shut down.
167. What are employees advised to do?
- (A) Turn off their computers before the shutdown
 - (B) Bring their laptops from home on Friday
 - (C) Transfer important files to keep them safe
 - (D) Contact the Tech Support Department with questions

GO ON TO THE NEXT PAGE →