

## TOEIC. Part 7. Double Passages 2

Ms. Minh Hà - 098219474

Questions 181–185 refer to the following two letters.

Radka Stuchlik  
Westmore Corporation  
1568 East Binney Drive, Suite 100  
Northland, NY 10001

Dear Ms. Stuchlik:

In response to your ad in last Sunday's newspaper, I am interested in applying for the position of office manager at the Westmore Corporation. I am a recent graduate of Northland College, where I majored in business. I plan to continue my studies in the future to get a Master of Business Administration degree, but first I would like to have several years of work experience. While I was a college student, I spent my summer vacations working as an office assistant at the Weston and Smith law firm in Northland. During that time I learned a great deal about how offices are run. I believe my job at Weston and Smith gave me the experience I need to be a top-notch office manager.

I am enclosing my résumé and a letter of reference. I look forward to hearing from you.

Sincerely,

*Alex Hayes*

Alex Hayes

Weston and Smith  
Attorneys-at-Law  
January 17, 20\_\_

Radka Stuchlik  
Westmore Corporation  
1568 East Binney Drive, Suite 100  
Northland, NY 10001

Dear Ms. Stuchlik:

This is a letter of reference for Mr. Alex Hayes. Mr. Hayes worked for our firm during the summers while he was a business student at Northland College. He carried out a variety of office duties, including answering the phones, making appointments for clients, photocopying, and keeping track of and ordering supplies. Mr. Hayes brought to this job good organizational skills and an eagerness to learn. He is a responsible and reliable worker. Unfortunately, now that he is ready to work full time, we do not currently have any full-time positions that would suit his skills and goals. We enjoyed having him work here. He would make a fine addition to the staff of any place of business. Please feel free to contact me if you have any questions about Mr. Hayes's work with our firm.

Sincerely,

*Georgina Smith*

Georgina Smith

181. Who is Alex Hayes?  
(A) A recent college graduate  
(B) An assistant professor  
(C) A current business student  
(D) An attorney
182. Why did Alex Hayes write the letter to Ms. Stuchlik?  
(A) He plans to get a master's degree.  
(B) He has to order office supplies.  
(C) He needs an attorney.  
(D) He wants a job.
183. What did Alex Hayes send with his letter to Ms. Stuchlik?  
(A) A business plan  
(B) A letter from Ms. Smith  
(C) An application form  
(D) A copy of his college degree
184. Who is Georgina Smith?  
(A) An employee of the Westmore Corporation  
(B) A professor at Northland College  
(C) Alex's former employer  
(D) A friend of Ms. Stuchlik
185. What is Ms. Smith's opinion of Alex Hayes?  
(A) He is a good worker.  
(B) He is a top-notch manager.  
(C) He shouldn't work full time.  
(D) He takes too many vacations.

GO ON TO THE NEXT PAGE 

Questions 186–190 refer to the following itinerary and e-mail.

Travel Itinerary  
For: Ms. Mai Chan

July 7  
1:15 P.M.—leave New York on Sky Blue Airways flight 210, in-flight lunch and movie  
4:30 P.M.—arrive San Francisco

July 7–July 9  
Hotel Hacienda, San Francisco

July 10  
9:30 A.M.—leave San Francisco on Sky Blue Airways flight 34  
11:10 A.M.—arrive Los Angeles

July 10–13  
Hightowers Hotel, Los Angeles

July 11  
3:30–6:00—Hollywood sightseeing tour with LA Tour Company

July 14  
8:45 A.M.—leave Los Angeles on Sky Blue Airways flight 567, in-flight lunch and movie  
4:14 P.M.—arrive New York

To: Paul Sommers  
From: Mai Chan  
Subject: Itinerary

Hi Paul,

I just received the itinerary. Thanks for getting me a room at the Hotel Hacienda. I know how difficult it can be to book rooms there. It's such a popular place. Last time, I had to stay at the Woodrow Suites, and it was very inconvenient. I need to make one change to the itinerary. I have a meeting in San Francisco at 5:00 on the day of my arrival, so I really think I should arrive at least an hour and a half earlier than you have me scheduled for. So please see if you can get me on the next earlier flight. Also, I would like to stay one more day in LA. My work will be done, but I have friends there I would like to visit. So I guess you'll have to change my flight back and reserve my room for another night at the hotel. I appreciate it. Also, please don't forget that Mr. Young Kim from the Seoul office will be here the day after I return from Los Angeles. Please get him a room at the Radcliff Inn for two nights, and arrange for a car for him, too.

Thanks,  
Mai

186. What time does Ms. Chan want to arrive in San Francisco?  
(A) 1:15  
(B) 3:00  
(C) 4:30  
(D) 5:00
187. What will she do in San Francisco?  
(A) Attend a meeting  
(B) Take a tour  
(C) Read a book  
(D) Visit friends
188. Where will Ms. Chan stay in Los Angeles?  
(A) Hotel Hacienda  
(B) Woodrow Suites  
(C) Hightowers Hotel  
(D) Radcliff Inn
189. How many nights will she stay in Los Angeles?  
(A) Two  
(B) Three  
(C) Four  
(D) Five
190. When will Mr. Kim arrive in New York?  
(A) July 11  
(B) July 14  
(C) July 15  
(D) July 16

Questions 191–195 refer to the following agenda and e-mail.

<b>Meeting Agenda</b> <b>Monday, March 15</b> <b>Conference Room 3</b> <b>(draft)</b>		
9:00–9:30	Marketing goals for the next year	Roberta Giuliani
9:30–10:00	New strategies for the new millennium	Rita Mendes
10:00–10:30	Product development	Tami Tabaku
10:30–10:45	Break	
10:45–11:15	Employee training	Peter Clark
11:15–11:45	Financial outlook	Ivan Sokolov

Immediately following the meeting, lunch will be served in the company cafeteria, catered by The Ivy Pot Restaurant.

To: Peter Clark  
From: Maria Petras  
Subject: Meeting next week

Hi Peter,

Attached is a draft of the agenda for next week's meeting. I'd like to make a few small changes. First, Roberta won't be available since she's leaving for an extended trip to the West Coast day after tomorrow. I was hoping you could take her spot since you know a lot about the subject. I also thought that Ivan should be given a little more time since he will probably have a lot of information to present. I thought we should give him 45 minutes to talk. Then we could still break for lunch at a reasonable hour. I hope these changes meet with your approval. Oh, one more thing: Conference Room 3 won't be available as it turns out, so I've reserved the Board Room instead. I don't think anyone will object to that! I think that's all.

Maria

191. What does Maria want Peter to do?  
(A) Reserve another room  
(B) Talk about marketing goals  
(C) Take a trip to the West Coast  
(D) Help Roberta prepare her presentation
192. What will Tami talk about?  
(A) Financial outlook  
(B) Employee training  
(C) Product development  
(D) New strategies
193. What time does Maria want the meeting to end?  
(A) 11:15  
(B) 11:45  
(C) 12:00  
(D) 12:45
194. Where will the meeting take place?  
(A) Conference Room 3  
(B) The company cafeteria  
(C) A restaurant  
(D) The Board Room
195. What did Maria send to Peter?  
(A) A draft of the meeting agenda  
(B) The lunch menu  
(C) A trip itinerary  
(D) Ivan's presentation

Questions 196–200 refer to the following article and letter.

### Development Proposal Accepted

The City Planning Board voted yesterday to approve the proposal by the Windsor Development Corporation to revitalize the downtown business district. This proposal has been the subject of a great deal of controversy over the past several years. "Despite the great disagreement the original proposals excited, I feel we have finally come to a decision that everyone can be happy with," said Shirley Johnson, a long-time member of the Planning Board. According to Ms. Johnson, once the revitalization of the district is completed, more customers will be attracted to downtown stores and higher-paying tenants will occupy the office buildings. "It's a win-win situation," she says. "We will have better places to shop, and retailers and landlords will be able to earn higher profits."

April 15, 20 \_\_\_\_

Editor  
City Times  
198 State Street  
Riverdale, IN 73407

To the editor:

As a concerned citizen, it was with great dismay that I read in yesterday's City Times about the approval of the proposal by the Windsor Development Corporation to revitalize the downtown business district. While I agree that the business district is in desperate need of revitalization, I cannot agree that the proposal of the Windsor Development Corporation is the best route to take. We have only to look at other examples of its work to understand that this company cares little for anything but profit. The Riverdale Shopping Mall, Windsor's most recent project which opened last October 12, is just one example. It is a terrible eyesore. Our downtown has several beautiful old buildings which the Windsor Corporation proposes to destroy and replace with modern concrete and steel. This will not be a benefit to anyone. I suggest that the City Planning Board seek another development company for this job, one that is willing to preserve historic buildings. This has been done successfully in other cities, which we should look to as examples.

Sincerely yours,



Jules Rothman

196. When did the article appear in the newspaper?
- (A) April 14
  - (B) April 15
  - (C) October 11
  - (D) October 12
197. Who is Shirley Johnson?
- (A) A concerned citizen
  - (B) The editor of the City Times
  - (C) A member of the City Planning Board
  - (D) The director of the Windsor Development Corporation
198. Why does Ms. Johnson like the proposal?
- (A) It will be completed quickly.
  - (B) Office space will be less expensive.
  - (C) Building owners will earn more money.
  - (D) The Windsor Corporation will make a huge profit.
199. Why did Jules Rothman write the letter?
- (A) He doesn't approve of the proposal.
  - (B) He wants to help the Windsor Corporation.
  - (C) He is interested in the City Shopping Mall.
  - (D) He doesn't want the downtown to be revitalized.
200. What does Jules Rothman like?
- (A) Modern offices
  - (B) Old buildings
  - (C) Shopping malls
  - (D) Concrete buildings

Questions 181–185 refer to the following schedule and e-mail.

Business Association of Hartland Spring Conference Hartland Hotel		
8:00–9:00	Registration and coffee hour . . . . .	Front Lobby
9:00–9:45	Keynote address . . . . .	Main Hall
10:00–11:00	Workshop Session 1 (choose one):	
	Starting a Small Business . . . . .	Room 3
	Marketing Strategies . . . . .	Room 5
	Revitalize Your Web Page . . . . .	Room 7
11:15–12:15	Workshop Session 2 (choose one)	
	Using the Internet to Grow Your Business . . . . .	Room 5
	Accounting for Small Businesses . . . . .	Room 7
	Options for Health Insurance . . . . .	Room 9
12:30–1:00	Lunch . . . . .	Fountain Room Restaurant
1:15–2:15	The Future of Small Businesses . . . . .	Main Hall

To: Rick Hong  
 From: Louise Sibiu  
 Subject: Spring Conference

Hi Rick,

I'm looking forward to seeing you at the conference next week. Have you seen the schedule yet? I am really excited about the Marketing Strategies workshop. I hear that it will be given by Maxine King, so I definitely plan to attend that one. Why don't we get together at lunch? That seems the easiest thing to do. I'll meet you at the restaurant, and I promise to be on time. I'll be giving a presentation in Room 9 right before lunch. That's quite near the restaurant, so I shouldn't have any problem meeting you on time. To tell you the truth, I'm sorry they chose this restaurant for the conference lunch. It really isn't the best one around. There's another restaurant in the hotel, The Garden View, which has much better food. Oh, well. Are you planning to stay after lunch? I am. I think the 1:15 lecture will be good. See you soon.

Louise

181. Who would be most interested in attending this conference?  
 (A) An insurance agent  
 (B) A small business owner  
 (C) An Internet service provider  
 (D) An employee of a large corporation
182. Where will Louise be at 10:00?  
 (A) Room 3  
 (B) Room 5  
 (C) Room 7  
 (D) Room 9
183. What is the topic of Louise's presentation?  
 (A) Marketing strategies  
 (B) Web pages  
 (C) Accounting  
 (D) Health insurance
184. What time does Louise want to meet Rick?  
 (A) 12:15  
 (B) 12:30  
 (C) 1:00  
 (D) 1:15
185. What is Louise's opinion of The Fountain Room Restaurant?  
 (A) It's better than The Garden View Restaurant.  
 (B) It's the best restaurant in town.  
 (C) It's not very good.  
 (D) It's too far away.

Questions 186–190 refer to the following advertisement and letter.

Marketing assistant sought to work in busy, fast-paced office. We are a cutting-edge fashion company seeking a creative, energetic person to work in our Marketing Department. Assist in the planning of marketing strategies, promotional events, and special advertising. Knowledge of fashion is a must. Degree in business or marketing and five years relevant work experience are required. We offer a competitive salary, health and life insurance, and paid vacation and sick days. Send résumé before September 30 to: Mija Kim, Human Resources Director, Box 45, Springdale, OH 40441.

September 22, 20 \_\_\_\_  
10 Frontage Rd.  
Parma, OH 40424

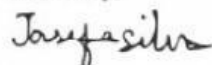
Mija Kim  
Human Resources Director  
Box 45  
Springdale, OH 40441

Dear Ms. Kim:

I am interested in applying for the position of marketing assistant as advertised in yesterday's paper. I received a business degree from Clifton College five years ago. I have three years experience working in the Marketing Department at River Run Publishers, where I worked on developing marketing strategies and planning publicity events. I have a great interest in fashion and have taken several courses in fashion marketing as well as in fashion design. For this reason, I am currently seeking a position with a fashion company such as yours.

I am enclosing my résumé and a letter of reference from my supervisor at River Run. Thank you for your attention, and I look forward to hearing from you.

Sincerely,



Josefa Silva

186. Who would most likely qualify for this job?  
(A) A fashion model  
(B) A book publisher  
(C) A fashion designer  
(D) A marketing major
187. When did the advertisement appear in the newspaper?  
(A) September 21  
(B) September 22  
(C) September 29  
(D) September 30
188. What is Mija Kim's job?  
(A) Marketing assistant  
(B) Marketing director  
(C) Human resources director  
(D) Fashion designer
189. Where did Josefa Silva work before?  
(A) At a college  
(B) At a marketing firm  
(C) At a fashion company  
(D) At a publishing company
190. What is one requirement of the job that Ms. Silva does NOT meet?  
(A) College degree  
(B) Competitive spirit  
(C) Knowledge of fashion  
(D) Number of years of experience

Questions 191–195 refer to the following letter and form.

City Health and Fitness Center  
Your health is our priority!  
May 6, 20 \_\_\_\_

Jonathan Siebold  
84 Rockingham Lane  
Portland, MA 01972

Dear Mr. Siebold:

Thank you for your interest in the City Health and Fitness Center. As you may be aware, we are the largest fitness center in Portland, with two Olympic-size pools, three squash courts, one indoor tennis court, an exercise room with state-of-the-art exercise equipment, and an indoor running track. We also have a full schedule of swimming, tennis, and exercise classes, as well as personal trainers ready to assist you at your convenience. In addition, our club store provides you with all the equipment you need to participate in these sports at reasonable prices.

We have both six-month and one-year memberships available. Right now we have a special promotion. If we receive your membership application before May 25, you will receive a 15% discount off the regular fee of \$500 for a one-year individual membership. A six-month membership is \$300, and there is no special discount on that at this time. One-year members are entitled to their own locker, free of charge, but availability is limited. If you want a locker, you will need to call the membership office to find out if there are any lockers available at this time.

I am enclosing a membership application for your convenience. Please feel free to call me if you have any questions. Thank you.

*Elvira Montague*

Elvira Montague  
Membership Director

**City Health and Fitness Center**

**Your health is our priority!**

**Application for Membership**

Name: Jonathan Siebold Date: May 27, 20 \_\_\_

Address: 84 Rockingham Lane

Portland, MA 01972

Occupation: Accountant

Membership type:  individual \_\_\_ family

\_\_\_ six months  one year

What classes are you interested in?

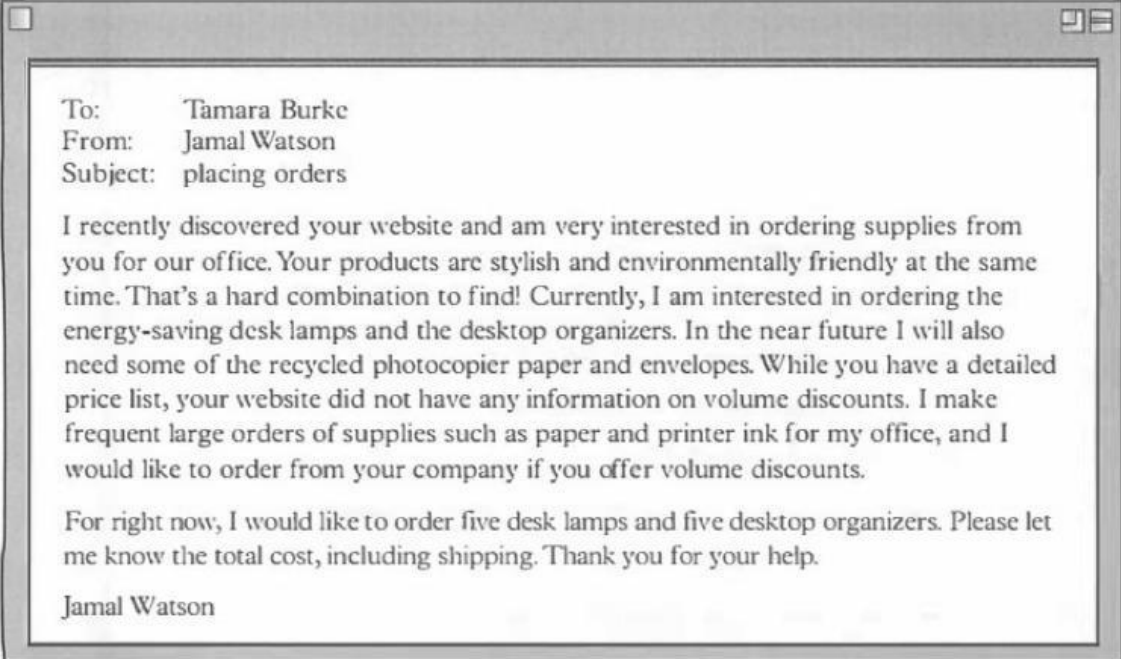
\_\_\_ swimming  tennis \_\_\_ squash \_\_\_ fitness training

Do you want a locker?  yes \_\_\_ no

Please enclose your check, made payable to CHFC.

191. What is one thing you cannot do at the City Health and Fitness Center?  
(A) Have lunch  
(B) Go running  
(C) Learn to swim  
(D) Buy a tennis racket
192. How much will Jonathan Siebold pay for his membership?  
(A) \$255  
(B) \$300  
(C) \$425  
(D) \$500
193. What class does Jonathan Siebold want to take?  
(A) Swimming  
(B) Tennis  
(C) Squash  
(D) Fitness Training
194. What is Jonathan Siebold's job?  
(A) Fitness trainer  
(B) Accountant  
(C) Health club director  
(D) Professional athlete
195. Why will Jonathan Siebold have to call the health club?  
(A) To sign up for a class  
(B) To request an application  
(C) To find out about lockers  
(D) To get the discount

Questions 196–200 refer to the following two e-mails.



To: Tamara Burke  
From: Jamal Watson  
Subject: placing orders

I recently discovered your website and am very interested in ordering supplies from you for our office. Your products are stylish and environmentally friendly at the same time. That's a hard combination to find! Currently, I am interested in ordering the energy-saving desk lamps and the desktop organizers. In the near future I will also need some of the recycled photocopier paper and envelopes. While you have a detailed price list, your website did not have any information on volume discounts. I make frequent large orders of supplies such as paper and printer ink for my office, and I would like to order from your company if you offer volume discounts.

For right now, I would like to order five desk lamps and five desktop organizers. Please let me know the total cost, including shipping. Thank you for your help.

Jamal Watson



To: Jamal Watson  
From: Tamara Burke  
Subject: re: placing orders

Dear Mr. Watson:

Thank you for your interest in Office Things. We appreciate your business. In answer to your question, we do offer volume discounts on certain items. For example, photocopier paper is normally \$5 a package. If you order a small box of paper (10 packages), the price is \$40 a box. Large boxes (25 packages) are \$75 each. Shipping is free on all orders over \$200. For smaller orders, shipping costs 10% of the total price of the order. Unfortunately, we do not offer discounts on office furniture, such as the lamps and organizers you mentioned. As noted on our website, the lamps are \$10 each, and the organizers are \$8 each. You may also be interested in our line of desks and desk chairs since they are made out of 100% recycled materials. Visit our website for more information. Please let me know if you have any further questions.

Sincerely,

Tamara Burke

196. What is the information that Mr. Watson could not find on the website?
- (A) Price list
  - (B) Discounts on large orders
  - (C) How to order paper and envelopes
  - (D) E-mail address of the sales department
197. If Mr. Watson orders three large boxes of paper, what will he pay for shipping?
- (A) \$0
  - (B) \$7.50
  - (C) \$12.00
  - (D) \$22.50
198. What will he pay for his lamps and organizers, with shipping?
- (A) \$44
  - (B) \$55
  - (C) \$90
  - (D) \$99
199. What is true about the desk lamps?
- (A) They don't have a discount.
  - (B) They use a lot of electricity.
  - (C) They are made of recycled materials.
  - (D) They are cheaper than the organizers.
200. Why does Ms. Burke think Mr. Watson will like the desks and desk chairs?
- (A) They are stylish.
  - (B) They have free shipping.
  - (C) They have a 10% discount.
  - (D) They are environmentally friendly.