



- A. negotiates  
B. negotiating  
C. are negotiating  
D. were negotiated
9. Technical problems with the audio - visual system at the venue \_\_\_\_\_ difficulties for the organizers of the career seminar.  
A. have caused  
B. are caused  
C. causative  
D. causing
10. \_\_\_\_\_ at the Latipa Film Festival increased by nearly 30 percent this year thanks to an online marketing campaign.  
A. Attend  
B. Attending  
C. Attendance  
D. Attendee

 **Exercise 2. Choose the correct answer.**

October 12

Dear Mr. Cossack,

In your article published in the Denver Times last week, you stated that the contracts for the construction and maintenance of the new Denver Bobcats stadium \_\_\_\_ (1) \_\_\_\_ to Johnson Construction and Sanchez & Sons, respectively. This is not true. \_\_\_\_ (2) \_\_\_\_ All contracts for the city undergo a thorough review and bidding process. Both of the aforementioned companies \_\_\_\_ (3) \_\_\_\_ bids which are currently under review. The contract decisions should be announced \_\_\_\_ (4) \_\_\_\_ the end of the month.

1.  
A. has awarded  
B. will award  
C. have been awarded  
D. are awarding
2.  
A. Job applications have already been reviewed.  
B. Construction schedules were confirmed last year.  
C. Our city has many low-income households.  
D. No decisions have been made.
- 3.

- A. is submitted
  - B. to submit
  - C. have submitted
  - D. had been submitted
- 4.
- A. until
  - B. during
  - C. beyond
  - D. by

► Exercise 3. Questions 1 – 2 refer to the following invitation

### **Cardigan Bay General Hospital Fundraising Dinner**

You are cordially invited to attend a dinner fundraiser in aid of Cardigan Bay General Hospital on April 25 at 7:30 p.m. in the Iris Room at the Beaufort Hotel.

The hospital was first built in 1960, and while much of it has been completely renovated, the east wing has barely changed since the opening day. In order to make improvements to it, the hospital needs about £300,000, which this dinner will raise funds for.

Tickets can be purchased for £100 at the hospital's main reception desk. Those purchasing four tickets or more at one time will receive a copy of Dr. Dianne Larsen's book on nutrition, Food Fit, valued at £25, as a gift.

We sincerely hope you will attend so that the hospital can make some necessary upgrades that will improve the level of care we provide.

**1. Why does the hospital need funding?**

- A. It needs to pay for extra research into diseases.
- B. It has to hire more medical personnel.
- C. It would like to refurbish a section of the building.
- D. It requires the purchase of new medical equipment.

**2. How can guests obtain a complimentary item?**

- A. By paying for at least four guests
- B. By presenting an invitation from a previous event
- C. By making reservations for an event online
- D. By volunteering to help at the hospital

► Exercise 4. Question 3 – 5 refer to the following letter.

#### Conference Room Reservations

If any employee of Great Files Inc. wishes to reserve a meeting room, go to the conference room reservation schedule online at: [www.greatfiles.com/employee/meetings](http://www.greatfiles.com/employee/meetings) to check for available time slots. If the slot you require is not available, please send an e-mail to your respective floor administration representative listed below and include the purpose of your reservation.

The representative will then follow up with you if the reservation schedule can be changed.

Please do not contact any party who has already reserved the room to negotiate a scheduling change.

| FLOOR                  | REPRESENTATIVE     |
|------------------------|--------------------|
| 2 <sup>nd</sup> floor  | Heather Greenstone |
| 3 <sup>rd</sup> floor  | Roxanne Laddington |
| 4 <sup>th</sup> floor  | Elissa Hunter      |
| 5 <sup>th</sup> floor  | Victor Anzelo      |
| 7 <sup>th</sup> floor  | Roxanne Laddington |
| 8 <sup>th</sup> floor  | Johnathan Madison  |
| 9 <sup>th</sup> floor  | Ian Dexter         |
| 10 <sup>th</sup> floor | Elissa Hunter      |

If the online schedule shows that your desired time is open, select the time from the drop-down menu and enter the number of attendees along with the purpose of the meeting. It is strongly suggested that reservations be made at least one week in advance as last minute reservations can be difficult to accommodate. Furthermore, please note that the large meeting rooms on the 7th and 8th floors are now available until 11 p.m. every day, including Saturday and Sunday. All others may only be reserved during regular working hours. For any questions or concerns regarding the scheduling system, contact Roxanne Laddington at extension #2968

**3. What is the main purpose of the information?**

- A. To explain an office procedure to staff
- B. To clarify manager names by floor
- C. To announce meeting regulations
- D. To notify employees of room changes

**4. What is NOT indicated about the floor representatives?**

- A. One of them is the contact for scheduling system questions.
- B. None of them are responsible for the 6th floor.
- C. Only one of them is assigned to two floors.
- D. All of them can be contacted for room changes by floor.

**5. What is suggested about the meeting rooms?**

- A. They can be reserved by calling representatives directly.
- B. The hours for some of them have been extended.
- C. The ones on the 7th and 8th floors were renovated.
- D. They may be booked with the department supervisors

Exercise 5. Question 6 – 9 refer to the following letter.

#### STRYKER AMUSEMENT PARK

October is just around the corner, and that means everyone at Stryker Amusement Park is gearing up for a month of spooky Halloween fun. Starting October 1 and continuing until October 31, we will be holding our annual Fright Nights, a series of frighteningly fun activities for visitors of all ages. Below is a schedule of some of the events we have planned

| Date      | Activity             | Location       | Date      | Activity        | Location          |
|-----------|----------------------|----------------|-----------|-----------------|-------------------|
| Oct 1-31  | Haunted Mansion Tour | North Pavilion | Oct 15-31 | Corn Maze       | South Parking Lot |
| Oct 10-31 | Evil Zombies Ride    | East Pavilion  | Oct 25-31 | Children's Zone | Food Court        |

Be sure to check out the following highlights:

- The Haunted Mansion Tour returns for its third run here at Stryker Amusement Park. California Living magazine recently ranked the mansion, which features three floors and over 100 actors, as "the third scariest haunted house on the West Coast."
- The Children's Zone features plenty of fun activities for small children, including face painting, storytelling, and pumpkin decorating.
- On October 31, the last day of Fright Nights, actor Kayla Draper from the movie Darkness Rises will be signing autographs in the main pavilion.
- Concession stands throughout the park will be serving our Fright Nights foods, including pumpkin spice coffee and candy apples.

Admission to Fright Nights is included with a regular ticket. For more information on these events, visit our Web site at [www.strykeramusement.com/frightnights](http://www.strykeramusement.com/frightnights).

6. **What is the notice mainly about?**
- A. Renovations to a haunted house
  - B. A special sale on tickets
  - C. A month of festivities
  - D. Amusement park admissions policies
7. **Where will the pumpkin decorating take place?**
- A. At the north pavilion
  - B. At the east pavilion
  - C. At the south parking lot
  - D. At the food court
8. **What is indicated about Fright Nights?**
- A. It tours around the country.
  - B. One of its features has been recognized by a publication.
  - C. It is geared mainly towards adults.
  - D. Those who attend it must pay an extra admission fee.
9. **What will NOT happen during the month of October?**
- A. A special screening of Darkness Rises will occur.
  - B. Halloween-themed rides will open to the public.
  - C. A parking lot will be converted into a maze.
  - D. Special refreshments will be available to purchase