Questions 11 – 15 refer to the following advertisement and e-mail. App

WANTED: Part-time payroll support worker to fill one-year contract covering for maternity leave. The ideal candidate will be highly detail-oriented, organized, and dependable, and will possess excellent verbal and written communication skills.

Job Description

As a payroll support specialist, you will be:

- assisting with the processing of biweekly payroll
- remitting payroll taxes
- calculating overtime, vacation pay, and severance pay
- helping fellow employees with payroll questions and concerns
- performing other assigned tasks when needed

Qualifications

Candidates must:

- have a high-school diploma
- have a minimum of one year's experience in payroll and knowledge of automated payroll systems and software
- understand government requirements with regard to remitting payroll taxes
- be able to maintain the highest level of confidentiality

Kindly e-mail your cover letter, résumé, and at least three references to lindawalters@mightytowers.com. (Subject: Job ID #7244) Or apply online.

E-mail

To: Linda Walters <lindawalters@mightytowers.com>

From: Tina Rodriguez <tinarodriguez@gmail.com>

Subject: Job ID #7244

Dear Ms. Walters,

I recently saw your ad for the part-time payroll support position on Alljobs.com. I am writing to formally apply for the position.

I am a recent graduate of ACE Community College with a major in accounting. I must acknowledge that I do not have the one year of work experience that you are asking for, but I graduated at the top of my class. I therefore feel that I am ready and able to step into the position. I am willing to work hard and prove that I am capable.

Please feel free to call me at your earliest convenience to arrange an interview. Thank you in advance for your kind attention.

Sincerely,

Tina Rodriguez

First News
LIVEWORKSHEETS

11. What does the job involve?

(A) Receiving taxes from staff
(B) Calculating maternity leave
(C) Supporting the payroll department
(D) Completing grant applications

12. Which is a requirement for the position?

(A) A university degree
(B) Availability for full-time work
(C) Knowledge of government tax rules
(D) Completion of company business training

13. Where was the advertisement posted?

(A) On a website
(B) In the newspaper
(C) On a bulletin board
(D) In a trade magazine

14. Which qualification does Ms. Rodriguez mention?

(A) Many years of experience
(B) An accounting degree
(C) A strong desire to advance
(D) Excellent interview skills

15. In the e-mail, the word "acknowledge" in paragraph 2, line 2, is closest in meaning to

(A) discover
(B) insist
(C) regret
(D) admit

LIVEWORKSHEETS

Questions 16 – 20 refer to the following catalog and order form. App

Eco Uniforms, Inc. Spring Catalog

Eco Uniforms makes attractive, high-quality, and environmentally-friendly uniforms for the food service industry.

Chef Coats Item No. 8990 ..... **$45.00**
50% organic cotton, 50% recycled polyester; long sleeves, ten buttons
Unisex sizes: S, M, L, XL
Colors: white, navy blue, black

Chef Pants Item No. 8560 ..... **$40.00**
100% organic cotton; right back pocket and key holder
Unisex sizes: XS, S, M, L, XL
Color: black

Men's and Women's Knit Shirts Item No. 3487 ..... **$25.00**
100% organic cotton; short sleeves, three-button collar
Men's sizes: S, M, L, XL
Women's sizes: S, M, L, XL
Colors: black, navy blue, red, green, white

Aprons Item No. 4302 ..... **$15.00**
100% recycled polyester; extra-long ties, three pockets
One size fits all
Colors: black, white

Date: April 11th, 2018

Order Form

Description	Item No.	Size	Quantity	Color	Price
Chef Coats	8990	L	2	white	$90
Knit Shirts	3487	Men's L	1	green	$25
Chef Pants	8560	Men's XL	2	black	$80
Aprons	4302	—	3	black	$45
			SUBTOTAL		$240.00
			SHIPPING		$0.00
			TOTAL		$240.00

<Standard Shipping & Handling>
Standard shipping (10-15 business days): $10
Expedited shipping (5-10 business days): $15
Rush shipping (2-3 business days): $25

Free rush shipping on your first order and on all orders over $150

First News
LIVEWORKSHEETS

16. For whom is the catalog most likely intended?

(A) Beginner cooks
(B) Organic food shoppers
(C) Company executives
(D) Restaurant owners

17. What is indicated about the chef pants?

(A) They are made of polyester.
(B) They do not come in men's and women's sizes.
(C) They do not have any pockets.
(D) They are made from recycled material.

18. Which item comes in five colors?

(A) The chef coats
(B) The chef pants
(C) The knit shirts
(D) The aprons

19. Which is the customer NOT ordering?

(A) Black aprons
(B) A green knit shirt
(C) Large chef coats
(D) Large chef pants

20. How much will the customer pay for shipping?

(A) $0
(B) $10
(C) $15
(D) $25

LIVEWORKSHEETS

Questions 11 – 15 refer to the following notice and e-mail. App



NOTICE

Attention, all staff members.

Sometime between January 10 and 25, there will be a surprise inspection from the government agency that is responsible for worker health and safety. We must be ready at any time for this visit. We ask that all employees make sure to tidy up their stations and to keep their sections of the conveyor belt spotlessly clean. Please also make sure that all clutter is cleared away from around all machinery. If you have any extra parts that you are hoarding, please return unused and unnecessary parts to the warehouse.

Thank you for your cooperation.

To:	Chris Horton, Production Manager <horton_c@sparks.com>
From:	Greg Hamilton, Factory Floor Manager <hamilton_g@sparks.com>
Subject:	Upcoming inspection and productivity
Date:	January 15

Dear Chris,

Please be advised that, due to the upcoming surprise inspection, the floor staff has been spending extra time cleaning. Because more time is being spent on cleanup, productivity has dropped by 5%, and I predict that this will continue until after the inspection, which could still be ten days away. I believe that January production quotas should be lowered in order to maintain the exceptional standard of safety that the staff has achieved so far. Once the inspection is over, we can then return productivity back to the standards we are used to.

Regards,

Greg Hamilton

First News
LIVEWORKSHEETS

11. What is the notice mainly about?

(A) A government meeting
(B) A visit by a government official
(C) A new cleaning crew
(D) A production manager visit

12. What are workers asked to do?

(A) Increase their productivity
(B) Help organize the warehouse
(C) Clean up the air in the factory
(D) Keep their work areas clean and neat

13. What is implied about the inspection?

(A) It had not occurred by January 15.
(B) It was requested by Greg Hamilton.
(C) It will be rescheduled for later in the year.
(D) It was completed and went badly.

14. What problem is the upcoming event causing?

(A) Employees are working longer hours.
(B) Workers are producing less.
(C) Workstations are becoming messy.
(D) Staff members are being injured.

15. What solution is offered?

(A) Improving standards of safety
(B) Increasing the conveyor belt speed
(C) Temporarily reducing quotas
(D) Requesting to postpone the inspection

LIVEWORKSHEETS