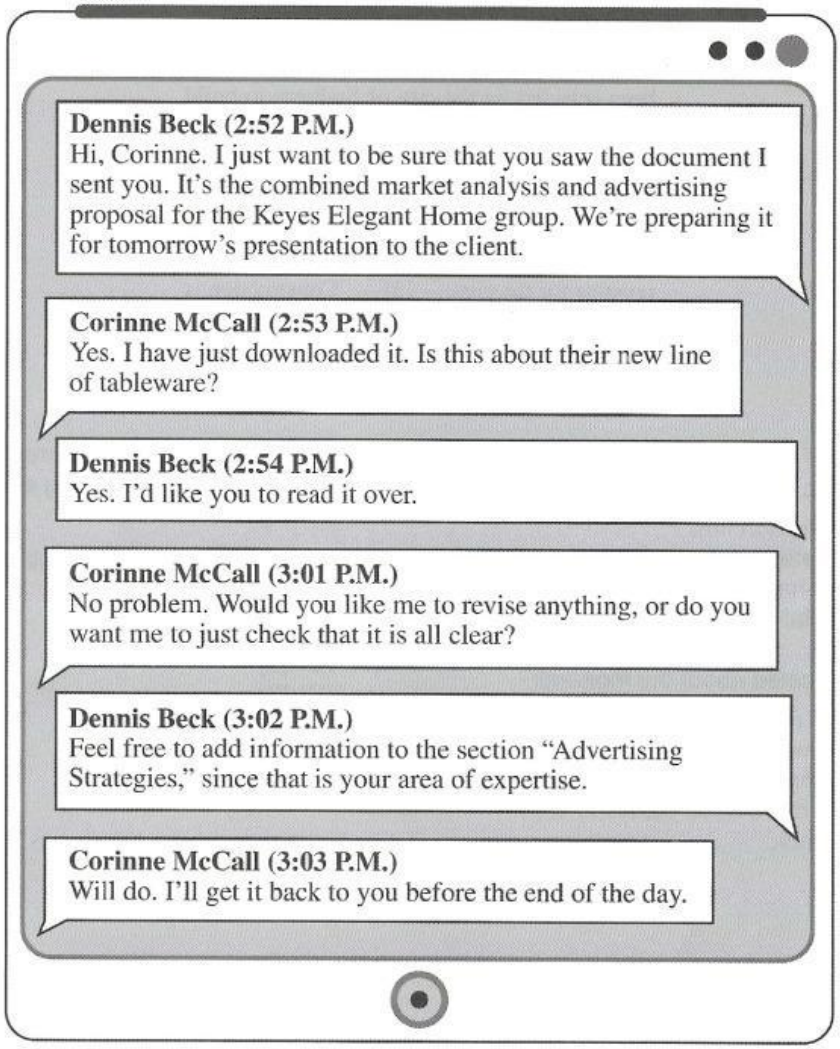
Questions 159-160 refer to the following text-message chain.



Dennis Beck (2:52 P.M.)
Hi, Corinne. I just want to be sure that you saw the document I sent you. It's the combined market analysis and advertising proposal for the Keyes Elegant Home group. We're preparing it for tomorrow's presentation to the client.

Corinne McCall (2:53 P.M.)
Yes. I have just downloaded it. Is this about their new line of tableware?

Dennis Beck (2:54 P.M.)
Yes. I'd like you to read it over.

Corinne McCall (3:01 P.M.)
No problem. Would you like me to revise anything, or do you want me to just check that it is all clear?

Dennis Beck (3:02 P.M.)
Feel free to add information to the section "Advertising Strategies," since that is your area of expertise.

Corinne McCall (3:03 P.M.)
Will do. I'll get it back to you before the end of the day.

159. At 3:01 P.M., what does Ms. McCall most likely mean when she writes, "No problem"?

(A) She did not have any issues logging on to her computer.
(B) She does not think a document has errors.
(C) She is willing to review a document.
(D) She has time to meet representatives from Keyes Elegant Home.

160. What type of work does Ms. McCall most likely do?

(A) Marketing
(B) Accounting
(C) Legal consulting
(D) Information technology services

ACCEPTED

LIVEWORKSHEETS

Questions 161-164 refer to the following e-mail.

To:	Mara Renaldo <mrenaldo@viyamail.com>
From:	Lisa Yang <lyang@staffordsvillefair.org>
Date:	May 28
Subject:	RE: Staffordsville Craft Fair

Dear Ms. Renaldo,

Thank you for your interest in selling your handcrafted items at the annual Staffordsville Craft Fair. Please note that all applicants must submit a $25 application fee, whether or not they want to share a space with another applicant. Moreover, all applicants must submit a minimum of four photographs of their work in order to be considered as a vendor. — [1] —.

In addition to photographs, we ask that you submit a rough sketch showing how you would display your work. Since you propose to share a space with a friend, local potter Julia Berens, it would be helpful if your sketch could indicate how you are planning to use the space jointly. — [2] —.

Also, because we hold the fair rain or shine, all vendors must supply their own tenting to protect themselves and their wares from the possibility of rain. — [3] —.

Finally, please be aware that every year we receive far more applications from jewelry makers than we can accept. We hope that you will not be too discouraged if your work is not accepted this year, as you are applying for the first time. — [4] —.

Thanks again, and best of luck with your application,

Lisa Yang

161. What is suggested about the craft fair?

(A) It takes place in downtown Staffordsville.
(B) It is being held for the first time.
(C) It specializes in locally produced crafts.
(D) It will be held outdoors.

162. What is NOT mentioned as a requirement for selling at the craft fair?

(A) Sharing a space with another participant
(B) Paying a fee to participate
(C) Submitting images of the crafts
(D) Providing one's own tenting

163. What does Ms. Renaldo most likely sell?

(A) Sketches
(B) Photographs
(C) Pottery
(D) Jewelry

164. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

"Make sure they clearly represent the items you wish to offer for purchase at the event."

(A) [1]
(B) [2]
(C) [3]
(D) [4]

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LIVEWORKSHEETS