Questions 16 – 20 refer to the following agenda, memo, and e-mail.

Pallman Brothers, Inc.

SALES MEETING AGENDA

Date: Monday, June 15
Time: 2:00 – 4:00 p.m.

2:00 – 2:10	***Opening/Introduction***	Marcus Rivera, Sales Manager
2:10 – 2:20	***The Language of Property Listings***	Helen Eisenberg, Regional Manager
2:20 – 2:40	***Advertising & Promotions for Commercial Properties***	Roseanne Jackson, Agent
2:40 – 3:00	***Housing Market Update***	Young-Joon Lee, Agent
3:00 – 3:10	BREAK	
3:10 – 3:35	***Finding Mortgage Lenders for Clients***	Leonard Kuryle, Finance Manager
3:35 – 3:55	***Know the Law on Leases***	Simon Conniff, General Counsel
3:55 – 4:00	***Closing***	Marcus Rivera, Sales Manager

Location: Conference room 1

Pallman Brothers, Inc.

MEMO

Date: June 10
To: Sales staff
From: Marcus Rivera
RE: Sales meeting

You may have already noticed that this month's sales meeting was mistakenly scheduled for June 15, which conflicts with an out-of-town conference that several agents are attending. They won't be back in town until late Tuesday. Therefore, we are rescheduling the meeting for Wednesday, June 17. And since conference room 1 is reserved for that time, we will meet in conference room 2 instead. (We can all fit, though it may be a little crowded.) The times on the agenda remain unchanged. I apologize for the confusion and look forward to seeing you on Wednesday.

First News
LIVEWORKSHEETS

E-mail

To: mrivera@pallman.com

From: sconniff@pallman.com

Subject: Re: Sales meeting

Date: June 11

Hi Marcus,

Thanks for the memo. The rescheduling caused a slight problem for me, as I have an appointment on Wednesday at 4:30, more than an hour's drive away. But I spoke to Young-Joon and he agreed to switch places with me on the agenda. In other words, I'll be presenting in his spot and he'll be presenting in mine, and I'll have to excuse myself after my presentation. Since it's a minor change, I don't think it will be necessary to send out an amended agenda—we can simply make an announcement at the start of the meeting.

Simon Conniff

16. What type of company most likely is Pallman Brothers, Inc.?

(A) A home construction company
(B) A marketing company
(C) A real estate agency
(D) A law firm

17. Why was the meeting postponed?

(A) The conference room was already reserved.
(B) Some attendees would be unable to go.
(C) The only available room was too small.
(D) Marcus Rivera would be away at a conference.

18. What is implied about conference room 2?

(A) It was already reserved for June 15 at 2:00.
(B) It is not available for the sales meeting.
(C) It is smaller than conference room 1.
(D) It is not used very often.

19. What is the purpose of Simon Conniff's e-mail?

(A) To ask for a revised meeting agenda
(B) To request that the meeting time be changed
(C) To announce a change in the topic of his talk
(D) To explain how he solved a schedule conflict

20. Who will be the last to speak before the break?

(A) Young-Joon Lee
(B) Simon Conniff
(C) Roseanne Jackson
(D) Leonard Kurylo

LIVEWORKSHEETS