Questions 186-190 refer to the following communication, employee record, and e-mail.

August 25

Team,

We all work very hard, and I encourage all of you to take time off to get rejuvenated. However, the next 3 months are going to be very critical to the success of our new project, and in this regard, to ensure the smooth progress of our project, please note the following changes to vacation request notices:

* For vacations of fewer than 2 days, notice of 1 week
* For vacations between 3-5 days, notice of 2 weeks
* For vacations between 5-10 days, notice of 4 weeks
* For vacations greater than 10 days, notice of 6 weeks

Thus, it is critical to plan our time off ahead of time, especially for any of us who are planning to take more than 2 weeks off at a time (including myself for an overseas trip). The planning of time off will enable us to plan properly and thus avoid the need to reject vacation requests.

I completely understand that all of us have exceptions and extraordinary circumstances in which we may not be able to follow the guidelines. In those cases, however, I still expect proper communication in a timely manner.

Thank you very much.

Danny Gotto
Senior Manager, Processes & Systems
Wilson Heavy Equipment, Inc.

Time off Record: Process & Systems Team

	September				October				November			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Sunny Carpenter								1				
Leslie Hill									5	5	5	3
Gilbert Innes						4					3	
Yvonne Mak				3								
Ajit Sharmar		5	5	5								

LIVEWORKSHEETS

From:	J-Song@wilsonHE.com
To:	gotto@wilsonHE.com
Subject:	vacation request
Date:	October 5

Mr. Gotto,

I have an urgent request. Although I was unable to do so due to my children, now I can spend my vacation time with my husband Gilbert. I wonder if I can apply for vacation in the week that he requested. I look forward to your quick reply.

Sincerely,

Jane Song
Marketing
Wilson Heavy Equipment, Inc.

186. What is the communication mainly about?

(A) The value of time off
(B) Advanced vacation planning
(C) Job satisfaction
(D) Extended vacations

187. What is correct regarding Danny Gotto's communication?

(A) His guidelines are only applicable for domestic travel.
(B) The company encourages telecommuting at least once a week.
(C) All time-off requests for the next three months should be submitted immediately.
(D) Management may reject an employee's request for time off.

188. In the communication, the phrase "in this regard" in paragraph 1, line 2, is closest in meaning to

(A) in turn
(B) in between
(C) in accordance with
(D) in this way

189. Who most likely has an emergency situation?

(A) Leslie Hill
(B) Gilbert Innes
(C) Yvonne Mak
(D) Ajit Sharmar

190. When will Ms. Song use her vacation?

(A) In the first week of September
(B) In the fourth week of September
(C) In the second week of October
(D) In the first week of November

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LIVEWORKSHEETS

Questions 191-195 refer to the following memo, e-mail, and schedule.



MEMO

To: All Fitness First Gym Members
From: Paul Davis, Manager
Regarding: A Break Period
Date: December 7

Since the founding of Fitness First, it has been a tradition to suspend business from December 25 until January 2. This, as is known to staff, trainers, and members, has been a long-established custom at Fitness First. However, the fact that this period is perceived as a severe inconvenience has been brought to the attention of Fitness First management.

In order to meet the needs of our members, it has been decided that operations will continue throughout the period. However, please keep in mind that our services will be limited during this period as we will be operating on a part-time staff basis. On January 3, operations with all seventeen employees will return to normal.

If you have any questions related to this schedule change or any other issue, please visit my office or e-mail me at pdavis@ffirst.com.

Again, we thank you for your continued support.

From:	vicky@facmail.net
To:	pdavis@ffirst.com
Subject:	Yoga Classes
Date:	December 17

Dear Mr. Davis,

As a long-term member of Fitness First for over seven years, I was pleasantly surprised to read your memo on December 7. This change speaks volumes to Fitness First's commitment to meeting the needs of club members, especially since it has been a long-standing tradition.

In view of this change, I'm curious about how the GX classes will be affected between December 25 and January 2. I have time early in the evening on Wednesdays and Fridays during that period.

Thanks.

Vicky Sanders

LIVEWORKSHEETS

All Fitness First Gym Workout Schedule (from Dec. 25 until Jan. 2)

	Dec. 25 (Sun)	Dec. 26 (Mon)	Dec. 27 (Tue)	Dec. 28 (Wed)	Dec. 29 (Thu)	Dec. 30 (Fri)	Dec. 31 (Sat)	Jan. 1 (Sun)	Jan. 2 (Mon)
13:00-14:00	Taebo (Maruchi)	Spinning (Smirnoff)		Spinning (Smirnoff)		Spinning (Smirnoff)			Spinning (Smirnoff)
15:00-16:00			Cardio Dance (Jessy)		Cardio Dance (Jassy)		Taebo (Maruchi)		
19:00-20:00	Taebo (Maruchi)	Yoga (Yoda)		Yoga (Yoda)		Yoga (Yoda)	Cardio Dance (Jessy)		Yoga (Yoda)
21:00-22:00			Cardio Dance (Jessy)		Taebo (Maruchi)				

191. What is the purpose of the memo?

(A) To describe a new fitness program
(B) To advertise new trainers
(C) To apologize for a delay
(D) To announce a schedule change

192. What is NOT mentioned about Fitness First?

(A) It has been operating for more than 5 years.
(B) It will operate with a limited staff for over a week.
(C) It has GX classes for members.
(D) It has purchased new equipment.

193. What is suggested about the break period?

(A) It is not a first-time event.
(B) It customarily lasted for two weeks.
(C) It allowed for facility maintenance.
(D) It was authorized by the local government.

194. In the e-mail, the word "especially" in paragraph 1, line 3, is closest in meaning to

(A) mutually
(B) exceptionally
(C) particularly
(D) intentionally

195. Which class is Ms. Sanders most likely attending?

(A) Cardio Dance
(B) Yoga
(C) Taebo
(D) Spinning

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LIVEWORKSHEETS

Questions 196-200 refer to the following information, e-mail, and Web page.

Pearlton Area Weekend Forecast

Friday

Day: Rain. High near 41°F. South, southwest wind between 15 and 17 mph. Chance of precipitation is 80%.

Night: Rain. Low around 37°F. South wind 5 to 15 mph and then coming from the west. Chance of precipitation is 100%.

Saturday

Day: Rain. Snow level at 3,400 feet. High near 35°F. West, southwest wind between 9 and 16 mph. Chance of precipitation is 90%.

Night: 50% chance of snow. Mostly cloudy with a low around 28°F.

Hi, everyone!

Are you ready for our long weekend at Mt. Pearlton? Are your skis out of the closet and ready to load on your car? I hope you are looking forward to this first outing of the season as much as I am!

I have attached the weather forecast for that area to give you some idea of what we might expect. It looks like there will be a lot of rain on Friday when we are driving up to the mountain. We can't complain about that because the roads will definitely be open. As you know, the mountain lodge we will stay at is 5,000 feet above sea level. So I think everything will be fine on the roads as long as we get there early enough on Friday afternoon.

By the way, I'm planning to bring a snowboard and snowshoes just for fun after we finish practicing on the slopes. Is anyone else interested?

See you soon!

Annie Dill

LIVEWORKSHEETS

www.PearltonTourinfo.com

Your Mountain Lodges

- Viva Olympos: The area's most luxurious resort draws guests seeking five-star service and ambience whatever the season. It is famous for the whiskey bar Sogul specializing in single malt scotch.

- Pearlton Borealis: Located near the Pearlton Ski Resort, there are a seating area, a dining area, and a kitchen equipped with an oven. It also provides state-of-the-art rolling ski slopes for beginners and children.

- Apex Vistas: Famous for its flower garden. Guests can relax at the indoor/outdoor swimming pool or get a range of massages from one of the masseurs.

- Youn's Lodge: It is famous for Chef Youn and its staff. While eating delicious Korean food, guests can enjoy magnificent views from the terrace. Lots of filming related to food is done here.

196. What is the purpose of the e-mail?

(A) To provide an update
(B) To report some broken equipment
(C) To ask colleagues for a favor
(D) To cancel a planned event

197. What is suggested about Annie?

(A) She talked with a weather forecaster.
(B) She lives near the ski resort.
(C) She will make a presentation before the trip.
(D) She is helping to organize the trip.

198. What is mentioned about the mountain lodge?

(A) It is too far away to drive to on Friday.
(B) It is higher than the hotel where the team is staying.
(C) It is above the snow level on Saturday.
(D) It is in an area known to have high winds.

199. When is rain the least likely to fall?

(A) Friday during the day
(B) Friday night
(C) Saturday during the day
(D) Saturday night

200. Where will the team most likely stay?

(A) Viva Olympos
(B) Pearlton Borealis
(C) Apex Vistas
(D) Youn's Lodge

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LIVEWORKSHEETS