[NEW] – LESSON 7 – READING PART 7

READING PART 5

1. The new assistant manager responds to inquiries much _____ than her predecessor, which improves customer satisfaction.

(A) efficient

(B) efficiently

(C) more efficiently

(D) most efficiently

2. The regional office performed _____ this quarter as it did in the previous one, despite budget reductions.

(A) as successfully

(B) as successful

(C) more successfully

(D) successfully as

3. Rarely have our engineers worked _____ under such tight deadlines.

(A) more quickly

(B) most quickly

(C) as quickly

(D) quicker

4. Among all the applicants, Ms. Dalton communicated her ideas _____ during the final interview.

(A) clearly

(B) more clearly

(C) the most clearly

(D) the clearer

5. The second draft was written just _____ as the first, though the content had changed substantially.

(A) careful

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(B) carefully

(C) more carefully

(D) as carefully

6. We chose this logistics firm because it delivered packages _____ than the others we reviewed.

(A) the fastest

(B) fast

(C) more reliably

(D) as reliably

7. Of all the presentations submitted, the marketing proposal was judged _____.

(A) the most thoroughly

(B) most thorough

(C) more thoroughly

(D) the thoroughly

8. Although the intern is new, she performs _____ as the experienced staff in the department.

(A) nearly efficiently

(B) almost efficiently

(C) almost as efficiently

(D) as almost efficiently

9. Customer inquiries are being resolved _____ this month than at any point this year.

(A) promptly

(B) more promptly

(C) most promptly

(D) the most promptly

10. The quarterly results were analyzed _____ by the finance division to prepare for the audit.

(A) the most carefully

(B) more careful

(C) the carefulest

(D) more carelessly

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READING PART 7

Question 1: Read the passage and choose the correct answer.

To: All Staff
From: Nigel McGuiness
Subject: Cost-cutting
As you all know, in these difficult economic times the company is making every effort to save money wherever we can. As a result, it has been decided that we will no longer employ an outside cleaning agency. We have therefore canceled our contract with Avon Cleaning Services, effective immediately. From now on, it is up to all of us to keep our own work areas and offices clean.
To help with this, one green recycling bin has been ordered for each office. These will be delivered next week, and placed in a corner. Please make sure that all recyclable trash is placed in this bin.
Someone from each office needs to be responsible for taking out the trash every collection day (Wednesday for recyclable and Friday for regular trash). Other people can take turns vacuuming and dusting (preferably on Fridays, late in the afternoon). Appropriate equipment, cleaning products, etc. will be kept in the large storage cabinet behind the reception desk. Department supervisors will draw up a schedule.
This measure will obviously save us money (around $2,300 per month). We also suspect that the company will end up throwing away less trash, and so this will help us meet our "corporate social responsibility" goal of reducing the waste we generate.
Thank you for your cooperation.

What is the main purpose of this memo?

(A) To announce the arrival of recycling bins

(B) To inform employees of extra responsibilities

(C) To encourage workers to reduce waste

(D) To introduce a different cleaning agency

Question 2: Read the passage and choose the correct answer.

From: n.henshaw@cityofarlington.gov
To: Undisclosed recipients
Date: Nov. 11
Subject: Feedback session
Hello All,
Sorry it's a bit late, but I'm just e-mailing to confirm that the "My Life, My Choice" website launch is arranged for Wednesday 17.As for the final feedback session, please come to City Hall at 10:30 tomorrow. I have booked Training Room 4 in that building, because it has around ten computers we can use to check the new website. I will make sure that cakes and coffee are there to help us all think creatively! We will try to finish by noon.
Unfortunately, we do not have any designated visitor parking. If you are driving, you can try to park on East Street (see the attached map). There should be plenty of spaces so hopefully it won't be too difficult for anyone. We will naturally reimburse travel expenses.
For those of you who are unable to make the session tomorrow, please send your feedback either by e-mailing myself or Katja Weitz (k.weitz@cityofarlington.gov). Alternatively, you can use the feedback form that I'm attaching. Please let us have any feedback by November 15.Your views are very important. Thank you again for all the ideas, time, and effort you have put into helping with the development of our new website. As members of the public, and users of Carlington City Hall services, your suggestions have been invaluable in making our new website more attractive and accessible. We hope you like the difference!
Looking forward to seeing those that can make it tomorrow.
Best regards,
Nancy HenshawStrategic
Development Manager

Who is Ms. Henshaw writing this e-mail to?

(A) Workers at City Hall

(B) Computer trainers

(C) A group of local citizens

(D) The Strategic Development department

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Question 3: Read the passage and choose the correct answer.

Dear Ms. Hernandez:

Thank you for your letter dated August 27 asking for information about the International Hotel Workers Association. Please find enclosed some information about our organization.

The International Hotel Workers Association's goal is to protect the rights of hotel workers all over the world. Anyone working in the hotel industry, from part-time cleaners to hotel managers, is able to join. We fight for better pay and working conditions for our members. We also support the rights of our members in disputes with employers. As a member, you will receive a newsletter every month and be able to attend conferences and other events at no charge. Regular Membership costs $250 per year. For an extra premium of $75 per month, we also offer a comprehensive Health Care plan that also includes dental and vision coverage.

Please complete the form at the back of the brochure if you wish to join. We look forward to welcoming you into our association.

Best regards,

Mary Holstein

Membership Team, IHWA

What is the purpose of this letter?

(A) To give details about an organization

(B) To reply to a job applicant

(C) To advertise health insurance

(D) To ask for a donation

Question 4: Read the passage and choose the correct answer.

To: All Staff

From: Chad Ballmer, Head Technician

Re: Network Upgrade

We regret to inform all staff that as of next week we will be performing network repairs at one of our facilities, which will consequently result in frequent interruptions to the online system. The network is experiencing difficulties after a system-wide breakdown that occurred yesterday around 2:34 p.m. Unfortunately, there is no other option but to service the entire network, which will inevitably cause temporary inconveniences. The servers themselves will remain up, but will experience loss of connectivity. This disconnection will occur at the beginning of the servicing and will last a little more than 2 hours total. The process will consist of' two separate sessions, with each session lasting from 11 p m. to 1 a.m. During repair, you may experience a slowdown in speed and up lo 3 network outages varying in duration from 10 to 30 minutes. The first session is scheduled for Friday, January 14. Further notification for the second window will be sent at least: 48 hours in advance. The problem will be completely resolved by Ihe first week of February. We apologize for any inconvenience this may cause.

What is the purpose of this notice?

(A) To remind staff to turn off their computers

(B) To notify staff of a change in management

(C) To notify staff of upcoming system disruptions

(D) To respond to complaints of slow connectivity

Question 5: Read the passage and choose the correct answer.

PRESS RELEASE

Pacific City Opens New Subway System

Nov. 28: The Pacific City Department of Transportation is pleased to announce the opening of the city's first subway line which will begin full service starting on Friday, Nov. 30.

After eight years of construction, the subway system will provide transportation from the city's north end, all the way down to the docklands on the south shore. The current line includes 24 stations, with an additional 8 stations scheduled to open in July of next year. The central station, Kinghorn Place, is located in the heart of the city. It includes links to regional trains, an underground shopping arcade and a food court. The opening of the new system was originally scheduled for last year, but labor strikes delayed the construction for nearly ten months.

The department of transportation says the new system has the capacity of moving nearly half a million passengers per day. Fares for the subway will be very affordable, ranging from $1- $2.75.

What is the main topic of the press release?

(A) The renovation of city facilities

(B) A new transportation system

(C) A building expansion

(D) A shopping facility

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