STOP! PLEASE READ FIRST.

Thank you for purchasing this item.

As you do the unpacking, please verify that all components are included and place them in a safe area to avoid loss or damage. Assemble the item on a soft surface or on the flattened empty box.

Follow the pictures and begin the assembly by placing the main part on its side. Never overtighten any screws or bolts, or you may damage the wood or cushioning. Please visit our Web site to obtain maintenance tips and register your product for warranty coverage: www.indoordelight.com.

1

Where is the information most likely found?

A. On a door

B. On a receipt

C. In a box

D. On a Web site

2

What kind of item is most likely discussed?

A. A desktop computer

B. A piece of furniture

C. A household appliance

D. A power tool

LIVEWORKSHEETS

We are asking all Winnipeg staff to keep a copy of this schedule at their desks as a quick reference tool for scheduling interoffice meetings. Whenever possible, please schedule these meetings during one of the underlined hours, that is, after 7:00 A.M. but before 11:00 A.M.

| Winnipeg | | Toulouse |
|---|---|---|
| 7:00 A.M. | — | 2:00 P.M. |
| 8:00 A.M. | — | 3:00 P.M. |
| 9:00 A.M. | — | 4:00 P.M. |
| 10:00 A.M. | — | 5:00 P.M. |
| 11:00 A.M. | — | 6:00 P.M. |
| 12:00 noon | — | 7:00 P.M. |

3

What is suggested by the schedule?

A. A conference has been scheduled.

B. A firm has offices in two time zones.

C. Administrative assistants make travel plans.

D. Some meeting times have been changed.

4

What is indicated about 11:00 a.m. Winnipeg time?

A. It is when the Winnipeg office closes for lunch.

B. It is when staff in Toulouse begin their workday.

C. It is not a preferred time to schedule a meeting.

D. It has just been added to the schedule.

LIVEWORKSHEETS

The Bryant Foyer is one of the premier event spaces in our area. Set on a hill, it has expansive windows that provide sweeping views of the adjacent botanical gardens and the river. Built in 1897, it was the home of the Francona Charitable Trust until its renovation just over a year ago. Today, the space can accommodate up to 200 guests and is ideal for wedding receptions, office parties, and panel presentations. With its marble floors, cathedral ceiling, and stunning artwork, the Bryant Foyer is the ideal location for your next gathering.

The on-site restaurant, Andito's, caters our events and also operates as its own business. This farm-to-table restaurant, headed by chef Michaela Rymond, meets all dietary needs and has revolutionized the local food scene. Area residents know to plan far in advance to get a seat.

To reserve the event space or to make a dinner reservation, give us a call at 216-555-0157.

5

What is indicated about the Bryant Foyer?

A. It is located on the shores of a lake.

B. It has recently been renovated.

C. It will build a botanical garden for guests.

D. It is reserved solely for corporate events.

6

What is suggested about Andito's?

A. It was started by an international chef.

B. It offers limited menu options.

C. It is now funded by a charitable organization.

D. It is very popular with local residents.

LIVEWORKSHEETS

7

At 1:00 P.m., what does Ms. Chi most likely mean when she writes, "Sure thing, Mina"?

A. She will bring lunch for Ms. Evers.

B. She can provide a tool that Ms. Evers needs.

C. Some site coordinates are correct.

D. Some measurements must be double-checked.

8

What will happen next?

A. Ms. Chi will get new site coordinates.

B. Ms. Chi and Ms. Lim will be out for a while.

C. Ms. Evers will share a recipe.

D. Ms. Lim will begin taking measurements.

LIVEWORKSHEETS