

Tactics checklist

- ☒ Leave "NOT" questions to last.
- ☒ Use what you've learnt doing the easier questions.
- ☒ Eliminate incorrect answers and choose what's left.

3 Tactic practice: Name, number, date, time and "NOT" questions

Use the tactics you have practiced to answer questions 1–3.

Questions 1–3 refer to the following e-mail.

From: Alison Lockwood <ali_cat@inmail.com>
To: susan77@yourmail.com
Date: 29 May 20—, 3:30 P.M.
Subject: Julia's Party

Hi Susan,

Just a quick note to remind you we really need to organize Julia's party as soon as possible. Her birthday is on 10 June, but she's not working that day so I thought we could have it on her first day back, 11 June. This might be a good day to have it as everyone in the section is working an early shift that day. That means they will finish at 5 P.M. so there should be plenty of time to get to the restaurant for a 6:30 start ... what do you think?

I've already spoken to the manager about it all. He says it's fine, but just needs to get the numbers by Friday so he can organize the food. I think we should book for around 12–15 people ... is that OK?

Let me know what you think,

Ali

1. What is NOT true?
 - (A) The party will be held in a restaurant.
 - (B) Alison is writing to Susan about a party.
 - (C) A party is being planned.
 - (D) Between 10 and 15 people are expected.
2. At what time will the party start?
 - (A) 12:15 P.M.
 - (B) 3:31 P.M.
 - (C) 5:00 P.M.
 - (D) 6:30 P.M.
3. When will the party be held?
 - (A) On May 29
 - (B) On June 10
 - (C) On June 11
 - (D) On December 15