

UNIT
14

PRACTICE PART 7

PART 7-1

Directions: In this part you will read a selection of texts, such as magazine and newspaper articles, e-mails, and instant messages. Each text or set of texts is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C) or (D) on your textbook.

Questions 147 – 148 refer to the following advertisement

Graphic Design Associate Needed

The Zachary Township Floral Garden (ZTFG) is seeking a creative and career-oriented person to join our dynamic team. Duties include helping to design, publicize, and market ZTFG activities to schools and media outlets in the surrounding community. Qualifications include proficiency in office and design software and previous experience in a graphic design firm. Flexible work schedule. To apply, e-mail a cover letter, résumé, and two professional references to jobs@ztfg.org by May 5. To learn more, stop by any morning Monday through Friday for a tour of the garden.

147. What is a requirement of the job?

- (A) Prior employment with a nonprofit organization
- (B) Knowledge of organic gardening principles
- (C) The ability to identify some garden flowers
- (D) Competency with graphic design software

148. How can job applicants get more information?

- (A) By viewing a video
- (B) By taking a class
- (C) By visiting the garden
- (D) By contacting some references

Questions 154-156 refer to the following information

Factory Staff: Break Times

Full-time factory staff are entitled to three breaks daily and are encouraged to use them. Please attend to any personal business during these break times. — [1] —. Those who work a full eight-hour shift may take a fifteen-minute break in the morning and another fifteen-minute break in the afternoon. Lunch breaks are 30 minutes long.

There is a break area on the ground level that includes a kitchen and a staff lounge. — [2] —. Please note that the refrigerator is cleaned out every Friday evening, so be sure to take home any leftover food that you want to save.

There are lockers in the staff lounge for storing personal items. — [3] —. Employees are welcome to use the restrooms adjacent to the staff lounge. — [4] —.

154. Where would the information most likely be found?

- (A) In a product manual
- (B) In a sales department invoice
- (C) In an employee handbook
- (D) In a company press release

155. What is indicated about the staff break area?

- (A) It has just been renovated
- (B) It has several vending machines
- (C) It is on the second floor
- (D) It has a refrigerator

156. In which of the positions marked [1], [2], [3] and [4] does the following sentence best belong?

“This includes making phone calls, texting, and using social media.”

- (A) [1]
- (B) [2]
- (C) [3]
- (D) [4]

Questions 157-159 refer to the following job announcement

Field Trip Coordinator Needed

Somerset Falls Parks Department is looking for an outdoor enthusiast to lead out Environment Education School Field Trip Program. The job description includes researching and preparing field trip lessons, evaluating each program after facilities, and assisting in the coordination and scheduling of all field trip groups.

Qualifications include a degree in biology, environmental science, or a related subject. Qualified applications must also have previous experience in managing teams and should be familiar with the parks, nature organizations, and environmental resources in the city. The ability to assist in marketing and outreach is a plus, though not required.

To apply, email a cover letter, résumé, and professional references to jobs@somersetfallsparks.com by March 25.

Visit www.somersetfallsparks.com/jobs/FAQs for a list of frequently asked questions about available positions and our hiring process.

157. What is a required qualification for the job?

- (A) Knowledge of the area's parks
- (B) A background in teaching
- (C) Experience in advertising
- (D) A driver's license

158. The word "plus" in paragraph 2, line 4, is closest in meaning to

- (A) reward
- (B) addition
- (C) benefit
- (D) tip

159. How can more information about the job be obtained?

- (A) By checking a schedule
- (B) By contacting a field trip facilitator
- (C) By sending an e-mail
- (D) By visiting a Web site

Questions 160-163 refer to the following online chat discussion

	
Hannah Ward [2:01 P.M.]	Before we begin our discussion about the upcoming meeting with Coral City government officials, I have some exciting news to report: one of our most recent designs, Chatillion House, will be featured in next month's issue of Residential Life.
Mahdi Naser [2:02 P.M.]	Wow, that's excellent news! I really enjoyed working on that assignment.
Elaine Lau [2:02 P.M.]	Fantastic! This will mean increased exposure for the firm.
Mahdi Naser [2:03 P.M.]	My thoughts exactly. The magazine has a readership that spans many countries.
Hannah Ward [2:04 P.M.]	Let's not forget the magnificent job that the people from Vistarama did.
Elaine Lau [2:05 P.M.]	That company has become vital to our work.
Hannah Ward [2:07 P.M.]	Particularly since we wanted the house to blend in with the greenery that adorns the neighborhood. Using a variety of plants, trees, and flowers, the crew from Vistarama created a scenery that is absolutely stunning.
Mahdi Naser [2:08 P.M.]	Yes, the area that surrounds the house looks absolutely fabulous.
Hannah Ward [2:08 P.M.]	OK, let's move on. Elaine, any new information about the requirements for Coral City's new courthouse?
Elaine Lau [2:09 P.M.]	Yes, there is. This morning I discussed them with Jerica Ogilvie, a city official. I'll go over them with you right away.

160. What information did Ms. Ward share with her coworkers?

- (A) Details of the results of a report
- (B) Findings of a recently concluded study
- (C) A valuable opportunity for the company
- (D) An update about a forthcoming project

161. At 2:30 P.M, what does Mr. Naser mean when he writes, "My thoughts exactly"?

- (A) The firm will gain greater visibility
- (B) The firm's creations can be found in many parts of the world
- (C) It was gratifying to work on the firm's latest project
- (D) It is important to talk about developments within the firm

162. What business is Vistarama in?

- (A) Building design
- (B) Legal services
- (C) Landscaping
- (D) Publishing

163. What will Ms. Lau most likely do next?

- (A) Ask Ms. Ogilvie to provide information about the courthouse
- (B) Provide details about the scenery near Chatillion House
- (C) Discuss the requests from Coral City officials
- (D) Contact other Coral City officials

Questions 164–168 refer to the following e-mail and instructions

From: He-Ran Kim, Wheeling Travel Associates

To: Mihir Sukbara

Subject: Travel Plans for Sports Trade Show

Sent: 3 July

Attachment: Sydney-Perth Itinerary

Dear Mr. Sukbara,

Per your request, I have reserved your round-trip ticket to Perth. Departure from Sydney is 20 July, and return from Perth is 24 July, which should perfectly accommodate your 21–23 July Trade Show. The itinerary is attached.

In reply to your question whether your samples can be brought along, the skis and snowboards can be checked as luggage. My contact at Canberra Airways tells me there is a \$75 AUD fee for each piece of oversized luggage. If this fee is paid in advance, oversized items can be dropped at the express drop-off kiosk when you check in. Make sure that your items do not exceed the airline's maximum allowable weight and size requirements. Please let me know how many items you wish to check so that I can make the prepayment for you.

Best,

He-Ran Kim

Wheeling Travel Associates

Canberra airways

Express Luggage Drop-Off Service—Instructions

Upon arrival at the airport, please follow these simple steps:

1. Print out your boarding pass at any of our check-in kiosks as you enter the terminal.
2. Follow directions to the express drop-off kiosk and place your items on the scales.

Show your photo ID and boarding pass to one of our agents, who will ask how many bags

you are checking.

3. Our agent will tag your bags and return your papers so you can proceed to Security without delay.

NOTE: Express drop-off service is currently available only in Sydney, Melbourne, and Brisbane.

164. According to the e-mail, why is Mr. Sukbara most likely going to Perth?

- (A) To compete in a sports event
- (B) To negotiate a corporate merger
- (C) To promote his company's products
- (D) To visit clients near the city

165. What is true about Mr. Sukbara's oversized luggage?

- (A) It consists of sports equipment
- (B) It exceeds the weight limit
- (C) It will be packed by Ms. Kim
- (D) It was purchased at a trade show

166. What does Ms. Kim offer to do for Mr. Sukbara?

- (A) Make hotel reservations
- (B) Handle a fee
- (C) Schedule a delivery
- (D) Arrange shuttle transportation

167. What is indicated about a boarding pass?

- (A) It is attached to Ms. Kim's e-mail
- (B) It must be printed at home
- (C) It can be obtained only from an airline agent
- (D) It must be presented at a drop-off kiosk.

168. What is suggested about Mr. Sukbara regarding his return flight?

- (A) Mr. Sukbara will be flying back to Sydney overnight
- (B) Mr. Sukbara will be purchasing his own return ticket
- (C) Mr. Sukbara will be unable to use the express drop-off service
- (D) Mr. Sukbara will be unable to modify his itinerary