

To: adriana
From: carmela
Re: New Partnership

Dear Adriana,

It was great to finally meet you in person on Monday. I hope you enjoyed the luncheon. The food was delicious, wasn't it? I'm excited about our company's new ¹___ campaign. I think we will be able to sell lots of vitamins because of it.

As you know, I will be training you via e-mail for the first few weeks. I should remind you that I will often be in a different time zone than ²___, I'll forward you a schedule of my travel itinerary for you to keep on file. Also, Fabiana may be able to answer some of your questions if you can't reach me. You met her at the luncheon, didn't you? She is our ³___ manager.

Anyhow, what I want to do first is see how much you know about our products. There is a quiz attached. ⁴___. You aren't being marked on this quiz, and your score won't affect your pay at all. I just need to get a better idea of what type of training you need.

Please return this quiz to me by tomorrow evening at the latest.

Welcome to the company!

Carmela

- 1 A advertising
 B advertised
 C advertiser
 D advertise
- 2 A me
 B you
 C her

- D them
- 3 A marketed
B marketing
C to market
D For marketing
- 4 A Trained employees consistently perform better.
B They are not very difficult to answer.
C Our training program lasts just a few weeks.
D It is the same one we give to all our new hires.

Reducing Energy Costs

People everywhere are becoming concerned about the high energy prices. Rising energy ¹___ are forcing many offices to implement energy-saving measures. For example, special energy-efficient lighting systems are becoming more and more common. These energy-saving lights remain on in an ²___ room but switch off when the room is not in use.

Ambient room temperature is another area of concern. Many offices now have a policy of keeping the temperature slightly higher in the summer and slightly cooler in the winter than ³___ did in the past, ⁴___. Changing the room temperature by just a few degrees means many hundreds of dollars of savings in energy costs without any serious sacrifice of comfort.

- 1 A temperatures
B sources
C sales
D cost

- 2 A occupy
B Occupied
C occupying
D occupancy
- 3 A They
B them
C he
D it
- 4 A They locate the thermostat in a more convenient place.
B Staff members are encouraged to wear sweaters if the room feels cold.
C An energy audit of a building will show where energy is the wasted the most
D This is actually one of the most effective energy-saving measures that can be taken.