

It will soon be time to file your tax returns. We will not be issuing financial statements automatically to ----- employees as we have done in the past. If you need a statement of

1. (A) all
- (B) every
- (C) each
- (D) much

your income for the past year, please apply ----- writing to the Accounting office as soon as

2. (A) to
- (B) with
- (C) in
- (D) to

possible. Please give the accounting office the following information:

- full name
- social security number
- employee number
- company department
- home address

We will mail all statements to your home address. If you wish to receive your statement at a different address, please be sure to inform us. Because we anticipate a large response to this memo, we have ----- a deadline of March 15th. You must send your ----- by this date, or

3. (A) set
- (B) put
- (C) held
- (D) designed

4. (A) application
- (B) applying
- (C) apply
- (D) applicable

we cannot guarantee your statement.

Dear Mr. Edwards,

Thank you for ----- to Uxbridge Bank last week for an interview. It was a pleasure to meet

5. (A) entering
(B) coming
(C) going
(D) visiting

you and talk with you. I and my colleagues were very impressed with your knowledge and experience. It therefore gives me great ----- to be able to offer you a position. We would

6. (A) pleasure
(B) regret
(C) sorrow
(D) happy

like you to start on Thursday February 2nd, for a two day training period. Your full duties would begin on Monday February 6th. If you are ----- in this position, please telephone me

7. (A) interesting
(B) interest
(C) interested
(D) interests

on 012-220-772 before 2 p.m. on January 24th. If I have not ----- from you by then, I will

8. (A) listened
(B) heard
(C) listen
(D) hear

assume you are no longer interested.

I look forward to hearing from you.

Sincerely,

To: Molly Green and Alistair Debrett
From: Health and Safety Department
Re: First Aid Training

It has come to our attention that you have not ----- completed a basic first aid training course.

9. (A) still
(B) yet
(C) until
(D) after

All employees must have first aid training ----- two years. You must attend a training course

10. (A) every
(B) each
(C) most
(D) all

on March 27th. The course will start at 9 a.m. and will finish at 6 p.m. We will inform your department. You will be paid one hour of overtime because it ----- later than your regular

11. (A) commences
(B) finishes
(C) opens
(D) exceeds

work hours. If you do not attend the course you will lose one day's salary. If you really cannot attend on March 27th, you must inform us immediately or it will be too late to change the date. Thank you for your -----.

12. (A) cooperate
(B) cooperating
(C) cooperates
(D) cooperation