

The Orange Cat Coffee Shop

Dear Customers,

Beginning next month, we will no longer be accepting Orange Cat Coffee Coupons. The recent increasing price of coffee beans has made it difficult to keep both the everyday low prices that our customers have come to expect and the high quality of our drinks. We have decided not to raise prices. Instead, we will do away with the coupon system. We will continue to accept coupons until the end of the month.

Thank you for choosing The Orange Cat.

Sincerely,
The Management

1. What is the name of the coffee shop?
 - (A) The Valued Customer
 - (B) The London Coffee Shop
 - (C) The Orange Cat
 - (D) The Open Letter
2. What does the coffee shop plan to stop using?
 - (A) Coffee
 - (B) Coffee coupons
 - (C) Coffee beans
 - (D) Low prices
3. Coupons will continue to be accepted until when?
 - (A) The end of this month
 - (B) The end of next month
 - (C) The beginning of this month
 - (D) The end of the year

Notice to All Employees

As part of our "Good Health" policy, we wish to inform our employees of the new no-smoking policy in the office. In order to create a clean working environment, smoking is no longer allowed in the office break-room or in the restrooms. All offices, of course, remain no smoking areas. The only area in which smoking will be allowed is the new smoking lobby near the parking area. Although this is outdoors, it is a covered area. Therefore it is possible to use it in all weather conditions. Also, we are not allowing smoke breaks longer than five minutes for every one hour period. This means that smokers may take a five-minute break each hour of work or a ten-minute break every two hours of work. We will not be monitoring workers, but we do expect you to stick to this timing. For a cooperative office atmosphere, we need workers to feel that everyone is working equal hours. As this is the official policy for the company, no exceptions will be allowed. From next month, we will be introducing a bonus system for all employees who give up smoking for more than three months. More information will be given at a later date. If you feel that this policy is somehow unfair or that you are being discriminated against, we encourage you to contact your department's supervisor.

Thank you.

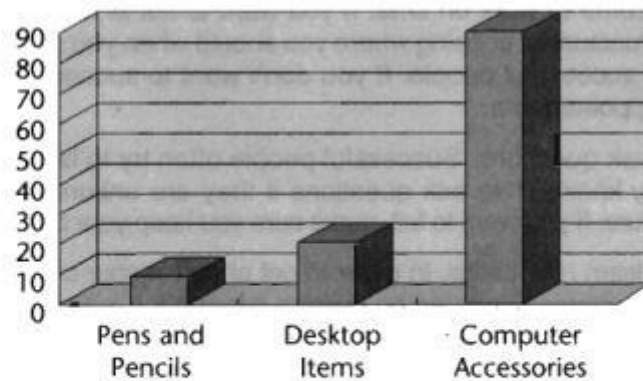
4. According to this notice, smoking is not allowed in which of the following?
- (A) The break-room
 - (B) Restrooms
 - (C) The parking area
 - (D) A and B
5. What is the allowed length of time for smoke breaks?
- (A) Five minutes for each hour of work
 - (B) Five minutes for every two hours work
 - (C) Ten minutes for each hour of work
 - (D) It is not stated in the notice.
6. If workers feel that the smoking policy is unfair, whom should they contact?
- (A) A co-worker
 - (B) The company owner
 - (C) The fire department
 - (D) A department supervisor
7. What will happen next month?
- (A) All smokers will be monitored.
 - (B) Bonuses will be given to people who stop smoking.
 - (C) People will be discriminated against.
 - (D) Department supervisors will contact all workers.

How Not to Succeed in Your Job

Many magazines have articles on how to be a success, but here at *Business Monthly, the Magazine for Busy Businesspeople*, we thought it would be helpful if our readers knew how to fail.

- Step One:** Don't come to work on time. If you want to fail at work, then don't be on time. Punctuality, or being where you should when you should, is a common trait of successful people. If you don't want to succeed, be late for all of your appointments.
- Step Two:** Don't ask questions. Successful people often try to learn what they don't already know. They ask questions if they are unsure of a situation or a procedure. If you want to fail, make sure you keep your questions to yourself.
- Step Three:** Never learn new things. In order to get ahead in your career, it is necessary to keep yourself updated on current information in your field. Information changes quickly; if you want to be left behind, then don't keep up with the changes.
- Step Four:** Don't mind your own business. MYOB, or Mind Your Own Business, means not getting involved in office gossip. If you talk about others behind their backs, then you can expect that others are talking about you as well. So if you want to fail, stick your nose where it does not belong.

8. According to the article, what does punctuality mean?
- (A) Having good punctuation when writing
 - (B) Being where you should
 - (C) Being successful
 - (D) Being where you should, when you should
9. According to this article, what is true about successful people?
- (A) They are late, don't ask questions, and never learn new things.
 - (B) They are late, don't ask questions, and try to learn new things.
 - (C) They are late, ask questions, and try to learn new things.
 - (D) They aren't late, ask questions, and try to learn new things.
10. What does MYOB mean?
- (A) That you should study about business in school
 - (B) That you should not get involved in office gossip
 - (C) That you should prepare to own your own business
 - (D) That you should talk a lot about other people
11. What are the steps of failure?
- (A) Being late, not asking anything, gossiping, and not learning
 - (B) Being late, asking questions, talking about others, and not learning
 - (C) Being punctual, not asking questions, gossiping, and not learning
 - (D) Being late, not asking questions, not learning, and not gossiping



Theft at Work

According to a recent survey, a majority of workers don't consider taking paper and pens home from work to be stealing. The Survey and Polling Institute of New York interviewed one hundred office workers aged 25-35. All of the workers had been at their current place of employment for at least 2 years. All workers were working full time. "I don't steal. I'm not a thief," says one man who has been working for his company for five years, "Sometimes I take office supplies home... but that is different from stealing." He said that he usually gave paper and pens to his children for school homework. "I work hard for this company, and I think the office supplies are a perk of the job. Anyway, I often use the pens to do extra work at home, too. Do I really need to buy pens just to do company work at home? I don't think so." According to the chart above, only 8 percent of people think that taking pens and pencils from work is stealing. This means that 92 percent don't think of it as theft. In the same group, only 20 percent said that taking desktop items like staplers and memo holders was stealing. 80 percent did not consider it wrong. However, 90 percent said that taking computer accessories like a mouse or a keyboard was wrong. They said that taking cheap items was OK. This 90 percent of workers said they often took items that cost less than \$5, but anything that cost more than \$10 was too expensive. 10 percent didn't see a problem with it.

12. Which type of category is the theft related to?
- (A) Home
 - (B) Work
 - (C) A store
 - (D) A person
13. According to the information above, taking which item would most likely be considered theft?
- (A) Pencils
 - (B) An ashtray
 - (C) A computer monitor
 - (D) A ruler
14. According to the chart, which items are employees likely to take home from work most often?
- (A) Pens and pencils
 - (B) Desktop items
 - (C) Computer accessories
 - (D) Computer programs
15. How many people took part in the survey?
- (A) 25-35
 - (B) 2 years
 - (C) 100
 - (D) 8 percent
16. How expensive were the items most workers took home?
- (A) About \$10
 - (B) Less than \$5
 - (C) It depends.
 - (D) Very expensive