READING TEST

Task 1:

PART 6

Directions: Read the texts that follow. A word, phrase, or sentence is missing in parts of each text. Four answer choices for each question are given below the text. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 131-134 refer to the following notice.

Hollydale Medical Center

To All Office Staff:

The move to our new medical center building will take place this weekend. -------**131.**, all items in your desks must be packed before the end of the day on Friday. The empty boxes -------**132.** to you by 8:00 A.M. on Thursday. When you arrive at our new location on Monday morning, your boxes should already be in your new office. -------**133.** . If you will be out of the office this Thursday or Friday, notify me immediately so we can make other arrangements.

We appreciate your cooperation in helping to make this transition to our new location go as -------**134.** as possible.

Jian Tang, Office Manager

LIVEWORKSHEETS

Questions 147-148 refer to the following sign.



HUMINI HARDWARE

Notice to Customers

Following the expansion of our store, and prompted by requests from customers for more products, many of the items between aisles 2 and 20 will now be relocated. Reshelving will occur during the period of April 16 to May 2, at which time we will have additional staff on hand to help you find the products you need. We are confident you will find the new store layout an improvement over the old one.

Thank you for your patience.

Management, Humini Hardware

1. What is the purpose of the sign?

(A) To announce a temporary closure

(B) To advertise a new product line

(C) To explain how shelves are arranged

(D) To prepare customers for an upcoming change

2. Why will extra staff be available?

(A) To take inventory

(B) To help customers locate certain items

(C) To give product demonstrations

(D) To help customers place orders

LIVEWORKSHEETS

Questions 158-160 refer to the following notice.

Attention Conference Centre Staff:

The Geylang Conference Centre is hosting the Singapore Banking Conference on 20 April. The welcome desk will be open from 8:00 A.M. to 10:00 A.M. When checking in, conference attendees will need to present a valid form of identification. Acceptable forms of identification include a passport, a driver's license, or a company-issued photo ID. After checking in, attendees will be handed a welcome packet, which includes a conference schedule, a map of the facility, and their ticket to the evening banquet. If attendees arrive after 10:00 A.M., they should be directed to the security desk, where someone will check them in.

Please note that some attendees will be staying at the conference centre's hotel. They should be directed to the hotel lobby, where they can leave their luggage. Hotel personnel will bring the luggage to the appropriate guest rooms when the rooms are ready.

If you have any questions about your duties for the day, please contact Jia-Wei Teo at extension 231.

3. What is the purpose of the notice?

(A) To inform staff about procedures for an event

(B) To provide attendees with a schedule

(C) To ask for volunteers to work at an event

(D) To give information about conference speakers

4. The word **"present"** in paragraph 1, line 3, is closest in meaning to

(A) introduce (B) show (C) attend (D) gift

5. According to the notice, what will happen at the end of the conference?

(A) Packets will be collected.

(B) Luggage will be put in storage.

(C) An evaluation form will be handed out.

(D) A banquet will be held.

LIVEWORKSHEETS

Questions 164-167 refer to the following e-mail.

To:	elvin.williams@gxtinvestments.com
From:	barry.robledo@gxtinvestments.com
Date:	May 17
Subject:	301 N. Powell
Attachment:	Photos

Elvin,

I walked through the property at 301 N. Powell Avenue today. I was able to see the reception area, the offices, and the kitchen, but the utility closet in the west hallway was locked. I am sure an inspector will be able to verify that the furnace and electrical circuit board in that space are in good working order should we choose to proceed with a purchase.

The building has all the space we need to accommodate our clients, including a large parking area. However, there are some issues that we will need to address if we move forward: the carpet in the reception area is discolored; some floor tiles in the east hallway are cracked; and there is chipped paint in the conference room. The small water stain on the ceiling of the conference room may indicate a leak in the roof. I have attached photographs of the problem areas.

Given the low price of the property, I think we should consider this location. We could update the space and still come in under budget. Our current lease expires in three months, so we will need to make a decision quickly. Let me know what you think.

Sincerely,

Barry Robledo

6. Why did Mr. Robledo send the e-mail?

(A) To request the extension of a lease
(B) To suggest opening a branch office
(C) To support relocating a business
(D) To oppose the sale of a property

7. What was Mr. Robledo NOT able to view?

(A) The reception area
(B) The kitchen
(C) The furnace
(D) The conference room

8. The word **"address"** in paragraph 2, line 2, is closest in meaning to

(A) attend to
(B) write on
(C) publicize
(D) place

9. What is one of the problems Mr. Robledo mentions?

(A) Some tiles have been broken.
(B) A key has been misplaced.
(C) The parking area is too small.
(D) The location is inconvenient.

LIVEWORKSHEETS