PART 7

Directions: In this part, you will be asked to read several texts, such as advertisements, articles, instant messages, or examples of business correspondence. Each text is followed by several questions. Select the best answer and mark the corresponding letter (A), (B), (C), or (D) on your answer sheet.

PART 7 권장 풀이 시간 54분

Questions 147-148 refer to the following advertisement.

SOFTWARE CLASSES AT BRAMBLE LIBRARY

Do you want to be more tech-savvy? Are you interested in learning how to create spreadsheets, presentations, and other common documents? If so, stop by Room 303 at the Bramble Library on Tuesdays at 8 P.M. between March 2 and April 15. Richard Hernandez, a trained IT executive, will be teaching people how to make spreadsheets, graphs, and presentations with frequently used software applications. Classes cost $20 per session. To sign up, visit www.bramblelib.org/programming/software. A complete schedule for the classes will be posted shortly.

To learn more about the educational opportunities we offer, from literary classes to sessions on public speaking, please visit www.bramblelib.org/programming.

147. Why was the advertisement written?

(A) To advertise a Web page design service
(B) To promote some recently updated software
(C) To publicize a course at an establishment
(D) To encourage enrollment in an online class

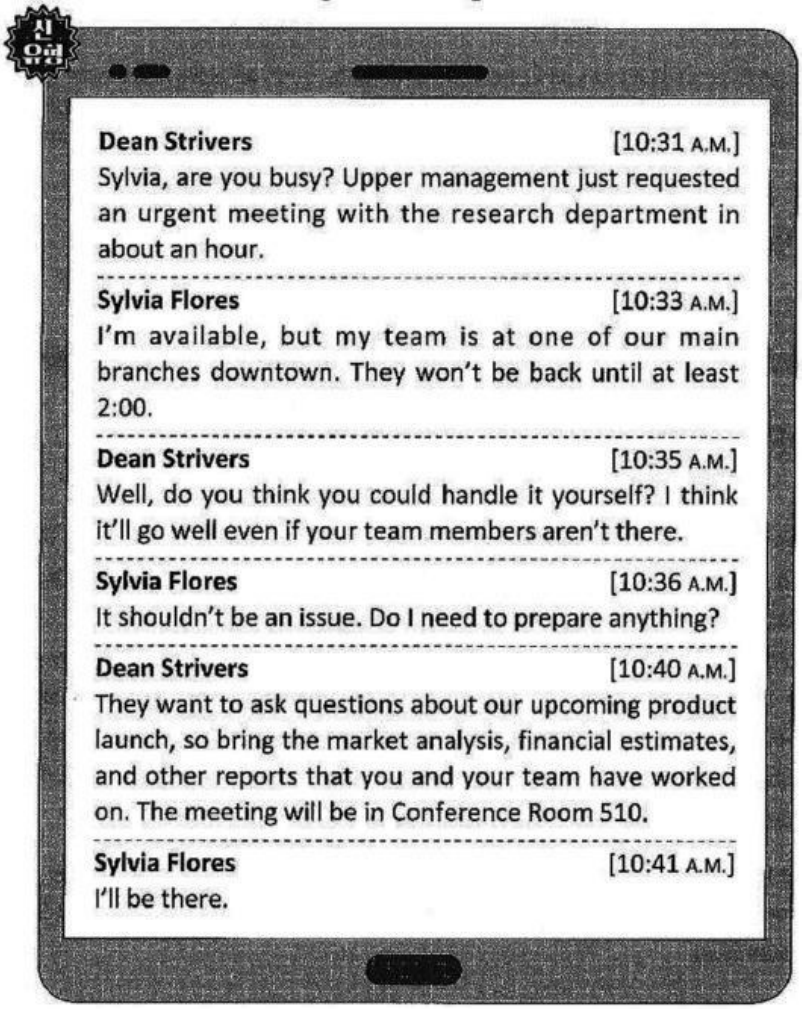
148. What will Richard Hernandez discuss?

(A) Making effective presentations
(B) Studying literary classics
(C) Writing informative speeches
(D) Repairing electronic devices

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LIVEWORKSHEETS

Questions 149-150 refer to the following text message chain.



Dean Strivers [10:31 A.M.]
Sylvia, are you busy? Upper management just requested an urgent meeting with the research department in about an hour.

Sylvia Flores [10:33 A.M.]
I'm available, but my team is at one of our main branches downtown. They won't be back until at least 2:00.

Dean Strivers [10:35 A.M.]
Well, do you think you could handle it yourself? I think it'll go well even if your team members aren't there.

Sylvia Flores [10:36 A.M.]
It shouldn't be an issue. Do I need to prepare anything?

Dean Strivers [10:40 A.M.]
They want to ask questions about our upcoming product launch, so bring the market analysis, financial estimates, and other reports that you and your team have worked on. The meeting will be in Conference Room 510.

Sylvia Flores [10:41 A.M.]
I'll be there.

149. At 10:36 A.M., what does Ms. Flores mean when she writes, "It shouldn't be an issue"?

(A) She is pleased with the progress of the product launch.
(B) She cannot deal with an urgent problem.
(C) She will call back some coworkers.
(D) She is capable of managing a discussion alone.

150. What has Ms. Flores been asked to prepare?

(A) Some product samples
(B) Videos from an event
(C) Some business documents
(D) A list of potential clients

LIVEWORKSHEETS

Questions 151-152 refer to the following invoice.

Harwood Services 3372 South High Street Bloomington, Indiana, 47404
For attention of: Johnathan Mackay, Midwest Consulting Group, 105 East Hillside Drive, Bloomington, Indiana, 47403
Date: March 15
Reference: MCG104
Services: Providing the following at the Indiana Agricultural Subsidy Seminar on March 10: • Soup and sandwich lunch, soft drinks/fruit juices included $350, for 27 guests • Two refreshment breaks with tea, coffee, pastries, and snacks $280, for 27 guests • Evening bar/cocktail service, trays of appetizers $220, for 35 guests* • Serving and preparation staff for duration of event $240, three staff members
Total cost: $1,090 Deposit prepaid: $500 Amount due: $590
*NOTES: Please note that there were eight extra people for the evening event at the conclusion of the seminar. As you had previously indicated that there might be some additional executive guests, the price has been adjusted accordingly as per our agreement.
All prices include tax. Payment is due within one week of receiving this invoice. Late payment may incur a penalty as noted in the contract for our services. Should you have questions regarding this invoice, please call us at 555-3920.

151. What type of company most likely is Harwood Services?

(A) A beverage manufacturer
(B) A wedding planning business
(C) A catering company
(D) A fresh produce supplier

152. What is indicated about the Indiana Agricultural Subsidy Seminar?

(A) It featured two complete meal services.
(B) It included more than one intermission.
(C) It was not charged extra for service or preparation staff.
(D) It was attended by less individuals than expected.

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LIVEWORKSHEETS

Questions 153-155 refer to the following memo.

MEMORANDUM

Date: January 27
To: All marketing and communications employees
From: Charles Mikkola, Head of Marketing and Communications
Subject: Organizational change

As many of you are already aware, very shortly I will be leaving my position as the head of the marketing and communications department here at Thurnston International. I'm proud to say that during my time in this position, Thurnston International has made some tremendous advancements. Working together, we have enhanced our customers' experiences, expanded service offerings, strengthened relationships with new partners around the globe, increased revenues, and made our business practices more standardized.

I am pleased to announce that Ms. Hannah Orburg will be taking over my position as of February 1. Hannah has more than 15 years of experience in sales and marketing for businesses in the corporate consulting field. Prior to being recruited by Thurnston International, Hannah served as the Chief of Marketing and Operations at Diskledge, a large firm offering technological consulting to over 500 corporate clients internationally. With such stellar achievements relevant to our main business operations at Thurnston, I'm confident that Hannah is the ideal person to replace me.

Once again, it has been truly wonderful working with you all, and I wish you all the best in your professional endeavors.

153. What is being announced in the memo?

(A) An executive change for a company division
(B) A firm's operational plan
(C) A temporary supervisory staffing change
(D) An available managerial position

154. What did Mr. Mikkola do for Thurnston International?

(A) Expanded its offices in various locations
(B) Formed stronger international partnerships
(C) Increased total customer numbers
(D) Helped it adopt new technology

155. In what industry is Thurnston International most likely involved?

(A) Technical staff recruitment
(B) Global financial investments
(C) Computer hardware marketing
(D) Corporate advisory services

LIVEWORKSHEETS

Questions 156-157 refer to the following article.

Art Council to Host Summer Street Festival

Back by popular demand, the Los Ramos Art Council (LRAC) will once again host Wine, Dine, and Design this year on July 12 and 13. The street festival will take place in downtown Los Ramos in the well-known Franklin Avenue neighborhood. This year, more than 120 local artists and artisans have registered to showcase their work during the festivities.

But the fair isn't just for art lovers—it's for food and wine enthusiasts as well. Wine tastings will be set up by 12 different local vineyards, and some of the city's most popular chefs will also be on hand to serve delectable regional treats.

Spokesperson for the LRAC Rosita Santiago said that popular folk music group Bella Vista Band will perform during the final evening of the fair along with many other artists. "In addition to music, dancers from local schools are set to perform on both days. So, you're sure to find something you'll enjoy!"

A complete calendar of specific activities, vendors, and events is available at the LRAC office or at www.losramosartcouncil.org. The street fair is free of charge, with activities starting at 11 A.M. daily and concluding at midnight. Extra parking will be made available at Los Ramos Middle School.

156. What does the article indicate about the Los Ramos Art Council?

(A) It will host a series of cooking courses.
(B) It organizes a community festival.
(C) It offers financial assistance to local craftspeople.
(D) It is affiliated with a national organization.

157. What will take place on July 13?

(A) A festival in a downtown area will be canceled.
(B) A group will play some music during a celebration.
(C) A list of vendors will be distributed to visitors.
(D) A short talk will be given by an LRAC representative.

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LIVEWORKSHEETS

Questions 158-160 refer to the following schedule.

Daily schedule for: Melissa Traynor
Managing Editor, *The Green Bay News*

Thursday, April 19

9:30 A.M.	Meet with Harold about last month's advertising revenue
10:30 A.M.	Talk to Ray about upcoming series of articles on state finance
11:00 A.M.	Give a short training session to an incoming editor
11:30 A.M.	Look at tomorrow's scheduled stories before today's lunch meeting at Mariano's
12:00 P.M.	Grab lunch with Sarah to talk about her new layout idea
2:00 P.M.	Talk with Greg about the sources for his new feature article
3:00 P.M.	Check e-mails, return missed calls
4:00 P.M.	Call Peter to arrange a place to meet
5:00 P.M.	Meet with all editors about tomorrow's issue
6:00 P.M.	Review articles
8:00 P.M.	Meet with Tim about copy editing
9:00 P.M.	Send the newspaper to be printed

Overtime hours from 6 P.M. to 9 P.M. have been approved by management. Should you be unable to make any of the appointments, please notify your assistant, Joel Heartley, who will deal with any necessary rescheduling.

Please note that there will be no schedule for you tomorrow, as you will be leaving on your business trip to New Delhi.

158. What is suggested about Ms. Traynor?

(A) She was promoted to copy editor.
(B) She is creating a new layout design for a magazine.
(C) She is responsible for checking articles prior to publication.
(D) She writes feature stories for a local newspaper.

159. What is Ms. Traynor supposed to do at Mariano's?

(A) Review next month's stories
(B) Meet with Tim about upcoming issues
(C) Have a work-lunch with Sarah
(D) Talk about sources with Greg

160. Why will Ms. Traynor contact Peter?

(A) To set up a meeting
(B) To offer feedback on an article
(C) To respond to his e-mail
(D) To report an appointment cancellation

LIVEWORKSHEETS

Questions 161-163 refer to the following e-mail.

TO: Fatima Sukarno <sukfat@balinesiaindustries.com>
FROM: Vinnie Deniro <vinde@vertbleu.com>
SUBJECT: Upcoming visit
DATE: January 29
ATTACHMENT: product specifications

Dear Ms. Sukarno,

Thank you for responding so quickly to my inquiry about visiting your manufacturing plant in Jakarta. I will ask my assistant Theresa Montovani to go ahead and make travel arrangements for me and my colleague Sheryl Stein to travel there from New York on February 24.

As Vert-Bleu Beauty is interested in pursuing a production contract with your company, I think it is important that we meet with you and see your facilities in person. — [1] —.

Our cosmetics are guaranteed to be completely natural and environmentally sound, so our production guidelines would be rather strict. — [2] —. I am attaching a list of specifications for the manufacturing process of our beauty products. You and your executive staff can have a look through them and see if everything is clear.

Once our flights have been booked, Ms. Montovani will send you, or your secretary, a final itinerary. — [3] —. We thank you kindly for offering us hotel accommodation and a driver service during our stay, and gratefully accept. — [4] —. Our assistants can coordinate to work out any details.

I am looking forward to meeting with you, and I do hope that we will be able to work together on this venture.

Regards,

Vinnie Deniro
Product development director, Vert-Bleu Beauty

161. Who most likely is Fatima Sukarno?

(A) A distribution firm executive
(B) A travel agent
(C) A factory representative
(D) A beauty item salesperson

162. What is mentioned about Vert-Bleu Beauty?

(A) Its headquarters is located in Jakarta.
(B) It plans to build its own manufacturing plant.
(C) It follows strict production guidelines.
(D) It is unprepared for an upcoming inspection.

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

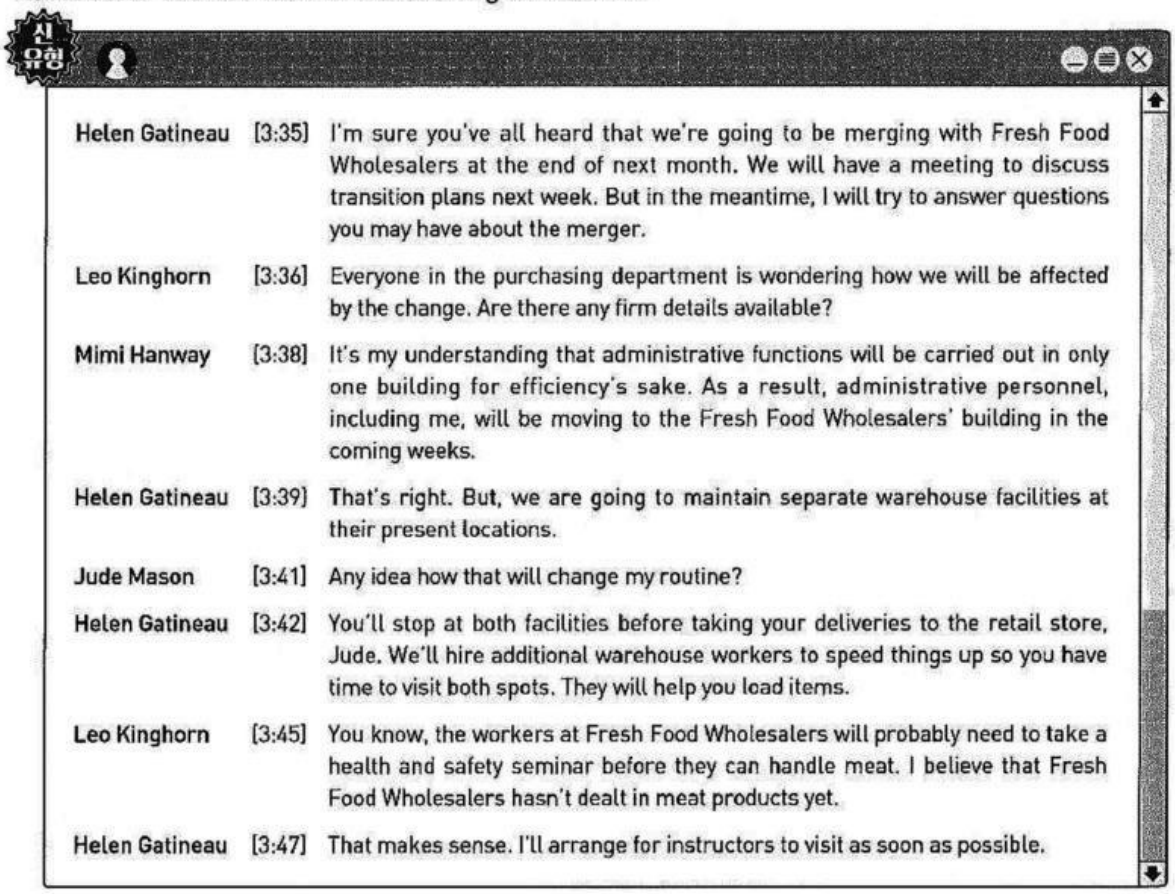
"This will also help you get a better idea of our needs and vice versa."

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

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LIVEWORKSHEETS

Questions 164-167 refer to the following online chat.



Helen Gatineau	[3:35]	I'm sure you've all heard that we're going to be merging with Fresh Food Wholesalers at the end of next month. We will have a meeting to discuss transition plans next week. But in the meantime, I will try to answer questions you may have about the merger.
Leo Kinghorn	[3:36]	Everyone in the purchasing department is wondering how we will be affected by the change. Are there any firm details available?
Mimi Hanway	[3:38]	It's my understanding that administrative functions will be carried out in only one building for efficiency's sake. As a result, administrative personnel, including me, will be moving to the Fresh Food Wholesalers' building in the coming weeks.
Helen Gatineau	[3:39]	That's right. But, we are going to maintain separate warehouse facilities at their present locations.
Jude Mason	[3:41]	Any idea how that will change my routine?
Helen Gatineau	[3:42]	You'll stop at both facilities before taking your deliveries to the retail store, Jude. We'll hire additional warehouse workers to speed things up so you have time to visit both spots. They will help you load items.
Leo Kinghorn	[3:45]	You know, the workers at Fresh Food Wholesalers will probably need to take a health and safety seminar before they can handle meat. I believe that Fresh Food Wholesalers hasn't dealt in meat products yet.
Helen Gatineau	[3:47]	That makes sense. I'll arrange for instructors to visit as soon as possible.

164. What is the online chat mainly about?

(A) Adjustments for a change of operations
(B) The reassignment of job duties
(C) Advantages of a corporate merger
(D) A visit to a new office building

165. What are some personnel required to do?

(A) Contact a list of clients
(B) Revise some company policies
(C) Relocate to a different office
(D) Arrange a warehouse visit

166. In what department does Mr. Mason most likely work?

(A) Human Resources
(B) Administration
(C) Marketing
(D) Shipping

167. At 3:47, what does Ms. Gatineau most likely mean when she writes, "That makes sense"?

(A) She agrees that some workers will need to attend a class.
(B) Her knowledge of meat products could be improved.
(C) She is willing to consider proposals to expand a product line.
(D) Her team can organize a welcoming event for new staff members.

LIVEWORKSHEETS