

# Step-by-Step Practice Test

## **Step A** Choose the sentence that best completes each text.

**Question 1** refers to the following e-mail.

TO: hnjenkins@cmail.com  
FROM: zachm@spca.org  
RE: Volunteering

Dear Ms. Jenkins,

Thank you for your inquiry about volunteering at our animal shelter. Judging by your experience and enthusiasm, I think you would be very valuable to us. However, we do ask that all new volunteers come in for an interview before beginning work. We usually conduct these interviews on Mondays and Wednesdays between 3 and 5 p.m. Do you think you could come to the shelter this week?

1.

Sincerely,  
Zach Brown  
SPCA Animal Shelter

1. (A) Please let me know which day suits you better.  
(B) I really appreciate all your hard work.

**Question 2** refers to the following advertisement.

Magical Mexico is a fabulous tour packed with the most delightful sights and sounds the country has to offer. Taste delicious food and explore Mayan ruins. Enjoy the sunshine and beautiful white-sand beaches. Experience the thrilling nightlife of Mexico City and dance the night away. **Click here** to view a sample itinerary. **2.** Standard and Deluxe tours are available. Book yours now!

2. (A) We appreciate your booking and will soon e-mail you your itinerary.  
(B) This itinerary can be changed to suit your own needs and budget.

**Step B** Choose the sentence that best completes each text.

Questions 1–2 refer to the following letter.

Dear Sir or Madam,

Our company, Sunjin Electronic, Inc., is looking for a distributor that can help us bring our products to new markets. Currently, we export to China, Japan, and Korea. 1. Since ValueTech is a leader in that region, we hope you will consider partnering with us. 2.

I would be happy to provide you with additional information at any time. We look forward to hearing from you.

Sincerely,

Renee Hodgson

Vice President, Sunjin Electronics

1. (A) Our global annual sales total more than \$50 million.  
(B) We enjoy a large share of the domestic market as well.  
(C) Now we would like to expand to markets in Southeast Asia.  
(D) Our company is developing a new product line for the coming year.
2. (A) Enclosed you will find a brochure with details about our company.  
(B) I believe you will find the products you need in the enclosed catalogue.  
(C) It was a pleasure meeting with you to discuss the agreement.  
(D) The contract with our current distributor will expire next year.