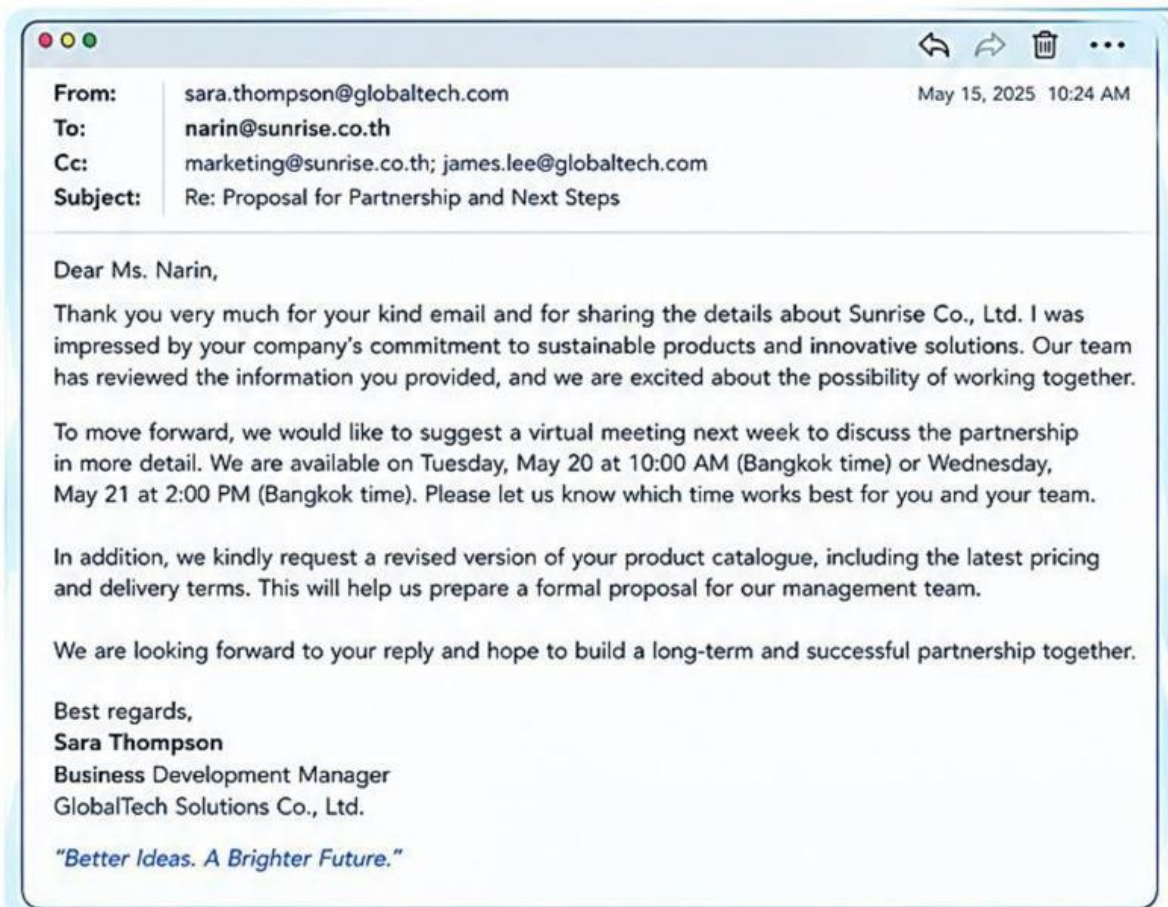


Email Reading Comprehension Test

Directions: Read the email provided in the image "Writing a letter2.png" and choose the best answer (a, b, c, or d) for each question.



1. What is the primary purpose of Sara's email to Narin?
 - a. To complain about a delayed product delivery
 - b. To propose a partnership and arrange a virtual meeting
 - c. To demand a refund for a previous order
 - d. To apply for a job vacancy at Sunrise Co., Ltd.
2. How would you best describe the overall tone of this communication?
 - a. Casual and friendly
 - b. Urgent and demanding
 - c. Polite and professional
 - d. Angry and disappointed
3. Which company does the sender, Sara Thompson, work for?
 - a. Sunrise Co., Ltd.
 - b. GlobalTech Solutions Co., Ltd.
 - c. Bangkok Time Corp.
 - d. Sustainable Products Inc.
4. Based on the first paragraph, what is Sunrise Co., Ltd. known for?

- a. Their commitment to sustainable products and innovative solutions
 - b. Their fast international shipping and delivery times
 - c. Their traditional approach to business management
 - d. Their cheap pricing and virtual meeting software
5. Who else from Sunrise Co., Ltd. is receiving a copy (Cc) of this email?
- a. James Lee
 - b. The management team
 - c. The marketing department
 - d. The IT department
6. In the first paragraph, what is the closest synonym for the word "commitment"?
- a. Hesitation
 - b. Dedication
 - c. Financial investment
 - d. Requirement
7. What does the prefix "Re:" in the email subject line indicate?
- a. The email is highly urgent.
 - b. The email is a reply to a previous message.
 - c. The email contains a revised document.
 - d. The email requires a read receipt.
8. Why does Sara want to schedule a virtual meeting next week?
- a. To interview Narin for a position
 - b. To discuss the partnership in more detail
 - c. To complain about the current catalogue
 - d. To sign a final legal contract
9. When is Sara available for the virtual meeting?
- a. Monday, May 19 or Tuesday, May 20
 - b. Tuesday, May 20 at 10:00 AM or Wednesday, May 21 at 2:00 PM
 - c. Only on Wednesday, May 21 at 10:00 AM
 - d. Any time during the next week
10. Which time zone is specified for the proposed meeting times?
- a. London time
 - b. New York time
 - c. Tokyo time
 - d. Bangkok time

11. What exactly is Sara requesting Narin to send?
 - a. A signed business contract
 - b. A revised version of the product catalogue
 - c. A sample of a sustainable product
 - d. A schedule of the marketing team
12. According to the email, what specific information must be included in the requested document?
 - a. The management team's contact details
 - b. The history of Sunrise Co., Ltd.
 - c. The latest pricing and delivery terms
 - d. The link to the virtual meeting
13. Why does GlobalTech Solutions need the requested document?
 - a. To prepare a formal proposal for their management team
 - b. To publish it on their company website
 - c. To compare prices with other competitors
 - d. To design a new product logo
14. Based on the context, what stage is their business relationship currently in?
 - a. They have been working together for many years.
 - b. They are in the early stages of exploring a partnership.
 - c. They are ending their partnership due to disagreements.
 - d. They have already signed a long-term contract.
15. The phrase "Better Ideas. A Brighter Future." at the bottom of the email is an example of a company's...
 - a. Legal disclaimer
 - b. Slogan or motto
 - c. Delivery term
 - d. Product catalogue
16. What does the phrase "Better Ideas. A Brighter Future." suggest about GlobalTech Solutions?
 - a. They are a traditional and conservative company.
 - b. They only care about short-term profits.
 - c. They focus on innovation and a positive future.
 - d. They sell lighting equipment.
17. Which of the following words from the email means "using methods that do not harm the environment so that natural resources are still available for the future"?
 - a. Innovative
 - b. Sustainable
 - c. Virtual
 - d. Formal

18. What action is Narin expected to take immediately after reading this email?
- a. Tell Sara which meeting time works best and send the updated catalogue.
 - b. Call Sara's management team to negotiate the prices.
 - c. Book a flight to Bangkok for an in-person meeting.
 - d. Send a rejection letter to GlobalTech Solutions.
19. What kind of partnership does Sara state she hopes to establish?
- a. A temporary, short-term agreement
 - b. A long-term and successful partnership
 - c. An exclusive marketing contract
 - d. A strictly financial investment
20. Which standard professional sign-off is used to close this email?
- a. Yours faithfully
 - b. Sincerely
 - c. Best regards
 - d. Cheers