

TOEIC MARATHON 13



General Direction

This test is designed to measure your English language ability. The test is divided into two sections: Listening and Reading.

You must mark all of your answers on the answer sheet. For each question, you should select the best answer from the answer choices given. Then, on your answer sheet, you should find the number of the question and fill in the space that corresponds to the letter of the answer that you have selected. If you decide to change an answer, completely erase your old answer and then mark your new answer.

LISTENING TEST

In the Listening test, you will be asked to demonstrate how well you understand spoken English. The entire Listening test will last approximately 45 minutes. There are four parts, and directions are given for each part. You must mark your answers on the separate answer sheet. Do not write your answers in your test book.

Part 1 Exercise

1.



Part 1 Exercise

2.



Part 1 Exercise

3.



Part 1 Exercise

4.



Part 1 Exercise

5.



Part 1 Exercise

6.



Part 1 Exercise

7.



Part 1 Exercise

8.



Part 1 Exercise

9.



Part 1 Exercise

10.



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PART 2

Directions: You will hear a question or statement and three responses spoken in English. They will not be printed in your test book and will be spoken only one time. Select the best response to the question or statement and mark the letter (A), (B), or (C) on your answer sheet.

Example

You will hear: Where is the meeting room?

You will also hear: (A) To meet the new director

(B) It's the first room on the right

(C) Yes, at two o'clock.

The best response to the question "Where is the meeting room?" is choice (B), "It's the first room on the right," so (B) is the correct answer. You should mark answer (B) on your answer sheet.

Part 2 Exercise

11. Has anyone heard about the venue of the next conference?

(A) Yes, it was at International Conference Center.

(B) No, I've heard only about who are going to attend.

(C) That's probably because many people are attending.

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Part 2 Exercise

12. Who moved the filing box on my desk?

(A) Because the cleaning staff moved it.

(B) Sorry, I'm borrowing it now.

(C) No, I didn't see anyone moving it.

Part 2 Exercise

13. When do you think you will be visiting the factory for inspection?
- (A) I haven't decided yet but it will be sometime next month.
 - (B) It will be Roger, I guess.
 - (C) Because, by a company rule, all our factories are supposed to be inspected once a year.

Part 2 Exercise

14. Is it true our company is recruiting only half the number of new employees last year?
- (A) I doubt as I don't think there is any reason to do so.
 - (B) Yes, it is true we did not employ any last year.
 - (C) No, it is not true our company is performing poorly.

Part 2 Exercise

15. Shall we discuss the budgets for the next fiscal year?
- (A) No, I don't think we have discussed it enough.
 - (B) Ok, but let's wait for the others to arrive.
 - (C) Yes, it was about the budgets.

Part 2 Exercise

16. Do you have any good ideas ready for the next project meeting?

(A) Yes, it was me who brought up the idea.

(B) Not yet but I will be ready with it soon.

(C) That's excellent!

Part 2 Exercise

17. Could you urgently arrange a lunch meeting for tomorrow?
- (A) Certainly, but what time would you like to have it?
 - (B) No, I missed the meeting at the lunchtime yesterday.
 - (C) Yes, you are welcome to join the meeting.

Part 2 Exercise

18. What would you say if you were told to move to an overseas branch?

(A) No, I haven't heard about that.

(B) Congratulations, when are you moving there?

(C) I would say "No, thanks" definitely.

Part 2 Exercise

19. Who would you like to send this message to?

(A) No, thank you, I will do it by myself.

(B) I need to send it to the production manager.

(C) Yes, my boss wanted someone to send it out.

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Part 2 Exercise

20. How heavy is the parcel to the U.S.?

(A) I didn't particularly think it was heavy.

(B) I will take it to the post by car.

(C) It's about 2kg I guess.

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Part 2 Exercise

21. Could you please tell me where the ASA check-in counters are?

(A) Certainly, they are near the information desk sign over there.

(B) I am sorry but it is not an ASA check-in counter.

(C) Thank you, I was looking for them.

Part 2 Exercise

22. How do you book a room in a hotel website?

(A) Yes, you can book a room online there.

(B) You only need to fill in the online form there.

(C) No, I didn't mean to do so.

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Part 2 Exercise

23. How did you find his presentation at the head office yesterday?

(A) It wasn't too bad, I thought, but he could have done it better.

(B) I found it in the program.

(C) I'm sure it will be very good and appealing.

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Part 2 Exercise

24. Do you have any idea where the next meeting is taking place?

(A) Yes, it is true we are having a meeting next week.

(B) I'm afraid I don't know where it may be.

(C) No, I don't think that's a good idea.

Part 2 Exercise

25. What is the likelihood of our performance in the next fiscal year?

(A) I think it's going to be pretty promising.

(B) No, I didn't like it at all.

(C) That is because our performance this fiscal year was so bad.

Part 2 Exercise

26. How much do they charge for website designing?

(A) Of course, they will charge us.

(B) I don't think they are very good designers.

(C) I would think it will be around \$400 for a very basic one.

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Part 2 Exercise

27. Have you checked no one has filed a patent for the same mechanism as this?

(A) That is hard to believe.

(B) Because they have already acquired a patent for it.

(C) I haven't but Michael should have.

Part 2 Exercise

28. How about starting the discussion by listening to each participants opinions?

(A) Yes, that was an excellent idea and worked very well.

(B) I just wonder if we have enough time for that.

(C) No, I don't think they did it that way..

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Part 2 Exercise

29. Which OS was it that you said was the best of all?

(A) It is OS-11 that I recommended.

(B) No, it was not that OS that I said was good.

(C) OK, I will ask Kent as he is an OS expert.

Part 2 Exercise

30. How can I check my flight details?

(A) Go to the website of the air company and log into your account.

(B) That's exactly what I was told to do.

(C) Because there may be some change to your flight.

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Part 2 Exercise

31. When is the next copy machine checkup?

(A) Yes, it will be done by an engineer from the company.

(B) It will be sometime within a month, I think.

(C) Because the whole cost will be lower that way.

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Part 2 Exercise

32. What was the response to the suggestion?

(A) It was more positive than I had thought.

(B) Because we needed to know what they felt about it.

(C) It was one of the project team members.

Part 2 Exercise

33. Why have you decided to establish your own company?
- (A) That depends on whether they strongly wish to do so.
 - (B) It has been my dream since I was a child.
 - (C) It is said to be one of the founders of the company.

Part 2 Exercise

34. How are you going to make fund for that?

(A) The fund is for developing more advanced technology.

(B) Yes, it was extremely hard to prepare fund for it.

(C) I don't know yet but will think about it eventually.

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Part 2 Exercise

35. Why not use my PC while yours is being repaired?

(A) Because I have all my work materials on my PC.

(B) Thank you for your offer.

(C) I don't know why but it needs repair apparently.

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Part 2 Exercise

36. Would you think about joining our team if we invite you?

(A) I would have to consult my partners.

(B) No, I've never heard about such a thing as that.

(C) Because I thought I would be better-off that way.

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Part 2 Exercise

37. Is it true you have been promoted to manager of the branch in India?

(A) I didn't mean to give you a false information.

(B) It is indeed.

(C) What a shame!

Part 2 Exercise

38. Did you mean you would be happy to take on the job?
- (A) No, what I meant to say was something different.
 - (B) Yes, I think that was what he meant to say.
 - (C) No, she didn't, I suppose.

Part 2 Exercise

39. Could you remind me when the visitors arrive?

(A) I'm sorry, it was my fault.

(B) By all means.

(C) No, I was not able to do so in the end.

Part 2 Exercise

40. What are you going to do with the press conference?

(A) I'm not going to do anything with him.

(B) Because I'm not ready with it yet.

(C) I may have to cancel it, I'm afraid.

PART 3

Directions:

You will hear some conversations between two people. You will be asked to answer three questions about what the speakers say in each conversation. Select the best response to each question and mark the letter (A), (B), (C) or (D) on your answer sheet. The conversations will be spoken only one time and will not be printed in your text book.

Part 3 Exercise

41. Which course is the man taking?
- (A) Accountancy course
 - (B) Business law course
 - (C) Intellectual property law course
 - (D) Secretarial course
42. How is he feeling about his progress?
- (A) He has not progressed much.
 - (B) He is not confident.
 - (C) He don't know yet.
 - (D) He is more confident in his field.
43. Which courses is the woman interested in?
- (A) Accountancy courses
 - (B) Finance courses
 - (C) Secretarial courses
 - (D) Management courses

Part 3 Exercise

44. The man is making copies of
- (A) his report.
 - (B) reference materials for a meeting.
 - (C) the report by the woman.
 - (D) reference materials for the woman.
45. Why does the woman want to borrow the photocopy machine?
- (A) She needs copies of her report.
 - (B) She needs copies of the man's reference materials.
 - (C) She needs copies of reference materials she has made.
 - (D) She needs copies of the man's report.
46. Why is the man stopping copying?
- (A) To have a break.
 - (B) To check the woman's report.
 - (C) To check if the photocopy machine is working all right.
 - (D) To let the woman use the photocopy machine.

Part 3 Exercise

47. How long has the man working for the current company?
- (A) For several years.
 - (B) For one year.
 - (C) For one month.
 - (D) For one week.
48. What does the woman think about her promotion?
- (A) She will soon be promoted.
 - (B) It is unfair she has not been promoted.
 - (C) She may not be good enough.
 - (D) She's never thought about it.
49. The man thinks:
- (A) the woman will probably be promoted at her current company
 - (B) the woman will not be promoted.
 - (C) the woman is getting too ambitious.
 - (D) the woman is good enough to be promoted.

Part 3 Exercise

50. What is the woman asking the man about?
- (A) A presentation on new products.
 - (B) An international conference.
 - (C) A strategy meeting
 - (D) Salary negotiation.
51. Why is the company having a hard time?
- (A) Because they are losing in competitions.
 - (B) Because their manager is not competent.
 - (C) Because the man made a big mistake.
 - (D) Because the economy of their country is not good.
52. The man thinks a couple of his proposals probably made the manager:
- (A) impressed.
 - (B) displeased
 - (C) disappointed.
 - (D) satisfied

Part 3 Exercise

53. Why can't Mr. Watts see the man today?
- (A) He has become ill.
 - (B) He has an urgent matter to deal with.
 - (C) He has double booked himself
 - (D) He is held up in a traffic jam.
54. What is the man going to do instead of seeing Mr. Watts?
- (A) He is seeing another client.
 - (B) He is going home.
 - (C) He is attending a section meeting.
 - (D) He is having dinner with a client.
55. What is the woman offering to do?
- (A) Book a restaurant.
 - (B) Make copies of his report.
 - (C) Make a copy of reference material.
 - (D) Book a meeting room.

Part 3 Exercise

56. Where is this conversation most likely taking place?
- (A) A drugstore
 - (B) A shoe shop
 - (C) A toy shop
 - (D) A bookshop
57. Do they have exactly the same shoes as the man's?
- (A) Yes, they have exactly the same shoes.
 - (B) No, they don't have
 - (C) They have the same type of shoes but the color is slightly different.
 - (D) They have shoes of the same color but not the same type.
58. Why does the man like the shoes?
- (A) The color is beautiful.
 - (B) They are made of a new material.
 - (C) They are tough.
 - (D) They are comfortable.

Part 3 Exercise

59. Why does the woman need help?

- (A) She doesn't know how to use a PC.
- (B) Her PC stopped working.
- (C) Her PC is getting slower.
- (D) Her mobile phone stopped working.

60. Is the man good at using PCs?

- (A) He is reasonably good at it.
- (B) No, he is bad at it.
- (C) Yes, he is a PC expert.
- (D) He doesn't know if he is any good.

61. What does the man think the problem may be?

- (A) The memory may be broken
- (B) The PC may have computer virus
- (C) The PC may be running out of memory space.
- (D) The woman may be using the PC in a wrong way.

Part 3 Exercise

62. What does the man would like to buy?

- (A) Ointment
- (B) Cold medicine
- (C) Flu medicine
- (D) Painkiller

63. The woman says:

- (A) there is a suitable painkiller for him.
- (B) which painkiller is suitable depends on the reason for the head ache.
- (C) they don't have suitable painkiller for him.
- (D) they don't sell painkillers.

64. What does the woman recommends to the man?

- (A) Very strong painkiller.
- (B) To have her consultation.
- (C) Not to take painkillers.
- (D) To see his doctor first.

Part 3 Exercise

65. What is the problem that the woman is experiencing?
- (A) Printer paper has run out.
 - (B) The printer doesn't operate at all.
 - (C) The printer paper got jammed.
 - (D) The printer has wrong kind of paper.
66. What happened when the man used the printer the day before?
- (A) It was working all right.
 - (B) Its paper got jammed.
 - (C) He didn't have printer paper at all.
 - (D) He broke the printer.
67. The man is suggesting:
- (A) they should give up the printer and buy a new one.
 - (B) they should have the printer repaired or replaced using the warranty.
 - (C) he can repair it.
 - (D) they should keep using it .

Part 3 Exercise

68. What are they talking about?

- (A) A presentation
- (B) A presentation skill course
- (C) A management skill course
- (D) A lecture at a university.

69. How does the woman think about it?

- (A) It was poorly done.
- (B) She is not sure whether it is good or not.
- (C) It was very good.
- (D) She took a wrong course.

70. What does the man think about the course he took some time ago?

- (A) It was not useful.
- (B) It was very useful.
- (C) It was useful to some extent.
- (D) It was too demanding for him.

PART 4

Directions:

You will hear some short talks given by a single speaker. You will be asked to response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. The talks will be spoken only one time and will not be printed in your text book.

Part 4 Exercise

□ Transcript:

Questions 71 through 73 refer to the following advertisement.

Weekend gardeners' favorite season is just around the corner! Get your garden ready for spring and summer.

Mayfield Garden Center is now fully stocked with plants, seeds and bulbs for your garden. If you are not sure how you want to design your garden this season, just speak to our staff at the customer service counter. They are happy to give you specialist advice and tips.

We are now offering amazing discounts on garden gadgets and ornaments and garden furniture.

Start your dream garden with us now!

71. What is the advertisement about?

- (A) Garden designers
- (B) Gardening goods.
- (C) Gardening reference books.
- (D) Gardening training courses.

72. If you are not sure how to design your garden this season:

- (A) the customer service staff will design it for you.
- (B) there will be lectures on garden designing you can attend.
- (C) the customer service staff will give you advice and tips.
- (D) you can refer to the free gardening guide book.

73. Which one of the following is not included in the discount offer?

- (A) Garden chairs
- (B) Flower pots
- (C) Garden statues
- (D) Fertilizers

Part 4 Exercise

Transcript:

Questions 74 through 76 refer to the following radio program.

Many people around me are beginning to be more interested in the solar power these days. Is the situation same in your neighborhood too?

Although we have long known that the sun is almost an endless energy source, electricity generated from solar energy only accounts for less than one percent of all the electricity we use.

But that may be changing and, just like my neighbors are beginning to do so, many more people will be using solar energy in a few years, says Professor Patrick Gibbs.

If you are echo-friendly and want to know more about using solar energy, stay tuned.

74. What is the program about?

- (A) Recycling
- (B) Nature preservation
- (C) Solar energy
- (D) Radio presenter

75. Which one of the following is mentioned in the program?

- (A) Use of nuclear power is increasing.
- (B) Solar energy is very inefficient.
- (C) Solar energy has not been used very much.
- (D) Solar energy is now the main source of energy.

76. What does Professor Patrick Gibbs say?

- (A) Solar energy will not be used more in future.
- (B) Solar energy will remain expensive.
- (C) Solar energy will begin to be used more in a few decades.
- (D) Solar energy will be used more in a few years.

Part 4 Exercise

- Transcript:

Questions 77 through 79 refer to the following speech.

It is my pleasure and honor to make a speech on this special day at the National Nanotechnology Center.

This day, we are announcing the opening of New Device Research Laboratory which aims to further pursue possibilities of nanotechnology science in cross-disciplinary areas.

As Head of the center, I would like to express my deepest gratitude to all our center staff for their hard work and dedication in founding this research unit.

77. Where is the speech taking place?
- (A) National Conference Center
 - (B) University Nanotechnology Center
 - (C) National Nanotechnology Center
 - (D) University Natural Science Center

78. What is being announced on the day?
- (A) A new nanotechnology device.
 - (B) Appointment of Head of a device research center.
 - (C) Launch of a new nanotechnology research project.
 - (D) Opening of a new research laboratory.

79. Who is the speaker's words of gratitude turned to?
- (A) All the nanotechnology center staff.
 - (B) All the people who financially supported the nanotechnology center.
 - (C) Universities that supported the nanotechnology center.
 - (D) All his family and friends.

Part 4 Exercise

- Transcript:

Questions 80 through 82 refer to the following radio advertisement.

Are you interested in offering care to people who need help in their daily lives? Do you have a strong desire to work for elderly people?

Then why not train yourself to be a homecare specialist?

Hepburn School provides training courses to those who wish to work in the homecare sector.

Our courses are designed to satisfy future homecare specialists' training needs and vary in length from one year to four years. We also have courses for those who are currently working in the homecare sector but wish to deepen their expertise.

Why not pursue your enthusiasm for your future and for those who need your help?

80. What kind of professionals does Hepburn School produce?

- (A) Doctors
- (B) Nurses
- (C) Homecare specialists
- (D) Childcare specialists

81. How long are the courses at Hepburn School?

- (A) One year
- (B) Two to four years
- (C) Three to four years
- (D) One to four years

82. Hepburn School:

- (A) doesn't have courses for people already working in the homecare sector.
- (B) have courses for people already working in the homecare sector.
- (C) have courses for people who wish to have homecare.
- (D) have courses for people who wish to be medical doctors.

Part 4 Exercise

- Transcript:

Questions 83 through 85 refer to the following introduction of a TV program.

Today's "We – Humans" focuses on the modern technologies and their influence on us.

Our life is flooded with useful machine and gadgets but still people's crave for novel products doesn't seem to cease. Certainly new technologies has improved and will keep on improving important aspects of our lives such as health, for example. Along with the advancement of technologies, more diseases are now curable and more people are regaining almost normal lives after serious illness.

But do we really need to have, say, mobile phones with many more "amazing" features? Is it right that we fill our lives with new products?

83. What is the TV program going to focus on?

- (A) Modern medicine
- (B) Modern languages
- (C) Modern technologies
- (D) Modern science

84. According to the TV presenter, people:

- (A) are getting fed up with new products.
- (B) seem trying to invent new products
- (C) are frightened of new products
- (D) don't seem to stop wanting new products.

85. What is the question raised by the presenter?

- (A) Is it possible for human beings to produce new products even more?
- (B) Do we really need to fill our lives with new products?
- (C) Is it right to develop medicine even more?
- (D) Do people need to regain normal life after serious illness?

Part 4 Exercise

- Transcript:

Questions 86 through 88 refer to the following announcement

Have you tried Springfield's new bakery corner? It's bigger and have more varieties of bread. Also, our delicatessen corner and stationary corner are also renewed with more variety of goods.

Those are just a part of our store renewal plan and other corners are also scheduled to be renewed in near future.

We do our very best to carry out the work without disturbing your shopping, but please speak to our staff at the customer desk if you have any questions or complaints about the store renewal plan.

All the members of the staff at Springfield wish you will keep enjoying shopping with us!

86. Springfield is most likely:

- (A) a hospital.
- (B) an airport.
- (C) a superstore.
- (D) a bakery

87. What is the announcement about?

- (A) New store manager.
- (B) Renewal work to the store.
- (C) Temporal closure for renewal work.
- (D) Discount offers at each corner of the store.

88. Who should you speak to if you have any question or complaints?

- (A) The store manager.
- (B) Their online customer service.
- (C) The security guards at the store.
- (D) The customer service desk staff.

Part 4 Exercise

- Transcript:

Questions 89 through 91 refer to the following advertisement.

Are you fed up with putting on and taking off contact lenses?

Contact lenses are advanced these days and so much easier to use, but life can be even easier without them altogether. And that has been made possible by OptTech.

Our laser treatments promise you contact-lens free life. As the treatment is adjusted for each individual, we carry out thorough eye checkup before the treatment to ensure the maximum effect.

Try our laser treatment and see the beautiful world around you!

89. What is the advertisement about?

- (A) Hearing treatment.
- (B) Skin treatment.
- (C) Eye treatment.
- (D) Nail treatment.

90. What is used for the treatment?

- (A) UV light
- (B) Laser
- (C) Magnetic force
- (D) Electron beam

91. What is done before the treatment?

- (A) Thorough eye check.
- (B) Thorough physical check.
- (C) Thorough eye cleaning.
- (D) Thorough hearing check.

Part 4 Exercise

- Transcript:

Questions 92 through 94 refer to the following news.

An artwork thought to have been lost during the World War Two fetched nearly five hundred thousand dollars at an auction at Raymond's.

The work, an oil painting by a French artist Pierre Marceau was found in a stately mansion in Southern France. According to the auction house, the artwork is one of the three pictures of a landscape of Paris which was thought to have been lost in the WWII. According to the owner of the mansion, he bought the building in 1970s without knowing the content of the attic.

The picture was acquired by an insurance company for \$495,000.

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92. What is the news about?

- (A) A sculpture.
- (B) A painting.
- (C) A drawing .
- (D) A photograph.

93. Where was the artwork found?

- (A) In Northern Italy.
- (B) In Southern France.
- (C) In Southern Italy.
- (D) In Southern Germany

94. Before the auction, the artwork was thought to have been:

- (A) one of the three painting by a German artist.
- (B) lost in the WWI.
- (C) one of the five paintings by an French artist.
- (D) lost in the WWII.

Part 4 Exercise

- Transcript:

Questions 95 through 97 refer to the following speech.

Thank you very much for coming to our trial fitness exercise workshop.

I have been a fitness instructor at Go Fitness Club for several years and I have been asked by many people if they were fit enough for my exercise programs.

Well, there are some rather vigorous courses for advanced people, but there are also variety of courses and options for you to choose from.

So, I will show you today how you could program your exercise at our fitness club.

95. What have the audience of the speech gathered for?

- (A) Fitness exercises workshop
- (B) Body building workshop
- (C) Weight loss program trial
- (D) Aerobics competition

96. What have people been asked the speaker in the past several years?

- (A) If they were young enough for her exercise programs.
- (B) If they were guilt up enough for fitness competitions.
- (C) If they are fit enough for her exercise programs.
- .(D) If they would be qualified as fitness instructors.

97. What is the speaker going to show to the audience?

- (A) How to loose weight quickly.
- (B) How to program their exercise.
- (C) How to be a fitness instructor.
- (D) How to program vigorous exercise.

Part 4 Exercise

- Transcript:

Questions 98 through 100 refer to the following announcement.

This aircraft will be arriving in about twenty minutes at London Heathrow airport. The current time of the destination is five minutes to three o'clock in the afternoon. The weather at the airport today is mostly cloudy with occasional shower. The temperature is around eleven degree Celsius .

Passengers who have brought meat products are reminded that it is now forbidden by the UK regulations to bring meat products including ham, sausages and smoked meat into the country. If you have brought those products, please speak to one of the staff members at the quarantine.

98. Where is the announcement taking place?
- (A) At an airport departure lounge
 - (B) At an airport arrival lounge.
 - (C) On an aircraft which is about to touch down.
 - (D) On an aircraft which is about to take off.

99. What is the current weather of the destination?
- (A) Sunny with occasional wind.
 - (B) Cloudy with occasional sunny break
 - (C) Rainy with strong wind.
 - (D) Cloudy with occasional shower.

100. What should you do if one has brought meat products?
- (A) He/ She must declare them at the customs.
 - (B) He/ She must contact the staff members at the quarantine office.
 - (C) He/ She should throw them before the quarantine office finds them.
 - (D) He/ She should leave them on the aircraft.

READING TEST

In the Reading test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

PART 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence.

Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. The athlete did his very best but ----- short of the gold medal in the end.

- (A) had
- (B) fell
- (C) cut
- (D) brought

102. To make it happen, someone ought to take ----- and guide us in a right direction.

- (A) incentive
- (B) induction
- (C) initial
- (D) initiative

103. To cut ----- on carbon footprint, each one of us must avoid wasteful use of fuel.

- (A) up
- (B) off
- (C) down
- (D) by

104. The discovery of the ancient city brought the archaeologist into -----.

- (A) prominence
- (B) promise
- (C) proposal
- (D) proportion

105. To ----- it short, we succeeded in the negotiation and won pay rise.

- (A) bite
- (B) send
- (C) cut
- (D) cross

106. Anyone who live in this city is ----- to use the sports facilities.

- (A) eligible
- (B) edible
- (C) legible
- (D) negligible

107. If you receive a letter from someone, it is a good manner to ----- it.

- (A) anticipate
- (B) acknowledge
- (C) abridge
- (D) accustom

108. The owner of dogs are ----- responsible for keeping them on a lead.

- (A) brought
- (B) ridden
- (C) held
- (D) grown

109. I had never know how to ----- at an auction until I had a chance to observe one.

- (A) bet
- (B) beg
- (C) bid
- (D) ban

110. The lighting is showing ----- the wrinkles of the fashion model.

- (A) off
- (B) in
- (C) up
- (D) out

111. Remember that the meeting takes place ----- Tuesdays.

- (A) interval
- (B) alternate
- (C) cycle
- (D) periodic

112. If you wish to know more, a brochure will be sent to you ----- request.

- (A) on
- (B) at
- (C) with
- (D) for

113. Anyone who is interested in working for the charity is encouraged to come -----.
(A) forth
(B) through
(C) up
(D) forward

114. The prime minister is scheduled to meet with his Japanese -----.
(A) contradiction
(B) counterpart
(C) contingency
(D) counteract

115. The performance may be cancelled in the case of an ----- event.
(A) unforeseeable
(B) unsightly
(C) unmonitored
(D) unconvinced

116. Just by -----, I had the same tie as the president's at that meeting.
(A) evidence
(B) attendance
(C) coincidence
(D) appearance

117. If you believe you are right, you ought to do your best to put ----- your point.
(A) across
(B) before
(C) beyond
(D) away
118. Manufacturing companies are always searching for ----- ideas.
(A) submissive
(B) innovative
(C) passive
(D) apprehensive
119. We can't afford to get behind other companies in the same ----- of business.
(A) line
(B) family
(C) side
(D) origin
120. Hearing his rather thoughtless words, everyone in the room turned ----- eyes to him.
(A) accustomed
(B) accounted
(C) accusive
(D) accurate

121. Please click here if you would like to have the specification of the instrument in -----.

- (A) all
- (B) full
- (C) whole
- (D) one

122. In my opinion, he is not ----- a scientist as an engineer.

- (A) so much
- (B) much as
- (C) so well
- (D) as much

123. The construction company is planning to reinforce the bridge to make it ----- to earthquakes.

- (A) resistance
- (B) resists
- (C) resistible
- (D) resisted

124. The group which is ----- a research on the cancerous substance reported on new findings.

- (A) designated
- (B) ignited
- (C) assigned
- (D) consigned

125. To be a craftsman, you need to go through the three-year ----- periods.

- (A) application
- (B) apprenticeship
- (C) appreciation
- (D) approach

126. The ----- substance was illegally discharged into the nearby river.

- (A) hazardous
- (B) strenuous
- (C) ubiquitous
- (D) malicious

127. Our project would not have been so successful ----- for his expert advice.

- (A) except
- (B) as
- (C) but
- (D) apart

128. Everyone was requested to fill in the questionnaire and hand ---- by 3pm.

- (A) out
- (B) across
- (C) for
- (D) in

129. If you wish to reserve the place, please fill in the form and return it with -----.

- (A) dent
- (B) deposit
- (C) deck
- (D) demise

130. We were left wondering why the flight departure was being delayed but there wasn't any account ____ it.

- (A) with
- (B) for
- (C) of
- (D) by

131. You cannot speak to him at the moment as he is on ----- now.

- (A) responsibility
- (B) role
- (C) duty
- (D) position

132. It is quite obvious that the new product of the company has a strong ----- to ours.

- (A) resemblance
- (B) likelihood
- (C) simile
- (D) comparison

133. Your idea is excellent in ----- of practicality but somehow lacks originality.
(A) terms
(B) sense
(C) sight
(D) look
134. On the way back from the conference in France, I had a ----- in Hong Kong.
(A) handover
(B) voiceover
(C) hangover
(D) stopover
135. The president has announced his intention to step ----- and to be the head of the advisory body.
(A) out
(B) down
(C) in
(D) off
136. The police has started an ----- search for the missing businessman.
(A) extensive
(B) expensive
(C) external
(D) exposed

137. Customers are advised to read the instruction for the ----- of your own safety.

- (A) hope
- (B) good
- (C) sake
- (D) gain

138. It is ----- that tenants inform their landlords of the intention to leave the property 30days in advance.

- (A) advisory
- (B) mandatory
- (C) conservatory
- (D) introductory

139. His error shall be forgiven in ----- of his contribution and devotion to our company.

- (A) view
- (B) scope
- (C) sight
- (D) vision

140. The proposal was approved ----- at the board meeting.

- (A) harmoniously
- (B) significantly
- (C) accordingly
- (D) unanimously

PART 6

Directions:

Read the texts on the following pages. A word or phrase is missing in some of the sentences. Four answer choices are given below each of these sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Question 141 to 143 refers to the following email.

Subject: Book Summer Vacation Now and Win Mediterranean Winter Break
To: Harriet Washington <harrie2@asnet.com>,
From: Top Choice<topchoice@hiweb.com>
Date: January 28, 2011

5 day Winter Vacations to win!
Book a summer vacation with Top Choice and enter the prize draw

Dear Our Valued Customer

Summer is not as far ahead as you think it is when it comes to planning a vacation. Choose a vacation from our Summer Vacation ----- or plan your original holiday.

141. (A) memorandums
(B) journals
(C) brochures
(D) archives

If you book a summer vacation by March 5th, you will be ----- to enter our winter vacation draw where you could win a \$3,000 (max.) winter vacation for two.

142. (A) enthroned
(B) entitled
(C) endowed
(D) encircled

Just visit one of our 143 branches nationwide or just go to www.topchoice.com to book your summer vacation. Don't miss this ----- chance!

143. (A) chronic
(B) suspended
(C) exceptional
(D) coherent

Top Choice Co., Ltd.

Question 144 to 146 refers to the following letter.

Pacific Water

March 25, 2011

Mr. Robin Hunt
201 Eagle Heights
Bassett
MA 89012

Customer Ref. No: MA11004582

Dear Mr. Hunt

Welcome to Pacific Water. We are writing to you to ----- your attention to an important fact about our pricing policy.

144. (A) draw
(B) pull
(C) send
(D) gain

As set ----- in our terms and conditions, we determine our water prices at least 1.2% lower than the lowest prices of other water companies so that you can enjoy the best service at the lowest cost.

145. (A) by
(B) out
(C) off
(D) forth

Check your water bill at www.pacificwater.com, where you can see you are paying a lot cheaper for water compared with ----- you would pay if you were with other water companies.

146. (A) that
(B) which
(C) what
(D) how

So, feel at ease and benefit from our most budget friendly service!

Yours sincerely

Alex Mills
Director of Customer Service

Ringwood Central Library

Maintenance Work Notice

Dear library users

Ringwood Central Library will be having maintenance work from Tuesday, March 1st to Thursday, March 3rd to keep the library ----- to a high standard. There will be some arrangements in association with the work, so users are advised to read the following carefully.

147. (A) specialties
(B) facilities
(C) treaties
(D) causalities

The main entrance will be closed during the work for improvement of lighting. So please use the ----- entrance which you will find at the back of the library building.

148. (A) altering
(B) alternate
(C) alternative
(D) alternating

Also, the drop box will be moved from the main entrance to the alternative entrance. If you put ----- books or audio/ visual materials in the box, please pay the fine when the check out counter is open.

149. (A) overdose
(B) overload
(C) overdue
(D) overlooked

We apologize you for any inconvenience the work may cause you.

Sue Scott
Chief Librarian

Question 150 to 152 refers to the following letter.

Clive Hudson & Associates Dental Clinic
33 The Parade
King's Bridge
HM4 5OD

Miss Juliet Anderson
91 Honeysuckle Street
Romsey
HM2 8YU

12 May, 2010

Dear Miss Anderson

As we discussed, I'm sending you the treatment plan for your front teeth. The cost is -----
and so may change slightly depending on when actually you wish to have it.

150. (A) approximation
(B) anticipation
(C) calculation
(D) suspicion

This treatment consists ---- two phases and so requires two visits. In the first visit, the impression
of your front teeth will be taken. In the second visit, veneers produced based on the impression
will be placed. Each visit will require about half an hour.

151. (A) by
(B) with
(C) from
(D) of

Preparation of the veneers will take about two weeks, so please make two appointments with a
two-week -----.

152. (A) distance
(B) difference
(C) interval
(D) separation

Yours sincerely
Rachel Smith
On behalf of
Dr. Clive Hudson
01498 679341

PART 7

Directions:

In this part, you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Question 153 to 156 refers to the following email.

Subject: Order enquiry (Order No.: 11089231PK)
To: PP Net<ppnet@ttl.com>
From: Marion Gooding <marionkg@hfcnet.com>
Date: 21 July, 2011 11:19:55

Dear Manager

I ordered an AC adaptor from your net shop on 13 July. I have received an order confirmation but have not heard from you anything about actual shipment.

I have checked my account but my order status is “dispatched” there.

Could you please find out where my ordered item is?

Below is the confirmation email I received right after placing the order.

Dear Mrs. Gooding

Thank you for your order. Your order is now being processed and we will let you know by an email when your order is dispatched.

Here is a reminder of your order.

NH-341 Monitor AC adaptor x 1 (Code: 00901899)
\$22.00 (+postage \$4.50)
Payment: VISA xxxx xxxx xxxx xx55; Exp. Dec 05 2015

Kind regards
Marion Gooding

153. What is this email for?
(A) Placing an order.
(B) Asking about the senders order status.
(C) Asking how to cancel an order.
(D) Filing a complaint.
154. Why did Marion Gooding check her account?
(A) To check if anything was left to be ordered.
(B) To check if her order had been confirmed.
(C) To check if her personal details are correct.
(D) To check her order status was.
155. What is the status of her order shown in her account?
(A) The order has been sent out.
(B) The order has been cancelled.
(C) The order has gone missing.
(D) The order has been returned.
156. What did she receive after placing an order?
(A) Her ordered item.
(B) A wrong item.
(C) A confirmation email.
(D) A confirmation letter.

Question 157 to 159 refers to the following advertisement in a website.

Jobtoday.com - 20 Sep, 2010

Full-time Travel Advisors

Alpha Tour

Cambridge, MA

The assignment of the position is to provide help, advice and information customers need in deciding vacation packages, flights, hotels, etc.

Previous experience in the tourism industry is desired but not mandatory.

Alpha Tour is a long-established travel agency set that has been satisfying needs of holiday makers and business travellers for nearly half a century.

It particularly excels in providing customers accurate and real-time destination information it acquires through its partnerships with travel agencies all over the world. The company is also known for its excellent training schemes for inexperienced employees.

The company is looking for enthusiastic and hard-working people with superb communication skills.

Work hours: 8am-5pm from Monday to Friday

Salary: \$5,500 p.a. ~ (depending on experience) + pension scheme

Workplace: Reighley, Cambridge, MA

Application and further information: Call 045 896 23981 (Guy Kelly, Personnel Manager).

157. Which industry is the advertised company in?

- (A) Manufacturing.
- (B) Education
- (C) Tourism
- (D) Financial

158. About how many years has the company existed?

- (A) 100 years
- (B) 50 years
- (C) 20 years
- (D) 10 years

159. What happens if applicants don't have previous experience?

- (A) They will be given training.
- (B) They will not be considered for employment.
- (C) They will be expected to train themselves through work.
- (D) They will be sent to a business school.

Question 160 to 162 refers to the following advertisement.

CityScope.com

Get all information you need for your urban life at our website.

Theatrical plays, art exhibitions, concerts, films and much more.

If you are keen to enjoy the cultural aspect of urban life, what matters most is information – information on what’s going on in cities, and CityScope.com is the website that offers such information.

CityScope.com provides you with detailed information on literally all professional events taking place in the cities across our country. It also includes many noteworthy armature events such as ethnic festivals and music events.

CityScope.com also contains featured articles on the hottest events and their backstage episodes and reviews by prominent critics.

Information at CityScope.com is constantly updated and so always fresh. From detailed information on each event to ticket availability, you can check everything at CityScope.com from your PC or mobile. Of course you can book tickets from the site.

What’s more, if you become CityScope.com club member, you will be entitled to enjoy discounts on many of the intriguing events and dining at restaurants at or around the venues.

So, why not register with us today to make your city life even more exciting!

160. The information the website for:
- (A) people who often travels in cities.
 - (B) people who live in a city for the first time.
 - (C) people who are interested in cultural events in cities.
 - (D) people who are keen to know problems happening in cities.
161. The information in the website covers:
- (A) only noteworthy events.
 - (B) all professional events and some amateur events.
 - (C) mainly amateur events.
 - (D) professional events abroad.
162. What is the benefit of getting the membership?
- (A) You may be given free tickets for some events.
 - (B) You will be entitled to free meal at restaurants at or around event venues.
 - (C) You will get information on events before it is released.
 - (D) You will be offered discounts on many of the events and meals at restaurants at or around the venues.

Question 163 to 165 refers to the following notice.

Blue Star Tour

Important notice regarding your holidays.

April 12, 2011

Dear Customers

We are sending this notice to all our customers who are flying to their holiday destinations in near future. As you may be aware, many of the airline companies are introducing new rules on weight and size of luggage you can check in, most of which will come in effect from May 1st.

So far as Blue Star Tour has confirmed, the new rules are generally stricter than before and you are likely to be charged if you exceed the weight / size limits.

To avoid disappointment at the start of your holiday, please check the luggage allowance rules of the airline company you are flying with. The information is normally available at their websites. Customers are reminded that Blue Star Tour is not liable for any inconveniences related to luggage allowance rules of airline companies or the change of their rules.

We hope you will find the above notice helpful. Please contact us if you have any questions regarding any other matters related to your holidays.

Blue Star Tour

163. The new rule being introduced is about:
- (A) determination of airfares.
 - (B) carry-on luggage.
 - (C) check-in luggage.
 - (D) upgrading of airline tickets.
164. How different are the new rules from the old ones?
- (A) Most of them are stricter.
 - (B) Most of them are less strict.
 - (C) Most of them have not changed.
 - (D) A few of them are stricter.
165. How can one check the new rules?
- (A) By looking at the air company websites he/ she is using.
 - (B) By contacting Blue Star Tour.
 - (C) By contacting the airport he/ she is using.
 - (D) By checking Blue Star Tour website.

Question 166 to 168 refers to the following email.

Subject: OptWorld – Discount coupons attached
To: lizabington@nnt.com
From: optworld@senetcom
Date: 18 May, 2011 11:18:14

Dear Mrs. Abingdon

Summer is just around the corner! And we are here to help you prepare for the sunny season.

We are sending a discount coupon for sunglasses to our valued customers who are registered with OptWorld. Please download the attached coupon, print it out and present it when you purchase sunglasses at any of the OptWorld branches.

In addition to the brand sunglasses, we offer our own range of sunglasses at reasonable prices.

Moreover, we offer customers who present the coupon further discount on their second sunglasses. Why not change your sunglasses to coordinate with your clothes? The discount applies to all the sunglasses displayed at any of our branches.

We hope you will enjoy the summer sun well-equipped.

Yours sincerely

John H. Richardson
Sales Manager
OptWorld

166. What is this email for?
- (A) Sending discount coupons for sunglasses to registered customers.
 - (B) Sending eye test coupons to prospective customers.
 - (C) Sending discount coupons for brand glasses to registered customers.
 - (D) Sending discount coupons for brand sunglasses to prospective customers.
167. How can one use the coupons?
- (A) By giving the coupon numbers at an branch.
 - (B) By giving his/her registration number with OptWorld at a branch.
 - (C) By showing the glasses he/ she bought at a branch.
 - (D) By printing them out and taking them to a branch.
168. One can use the discount coupon for:
- (A) all products displayed at his/ her local branch only.
 - (B) all sunglasses displayed at any of the branches.
 - (C) only brand sunglasses displayed at any of the branches.
 - (D) all products displayed at any of the branches.

Question 169 & 171 refers to the following advert.

Auto Wash Car cleaning service at DD Mart parking lot while you shop

We offer:

**Hand Car Wash, Wheel Cleaning, Valeting, Interior Vacuum Cleaning
and Window Cleaning Services**

While you are enjoying shopping at DD Mart.

**After valeting, your car seats will be covered with plastic sheets,
so no need to wait until they are dry.**

We offer professional jobs at reasonable prices:

Hand car wash + Wheel cleaning → \$20

Hand car wash + Wheel Cleaning + Window cleaning → \$25

Hand car wash + Wheel cleaning + Window cleaning + Valeting → \$40

Hand car wash + Wheel cleaning + Window cleaning

+ Valeting+ Interior vacuum cleaning → \$45

to show a few examples.

The more you combine our services, the more discount you will get!

All service included free deodorizing treatment and dashboard cleaning.

Our Business hours

Mon-Fri: 9am-6pm

Sat : 10am-7pm

Sun: 11am-5pm

Call (056) 781 89231

169. Where is the service offered?
(A) A public parking lot near DD Mart
(B) The parking lot of DD Mart
(C) Auto Wash garage near DD Mart
(D) Wherever customer would like to have it.
170. If you have valeting service:
(A) you will need to wait until the seats are dry.
(B) you will be asked to come back on the following day to collect your car.
(C) you will need to cover the wet seats with your own plastic sheet.
(D) Auto Wash will cover the wet seats so that you can go home straight away.
171. Which one of the following is true about Auto Wash's discount?
(A) You will get more discount if you are a Auto Wash member.
(B) You could get more discount depending on how you combine the services.
(C) You will get more discount by combining fewer services.
(D) You will get more discount by combining more services.

Question 172 to 174 refers to the following job advertisement.

Hatfield Evening News

Secretarial Jobs

Executive secretary - Kensington Co., Ltd.

Location: Hatfield, Litchfield, CT

Reference: M00912982

Posted: April 15, 2011

Employment Status: Full-time

Hourly wage: \$20.35 ~ . Past experience considered.

Job description: The assignment of this position is to assist the vice president and involves handling correspondence, document filing and record keeping, etc.

At least five year secretarial or administrative experience is required.

172. What kind of position is the advertisement about?
- (A) Vice president.
 - (B) President
 - (C) Secretary to a vice president
 - (D) Administrative manager
173. How much is the wage?
- (A) \$20.35 per hour or less
 - (B) \$20.35 per day or more
 - (C) \$20.35 per hour
 - (D) \$20.35 per hour or more.
174. What is required of candidates for the position?
- (A) At least five year experience as secretary to vice presidents.
 - (B) At least five year experience as administrative manager.
 - (C) At least five year experience of working in secretarial or administrative positions.
 - (D) At least five year experience in handling correspondence, document filing and record keeping, etc.

Question 175 to 177 refers to the following flyer.

Experience the top unisex hair salon chain

**Tracy's Hair Salon is
opening a branch
in Lincoln Shopping Center
on Sunday, June 3rd , 2011**

Special Guest on our Opening Day
Haircut and styling demonstration by
celebrity hairdresser Zachariah Rogers
1pm ~ 2:30pm

**Presents and discounts for all new
customers
until Sunday, June 10th !**

A free sample set of top brand hair care goods is offered to
all customers during the first week, and
20% discount on
all hair dressing services.

175. What is the flyer about?
(A) Seasonal discounts at a hair salon.
(B) Opening of a branch of a nail salon chain.
(C) Opening of a branch of a hair salon chain
(D) New hair care goods
176. What is happening on the opening day?
(A) A talk by a celebrity hairdresser.
(B) A hairdressing demonstration by a celebrity hairdresser.
(C) A hairdressing demonstration by the branch top hairdresser.
(D) A hair style show by celebrities.
177. What are offered until Sunday, June 10th?
(A) Free hairdressing lessons.
(B) Free hairdressing services and hair care goods.
(C) Free hair care goods and free haircut.
(D) Free hair care goods and discount on hairdressing services.

Question 178 & 180 refers to the following web page.

Jobadvert.com

Experienced voice actress wanted

Posted: September 08, 2010, 10:11:32

Experienced voice actress urgently wanted for a animation production. Only applicants shortlisted based on their CVs will be invited to the audition.

Applicants are expected to have at least five year experience as a voice actress and have sufficient knowledge in movie making.

The successful applicant will be cast as the main character in an original animation movie produced by Paradise Movie. She is expected to be able to play a cheerful and lovable little boy.

Wage:\$18.50 per hour + transportation expenses.

Location: Chicago

The term of employment term: Three months maximum.

Closing date: September 12, 2010

→ [More info on Paradise Movie](#) [Apply](#)

[Back to previous entry](#)

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178. What is the position needed for?
(A) A TV drama in a foreign language.
(B) A radio program.
(C) An animation movie.
(D) A TV animation program.
179. Who can attend the audition?
(A) All applicants.
(B) Applicants who have at least five year experience as a voice actress.
(C) Applicants who have sufficient knowledge in movie making.
(D) Only applicants who are chosen based on their CVs.
180. What is the main character like?
(A) A lovable elderly lady.
(B) A cheerful and lovable man.
(C) A cheerful little girl.
(D) A cheerful and lovable little boy.

Question 181 to 182 refers to the following book review.

Bookworm.com

Book of the month

Dogs – faithful friends of human beings.

By Samantha Montgomery

Dogs have been faithful friends of human beings almost right from the beginning of human history. They don't care how smart you are, how rich you are, or what your social status is, so long as you love them and care them.

Samantha Montgomery gathers in this one book one hundred heart-warming sorties of relationships between dogs and human beings. She collected some of the stories by studying episodes about some historic figures and their dogs, and some by interviewing dog owners.

No one can read this book without tears and laughter. After all, that's what human beings have been sharing with them.

181. .What is the book about?
- (A) Heart-warming relationships between human beings and dogs.
 - (B) Heart-warming relationships among dogs.
 - (C) How to build heart-warming relationship between human beings and dogs.
 - (D) Heart-warming stories in the human history.
182. How did the author collect the stories?
- (A) She collected all stories by researching.
 - (B) She collected all stories by interviewing.
 - (C) She collected some of the stories by researching and some by interviewing.
 - (D) She collected some stories by researching and some from her own experiences.

Question 183 to 187 refers to the following emails.

Subject: Meeting room
To: angieturner@inet.com
From: kimswift@ccnt.com
Date: February 25, 2011 14:31:00

Dear Angie

I understand you have booked Room 3 for your department's meeting on February 27th at 1pm. To cut it short, I'm wondering if there is any chance you could swap it for one of the other meeting rooms.

I have been asked by my boss, Mr. Edmunds, to book a meeting room on the day at the same time as yours. But the rest of the meeting rooms don't have enough space for our department.

I'm sorry to bother you with it but I would appreciate it if you could let me know what you think about it.

Many thanks
Kim

Subject: Re: Meeting room
To: kimswift@ccnt.com
From: angieturner@inet.com
Date: February 25, 2011 14:44:51

Dear Kim

In terms of size, we could use Room 5 which is only a little bit smaller than Room 3. The only problem is the projector of Room 5 is broken and I know our manager needs one. The other rooms have a projector but would be too small for us except for Room 3.

I will speak to Jim at Facility Department as he is in charge of equipment repair, If he can repair the projector by the meeting, we will use Room 5 so that you can use Room 3.

Anyway, I will do my best and come back to you a.s.a.p..

Regards
Angie

183. Why did Kim send the email to Angie?
(A) To book Room 3 for her department's meeting.
(B) To ask her why she had booked Room 3.
(C) To ask her if her department could use a room other than Room 3.
(D) To tell her Room 3 had been booked by another department.
184. Why does Kim's department need Room 3?
(A) Because it has a projector.
(B) Because it is the only room big enough for her department.
(C) Because Mr. Edmunds likes this room.
(D) Because other rooms are too big.
185. Room 5 is:
(A) too small for Angie's department.
(B) too big for Kim's department.
(C) the only room with a projector.
(D) the only room without a projector.

**QUESTIONS CONTINUED TO
THE NEXT PAGE**

Question 183 to 187 refers to the following emails.

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From: kimswift@ccnt.com
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Kim

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From: angieturner@inet.com
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Anyway, I will do my best and come back to you a.s.a.p..

Regards
Angie

QUESTIONS CONTINUED FROM THE PREVIOUS PAGE

186. What does Angie say the problem with Room 5 is?

- (A) It is too small.
- (B) Its projector is broken.
- (C) It's not the room her boss wants.
- (D) It's too big.

187. If Jim can repair the projector:

- (A) Kim's department will use it.
- (B) Angie's department will use Room3.
- (C) Angie's department will use a room other than Room 3 and 5.
- (D) Angie's department will offer Room 3 to Kim's department.

Question 188 to 191 refers to the following notice and email.

In-house Invitation Lecture Series
Lecture by Prof. J. Robertson

Lecture title: "Corporate Sustainability – what should be the goal"

Date & Time: Friday, May 25, 2011 at 2pm ~ 3:30pm

Coffee with Prof. Robertson after the lecture.

Place: Conference Hall

Note: Registration is required. Contact Madeleine (ext.600 or madeleinewells@inet.com).

Reference materials will be distributed at the beginning of the lecture.

Prof. J. Robertson(The University of Arizona) specializes in corporate governance mechanism. He has published books titled "Corporate Sustainability", "Corporate Governance and Society", etc.

Subject: Prof. Robertson's lecture
To: madeleinewells@inet.com
From: donmckinsey@inet.com
April 27, 2011 13:16:15

Dear Madeleine

I'm currently away to Japan on business. Jonathan emailed me and told me about Prof. Robertson's lecture. I'm very interested in it as I studied the same theme as the professor 's at university and so would like to attend it.

However, on May 25th, I will be coming back from a business trip from Boston. I will do my best to come back in time. But if I end up coming back too late, could I have just the reference materials? Hope that is all right.

Best regards
Don

188. Which one of the following is correct about the lecture?
- (A) The lecturer leaves right after the lecture.
 - (B) The lecture takes place in the morning.
 - (C) One should register himself/ herself to attend the lecture.
 - (D) Reference materials will be distributed a day in advance.
189. Which one of the following is not correct about Prof. Robertson?
- (A) He has published only one book so far.
 - (B) His specialty is corporate governance mechanism.
 - (C) He will be talking for one hour and a half at the lecture.
 - (D) He is using reference materials during the lecture.

**QUESTIONS CONTINUED TO
THE NEXT PAGE**

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Best regards
Don

QUESTIONS CONTINUED FROM THE PREVIOUS PAGE

190. Why is Don interested in Prof. Robertson's lecture?

(A) Because he personally knows the professor.

(B) Because he has taken his lecture before.

(C) Because corporate governance mechanism is new to him.

(D) Because he once studied corporate governance mechanism.

191. What is Don asking Madeleine?

(A) If he could buy one of the professor's books.

(B) If she could reserve one of the professor's books for him,

(C) If he could have the reference materials if he can't come back in time for the lecture.

(D) If he could attend the lecture halfway if he comes back from Boston late.

Question 192 to 196 refers to the following advertisement and the email.

RT Business Writing

Are you hoping to improve your writing?

Are you not having difficulty in writing effective business letters?

Are you not struggling to take minutes with pinpoint accuracy?

Are you not at a loss how to make documents look professional?

If you are one of those people, we are the people who can offer the help you need. All our staff have at least ten year experience in coaching business writing and have been acknowledged by numerous companies and private business owners.

We can help you whether you are a secretary or an executive, as business writing is an essential part for all who are engaged in business activities.

No one can write business documents perfectly without having any training. But not everyone can write perfect business documents even if they take training. What is most important for business people is an instructor who can accurately point out where you need more skills.

We are capable of instructing large and small groups. We can also instruct individuals.

Contact us to day for an immediate effect!

072 782 01273

rtbusinesswriting@attn.com

Subject: Business letter tuition

To: rtbusinesswriting@attn.com

From: kathsalinger@mnet.com

October 3, 2011 14:18:56

Dear Manager

I read your advertisement in a local newspaper.

I am hoping to improve my business writing. I have been fortunate enough to have been employed as an PA to an executive because of my multi-lingual skills. However, I actually had been in a secretarial position for only a short time before the current one and so I have a lot to improve in terms of business writing, particularly business letters.

I wonder if you could coach me perhaps fortnightly at my home.

Looking forward to hearing from you.

Kind regards

Katherine Salinger

192. What kind of service does RT Business Writing provide?
- (A) Business document proof reading.
 - (B) Instruction on how to write essays.
 - (C) Corporate logo and letterhead designing.
 - (D) Instruction on how to write business documents.
193. RT Business Writing's service is suitable for:
- (A) all who are not involved in business.
 - (B) all who are studying business.
 - (C) all who are engaged in business.
 - (D) all who are hoping to launch a business.
194. According to the advertisement, what is most important for business people is:
- (A) enthusiasm to improve their writing
 - (B) a good proofreader who corrects their writing.
 - (C) a good guide book on how to write business documents.
 - (D) an instructor who can tell you exactly what kinds of skills you need more.

**QUESTIONS CONTINUED TO
THE NEXT PAGE**

Question 192 to 196 refers to the following advertisement and the email.

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Katherine Salinger

QUESTIONS CONTINUED FROM THE PREVIOUS PAGE

195. What kind of help does Katherine Salinger particularly need?
- (A) Help with business speech.
 - (B) Help with record taking.
 - (C) Help with business letters.
 - (D) Help with business manners.
196. How often does Katherine Salinger want RT Business Writing's help?
- (A) Every other week.
 - (B) Every week.
 - (C) Once in four weeks.
 - (D) Once in forty days.

Question 197 to 200 refers to the following email.

Subject: MyShop.com : Your order (Order # 00289123)
To: madeleinewells@inet.com
From: donmckinsey@inet.com
November 19, 2010

Dear Mrs. Penny Mead

Thank you for your order which we received on November 19, 2010. We are sending this email as a confirmation of your order.

Please also find the invoice below. If any information in it is wrong, please let us know immediately by replying to this email as the ordered product will be shipped in a bout 2 to 3 days. You will not be able to cancel your order once the ordered product is shipped.

We hope you will enjoy your order.

Sincerely yours
Stewart Dan
MyShop.com

INVOICE

Order #: 00289123
Issue Date: 8 April, 2010

Shipping & invoice address
Mrs. Penny Mead
90 Apple Tree Close
Huntsville, AL 35806

MyShop.com
Block 4
Swallow Industrial Estate.
Henderson, NV 89014
TEL: 888 793 12984

Luxury bathrobe (Product code :LP- 449005) x 1	US\$350
Postage & packing	US\$ 15
Total	US\$365 (Tax Inc.)

Payment method: Star Credit Card
Card holder PENNY MEAD
XXXX XXXX XX93 Exp. end of Sep, 2013

197. What is the purpose of the email?
- (A) To reply to an enquiry about the recipient's order.
 - (B) To inform the recipient that the ordered item has been returned to the sender.
 - (C) To confirm the order the recipient has made.
 - (D) To remind the recipient of delayed payment.
198. What should the recipient do if any information about her or der is wrong?
- (A) Write a letter to MyShop.com.
 - (B) Wait until the product is shipped.
 - (C) Phone MyShop.com immediately.
 - (D) Reply to the email and tell MyShop.com about it.

**QUESTIONS CONTINUED TO
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Sincerely yours
Stewart Dan
MyShop.com

INVOICE

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Issue Date: 8 April, 2010

Shipping & invoice address
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Huntsville, AL 35806

MyShop.com
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Henderson, NV 89014
TEL: 888 793 12984

Luxury bathrobe (Product code :LP- 449005) x 1	US\$350
Postage & packing	US\$ 15
Total	US\$365 (Tax Inc.)

Payment method: Star Credit Card
Card holder PENNY MEAD
XXXX XXXX XX93 Exp. end of Sep, 2013

QUESTIONS CONTINUED FROM THE PREVIOUS PAGE

199. The order cannot be cancelled:
- (A) once you receive the product.
 - (B) once the product is shipped.
 - (C) once the order is placed.
 - (D) once the order confirmation email is received.
200. Which of the following is true according to the invoice?
- (A) The cost includes tax.
 - (B) The order is paid by bank transfer.
 - (C) The shipping address is different from the invoice address.
 - (D) Two products have been ordered.