

TOEIC MARATHON 14



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

Directions: For each question in this part, you will hear four statements about a picture in your test book. When you hear the statements, you must select the one statement that best describes what you see in the picture. Then find the number of the question on your answer sheet and mark your answer. The statements will not be printed in your test book and will be spoken only one time.

Example:

A B C D



1.



2.



3.



4.



5.



6.



7.



8.



9.



4.



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

11. Did you have any financial difficulties in your old position?

- A) It wasn't too bad, I managed.
- B) No, I didn't have enough money.
- C) Yes, I had a lot of money.

12. Can I get you anything from the convenience store?

- A) Sure, can you pick up a coffee for me?
- B) I like pizza.
- C) Do you want to go with me?

PART 2

13. What did you do over your winter vacation?

- A) I doing lots of things over my winter vacation.
- B) I haven't had my vacation yet.
- C) I went to winter vacation.

14. Where should we go for lunch?

- A) I'm looking forward to it.
- B) Hmm, I'm not sure.
- C) Let's go to lunch.

PART 2

15. Have you seen the new movie yet?

- A) Yes, I saw it last week.
- B) No, I saw it yesterday.
- C) Do you go see it?

16. What did the professor say about your paper?

- A) She told me my paper.
- B) Yes, my paper was good.
- C) He said that it was fine.

PART 2

17. Can you give me your cell phone number?

- A) Here is your cell phone number.
- B) How do you do?
- C) Sure, hold on a minute.

18. How is the new employee in your department?

- A) He's an able worker.
- B) He's a knowledgeable and motivated.
- C) He work very hard at his job.

PART 2

19. What are you going to do with your obsolete computer?

- A) I'll be able to do my homework, and surf the internet.
- B) Where did you buy it?
- C) I think I'll just throw it away.

20. How did you feel after she lied to you?

- A) I will feel bad.
- B) It was difficult to trust her after that.
- C) I felt she is a bad person.

PART 2

21. Do you know what time the bank closes this evening?

- A) I'm pretty sure that it will be open until at least 5:00.
- B) It opened at 9:00 this morning.
- C) Just go down this road and make a right.

22. Hello, this is Sam. May I talk to Linda please?

- A) Linda isn't in right now. Could I have her call you back?
- B) Hello Sam, you should talk with Linda.
- C) Thanks for calling Linda. Please hold.

PART 2

23. Can't we talk about this tomorrow?

- A) Yes, I am busy tomorrow, sorry.
- B) No, I don't have any plans.
- C) I guess we can do that.

24. Did you have any trouble finding us?

- A) Thanks for asking.
- B) No, it was easy because I have a good map.
- C) Yes, shall we get started?

PART 2

25. Could you check to see if I did anything wrong?

- A) Sorry, I'm pretty busy at the moment.
- B) Sure, here you go.
- C) No, thank you.

26. Aren't you tired from all that walking?

- A) Not really, I got great sleep last night.
- B) Yes, I always do.
- C) No, I don't think I will.

PART 2

27. Were you aware that you're behind in your payments?

- A) Great, thanks for the good news!
- B) I knew I was a little late, but I didn't think it was a problem.
- C) I know, I always pay my bills on time.

28. Are you ready for today's meeting?

- A) The meeting was good, but a little long.
- B) No, thanks.
- C) Yes, I've already read the meeting notes.

PART 2

29. Did you hear what happened to Sam?

- A) No, but thanks for telling me Sam.
- B) No, I did.
- C) Yeah, I heard from his sister, it's terrible!

30. Have you itemized your trip expenses?

- A) I think you'll find that everything is in order.
- B) Yes, but I haven't written them all out.
- C) No, I haven't, but they're all written here correctly.

PART 2

31. Do you think I should have an independent consultation?

- A) Yes, your boss should give you a fair assessment.
- B) It might be expensive, but it's probably worth it.
- C) Sure, it's good to have a biased opinion.

32. What is one of the benefits of working here?

- A) You'll have to work long hours.
- B) You won't get any extra pay for overtime.
- C) You'll get free coffee.

PART 2

33. What benchmarks did you use to determine success?

- A) We looked at customer satisfaction cards primarily.
- B) We looked at each person carefully.
- C) We looked towards the future to determine success.

34. Is she a reliable employee?

- A) Yes, she's usually late to work.
- B) Yes, she's sometimes late to work though.
- C) No, she is always on time.

PART 2

35. Do you read the newspaper daily?

- A) No, I read it every evening before bed.
- B) Yes, I read it every morning.
- C) Yes, I often read it.

36. Can you tell me where the reception desk is?

- A) Sure, it's in my office, follow me.
- B) Sure, it's at the front of the building.
- C) Sure, you can just sit right here.

PART 2

37. What is the readership of your magazine?

- A) You can find it in most major bookstores.
- B) It's very easy to read.
- C) It's about 20,000,000.

38. Do you think that this is just a temporary outage?

- A) No, it will probably end in just a few minutes.
- B) Yes, and I don't think things will get better.
- C) Probably, let's just wait and see.

PART 2

39. Did you like the gift your boss got you for Christmas?

- A) It's hard to get excited about something so obligatory.
- B) Yeah, but not really.
- C) No, I'll have to wait and see.

40. Is casual Friday a perennial tradition?

- A) Yes, it just started a few months ago.
- B) Yes, we've had it for as long as I can remember.
- C) No, it started about 10 years ago, and has continued since.

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), 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

41. What is the conversation about?

- A) His weekend activities.
- B) Going to a club.
- C) Making a phone call.
- D) Getting rest.

PART 3

42. What is she surprised about?

- A) That he got lots of rest.
- B) That she called him.
- C) That he didn't call her.
- D) That he has friends at the club.

PART 3

43. What will he do differently when he goes to the club again?

- A) He will invite his friends.
- B) He will call her and invite her to come.
- C) He will get a lot of rest.
- D) He won't hang out with his friends.

PART 3

44. What is the woman's attitude?

- A) She is happy to be done waiting.
- B) She is very friendly.
- C) She is upset.
- D) She is a little tired.

PART 3

45. Where is this conversation likely taking place?

- A) In the customer service section of a business.
- B) In a restroom.
- C) At a nightclub.
- D) On an airplane.

PART 3

46. What has the man agreed to do?

- A) He will be with her as soon as possible.
- B) He will call her back.
- C) He will contact his boss and ask for advice.
- D) He will ask her to leave.

PART 3

47. What is this conversation about?

- A) Jan would like to order some units.
- B) Jan is introducing her company.
- C) He has a fairly large stock.
- D) Jan is inquiring about cabinets.

PART 3

48. Where is this conversation taking place?

- A) At a warehouse.
- B) In an office building.
- C) Over the telephone.
- D) By the end of the month.

PART 3

49. Does the company have the cabinets?

- A) He will have to check the warehouse.
- B) There is a problem with the stock.
- C) They have 65 units in the warehouse
- D) Yes, they do.

PART 3

50. Who most likely is the man?

- A) He is a new employee.
- B) He is a long-time employee.
- C) He is a business owner.
- D) He works at a different business.

PART 3

51. Who most likely is the woman?

- A) A friend of his.
- B) His mother.
- C) A neighbor.
- D) His boss at the company.

PART 3

52. Is the company happy with his performance?

- A) Sure, it's been great so far!
- B) They're not sure yet.
- C) Yes, and he's gotten to meet a few new people too.
- D) No, they are unhappy with him.

PART 3

53. What is the conversation about?

- A) She wants to make more money.
- B) She is having a problem at work.
- C) He thinks that she is an important and valuable employee.
- D) She wants a new job.

PART 3

54. What is the man's response?

- A) That he will think about it.
- B) That he isn't able to give her a raise.
- C) That other people are ok with their pay.
- D) That he wants her to stop.

PART 3

55. How is the company likely doing?

- A) The company isn't making very much money right now.
- B) There is nothing they can do.
- C) They think she's an important employee.
- D) They are in the same boat.

PART 3

56. How is the man feeling?

- A) He feels fantastic.
- B) He is stressed.
- C) He's got a big report.
- D) He feels average.

PART 3

57. How much work do they have?

- A) He is busy, but she isn't.
- B) They are both busy.
- C) Neither of them are busy.
- D) She is busy, but he isn't.

PART 3

58. How does she respond?

- A) She will help him with the report.
- B) Her work-load is light at the moment.
- C) She asks him how he is doing.
- D) She says that they should both work hard.

PART 3

59. What does the woman need finished?

- A) The book report.
- B) The things on her plate.
- C) The paperwork.
- D) She doesn't say.

PART 3

60. When does he need to have it done?

- A) 4:00 at the latest.
- B) 4:00 at the earliest.
- C) Sometime after 4:00.
- D) Sometime around 4:00.

PART 3

61. What will the man do about the work?

- A) He will do it later.
- B) He knows how important it is.
- C) He promises to finish it by 4:00.
- D) He's not sure when he can do it.

PART 3

62. Does the man think that Sarah took his stapler?

- A) Yes, he does.
- B) No, he doesn't.
- C) He isn't sure.
- D) He doesn't say.

PART 3

63. Where does he think that he left his stapler?

- A) On his desk.
- B) In his drawer.
- C) Near his desk.
- D) He let Sarah borrow it.

PART 3

64. Where was his stapler?

- A) Sarah took it.
- B) He misplaced it.
- C) He broke it.
- D) We don't know.

PART 3

65. What does the man want Julie to do?

- A) Make copies for a meeting.
- B) Make 3 documents.
- C) Attend this afternoon's meeting.
- D) He doesn't say.

PART 3

66. What is likely Julie's job?

- A) The man's coworker.
- B) The man's boss.
- C) The man's doctor.
- D) The man's secretary.

PART 3

67. Does the man want Julie to finish the work right now?

- A) No, he wants her to do it after they talk.
- B) Yes, he needs them right now.
- C) No, after the meeting is ok.
- D) No, she should finish them before they talk though.

PART 3

68. What is the conversation about?

- A) Planning a birthday party for Jim.
- B) An Italian restaurant.
- C) Doing something for Jim's birthday.
- D) Jim wants to have a gift.

PART 3

69. What does the woman say?

- A) Let's buy him something.
- B) Let's make him something.
- C) Let's take him somewhere.
- D) Let's have a party.

PART 3

70. What does the man suggest?

- A) They should a birthday party.
- B) They should go to an Italian Restaurant.
- C) They should make a birthday cake.
- D) They should get him a gift certificate.

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

71. What is the announcement about?

- A) Boarding call for airplane flight.
- B) The flight has been cancelled.
- C) The flight will be delayed.
- D) The flight is landing.

PART 4

72. What will begin in 10 minutes?

- A) Passengers with small children may board.
- B) Regular passengers may board.
- C) Passengers who require special assistance may board.
- D) The doors will close.

PART 4

73. What will happen in 5 minutes?

- A) Erin and Fred Collins will arrive.
- B) The airplane will leave.
- C) The airplane doors will close.
- D) Regular passengers may board.

PART 4

74. What is the advertisement about?
- A) The results of the kite tournament.
 - B) An upcoming kite tournament.
 - C) A cancelled kite tournament.
 - D) How to build a kite.

PART 4

75. How will the location be different from last year's tournament?

- A) There will be more food vendors.
- B) The field will have more room.
- C) They hope to see a great number of kites.
- D) They invite guests to bring a picnic lunch.

PART 4

76. What should people do if they have a question?

- A) Send a letter to the company.
- B) Ask at the tournament
- C) Send an email.
- D) Call the sponsor of the tournament.

PART 4

77. What is the letter about?

- A) A recommendation.
- B) A letter of complaint.
- C) A letter of appreciation.
- D) A letter of apology.

PART 4

78. What did Bill Smith do to improve the company that he worked for?

- A) He hired several new good employees.
- B) He sabotaged the company.
- C) He directly improved their revenue.
- D) He reinvented their marketing plan.

PART 4

79. Why does the letter recommend Bill as a good person to hire?
- A) He is kind and honest.
 - B) He gets along well with children.
 - C) He is a team-player.
 - D) He has a large paycheck.

PART 4

80. What is the next radio segment about?

- A) Improving your living room.
- B) How to survive a house fire.
- C) Some quick announcements.
- D) Testing doorknobs before opening.

PART 4

81. Who gave good tips for surviving a fire?

- A) The interior designer
- B) A local firefighter.
- C) The shows sponsors
- D) Daniel Gustavo

PART 4

82. Why are they taking a short break?

- A) They are testing the doorknobs.
- B) They have some tips you won't want to miss.
- C) To prepare for the next segment.
- D) The sponsors are doing some announcements.

PART 4

83. What is the announcement about?

- A) How to avoid drugs
- B) How to tell if your kids are using drugs.
- C) How to teach your kids.
- D) The importance of talking to your kids about drugs.

PART 4

84. Which of the following points does the announcement make?
- A) Don't stop teaching your kids just because they're older.
 - B) Your children are using drugs.
 - C) Kids are 50% less likely to use drugs.
 - D) 50% of kids are using drugs now.

PART 4

85. Why do they want you to visit their website?
- A) For information on helping your children get off drugs.
 - B) For information on talking with your kids about drugs.
 - C) For information on the dangers of drugs.
 - D) For information about drug free America.

PART 4

86. What is the announcement about?

- A) A recent problem in the store.
- B) Employees that have been shoplifting.
- C) How to look for hidden things in baskets and bags.
- D) Last holiday season.

PART 4

87. What should workers at the registers do?

- A) Search guests purses and bags after checkout.
- B) Call security in case of a shoplifter.
- C) Be especially vigilant.
- D) Lose several thousand dollars worth of merchandise.

PART 4

88. Why are they taking shoplifting so seriously?

- A) Shoplifting is a big problem in all stores.
- B) It was a big problem last year.
- C) Employees don't know how to check for shoplifters.
- D) Employees themselves might be shoplifting.

PART 4

89. What is the radio program about?

- A) A must-have homemaker.
- B) A loading and unloading stand.
- C) A popular new washing machine.
- D) A new high-efficiency cell phone.

PART 4

90. What things are mentioned about this new device?
- A) It uses less water and is high-efficiency.
 - B) It doesn't even need a little stand.
 - C) It's a historically popular item.
 - D) It's an upcoming item for today's homemaker.

PART 4

91. How can you find out more about the product?

- A) Check out their website.
- B) Call them for more information.
- C) Send a letter to the address.
- D) Keep listening.

PART 4

92. What is the advertisement about?

- A) How to mow your lawn.
- B) How to improve your lawn yourself.
- C) How to contact a specialist.
- D) Hiring someone to improve your lawn.

PART 4

93. What will their service do for you?

- A) Send a team of consultants to meet your yard.
- B) Make your lawn an eyesore.
- C) Kill pests in your lawn.
- D) Turn your lawn into one that your neighbors will want.

PART 4

94. What will they do at no cost?
- A) Send a team to your house.
 - B) Clean your lawn.
 - C) Call 555-5555.
 - D) Fix your eyesore of a lawn.

PART 4

95. What is the announcement about?

- A) KYYY Radio Station.
- B) A milk truck accident.
- C) A traffic update.
- D) How to avoid an accident.

PART 4

96. What can you expect moving into downtown?

- A) A milk truck accident.
- B) Some minor delays.
- C) A lot of bad traffic.
- D) An accident on Story Bridge road.

PART 4

97. Why was traffic blocked for this hours this morning?

- A) Two trucks collided.
- B) There are some minor delays going into downtown.
- C) Interstate 55 had some traffic.
- D) There was a milk truck on Interstate 55.

PART 4

98. What is the announcement about?

- A) A grand opening sale.
- B) Free coffee.
- C) Discounts on toys.
- D) A \$500 raffle.

PART 4

99. What can customers find at this grand-opening sale?

- A) Some new dolls and toys.
- B) Good prices on coffee.
- C) Some great deals on popular items.
- D) Everything is 10-15% off!

PART 4

100. How can customers be entered into the raffle?

- A) They should arrive by 10am.
- B) They should arrive after 10am.
- C) They should come on Saturday.
- D) They should come on Sunday.

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.

PART 5

101. The train from San Francisco arrives ----- 4:35pm.

- A) in
- B) over
- C) on
- D) at

102. When Kathy left this morning she forgot ----- purse.

- A) she
- B) her
- C) hers
- D) herself

PART 5

103. E.C.C is an ----- for Electronic Credit Card.

- A) abbreviation
- B) abbreviate
- C) amelioration
- D) Absorption

104. The hotel had no -----, so we had to find a different place to spend the night.

- A) vacant
- B) variant
- C) variables
- D) vacancies

PART 5

105. I prefer short meetings to ----- .

- A) long
- B) long ones
- C) meeting
- D) long meeting

106. The visitor left his message ----- the receptionist's desk.

- A) on
- B) to
- C) until
- D) Through

PART 5

107. When the books ----- finished, have them sent to the publisher.

- A) am
- B) are
- C) is
- D) Be

108. The ----- has been broken for 3 weeks now.

- A) telling
- B) televise
- C) television
- D) Transcribe

PART 5

109. If your train is delayed, ----- me from the station.

- A) contacted
- B) contacting
- C) contact
- D) will contact

110. The books are ----- in the price of the conference.

- A) including
- B) been included
- C) included
- D) Include

PART 5

111. Mr. Zeke insists that we ----- our tasks.

- A) priority
- B) prior
- C) done
- D) Prioritize

112. An airplane can get you across the world ----- than a boat.

- A) more quickly
- B) most quickly
- C) the most quickly
- D) the more quickly

PART 5

113. Each passenger's ticket ----- with his or her seat number.

- A) corresponds
- B) corresponding
- C) is corresponding
- D) Correspond

114. If I were hungry, I ----- something.

- A) don't eat
- B) eat
- C) would eat
- D) will eat

PART 5

115. Because I was busy that day, I had my wife ----- the travel arrangements.

- A) has made
- B) made
- C) make
- D) Makes

116. Dr. Hadding will return your call ----- he returns.

- A) soon than
- B) as soon
- C) as soon as
- D) Soon

PART 5

117. All of the children ----- when they were finally allowed to open their presents.

- A) was excited
- B) was exciting
- C) were excited
- D) were exciting

118. Old paint ----- pictures are what made that office look particularly out of date.

- A) and
- B) though
- C) but
- D) As

PART 5

119. Mr. Jones should arrive at the conference ----- 8:00 and 8:30 tomorrow morning.

- A) with
- B) between
- C) at
- D) from

120. The style guide ----- the proper way to set the table.

- A) explain
- B) is explaining
- C) explains
- D) Explaining

PART 5

121. ----- costs make profits larger.

- A) Fall
- B) Fallen
- C) Falling
- D) Fell

122. Our supervisor ----- for meetings. We should just get started without him.

- A) late is always
- B) always late is
- C) is late always
- D) is always late

PART 5

123. Mrs. Jennings wants to make -----.

- A) an appointment
- B) a meeting
- C) a time to meet
- D) a meeting time

124. Mr. Cobb prepared the notes, ----- Mrs. Fenn gave the speech.

- A) or
- B) where
- C) during
- D) and

PART 5

125. The variety of animals in this zoo ----- quite unusual for such a small location.

- A) are
- B) being
- C) be
- D) is

126. Mr. Slone has suggested ----- some new employees.

- A) hired
- B) to hire
- C) hiring
- D) hire

PART 5

127. The picnic lunch will be held ----- Friday.

- A) in
- B) on
- C) at
- D) during

128. ----- Mr. Smith was late, he was still able to catch the last part of the show.

- A) Because
- B) In spite of
- C) Although
- D) During

PART 5

129. If the customer is not satisfied, please ----- him call the manager.

- A) ask
- B) mention
- C) tell
- D) have

130. Our company's goal is to turn ----- into success.

- A) failing
- B) failed
- C) failed
- D) failure

PART 5

131. The boat will be arriving ----- Lisbon in fifteen minutes.

- A) in
- B) into
- C) with
- D) for

132. The wedding date had to be moved because the invitations were not ----- in time.

- A) printer
- B) printing
- C) printed
- D) print

PART 5

133. The hospital policy requires that all employees park in their ----- spaces.

- A) assign
- B) assigned
- C) signed
- D) significant

134. Because Mr. Finch has such a long ----- , he leaves for work promptly at 7:00am.

- A) commute
- B) community
- C) commuting
- D) commune

PART 5

135. The bank is ----- the grocery store and the post office.

- A) among
- B) through
- C) outside
- D) between

136. All employees are required ----- name tags at each public event.

- A) wear
- B) to wear
- C) is wearing
- D) be worn

PART 5

137. Visitors are ----- permitted to see the warehouse.

- A) rare
- B) never
- C) no time
- D) ever

138. Every May, the city puts ----- a parade to celebrate its founding.

- A) for
- B) on
- C) up
- D) in

PART 5

139. The leadership expects costs to ----- about 8% this quarter.

- A) rising
- B) up
- C) rise
- D) ascend

140. Despite its recent lackluster performance, this is still our most ----- item.

- A) unpopular
- B) profitable
- C) rare
- D) trendy

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 refer to the following email.

To: customersupport@camerabagcity.com

From: bill29318@mail.com

Dear Customer Support,

I recently ordered the 738A Camera Bag + Tripod Set from your online store, _____ when I received the bag, I didn't see the tripod at all.

141.

- A) so
- B) though
- C) but
- D) for

It mentions _____ the site that it comes with a tripod, so I wanted to see what could be done about getting my tripod to me as soon as possible.

142.

- A) on
- B) near
- C) below
- D) At

I eagerly _____ your quick response, and have always been happy with your company in the past.

143.

- A) appreciate
- B) evaluate
- C) anticipate
- D) prompt

Sincerely,
Bill Douglas

Question 144 to 146 refer to the following letter.

Date of Notice: August 22, 2011

Subject: Gas Electric Oil Other:

Dear **Jerry Stein,**

Recently, we received a bill showing _____ high usage for a utility that is included in your rent.

144.

- A) usually
- B) obviously
- C) unusually
- D) Amazing

It is important that _____ this utility is included in your rent, you are careful about conserving and keeping the usage to a minimum. Remember that according to your Lease you will be billed for overages.

145.

- A) all
- B) even though
- C) but
- D) because

This is a notice, you will be billed for excessive usage in the future. You are responsible to pay the overage amount of **\$150**. Please remit payment and conserve _____ to avoid future billing.

146.

- A) things
- B) using
- C) users
- D) usage

Sincerely,
Duke Smith
Property Manager

Question 147 to 149 refer to the following email

To: frank48190@wyz.com
CC: Accounts Payable
Subject: Request for a copy of the invoice

Dear Frank,

I'm Aaron States from the Accounts Payable department at GHI. Ltd. I understand that we have an invoice outstanding with your company since 07/01/2011. This email is to ____ a copy of the invoice, so that we can clear it for payment as soon as possible.

147.

- A) request
- B) borrow
- C) ask
- D) Lend

We cannot seem to ____ the invoice, so I'd like to request an email copy of the invoice, so that I can issue the payment right away.

148.

- A) search
- B) locate
- C) found
- D) Borrow

Please send it to the email address mentioned below and mark it for my _____. Once again, sincere apologies for the delay.

149.

- A) email
- B) answers
- C) ideas
- D) attention

Thank you,
Aaron States,
Senior Executive
Accounts Payable,
GHI. Ltd

email: accountspayable@ghi.com

Question 150 to 152 refer to the following letter.

8371, Main Street
Lakeland, IL 02123

Hello!

Chicago businesses have to stick together when it comes to promotions. That's why I'm writing for your _____. As you may know, Cargan Inc. is putting together Running Marathon 2011, to be held May 5th, 2011 at The Greater Chicago Fairgrounds.

150.

- A) address
- B) insistence
- C) assistance
- D) assist

This will be an opportunity to meet many members of the community and _____ a tremendous amount of positive press coverage. That's why we would like to get Fuji Camera on board as an organizer.

151.

- A) sell
- B) gravitate
- C) sale
- D) generate

There's a lot to do, but there are also plenty of _____ from being part of Running Marathon 2011, from great public relations to a lot of fun for your employees. At this point, we're looking for a company that can provide us some TV coverage. If that sounds like something your people can handle, we'd love to have you on board.

152.

- A) benefits
- B) wages
- C) allowances
- D) commerce

If you'd like to be part of Running Marathon 2011, give me a call at 555-7328 and let's work out the details. I look forward to working with you and your staff. Thanks!

Regards,

Jim Karter

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 letter.

5921 Clancy Rd.
Orlando, FL 32501

04 April, 2011

Tom Jones

Hello,

It's been a long time since I wrote a letter like this, and I'm not sure what I should say. In that case, I'll come right out and say it: I have been away from the job market for 6 years, and I'm looking to get back into it now, possibly with Fairweather Realty.

I was the CEO of Stonebrook Realty for 7 years, and a business owner before that. I've heard great things about your company, and am interested in trying my hand in the Realty game again. That is why I'm bringing my 16 years of experience as a realty agent to you. Since I'm just getting back into the market, I'm willing to start at the bottom and work my way up. That's a rare ambition for someone with my background.

I don't know if Fairweather Realty is hiring at this time. But I think I have something to offer. Please let me know if a position in my field will be opening soon, or give me a call at 555-1825 if you'd like to talk. I think you'll see that I was worth waiting for.

I look forward to hearing from you. Take care.

Regards,

Frank Parker

153. What is this email for?

- A) Appreciation for a job offer.
- B) Solicitation for a job.
- C) Request for more information about a job.
- D) Application for a job.

154. What is unusual about this applicant?

- A) He hasn't been working lately.
- B) He wants to become the CEO.
- C) He already works for Fairweather Realty.
- D) He's not good at writing letters.

155. Why is he writing a letter to this specific company?

- A) He's heard great things about it.
- B) He wants a job.
- C) He has rare ambition.
- D) He likes Fairweather Realty.

156. What does the writer of the letter hope to achieve through this letter?

- A) Get a phone call from Stonebrook Realty.
- B) Become a CEO again.
- C) Get more information about the company.
- D) Get a phone call from Fairweather Realty.

Question 157 to 160 refers to the following letter.

Dear Mr. Daniel Moyer,

It's time to play "remember when" at our Eastmont High Class of '99 reunion next July, and the organizing committee is in high gear!

We'll get started with an informal reception at the Eastmont House Friday evening, July 14, from 7:00 to 11:00. On Saturday, those interested may sign up for an afternoon of golf or tennis before the dinner dance at the Eastmont Inn that evening at 7:00pm.

Please help us by filling out the enclosed questionnaire and returning it to Jane Gooding at 9278 Main Street, Springfield, KS 59327 by February 1. We would like to display photographs and other memorabilia from our school days at the dinner dance, so please plan to bring your favorites.

More information will follow in our next letter. Until then we will appreciate your help in locating addresses for the following classmates: Kim Clark, James Mitchell, and Jennifer King.

Thanks so much!

Sincerely,
Janet Frumpet
Eastmont High Class of 99

157. What is the main point of this letter?

- A) Starting a union.
- B) Solicitation for money.
- C) Announcing a school event.
- D) Asking for help.

158. On the day following the reception, what can people do?

- A) Go to the Eastmont House.
- B) Sign up for golf or tennis.
- C) Help us by filling out a questionnaire.
- D) Locate addresses for some classmates.

159. What does the author of the letter request of the recipient?

- A) Sign up for golf or tennis.
- B) More information will follow.
- C) Please fill out the enclosed questionnaire.
- D) We would like to display photographs and other memorabilia.

160. What help can Daniel Moyer give them?

- A) Come to the reunion.
- B) Send Janet addresses of the three classmates.
- C) Come to the dinner dance.
- D) Sign up for golf or tennis.

Question 161 to 164 refers to the following email.

XYZ Construction Company
August 12, 2011

Notice to all company employees

This letter serves as notice to all employees concerning the seriousness of disregarding the company smoking policy. We have made clear in the past that employees are not to smoke in company vehicles or at job sites. However, it has come to our attention that many employees are not abiding by these rules. All employees are hereby notified that failure to abide by this policy will result in termination of employment. We hope that this clears up any misunderstandings there may have been, and that this will not be a problem in the future.

Thank you for your attention to this important matter.

Sincerely,
Don Walt
Vice President XYZ Construction Company

161. What is this email telling employees to do?

- A) Employees must stop smoking
- B) Employees must not smoke in company vehicles or at job sites.
- C) Employees have been caught smoking.
- D) To disregard company smoking policy.

162. What kind of email is this?

- A) A disregarding email
- B) A mistake
- C) A warning
- D) A misunderstanding

163. What has changed about the smoking policy?

- A) Employees were disregarding it.
- B) You are no longer allowed to smoke in company vehicles or at job sites.
- C) There weren't specific rules before.
- D) Ignoring the rules will get you fired.

164. What is the result that XYZ Construction Company hopes to get from this email?

- A) Employees will be terminated if they don't abide by these policies.
- B) Employees will know that the company is disappointed.
- C) Employees will know that there are consequences to disregarding the rules.
- D) Employees will smoke outside of their vehicles.

Question 165 to 168 refers to the following advertisement.



Did you know that in the city of Boston, someone is the victim of a car theft every 10 minutes? It can happen to you. And don't rely on the security systems that come standard from the manufacturers. If your car does not have an alarm system, it is an invitation to burglars. Protect your car with a PROtekt Security System today.

In our showroom, we have a variety of affordable security systems. And our professional technicians can install one for you in just one hour.

PROtekt Security Systems can work within any budget--and your car will be safe from theft. Come by today! Bring this letter and receive a 10% discount.

165. What is this advertisement's goal?

- A) Lower car related crime in Boston.
- B) Protect cars from theft.
- C) Warn customers about car dangers.
- D) Entice customers to install a PROtekt system in their car.

166. What claim do they make about cars lacking alarms?

- A) That they are the only ones safe from burglars.
- B) That they come straight from the manufacturers..
- C) They are easy for thieves to break into.
- D) Protect your car with a PROtekt Security System.

167. What key points do they advertise about themselves in the second paragraph?

- A) Speed and cost-efficiency.
- B) Variety and confidence.
- C) Safety and variety.
- D) Low price and secure.

168. What advantage is gained by visiting their store with the letter?

- A) You'll receive a discount.
- B) They can work within any budget.
- C) They will install it within one letter.
- D) Your car will be safe from theft.

Question 169 to 172 refers to the following letter.

Cholestolower
Products

June 5th, 2011
4592 Main Street
St. Louis, MI 10592

Dear Mr. Ronald Lewis,

Thank you for your recent inquiry about Cholestolower products. I am enclosing a copy of the study you requested. As you can see, over 80% of those tested lowered their cholesterol levels significantly after using Cholestolower products for just eight weeks. Our herbs and vitamins are completely natural because we gather them from food sources. I hope you will find this information helpful in deciding whether you would like to try Cholestolower supplements. If you wish to speak to one of our consultants, please call 555-4561 or send a card to the address above, and a representative will call on you. Thank you for your interest in Cholestolower .

Sincerely,
Harold Gross
Products Research
Cholestolower Products

169. What is the purpose of this letter?

- A) Offering information that was asked for.
- B) Advertising their products.
- C) Lowering cholesterol.
- D) Telling about their company.

170. What claim do they make about their products?

- A) We gather our product from food sources.
- B) It lowers cholesterol by 80% for many people.
- C) It works well for many people.
- D) You can use the product for just eight weeks.

171. What will happen if you send a card to the address above?

- A) They will call you.
- B) Someone will visit your house.
- C) They will send you more information.
- D) They will speak to one of our consultants.

Question 173 to 176 refers to the following notice.

Catering Fantastically

February 1st, 2011

Notice to all employees:

We are sorry to inform you that Catering Fantastically will be reducing staff by 20% over the next month due to decreased demand for our products. We will notify the affected employees with their next paychecks. Laid-off employees will receive one month's severance pay.

On Friday, February 25, at 2:30 p.m., a meeting for affected employees will be held in the large conference room on the second floor. We will discuss severance benefits, including health insurance, retirement plan distributions, and unemployment benefits. We urge all those who are interested to attend.

We truly appreciate your years of service to Catering Fantastically. Unfortunately, this layoff was unavoidable. We wish you success in your future endeavors.

Sincerely,
Bev Standish
Catering Fantastically

172. What is the tone of this notice?

- A) Joyful.
- B) Regretful.
- C) Hopeful.
- D) Thankful.

173. What is the purpose of this notice?

- A) Letting staff know that some of them will be fired.
- B) Giving health insurance and benefits.
- C) Announcing a meeting.
- D) Appreciate for years of service.

174. Why are they having to reduce staff?

- A) People don't need their services as much.
- B) They have more staff than they need.
- C) They want to keep paying their staff.
- D) They don't mention why in the letter.

175. What assistance do they offer to provide affected employees?

- A) Benefits, Health Insurance, Retirement Plan, etc.
- B) A large conference room on the second floor.
- C) Normal pay for an additional month.
- D) They truly appreciate your years of service.

176. How will employees know if they will be able to continue working at Catering Fantastically?

- A) Affected employees may continue working.
- B) Unfortunately, this layoff was unavoidable.
- C) They will be informed with their next paycheck.
- D) They will receive unemployment benefits.

Question 177 to 180 refers to the following advertisement.

Would you or your business like to use the Internet more effectively as a tool to increase your income, generate more leads and mailing lists, and sell your products and services online without wasting your money and even worse, your TIME? With "The Business to Business TBM Update," you get direct contact with my successful, ongoing approach, honed over 25 years of working for, owning, and running a water and wastewater treatment equipment business, and the past year and a half of helping businesses online. I will teach you how to more effectively use the resources you have to get the results you want from being online.

"The Business to Business TBM Update" is a monthly newsletter filled with the latest ways to profit online, written in easy to understand terms, free of jargon. You'll be in direct contact with people profiting online and speaking in terms you can understand...in dollars generated and saved. With "The Business to Business TBM Update," you get the insider's advice that I give to my consulting clients. And much, much more.

To receive your free copy of "The Business to Business TBM Update," click here now or go to <http://www.businesstobusiness-tbm.com>

177. What is the purpose of this advertisement?

- A) Trying to convince people to get his newsletter.
- B) Use the internet as a tool.
- C) Using the internet as a learning tool.
- D) Trying to get people to use his consulting service.

178. What qualifications does the author possess?

- A) He's written a new book.
- B) He has a monthly newsletter with tips.
- C) He has worked in the industry for 25 years.
- D) He has made a lot of money with his books.

179. In this context, how is the word jargon best defined?

- A) Fancy words.
- B) Language that sounds like other language.
- C) Long words.
- D) Language from a particular trade or profession.

180. What indirect claim does the author make?

- A) You will get insiders advice.
- B) The newsletter is written in easy to understand terms.
- C) He will teach you to more effectively use resources.
- D) Successful people in the online realm use his newsletter.

Question 181 to 185 refers to the following email and schedule.

To: kennethsmith@nationwaideus.com
From: hyonheekim@nationwidekorea.com
Subject: Transportation to and from airport

Dear Mr. Smith,
I'm writing to you on behalf of Mr. Lee since he had to leave on a business trip to Tokyo for five days. I'd like to confirm that you received your itinerary for your flight and accommodations. He emailed it to you last Thursday, but he hasn't heard back from you.

The attached table is the schedule for the free shuttle bus from the airport. Since Mr. Lee will be out of town and there is a staff meeting that day, and nobody will be available to pick you up at the airport, we would like you to use the shuttle bus. There might not be enough time for you to catch the first shuttle bus of the day, but there should be no problems getting the next one. Taking a taxi is very expensive. There are city buses, but it's complicated if you aren't accustomed to using them. I recommend that you take the shuttle bus because your hotel is in front of the bus station and it should be easier for you, especially after the long flight. I don't think you need to book a seat for the shuttle bus since you'll be arriving on Wednesday. I'm sorry for the change and inconvenience, but none of us can get out of the meeting. Please call me when you settle in your hotel room. We look forward to meeting you. Have a safe trip.

See you soon,
HyonHee Kim

Gimpo Airport Schedule: This is a free shuttle bus service operated by Gimpo International Airport. No tickets are necessary. It is not required, but if you would like to book a seat, please call 744-555-9000 in advance.

Weekdays:	Bus No.1-R	Bus No.2-R	Bus No.3-R
Departs the airport	9:15 A.M.	1:15 P.M.	5:15 P.M.
Arrives at Seoul Terminal	10:30 A.M.	2:30 P.M.	6:30 P.M.

Weekends:	Bus No.1-B	Bus No.2-B	Bus No.3-B
Departs the airport	8:15 A.M.	12:15 P.M.	4:15 P.M.
Arrives at Seoul Terminal	9:30 A.M.	1:30 P.M.	5:30 P.M.

181. What is the change in Mr. Smith's itinerary?

- A) A place to stay.
- B) The flight schedule to Seoul.
- C) The flight destination.
- D) Transportation to his hotel.

182. What does HyonHee ask Mr. Smith to do?

- A) Make a reservation for an airport shuttle bus.
- B) Take a taxi from the airport.
- C) Write her back to tell that he received the email from Mr. Lee.
- D) Call her when he arrives at the airport.

183. Which bus will Mr. Smith most likely take?

- A) Bus No.1-R.
- B) Bus No.2-R.
- C) Bus No.1-B.
- D) Bus No.2-B.

184. Which of the following is true?

- A) Mr. Lee is in Tokyo.
- B) HyonHee is going to pick up Mr. Smith at his hotel.
- C) The shuttle buses are available only on weekdays.
- D) You have to book a seat when you take the shuttle bus.

185. Which transportation option is not available for Mr. Smith to get to the hotel?

- A) Taxi.
- B) Shuttle bus.
- C) Company car.
- D) Local bus.

Question 186 to 190 refers to the following emails.

To: All personnel
From: pauldavis@email.com
Subject: Health Check Appointment
Health screenings should be conducted routinely. Every year, we provide health check opportunities to all employees. Please refer the schedule on the bulletin board in your section. If you can't make it on the scheduled day, let me know.
The attached document is the pre-health check form I got from the clinic that you need to fill out and bring along to the appointment. Don't send it to the clinic ahead of time. The following questions are asked to all employees at the appointment.

- Your eating habits
- If you smoke
- If you have any health concerns

The following health screening tests will be taken place.
For all employees:

1. Blood pressure
2. Cholesterol test
3. Skin exam

For all employees who are between the ages of 40 and 49:

- The listed above 1-3 and
- Fasting plasma glucose test: to check for the possibility of diabetes. Please don't eat anything after breakfast.

For all employees who are 50 years or older

- The listed above 1-3 and
- Fasting plasma glucose test: to check for the possibility of diabetes. Please don't eat anything after breakfast.
- Colorectal cancer test

For all women:

- The listed above 1-3 and
- Breast exam
- The required tests for your age group

Paul Davis

To: pauldavis@email.com
From: lisawillson@email.com
Subject: Re: Health Check Appointment
Paul, thank you for sending the form. I'm assuming that the original form has two pages, but I received only one page. Could you send the full questionnaire? I'll be out of town during that week. What should I do?

Lisa Willson

186. What is the main purpose of this email?

- A) Give information about the health check.
- B) Asking people to make appointments in person for the health check.
- C) Explaining how important it is to take health screening tests.
- D) Sending all employees the results of their health check tests.

187. Which of the following will probably be asked at the appointments?

- A) Blood pressure.
- B) Dietary habits.
- C) Medical records.
- D) Stress levels at your working environment.

188. What do you have to do if you're a 49 year old male employee?

- A) Need to meet a doctor before the health check.
- B) Have to send the pre-health check form to a doctor's office before the appointment day.
- C) Need to take a colorectal cancer test.
- D) Not eat anything after breakfast.

189. What will probably happen next?

- A) Lisa will leave on a business trip.
- B) Lisa will call the clinic to make her appointment.
- C) Paul will send the full form.
- D) Paul will call the clinic for Lisa.

190. What is the problem here?

- A) The attachment Paul sent was missing a page.
- B) Lisa will be out of town.
- C) Paul forgot to attach the document.
- D) Everyone is busy and no time for the health check.

Question 191 to 195 refers to the following emails.

To: Royal International Hotel
From: jamescollins@email.com
Subject: Room reservations

I need a single room with a double bed for three nights, from June 2. Do you have any available rooms? I'll be attending a conference at the City Conference Center. I understand that it's within walking distance from your hotel. I don't want to deal with walking far or hiring cabs. I work out everyday, and I would like to do something during my stay. Do you have a pool or a weight room? What kinds of cuisines are available in or near the hotel?

James Collins

To: jamescollins@email.com
From: Royal International Hotel
Subject: Re: Room reservations

Dear Mr. Collins,

Thank you very much for contacting us. We can reserve the type of room you requested for the first two days at \$65, however, the night of June 4, the room isn't available. Instead, we can give you a king sized bed with extra cost of just \$10. I hope it works for you. It's a 10 minute walk to the City Conference Center. If you allow some time before or after the conference, I think you can enjoy walking through the City Park. It's very pleasant. We do have a pool, but not a weight room. There is a sport gym with weight training equipment. It's two blocks from here. We have an Italian restaurant in the hotel. Continental breakfast is available in the restaurant. All of our guests are entitled to a free breakfast there with advance reservation. Around the hotel, Indian, Chinese and Sushi restaurants are located within walking distance. It's 10 minutes by car to a popular steak restaurant. If you would like to book the rooms, please contact us as soon as possible.

191. When does James Collins want to check out?

- A) June 2.
- B) June 3.
- C) June 4.
- D) June 5.

192. What is the main reason that he wants to stay at the hotel?

- A) Because it has a pool.
- B) Because the conference location is near the hotel.
- C) Because it's near a sports gym.
- D) Because there are several restaurants around the hotel.

193. How much does he need to pay in total when he reserves the rooms suggested in the response?

- A) \$65.
- B) \$75.
- C) \$195.
- D) \$205.

194. What is not within walking distance?

- A) The City Conference center.
- B) The sports gym.
- C) The steak restaurant.
- D) The sushi restaurant.

195. What is included with the room?

- A) Breakfast.
- B) A coupon for the Italian restaurant in the hotel.
- C) Use of the gym near the hotel.
- D) Room service.

Question 196 to 200 refers to the following emails.

To: All employees
From: susanevans@email.com
Subject: Charitable leave

I'm pleased to announce a new corporate policy starting June 1. The policy allows employees to take a paid time off to join volunteer activities. Up to seven hours per month may be given to each employee. The first 3 weeks of June will be a trial period. Eligible employees for this program are ones who have been employed full-time here more than two years. Charitable leave must be requested to the section manager with the Charitable leave form and needs to be approved at least a week ahead. Without this process, employees won't be paid for that.

Susan Evans
Personnel Manager

To: susanevans@email.com
From: lindamorris@email.com
Subject: Re: Charitable leave

Susan,

I'm thrilled to hear that we can contribute to the community as a whole company. I would like to join some volunteer activities myself, too. I have received the criteria to accept charitable leave requests after the meeting last week. I think it's better to let all full time employees know the criteria so that they can request the leave properly. About the form, I would like to give a suggestion. There is a space where the charitable organization signs to show that you worked there. How about adding some space for them to make comments on our employees? I think this would encourage employees to work with motivation instead of just goofing off.

Linda Morris
Sales Manager

196. What does the new policy offer?

- A) Paid leave during pregnancy.
- B) More monthly day off.
- C) Payment for volunteer work.
- D) Longer vacations.

197. How many hours may an employee be paid for their volunteer work?

- A) One hour per week.
- B) 3 weeks per year.
- C) 6 hours per month.
- D) 7 hours per month.

198. How can an employee make the request?

- A) Get permission from their section manager.
- B) Need permission from a charity organization.
- C) Just need to fill out the form.
- D) Discuss with Susan first.

199. What does Linda think about the new policy?

- A) She is excited to be able to serve the community.
- B) She thinks it's a waste of time.
- C) She thinks it's too difficult to accept the leave requests.
- D) She feels that paid leave isn't fair.

200. What is the closest meaning to goofing off in the last sentence?

- A) Making mistakes.
- B) Working overtime.
- C) Wasting time.
- D) Being silly.