

TOEIC MARATHON 17



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.



10.



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. What time should we begin the meeting?

A) Why don't we get started right away?

B) Let's get started at 4:00.

C) Let's meet in the conference room.

12. Isn't that Mr. Johnson over there?

A) Yes, he's over there.

B) Yes, I don't think so.

C) Why yes, I believe it is.

PART 2

13. Where can I use my coupon?

- A) I'm pretty sure that that store will accept it.
- B) I think that you can use it.
- C) You'll have to use my coupon at a store.

14. What do you think of the new cashier?

- A) I think that he work very hard.
- B) I think he's very skilled at using the cash register.
- C) I have met him yet.

PART 2

15. Where do you go to get your nails done?

- A) I buy them at the hardware store.
- B) I go to a salon.
- C) I hired a carpenter to do them for me.

16. Why didn't you meet me at the department store?

- A) I'm sorry, I lost track of time.
- B) Because I was waiting at the department store.
- C) I was meeting someone at the department store.

PART 2

17. Have you checked out the new Super Boys album yet?

A) Yeah, it's great isn't it?

B) Yeah, I did! I haven't gotten to listen to it yet though.

C) Yeah! It comes out next weekend!

18. How are you going to get over that rock?

A) No problem, the time will just fly by.

B) It was easy last time, I just scrambled up the side over there.

C) Don't pessimistic. I'll be fine!

PART 2

19. When will dinner be ready?

A) Aren't you hungry yet?

B) Probably around half of an hour.

C) Not much longer. I just need to season the meat and I'll be ready to cook it.

20. Are you eager to meet your new brother?

A) No, I can't wait!

B) Yes, I'm looking forward to it.

C) No, I want to meet him now!

PART 2

21. What should I do about all these ants in my kitchen?

- A) You should hire a service to eliminate them.
- B) You should recommend a service to exterminate them.
- C) You should have a service come to extract them.

22. Could you please send that package as quickly as possible?

- A) Yes, we'll be happy to hinder it for you.
- B) I need it by next Wednesday.
- C) No problem sir, we'll be happy to expedite it.

PART 2

23. Is there anything I need to know about how to take care of this plant?

- A) Just make sure to give it excessive water.
- B) Just make sure to give it adequate water.
- C) Just make sure to water it a little too much.

24. Could you send me that latest revision of that document?

- A) Sure, I'll go ahead and fax it to you right away.
- B) Sure, I'll go ahead and phone it to you right away.
- C) Sure, I'll go ahead and package it to you right away.

PART 2

25. Could you tell me about how the project went awry?

A) Well, at the beginning, energy was high, and then it fizzled.

B) It started great, and just got better! We just finished.

C) I think it's almost finished now.

26. What do you think about the sculpture?

A) I really like it, it's not my cup of tea though.

B) I really like it, it's very flawed.

C) It's fantastic! Nearly flawless!

PART 2

27. What should we do now?

- A) We'll just have to table these problems one at a time.
- B) We'll just have to tackle these problems one at a time.
- C) Let's just reserve these problems for now.

28. When did the burglar break into your house?

- A) He waited until the still of the night.
- B) I don't know for sure, but maybe probably 5:00am.
- C) I think he broke in at about 5:00am.

PART 2

29. What do you like most about your dog?

- A) He's conniving and vicious.
- B) He's steadfast and loyal.
- C) He's base and bulky.

30. Where can I find the employee dress code?

- A) It's in the employee codebook.
- B) It's in the employee pocketbook.
- C) It's in the employee handbook.

PART 2

31. My washing machine broke, what should I do?

- A) You should call a technician.
- B) You should call a technique.
- C) You should call a technologist.

32. I'm glad you're going to the store. Mind if I tag along?

- A) No thanks, I don't want to be a bother.
- B) You can come with me if you'd like.
- C) Sure, you can wait for me, and I'll be back soon.

PART 2

33. Should we get back to talking about pensions?

- A) No, let's set that for now and move on.
- B) No, let's table that for now and move on.
- C) No, let's ignore that for now and move on.

34. Did you enjoy the show?

- A) I would have, but there was a child kicking my seat throughout the whole movie.
- B) I would have, but there was a child kicking a seat in the movie.
- C) I would have, but there was a child kicking the seat in the movie.

PART 2

35. When you do have to pick up Patrick from the airport?

- A) He flew into the international airport.
- B) I should be there by 5:30.
- C) I don't think she's coming.

36. What are you going to buy your boss for Christmas?

- A) He already received a bottle of cologne from his wife.
- B) He picked it up yesterday.
- C) A new tie.

PART 2

37. How many people are coming to your graduation ceremony?

- A) There should be about 30.
- B) Thirty people were there.
- C) Yes, there are.

38. How was your honeymoon?

- A) We went by plane.
- B) We went to Thailand.
- C) It was great.

PART 2

39. What is your favorite kind of food?

- A) I ate Chinese food yesterday.
- B) Mexican food is very spicy.
- C) I like Japanese food.

40. Have you finished yesterday's assignment yet?

- A) Yes, I'll finish it tomorrow.
- B) Just about. I'm putting the finishing touches on it now.
- C) Not quite yet, I turned it in last night though.

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 (C) 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) Inviting children to a birthday party.
- B) Arranging a ride to a birthday party.
- C) Hiring a service to help with a birthday party.
- D) The clown is getting directions to the birthday party.

PART 3

42. What information does she need to know?

- A) The location and number of children.
- B) The number of guest, and outdoors.
- C) Where the party will be.
- D) The date for the party.

PART 3

43. What is the problem?

- A) It might rain outdoors.
- B) They don't do outdoor parties.
- C) There are too many children.
- D) There aren't enough children.

PART 3

44. What is the conversation about?

- A) He wants to buy an airplane ticket.
- B) He wants to cancel a ticket.
- C) He wants to return a ticket.
- D) He wants to discuss a meeting.

PART 3

45. What job does the woman likely have?

- A) Flight attendant
- B) Pilot
- C) Salesperson
- D) Stewardess

PART 3

46. What information does the woman need next?

- A) How he will be paying for his ticket.
- B) Which flight he would like to choose.
- C) To which airport he would like to fly.
- D) What time the meeting is.

PART 3

47. What is this conversation about?

- A) The man is trying to get an invoice.
- B) The man has a question about an invoice.
- C) The man wants Mr. Carter to send him an invoice.
- D) The man wants to ask the woman about an invoice.

PART 3

48. Where is this conversation taking place?

- A) In an office building.
- B) At a bank.
- C) Over the telephone.
- D) At a receptionist's desk.

PART 3

49. What position does Mr. Carter hold?

- A) He's a salesperson.
- B) He's a receptionist.
- C) He's an accountant.
- D) He's a banker.

PART 3

50. What is the conversation about?

- A) He needs directions.
- B) He lost his keys.
- C) He's had an accident.
- D) He's afraid.

PART 3

51. Who most likely is the woman?

- A) A friend of his.
- B) His mother.
- C) A neighbor.
- D) A stranger.

PART 3

52. What should the man do at the gas station?

- A) Make the next left.
- B) Go straight.
- C) Make a right.
- D) He'll see Digby's on the left.

PART 3

53. Who most likely are the speakers?

- A) A husband and wife.
- B) Salesman and customer.
- C) Counselor and client.
- D) Brother and sister.

PART 3

54. What does she want to do?

- A) Cancel the cable for the television.
- B) Cut costs by selling the television.
- C) Lower their costs by \$200 a month.
- D) Switch to a cheaper cable service.

PART 3

55. How does the husband feel about this?

- A) They are in the same boat.
- B) He is shocked by the idea.
- C) He supports the plan.
- D) He thinks it's a good idea.

PART 3

56. How is the conversation about?

- A) They got a new internet service.
- B) They have to pay more than they expected it would cost.
- C) They used the internet a lot.
- D) They need to spend less money.

PART 3

57. How much did they expect to pay?

- A) \$590
- B) \$40 a month.
- C) 32 hours last month.
- D) It's a pay-as-you-use plan.

PART 3

58. How does she respond?

- A) She is very upset.
- B) She wants to ask them some questions about the plan.
- C) She is very angry with her husband.
- D) She is confused.

PART 3

59. What most likely is their relationship?

- A) Husband and wife.
- B) Coworkers
- C) Manager and Employee
- D) Secretary and Manager

PART 3

60. What is the situation?

- A) He is getting ready to leave for a lunch appointment.
- B) He's getting ready to go to work.
- C) He's just come in for the day.
- D) He's about to call Castor Systems Ltd.

PART 3

61. What will they do about the orders?

- A) Castor Systems Ltd. already called.
- B) She will call them about it.
- C) He will call them about it.
- D) He will meet them during his lunch appointment.

PART 3

62. What is the conversation about?

- A) She has a problem with an item she purchased.
- B) The video game doesn't work.
- C) She bought something that her son didn't want.
- D) She wants to buy a game for Christmas.

PART 3

63. What does she want to do?

- A) She wants to buy another video game.
- B) She wants to return the game she bought and get her money back.
- C) She wants the store to help her with her problem.
- D) She wants to play the video game she bought.

PART 3

64. What will the store do?

- A) They will exchange it for a different game.
- B) They will give her money back.
- C) They will fix the game for her.
- D) They can't exchange it for a different game.

PART 3

65. What is the conversation about?

- A) Talking about taking the bus to work.
- B) Talking about driving to work.
- C) Talking about painful things.
- D) Talking about parking.

PART 3

66. What is likely their relationship?

- A) Husband and wife.
- B) Next-door neighbors.
- C) Friends.
- D) Boss and employee.

PART 3

67. Why does he prefer taking the bus?

- A) It's more convenient.
- B) It's easier to park.
- C) The bus goes into his office.
- D) Because it's such a pain.

PART 3

68. Who is Cindy?

- A) Tom's wife.
- B) Tom's boss.
- C) Tom's colleague.
- D) Tom's friend.

PART 3

69. What doesn't he like about her job?

- A) It would be nice to have more money.
- B) She has to work a lot more than before.
- C) He wants to get promoted too.
- D) She gets more pay than he does.

PART 3

70. What does the man suggest?

- A) She should call Cindy sometime.
- B) She should go to dinner with Cindy sometime soon.
- C) She should come to their house for dinner.
- D) She should get a promotion too.

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 phone message about?

- A) Returning a call about insurance.
- B) Responding to a request for information.
- C) Telling how much a new Superoo would cost per year.
- D) Reminding someone that their insurance is ready.

PART 4

72. How much would coverage cost?

- A) \$552 a year
- B) \$46 a year
- C) \$552 a month
- D) \$552

PART 4

73. Does the company offer any discounts?

- A) Yes, it offers \$75,000 in coverage.
- B) Yes, it offers homeowners insurance.
- C) Yes, because they have homeowners insurance with the company too.
- D) No, but it's a fantastic deal.

PART 4

74. Who is the message for?

- A) People wanting to ride the bus.
- B) People that don't have tickets.
- C) People taking the 8:15 bus.
- D) People that have a boarding pass.

PART 4

75. Where can people get boarding passes?

- A) They just need to bring their ticket to the bus.
- B) They can get them at the bus.
- C) They can get them at the green booth next to door 5.
- D) They can get them at the ticket windows or automated machines.

PART 4

76. When may people board the bus?

- A) Once they have their ticket.
- B) Once they have their boarding pass.
- C) At 8:15
- D) At 8:00

PART 4

77. What is the announcement about?

- A) A fiscal summary.
- B) How much money the company has.
- C) How the quarters are.
- D) A plant report.

PART 4

78. Overall, how are things going for the company?

- A) They are losing money because of a factory accident.
- B) Things are going well, and they're making money.
- C) They have some problems with employees.
- D) They are going bankrupt.

PART 4

79. What recommendations does he make?

- A) They should improve safety to avoid factory accidents.
- B) They should make plans to increase profits.
- C) They should peruse their hiring policies.
- D) They should conserve electricity.

PART 4

80. What is Doug advertising?

- A) Better living room.
- B) Upgraded stereo.
- C) Home theater systems.
- D) New theater.

PART 4

81. What does he claim will surprise people?

- A) How good it looks.
- B) How great it sounds.
- C) How little it costs.
- D) How much your friends will love it.

PART 4

82. When do they close on Thursdays?

- A) At 6pm.
- B) They don't open on Thursdays.
- C) At 9pm.
- D) At 8pm.

PART 4

83. What is this presentation about?

- A) The specials that the restaurant has.
- B) His recommendations for the best food.
- C) The best priced food options.
- D) Things that go well with bread.

PART 4

84. Who is likely the person speaking?

- A) A restaurant owner.
- B) A waiter.
- C) A bell hop.
- D) A clerk.

PART 4

85. What main dish does he recommend?

- A) The Caesar salad.
- B) The lobster bisque.
- C) The swordfish.
- D) The chef's salad.

PART 4

86. What is the announcement about?

- A) A quick news update.
- B) A traffic update.
- C) A traffic accident.
- D) A news report.

PART 4

87. How often do they give this type of announcement?

- A) Hourly
- B) Daily
- C) Every 30 minutes.
- D) Once a day.

PART 4

88. What should you do to avoid the accident at Boxer road?

- A) Driving north for about a mile and a half.
- B) Finding an alternate method.
- C) Waiting patiently.
- D) Try heading south.

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PART 4

89. What is the announcement about?

- A) A news update.
- B) A traffic report.
- C) A budget update.
- D) A defense spending report.

PART 4

90. What did the speaker report about the Prime Minister?

- A) He cut education spending.
- B) He cut defense spending.
- C) He gave the military outdated equipment.
- D) He signed a bill.

PART 4

91. How did some people feel about Mayor West's road improvement bill?

- A) Optimistic
- B) Fearful
- C) Critical
- D) Idealistic

PART 4

92. Where is this announcement probably being broadcast?

- A) On the television.
- B) In the newspaper.
- C) On the internet.
- D) On a street corner.

PART 4

93. What is the advertisement about?

- A) Home improvement.
- B) Upgrading your appliances.
- C) Buying a refrigerator.
- D) A big sale.

PART 4

94. What does he want people to do?

- A) Tell their friends
- B) Tell their neighbors.
- C) Come to the store.
- D) Order it online.

PART 4

95. What is the main purpose of this presentation?

- A) Talk about some of his photos.
- B) To sell you some of his photos.
- C) To teach you how to take better photos.
- D) To teach you how to make money with your photos.

PART 4

96. What does he say you'll need to do to improve your photographs?

- A) Listen carefully to his speech.
- B) Take good notes.
- C) Do the things he teaches and practice hard.
- D) Practice taking pictures.

PART 4

97. What does he promise?

- A) You'll take better photos.
- B) You'll take magic photos.
- C) You'll see photography differently.
- D) You'll apply the techniques.

PART 4

98. Who is being introduced?

- A) Tommy Fairweather
- B) Carter Ballard
- C) Jennson Price
- D) Charles Phillips

PART 4

99. What is the guest most famous for?

- A) Wild parties
- B) Basketball
- C) Antics
- D) He's very rich.

PART 4

100. What was his famous accomplishment as a starting basketball player?

- A) Most points in a season.
- B) Being named MVP.
- C) Most wild parties.
- D) Off the court antics.

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. Is the daily report ----- yet.

- A) avail
- B) available
- C) availability
- D) availing

102. Office employees are ----- to knock on the vice president's door before entering.

- A) requited
- B) required
- C) repulsed
- D) Requisite

PART 5

103. The keynote speech was postponed -----Mr. Dobson's plane was late.

- A) while
- B) although
- C) because
- D) with

104. The report suggested more regular cleanings ----- done.

- A) are
- B) have
- C) be
- D) Do

PART 5

105. If the salesperson cannot handle your request, a manager ----- assist you.

- A) has
- B) did
- C) will
- D) is

106. When you need any new office furniture, ----- a request with the manager.

- A) file
- B) fill
- C) filing
- D) Fell

PART 5

107. The names in this list should be listed in ----- order.

- A) alphabet
- B) alphabetically
- C) alphabetical
- D) alphabetize

108. Dr. Jacobson called to cancel his ----- .

- A) notebook
- B) calendar
- C) appointment
- D) Notice

PART 5

109. Please lock the door ----- leaving the room.

- A) afterwards
- B) after
- C) later than
- D) late

110. ----- it was Mr. Jonas' birthday, the staff decided to take him to lunch.

- A) Although
- B) Though
- C) Because
- D) That

PART 5

111. Santa Claus gave a small ----- package to each child.

- A) wrap
- B) wraps
- C) wrapped
- D) wrapping

112. Please put your bags ----- the bed.

- A) between
- B) from
- C) among
- D) beside

PART 5

113. ----- he had carefully checked the ticket, Sam got on the wrong bus.

- A) However
- B) Since
- C) Because
- D) Even though

114. Most everyone is ----- that fatty foods are bad for you.

- A) awaken
- B) await
- C) aware
- D) Awe

PART 5

115. Please ask my secretary to ----- the documents by fax.

- A) sending
- B) will send
- C) sends
- D) send

116. The rescue worker ----- victims of the train accident.

- A) helping
- B) helped
- C) were helping
- D) are helping

PART 5

117. Mr. Carter's flight ----- Tokyo was delayed because of the weather.

- A) till
- B) from
- C) by
- D) at

118. The young and naïve CEO made several ----- mistakes at his first dinner party.

- A) fool
- B) fooled
- C) foolishness
- D) Foolish

PART 5

119. If we ----- more people on staff, we wouldn't have so much extra work.

- A) would have
- B) have
- C) had
- D) will have

120. The boat trip took a bit longer than I -----.

- A) expect
- B) are expecting
- C) had expected
- D) will expect

PART 5

121. Most of the new recruits were exhausted because of the ----- recruitment process.

- A) intended
- B) intensive
- C) inherent
- D) invited

122. Since we'll be gone for a week, we need to call the post office and request that they ----- our mail.

- A) deliver
- B) cancel
- C) hold
- D) Delete

PART 5

123. ----- she left for the day, the office manager turned off all the lights.

- A) For
- B) That
- C) And
- D) Before

124. The translator found a typographical error after ----- the document.

- A) proofread
- B) read
- C) proofreading
- D) Proving

PART 5

125. Just as the postman left, Jim realized that the letter he'd been given was----- to a different person.

- A) addressed
- B) received
- C) sent
- D) mailed

126. Many customers have asked that we ----- our newsletter instead of emailing it.

- A) mailed
- B) mailing
- C) mail
- D) Mails

PART 5

127. The new company policy has ----- our lunch break by 15 minutes.

- A) short
- B) shortening
- C) shortened
- D) shortage

128. Even the CEO of a company ----- new things from the janitor.

- A) sometimes learn can
- B) sometimes can learning
- C) learning sometimes can
- D) can sometimes learn

PART 5

129. The mail is supposed to ----- by 4:00.

- A) comes
- B) coming
- C) come
- D) will come

130. The new education bill is especially ----- with families that have more than two children.

- A) popular
- B) popularized
- C) popularity
- D) Populated

PART 5

131. If you wait until 2:00, you should ----- reach him by phone at his office.

- A) able to be
- B) be able to
- C) ability
- D) be ability to

132. If the report is sent by express, it ----- Tokyo by tomorrow morning.

- A) will reaches
- B) reaches
- C) is reaching
- D) will reach

PART 5

133. You should check your email ----- .

- A) once a day
- B) as soon as
- C) seldom
- D) rare

134. Have you ever used this type of computer ----- ?

- A) prior
- B) before
- C) previous
- D) advance

PART 5

135. ----- they were purchased, the coloring books were never used by the children.

- A) because
- B) although
- C) despite
- D) even

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. Did you ever get a chance to ----- that book I recommended from Fred?

- A) lend
- B) borrow
- C) sent
- D) loan

138. The cleaning service won't be able to refund your money ----- you cancel the service.

- A) until
- B) can
- C) so
- D) Then

PART 5

139. ----- none of us were familiar with the area, Mrs. Ting drove us to the meeting.

- A) although
- B) despite
- C) because
- D) however

140. Students who ----- attending the lecture will receive 10 points of extra credit.

- A) have going
- B) are going
- C) will be
- D) Will

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.

To: Sales Staff

From: jparker@corpsales.com

Subject: Bad News

I am sorry to report that Nugget Enterprises has not _____ their contract for the next year. Since 20% of our business was with Nugget, the loss will cause us to reduce our staff.

141:

- A) renewed
- B) revived
- C) sold
- D) selling

It appears that there will be a partial _____ in June, but fortunately this will be offset somewhat by a number of retirements this summer.

142:

- A) restruct
- B) reconstruction
- C) layoff
- D) layout

We are working hard to reestablish our _____ with this company and to acquire new accounts abroad. Until we succeed we ask for your understanding and cooperation. With your help this will be only a temporary setback. We will keep you informed with weekly updates on e-mail.

143:

- A) friendship
- B) sales
- C) relationship
- D) stewardship

Sorry to tell you,
Jim

Question 144 to 146 refers to the following email.

To: kfrances@mail.com
From: jfrances@mail.com

Subject: Watching the kids

Hey Kate,
I'm _____ to do this to you, but I was wondering if you could watch the kids for the weekend.

144:

- A) thankful
- B) appreciate
- C) sorry
- D) wondering

Frank has to go to a sudden corporate meeting in Colorado, and I have my PTA retreat _____.

145:

- A) same time at the
- B) time same the at
- C) at the same time
- D) same the at time

I could bring them over on Friday afternoon, and of course I'll give you some money to cover the food and the trouble. Is 5:00 ok? I _____ to ask on such late notice, but I don't know what else to do!

Thanks so much, I hope it's ok?

146:

- A) love
- B) always
- C) thank
- D) hate

Love,
Jane

Question 147 to 149 refers to the following letter.

1239 Main St.
Orlando, FL 32957

12/22/2011

Dear Mr. Pathing,

We have read your _____ plans to improve our tax deductible investment procedures and are very interested in your proposal.

147:

- A) archaic
- B) innovative
- C) insolent
- D) incarnate

We believe your ideas are workable and would like to have you serve on our board to implement them.

_____ is our policies and procedures handbook.

148:

- A) Enclosed
- B) Enveloped
- C) This
- D) Here

Please read it carefully and call me if you have any questions. If you can _____ with our work requirements, please call me before Friday to discuss the legal implications of your proposal.

149:

- A) comply
- B) covert
- C) complement
- D) convert

Welcome aboard. I will be delighted if you accept this exciting challenge.

Sincerely,
Lita Hennesy

Question 150 to 152 refers to the following email.

To: dperez@mail.com

From: dhardy@cccontrusction.com

Topic: I made a mistake

Dear Mrs. Perez,

Please forgive me but I have made a mistake. I filled your order for the bed linens you purchased but I did so_____.

150:

- A) correctly
- B) incorrectly
- C) properly
- D) mistake

I simply _____ your order form and sent you the linens in Stewart plaid as opposed to black watch plaid.

151:

- A) took
- B) read
- C) misgiving
- D) misread

Yesterday I packaged a lovely set of black watch plaid flannel sheets and coordinating bedspread. They should arrive within ten days. Simply return the Stewart plaid linens C.O.D. I have also _____ with your new linens a coupon for a 15% discount on your next purchase as my way of apologizing.

152:

- A) enclosed
- B) engraved
- C) enslaved
- D) insisted

Sincerely,
Duke Hardy

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.

To: All Staff
From: Mark Jensen, CEO
Subject: Summer Retreat

Please remember that we will hold a special summer retreat this year for all full-time staff and their families. Mark your calendars.

WHEN: Monday-Friday, August 5-9

WHERE: Monkey Paw Lake Resort

WHY: To develop next year's operational plan (and get away from the telephones)

Last year's retreat was so successful that we decided to do it again and invite families to join us. We will spend each morning in meetings and allow families to be together for the rest of the day. Breakfasts and dinners will be provided.

This is your opportunity to have a voice in both product development and marketing. Send your suggestions for items to be placed on the agenda to Jane as soon as possible, and tell her how many persons will accompany you so she can make room reservations. Bring your best ideas and your swimsuits. You may check in anytime after 3:00 p.m. on Sunday.

If for some reason you will not be able to attend, tell Jane who will represent you. She will also answer any questions you may have.

Looking forward to seeing you all there!
Mark Jensen

153. What is this email for?

- A) Invitation to a picnic.
- B) Reminder about a retreat
- C) Invitation to a retreat
- D) Information about a conference

154. What is the main purpose of this event?

- A) A relaxing time with families
- B) Discussing some plans
- C) Having a voice in marketing
- D) Developing next year's operational plan.

155. Why are they doing a retreat again?

- A) As a chance to develop ideas.
- B) A chance to spend time with families
- C) It was successful last year.
- D) They're looking forward to seeing everyone there.

156. What should you do if you can't come?

- A) Everyone must come.
- B) You will be represented if you let them know.
- C) She will answer any questions.
- D) It's Monday through Friday.

Question 157 to 160 refers to the following notice.

Important Notice

We regret that it has become necessary to take serious measures to ensure that we all enjoy a safe and healthy work environment. Effective January 1, we will begin a mandatory drug testing program for all employees.

We have engaged an independent laboratory to visit our site to supervise random testing throughout the year. Each randomly selected employee will be required to provide samples (e.g., urine, blood) to be tested for the presence of illegal drugs. Your cooperation will be appreciated and all results will be kept confidential.

Persons who test positive will be placed on indefinite leave, pending a thorough physical and psychological examination. With proper medical attention and rehabilitation, termination can be avoided in some cases. We cannot emphasize too strongly that substance abuse has no place in our business.

157. What is the main point of this notice?

- A) There is a big problem.
- B) They're starting drug testing.
- C) They have a laboratory.
- D) They have a drug problem.

158. What policy is being updated?

- A) Every employee has to take the tests.
- B) All employees should consider the tests.
- C) These tests are a new service.
- D) There are serious measures.

159. How are they going to enforce confidentiality?

- A) They will randomly select employees.
- B) They've hired an independent laboratory.
- C) Employees will be placed on indefinite leave.
- D) Substance abuse has no place.

160. What do they feel most strongly about?

- A) Maintaining integrity.
- B) Mandatory drug testing.
- C) Your cooperation will be appreciated.
- D) Substance abuse has no place in their business.

Question 161 to 164 refers to the following email.

To: George Phillips gphillips@internalmail.com

From: Jim Brown jbrown@internalmail.com

Subject: Internal Dispute

You have asked for my advice regarding the conflict and misunderstanding between you and Carl Deck. Differences in personality can create very strained relations in an office. I realize that you have tried to discuss your differences with Carl, without success.

I appreciate your concern and your efforts to resolve the problem. I plan to meet with Carl this afternoon to discuss the situation. Then, if I consider it is appropriate, I will arrange a time when the three of us can get together, clear the air, and find a way for everyone to be able to work together.

Again, I want to express appreciation for your concern and your desire to establish a more congenial relationship. I will speak to you further about the matter after Carl and I have met.

Thanks,
Jim Brown

161. What is the main topic of this email?

- A) A dispute between two employees.
- B) Violence in the workplace.
- C) Concern about problems.
- D) An employee has no success.

162. Why is Jim sending an email to George?

- A) George asked him for help.
- B) Jim saw that there was a problem.
- C) Carl is a problem.
- D) Carl is fighting with Jim.

163. What steps will Jim take to fix this problem?

- A) He is going to fire Carl.
- B) He is going to fire George.
- C) He is going to clear the air with Carl.
- D) He is going to talk with Carl next.

164. What is Jim's goal in this?

- A) To stop his employees anger.
- B) A better relationship between Jim and Carl.
- C) To speak further with Carl about the matter.
- D) To speak further with Jim about the matter.

Question 165 to 168 refers to the following letter.

Castle Event Planning
1287 Carnegie St.
Michigan City, Michigan 23987

04/17/2011

Dear Mr. Faraway,

During our last meeting you expressed your concern about keeping in touch with our progress. This letter is in response to your request for weekly progress reports.

Over the last week we have confirmed lecture times with all the speakers, received 1,229 RSVPs and made accommodations for each participant. John has secured a team of receptionists and ushers for the event and hired a team to handle miscellaneous setup tasks.

Please set your mind at ease. Although much remains to be done, we have every reason to believe that we still have time to focus thoroughly on each detail before the seminar. I will contact you at the beginning of next week to discuss what we still need to accomplish and how we propose to do so.

Sincerely,
Thomas White
Castle Event Planning

165. What is the topic of this letter?

- A) Mr. Faraway is concerned.
- B) They have many RSVPs
- C) This is a progress update.
- D) Much remains to be done.

166. What things have happened since the last update?

- A) They've received many RSVPs and confirmed times with all the speakers.
- B) Mr. Faraway expressed concern.
- C) They've set his mind at ease.
- D) They have many things to accomplish.

167. What is the goal of the letter?

- A) To handle miscellaneous setup tasks.
- B) To give a response.
- C) To set Mr. Faraway's mind at ease.
- D) To finish the planning.

168. How often will they give updates?

- A) Once a day.
- B) When they have new information.
- C) When they need to make plans.
- D) Once a week.

Question 169 to 172 refers to the following press release.

FOR IMMEDIATE RELEASE

Cathaway International
27588 Main Street
Atlanta, AK 21058
555-2950

For more information contact:
Mindy Cloe 555-8537

CATHAWAY INTERNATIONAL ANNOUNCES
CORPORATE REORGANIZATION

Cathaway International announces a corporation-wide freeze on new hiring, effective January 1. Cathaway's spokesperson, Jane Harding, says that this policy measure is being enacted in an effort to curb revenue losses of the past three years. Cathaway, the largest employer in Springfield county, with offices, production plants and warehouses in both Springfield and Centerville, employs over 15,000 persons. The freeze will act in conjunction with several internal reorganization measures set to streamline management in all salaried divisions. Workers in hourly positions will also see nominal reorganization in their departments. No layoffs are scheduled to take place as part of the reorganization.

169. What is the purpose of this press release?

- A) Talking about business at Cathaway.
- B) Talking about a new situation at the company.
- C) Announcing a new product line.
- D) Announcing some layoffs.

170. When do they want to announce this information?

- A) On January 1st
- B) Immediately
- C) It hasn't been announced yet.
- D) After the layoffs.

171. What is happening at the same time as the hiring freeze?

- A) They are streamlining management.
- B) They are shutting down plants.
- C) They are curbing revenue loss.
- D) They won't be hiring people.

172. What might happen to hourly workers?

- A) They might lose their job.
- B) They might have to change positions.
- C) They will be frozen.
- D) They will have to resign.

Question 173 to 176 refers to the following notice.

Dear Paul,

I HAVE SOME IMPORTANT NEWS TO BEEF UP YOUR FALL SALES!

The shipment has finally arrived!

Our new line of DVD players is here! You can begin ordering today.

This advanced technology has been widely publicized and we have been bombarded with inquiries. "When can we get them?" "Our customers are waiting for them."

The waiting's over. Your customers will be delighted to know that these DVD players can be in your store within days.

Your discount schedule is also included. Take a careful look. You'll see that by just ordering a few more players, your profit margin increases dramatically. In addition, you can also qualify for a special discount of 3% on orders placed before September 30.

Hurry and place your order today. We guarantee a 48-hour turnaround. You don't want to leave your customers out in the cold.

Sincerely,
Anthony Walker

173. What is the purpose of this notice?

- A) To beef up Paul's fall sales.
- B) To tell about new items.
- C) Selling DVD players to customers.
- D) Trying to get Paul to buy some DVD players for his store.

174. What have they gotten lots of questions recently?

- A) People want a great deal.
- B) People want to improve their fall sales.
- C) The DVD players have been in the news.
- D) The DVD players are newer than any others.

175. How can Paul qualify for an additional price decrease?

- A) Taking a careful look.
- B) Ordering DVD players.
- C) Ordering before November.
- D) Ordering by September.

176. What do they promise to do within 48 hours?

- A) Turn around
- B) Get the DVD players shipped to the store.
- C) Sell the DVD players.
- D) Be sold out.

Question 177 to 180 refers to the following email.

To: carny225@mail.com
From: jyamamoto@mail.com

Subject: Your Greeting Cards

Dear Friend,

Your greeting cards will all arrive on time thanks to help from The Wishing Well! Our newest service here at Cloe's Boutique combines your personal handwriting with computer technology to simplify your most cordial greetings.

Here's how we help: you provide The Wishing Well with a mailing list (containing dates of various occasions and celebrations), along with sample messages written in your own hand. At the same time, you select as many as 20 greeting-card styles from over 350 of our designs. Then relax! We'll deliver your heartfelt greetings on time. You don't need to lift a finger or give a second thought.

Leaf through the enclosed brochure for striking samples of our elegant cards. And please call us anytime at 555-1298. We're eager to help simplify your life while enriching your most treasured relationships.

Sincerely,
Jennifer Yamamoto

177. What is the purpose of this email?

- A) A reminder to send cards to your loved ones.
- B) Selling a service to help you send cards to your loved ones.
- C) Tying to sell a wishing well.
- D) Delivering your heartfelt greetings.

178. How is this service unique?

- A) You provide them with a mailing list.
- B) You write your own sample message.
- C) They combine your handwriting with computer technology.
- D) They have an enclosed brochure.

179. What is their main selling point?

- A) They have lots of different designs.
- B) Your greeting cards will arrive on time.
- C) They will write your mailing list.
- D) You provide them with various dates.

180. What other promise do they make?

- A) To help your relationships.
- B) To send you another brochure.
- C) To provide you with the best possible greeting card.
- D) To do everything for you.

Question 181 to 185 refers to the following emails.

To: johnsmith@insurancepro.com
From: jacobcox@insurancepro.com
Subject: The Project Update

Dear Mr. Smith,

We're working on analyzing the data that we received from the Sales Department. It'll take at least 4 days to make the meeting materials. It looks like I'll have to work all weekend to meet the deadline. Emily is helping me on Saturday. She'll check my numbers. Please review the document she'll send you. She is still new and I would like you to review it before we submit it. Hopefully, you'll get it by the end of the day tomorrow. Ben is working on the agenda and he'll send it to you when he is finished. The Marketing Department will do its best for this new product development project. I'm writing this also to check with you about my vacation. I'd like to take June 5 to June 7 off, and, actually, I might need to leave early on June 4th. I need to fly to San Diego for my nephew's wedding. After his wedding, we're planning to spend some time with my parents. Please let me know if you think if it works out.

Jacob Cox

To: jacobcox@insurancepro.com
From: johnsmith@insurancepro.com
Subject: Re: The Project Update

Thanks for the update, Jacob. I'd be happy to go through the meeting materials. Actually, I think it's good to have me review Emily's work. She is a hard worker and has potential, but through review, I can teach her how to work more efficiently. Could you let her know that I'd like to work with her?

If you'll work this Saturday, you should request for paid time off on June 4 so that you can spend more time with your nephew and your family in San Diego. I don't see any problems at all. Just fill in the paid-time-off request form and bring it to me so that I can sign it and give it to the personnel department.

John Smith

181. Who is Emily?

- A) Jacob's sister
- B) Jacob's new coworker
- C) Jacob's supervisor
- D) An employees in the sales department

182. At which section does Jacob work?

- A) The Sales Department
- B) The Marketing Department
- C) The Personnel Department
- D) The Development Department

183. What is the project Jacob has been working on?

- A) A training project for new employees
- B) A new vacation policy system
- C) The wedding project for his nephew
- D) A new product

184. How does Mr. Smith feel about Emily?

- A) She is lazy.
- B) She works hard and will make a great employee.
- C) She will be promoted soon.
- D) She has to work on Saturday.

185. How many days does John suggest that Jacob takes for vacation?

- A) 1 day
- B) 2 days
- C) 3 days
- D) 4 days

Question 186 to 190 refers to the advertisement and email.

www.abctravel.com

Is your week tiring and long? It might be time to take a break and get some time away from the office. This month, we're offering great package deals for busy workers like you. Book a vacation for this summer and get 20% off from the regular price. Package prices are before taxes. Please visit www.abctravel.com for full information.

❖ **Package #1:** Popular for wedding anniversary trips! Three nights at a five star beach front hotel in Mexico. Includes 2 meals a day. \$1,250 (per person)

❖ **Package#2:** Luxury Cruise with fantastic Bahamas shows! Five nights Bahamas Cruise. \$399 (per person)

❖ **Package#3:** Our most popular package among families with children. Three nights in Orlando, Florida. Includes 4 theme park passes. \$699 (per person)

❖ **Package#4:** Whale watching in Alaska! Two nights. \$289 (per person)

To: abctravel@info.com

From: KenLee@email.com

Subject: Package#3

I would like to inquire about Package #3. I'm planning to take my wife and two kids, one is three and the other one is ten. We will go on a road trip. Are there any other accommodation options? We'd rather not stay at a luxury resort hotel. If so, I would like to know the price differences. Thank you very much.

Ken Lee

186. Who is the main target of this advertisement?

- A) Students who are on vacation.
- B) Business workers.
- C) Only tired people.
- D) Families with children.

187. How does the advertisement describe package #3?

- A) It's the most popular package that they offer.
- B) It's recommended for families with children.
- C) It's only for families with children.
- D) It includes gift coupons that can be used in any theme parks.

188. How much will Ken need to pay in total without taxes?

- A) \$1,196
- B) \$1,196 with 20% off discount
- C) \$598 plus charges for his children
- D) We don't know exactly.

189. How will they go to Orlando?

- A) By bus
- B) By airplane
- C) By taxi
- D) By car

190. What is Ken asking?

- A) If they charge for his children.
- B) If there is any extra fee occurring.
- C) If they can stay at cheaper hotels.
- D) If they can get any special services through the travel agency.

Question 191 to 195 refers to the following emails.

To: All personnel
From: jefftompson@email.com
Subject: New Employee ID Cards

It's about time to renew employee ID cards. Please bring one color passport type photo (size of image 45mm x 35mm) with your name on the back and put it in the box at the reception desk by the end of this month. If there are any changes in your employment information (your status, section...etc.), please fill in the form and attach it to the photo. Basically, if your personal information is different from the information you registered last year, you need to fill out the form. Please reference attachment #1 for more detailed information. For new employees, we have a different process. New full time employees are required to attend the New Employee Orientation this Friday. At the end of the orientation, we will have time to take photos for our ID cards. Friday is usually Dress Down Day, but it doesn't apply for new employees. The attached documents #2-4 are materials for the orientation. Please print them out and bring them to the orientation. If you have any questions about the orientation, please contact Mr. James Giddens in the personnel department. If you have any questions about ID cards, please ask me.

Jeff Thompson

To: jamesgiddens@email.com
From: margaretlopez@email.com
Subject: New Employee Orientation

Dear Mr. Giddens,
I received the email about the New Employee Orientation from Mr. Thompson in the security department. I'm currently hired as a temporary worker, but I'll be a full time worker next month, a week after the orientation. The email from Mr. Giddens was intended for new full time employees, so I would like to know if I'm required to attend the orientation or not. I won't be in the office this Thursday, would it be possible to let me know before then?

Thank you,
Margaret Lopez

191. Who is the intended receiver of Mr. Thompson's email?
- A) Margaret Lopez
 - B) All new employees including temporary workers
 - C) All employees
 - D) All new employees

192. When are employees expected to submit their photos?
- A) By the end of this month
 - B) By this Thursday
 - C) By this Friday
 - D) As soon as possible

193. What should new employees do on Friday?
- A) They need to dress casually.
 - B) They need to dress properly for photos.
 - C) They need to contact Mr. Giddens.
 - D) They need to be ready to sign the employment contracts.

194. Who is in charge of the orientation?
- A) Jeff Tompson
 - B) James Giddens
 - C) Margaret Lopez
 - D) The CEO

195. What is Margaret's status?
- A) She is a full time worker.
 - B) She is a part time worker.
 - C) She will quit the job soon.
 - D) She is a temporary worker.

Question 196 to 200 refers to the following advertisement and memo.

Charity Figure Skating Exhibition

The Fiesta on Ice is coming!!!

“World Festivals” will be the theme

Of the Seattle Great Pavilion
Christmas 2011 Charity
Ice Show!

It'll be performed by world
professional figure skaters!

Dynamic energized step sequences
will be a pleasure to watch.

The show will be helping to raise funds for several local charity
organizations for children.

**Call 800-555-222 or visit CharityFigure.com to see the
ticket availability!!**

Telephone Message

To: Linda White

From: Mary

Telephone Number: 898-555-7233

Date: November 10th **Time:** 10:13A.M. **Call back:** **Yes** **No**

Received by: Mark Nelson

Mary came by and dropped off this advertisement. There will be an
exhibition by professional figure skaters. It's annual and she had a
great time last year. If you want to take your clients, she can get
group rate tickets(\$6 per person).

There is a good Italian restaurant, Bella Mario near the pavilion.
She thinks it's a fantastic restaurant to take your clients. You
might have to make a reservation ASAP.

I've been to the restaurant with my wife. Like Mary says, it serves
amazing food, but you need to be careful about time management
if you're taking your clients. The service is very slow. You'd better
have an extra 30 minutes for dinner. Mark

Performance Details

Seattle Great Pavilion

Wed 7 December 2011, 8:00pm

Thu 8 December 2011, 8:00pm

Fri 9 December 2011, 8:00pm

Prices

\$15 adults, \$10 seniors, \$5 children

196. What is the Fiesta on Ice?

- A) It's the name of the pavilion.
- B) A kind of skating technique
- C) The name of the show
- D) The supporting company of the show

197. Which of the following is true about the
exhibition?

- A) It'll be performed by Olympic figure skaters.
- B) It is to raise money to help children.
- C) All tickets are sold out.
- D) It's the country's most popular event.

198. How much will Linda have to pay if she
wants to take her clients to the show?

- A) \$15 per person
- B) \$10 per person
- C) \$6 per person
- D) \$5 per person

199. Which of the following is mentioned
about the Italian restaurant?

- A) They have excellent Italian employees.
- B) It's a little far from the Pavilion.
- C) The quality of service is 5 star.
- D) They are slow.

200. What will Linda probably do next?

- A) She'll call Mary back.
- B) She'll reserve a table at the Italian
restaurant.
- C) She'll call the ticketing center to book the
tickets for the skating show.
- D) She'll see Mark in 30 minutes.