

## PART 7

**Directions:** In this part you will read a selection of texts, such as magazine and newspaper articles, e-mails, and instant messages. Each text or set of texts 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.

Questions 147-148 refer to the following job posting.

**Wanted:** Kitchen Assistant

**Salary:** \$9/hr. (negotiable based on experience)

**Primary responsibilities include:** Preparing food (washing, cutting, etc.); Cleaning kitchen area and equipment; Assisting head chef in kitchen

1 year of food industry experience required

At least 2 references must be listed

Must be willing to work nights and weekends

**For more information call John Bergeron at:** (648) 555-3810

**Posted by:** Johnny's Crab Shack, 121 South Street, Rockledge, FL 32955

147. What is NOT mentioned about the position?

- (A) Needed time spent doing related work
- (B) Main tasks expected to be performed
- (C) Similar field acquaintance requirement
- (D) Length of working shifts

148. According to the job posting, what part of the position is flexible?

- (A) Working hours
- (B) Job responsibilities
- (C) Hourly pay rate
- (D) Previous experience

**Questions 149-151** refer to the following letter.

To whom it may concern,

I first started working with James Cain eight years ago right after he graduated at the top of his class from nearby Norwood University with a degree in Architectural Design. He started as an intern, but his talent and dedication to perfection helped him advance quickly to the position of Assistant Architect.

He played a critical role in the design of the Estrada Convention Center in Danbury by building a 3D model to present to the committee that was formed to oversee the construction of the center. They were so impressed with the model that they chose our design over the designs presented by seven other architecture firms.

Most recently, Mr. Cain was given the chance to lead a team project. I'm sure you have heard of the Blacksburg Tower. It was his idea to turn the top floor into wind tunnel turbines, an idea that has proven to have both economic and environmental benefits. Thanks to his creativity, the project turned out to be a total success.

I was disappointed when I heard that he would be returning to his hometown since it is so far away, but I wish him the best of luck. I am confident that he would prove to be a valuable asset to your firm.

Sincerely,

Janet Dawner  
Buchely Architecture Firm

**149.** Why was the letter written?

- (A) To recommend someone for a job
- (B) To apply to a university program
- (C) To request a promotion
- (D) To congratulate a job well done

**150.** What is NOT mentioned about Mr. Cain?

- (A) He got good grades in university.
- (B) He has an advanced degree.
- (C) He was a creative team leader.
- (D) He is good at building models.

**151.** What can be inferred about Norwood?

- (A) It is home to the Estrada Convention Center.
- (B) It is famous for its architecture.
- (C) It is an environmentally friendly city.
- (D) It is located far from Mr. Cain's hometown.

Questions 152-154 refer to the following advertisement.

Summer is right around the corner, and that means that registration for activities at the Bettendorf Fitness Center has begun! — [1] —. After three seasons off, it's time to spring back into action!

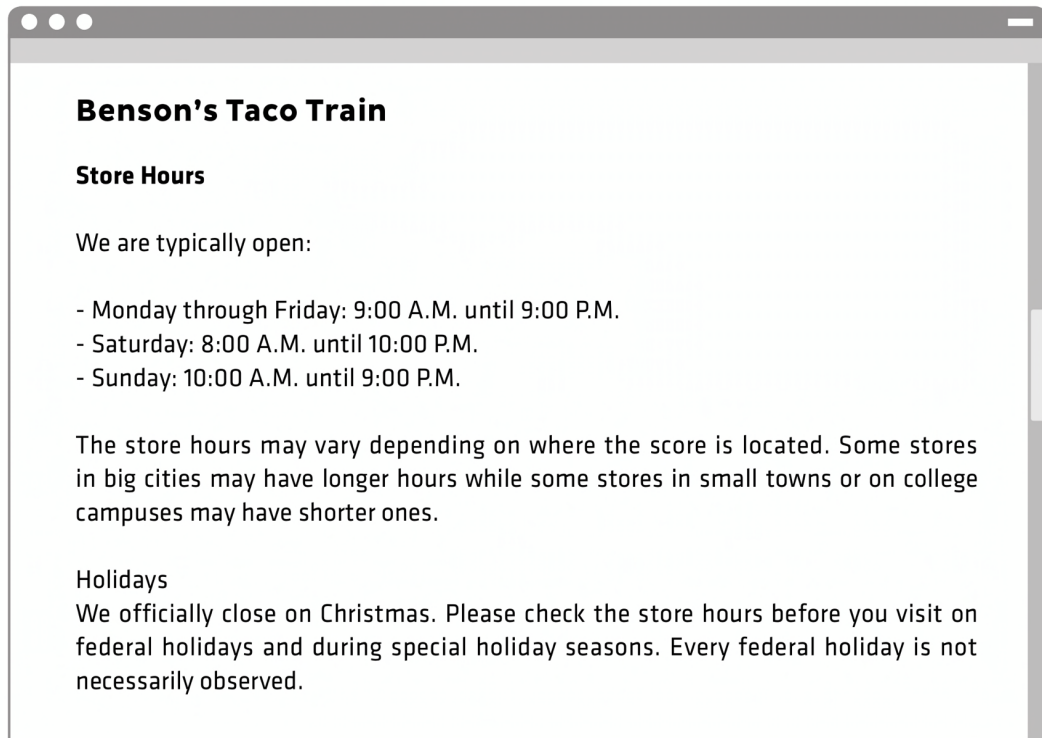
During the off seasons, we made some changes to our facilities to improve this summer's experience for everyone. — [2] —. Two new kickball fields have been added to accommodate the high number of expected participants.

— [3] —. A new rock climbing program is also open for registration. To register for this activity, participants must pass a brief physical because the safety harnesses are only designed for certain height and weight ranges.

Those are just a few of the fun activities to join in. Visit our Web site for a full list of classes and activities being offered this year. — [4] —. While you're there, register for some of these fun outdoor activities!

152. What can be inferred about the fitness center?
- (A) It offers free classes to locals.
  - (B) It only operates in the summer.
  - (C) It doesn't have many members.
  - (D) It requires in-person registration.
153. According to the advertisement, what is required to take part in the new activity?
- (A) Staff members must be present to supervise the activity.
  - (B) A non-refundable deposit must be put down.
  - (C) The participants must be within a certain body size range.
  - (D) Each participant has to bring their own safety gear.
154. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?
- "As of this year, our center will start something really exciting."
- (A) [1]
  - (B) [2]
  - (C) [3]
  - (D) [4]

Questions 155-156 refer to the following Web page.



**Benson's Taco Train**

**Store Hours**

We are typically open:

- Monday through Friday: 9:00 A.M. until 9:00 P.M.
- Saturday: 8:00 A.M. until 10:00 P.M.
- Sunday: 10:00 A.M. until 9:00 P.M.

The store hours may vary depending on where the store is located. Some stores in big cities may have longer hours while some stores in small towns or on college campuses may have shorter ones.

**Holidays**

We officially close on Christmas. Please check the store hours before you visit on federal holidays and during special holiday seasons. Every federal holiday is not necessarily observed.

**155.** What is the purpose of the Web page?

- (A) To solicit customers' feedback
- (B) To advertise a new location
- (C) To offer a holiday discount
- (D) To explain a store policy

**156.** What is mentioned about the stores in universities?

- (A) They can close earlier than others.
- (B) They do not honor coupons.
- (C) They will be open 24 hours.
- (D) They observe all the national holidays.



**Questions 157-158** refer to the following article.

Port Charlotte, May 7—East by West Ships has announced that it will transfer all of its shipbuilding operations to Port Charlotte. Its shipyard facilities are now under construction and expect to be completed by the end of the month. When asked why the sudden decision was made to move to Port Charlotte, the company's new CEO, Geneva Patrick, responded that it was because of the city's new business-friendly laws. Ms. Patrick took over the company six months ago when the former CEO, Leroy Jennings, stepped down for health reasons.

East by West Ships has been slowly growing despite the poor economy. By moving its operations to Port Charlotte, the company expects to continue this trend. It currently builds approximately 25% of new cargo ships in the United States. Although it only manufactures ships domestically as of now, its engineers have been working on compact and efficient diesel engines. Rumors abound that their next expansion will be to manufacture automobiles for the European market, but they have not been officially confirmed.

- 157.** What can be inferred about the city of Port Charlotte?
- (A) Most of its residents work for shipbuilding companies.
  - (B) It is a large trade hub for overseas shipping.
  - (C) European tourists often rent cars while visiting there.
  - (D) The city government recently passed lenient business legislation.
- 158.** What is NOT true about East by West Ships?
- (A) It has been successful despite an unfavorable economic situation.
  - (B) Nearly one quarter of American cargo ships are manufactured by it.
  - (C) It has revealed its intention of making cars to sell in Europe.
  - (D) Within the past year, the company has changed CEOs.

Questions 159-161 refer to the following notice.

### **Trash Collection**

As some of you may be aware, the city recently passed a new law on recycling. The law affected public trash collection days as well. To conform to the new regulations, please keep the following in mind:

Use the designated trash receptacles ONLY. As always, please do not litter.

Instead of one general recycling bin, there are separate ones for glass, metal, paper, and plastic. Please be sure to separate your recyclables and place them in the appropriate bins.

Paper recyclable pick-up will be every Tuesday and metal pick-up will be every other Saturday. Glass and plastic pick-up will both be on every Monday and Friday.

Failure to comply with the new rules can lead to the city imposing fines on the property owners, which would in turn cause rent prices to increase. Thank you for your cooperation.

- 159.** For whom is the notice most likely intended?
- (A) Real estate agents
  - (B) Property managers
  - (C) Government officials
  - (D) Building residents
- 160.** According to the notice, what new rule must people now follow?
- (A) They are no longer allowed to litter.
  - (B) They must pay fines issued to property residents.
  - (C) They can only use certain bins on certain days.
  - (D) They must sort their recyclables by material type.
- 161.** How often will glass recyclables be picked up?
- (A) Once every other week
  - (B) Once a week
  - (C) Twice a week
  - (D) Four times a week

Questions 162-163 refer to the following text message chain.

**Tammy Wagner [5:07 P.M.]**

I just realized I forgot to remind you earlier. Did you print out four copies of new employee contracts for tomorrow morning? I'll need them before I start the orientation.

**Josh Cunningham [5:08 P.M.]**

No. I thought you were going to do that. I guess you didn't, then?

**Tammy Wagner [5:09 P.M.]**

My printer has broken down. I haven't been able to print anything all week.

**Josh Cunningham [5:10 P.M.]**

Okay, well... I was on my way out the door but I can go back in to print them. It's best not to put things off.

**Tammy Wagner [5:11 P.M.]**

You don't have to do that. I can just print it from your computer in the morning.

**Josh Cunningham [5:12 P.M.]**

But you don't have access to the network in my office, and I won't be there in the morning. I have to take my son to a dentist appointment, so I'll be late tomorrow. I'll just print them now and leave them on your desk.

**Tammy Wagner [5:13 P.M.]**

Okay, thank you so much. I owe you one!

162. What most likely is Ms. Wagner's occupation?
- (A) Software engineer
  - (B) Event coordinator
  - (C) HR representative
  - (D) Computer technician
163. At 5:10 P.M., what does Mr. Cunningham most likely mean when he writes, "It's best not to put things off"?
- (A) He will shut off the lights in the office.
  - (B) He will complete a task as soon as possible.
  - (C) Ms. Wagner needs to return to the office.
  - (D) Ms. Wagner should get her printer fixed.

Questions 164-167 refer to the following memo.

Date: October 17  
To: All Employees  
From: William Schindler  
Subject: Autumn Dinner Party  
Attached file: A list of names.pdf

Hello everyone. — [1] —. Attached is a list with the names of everyone who signed up and who they plan to bring. If you or someone you signed up is not on that list, please contact either me or someone else in Human Resources. We will do our best to resolve everything as soon as possible. — [2] —.

Just as a reminder, this seasonal event will be taking place at the Oscar Convention Center this year on October 20. The event will begin at 6, but due to parking, please try to arrive an hour early. — [3] —.

As with our regular company gatherings, live music will be performed as well. — [4] —. The local jazz group Smooth Cats will be on stage during the dinner, and will be available for autographs afterwards. Please respond by tomorrow to let me know if you want the steak or seafood meal.

164. Who is Mr. Schindler?

- (A) A convention center representative
- (B) A professional jazz musician
- (C) A parking lot manager
- (D) A member of the HR department

165. What is mentioned about the event?

- (A) Drivers should go early to find a space to park their cars.
- (B) A shuttle bus will take the employees to the center from the office.
- (C) It will feature video clips of previous events.
- (D) This is the first time such an event will be held.

166. What are the memo recipients asked to do?

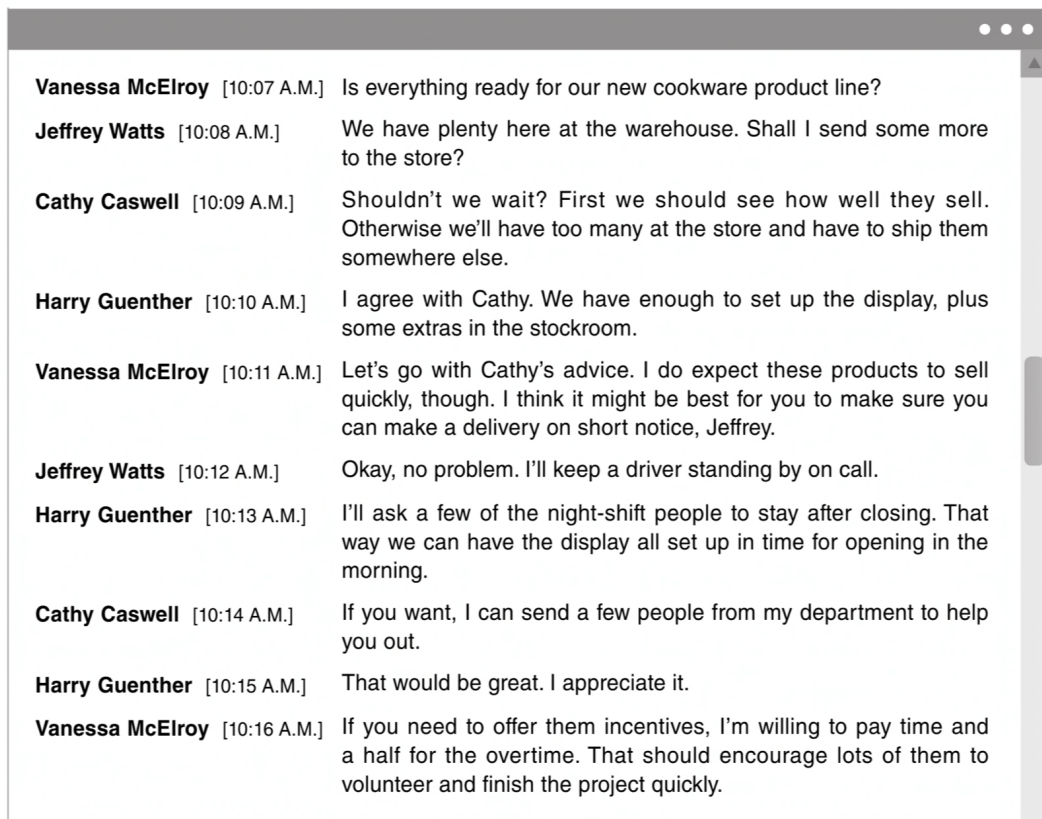
- (A) Provide feedback on the event
- (B) Register for the party
- (C) Purchase music CDs
- (D) Indicate a preference

167. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

“I am confirming all the reservations for the company’s autumn dinner party.”

- (A) [1]
- (B) [2]
- (C) [3]
- (D) [4]

Questions 168-171 refer to the following online chat discussion.



**Vanessa McElroy** [10:07 A.M.] Is everything ready for our new cookware product line?

**Jeffrey Watts** [10:08 A.M.] We have plenty here at the warehouse. Shall I send some more to the store?

**Cathy Caswell** [10:09 A.M.] Shouldn't we wait? First we should see how well they sell. Otherwise we'll have too many at the store and have to ship them somewhere else.

**Harry Guenther** [10:10 A.M.] I agree with Cathy. We have enough to set up the display, plus some extras in the stockroom.

**Vanessa McElroy** [10:11 A.M.] Let's go with Cathy's advice. I do expect these products to sell quickly, though. I think it might be best for you to make sure you can make a delivery on short notice, Jeffrey.

**Jeffrey Watts** [10:12 A.M.] Okay, no problem. I'll keep a driver standing by on call.

**Harry Guenther** [10:13 A.M.] I'll ask a few of the night-shift people to stay after closing. That way we can have the display all set up in time for opening in the morning.

**Cathy Caswell** [10:14 A.M.] If you want, I can send a few people from my department to help you out.

**Harry Guenther** [10:15 A.M.] That would be great. I appreciate it.

**Vanessa McElroy** [10:16 A.M.] If you need to offer them incentives, I'm willing to pay time and a half for the overtime. That should encourage lots of them to volunteer and finish the project quickly.

168. What most likely is Mr. Watts' position?

- (A) Logistics Consultant
- (B) Warehouse Manager
- (C) Sales Team Leader
- (D) Production Overseer

169. At 10:09 A.M., what does Ms. Caswell mean when she writes, "Shouldn't we wait"?

- (A) The stores are already sufficiently stocked.
- (B) A new product will be introduced soon.
- (C) The warehouse can't store more products.
- (D) An advertisement has not been aired yet.

170. What is suggested about the products of the new line?

- (A) A significant amount was spent on advertising them.
- (B) They come with an extended warranty offer.
- (C) Their quality is much better than others on the market.
- (D) They have not been put on the sales floor.

171. What does Ms. McElroy say about upcoming operations?

- (A) The store will extend its hours of operation.
- (B) More workers will be hired for the night shift.
- (C) She is willing to approve temporary pay increases.
- (D) Shipment will not be made during the daytime.



Questions 172-175 refer to the following article.

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## **Boss Notes Magazine**

“Improving Workplace Efficiency” – Gwendolyn Garner

Improving workplace efficiency should always be on the mind of any business leader. Here are some general tips that you and your employees could put to good use.

“Working to Life” – You are probably familiar with the phrase “work yourself to death,” but people do not work well if they are not healthy. Avoid asking for too much and giving too much stress to your workers. If there is too much work for one person to do, allow them to hire an assistant.

“Money Makes the World Turn” – Offer incentives such as cash or material bonuses for difficult projects. Studies show that almost all people work harder when they know that their work will be directly rewarded. This can not only increase individual performance, but also encourage groups to work together toward a common goal. This leads to improvement of communication in the workplace.

“Give Credit Where Credit Is Due” – A compliment can go a long way. Be sure to acknowledge the hard work done by those under you. This will boost their self-confidence and encourage them to perform even better on future tasks.

“Happiness Stays” – An employee who is happy is obviously less likely to go looking for a job somewhere else. By retaining your current workforce, you save the time and cost of recruiting and training new employees.

Try employing these four strategies in your workplace, and I’m sure that you will see people smiling while staying with the company, staying healthier, and performing better at their jobs.

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**172.** What is the main purpose of the article?

- (A) To request a salary increase
- (B) To explain employee benefits
- (C) To unite company employees
- (D) To give good leading advice

**173.** According to the article, what is NOT mentioned as an effect of being rewarded promptly?

- (A) Employees perform better.
- (B) Employees cooperate more effectively.
- (C) Employees feel confident of their competence.
- (D) Employees communicate with one another better.

**174.** The word “credit” in paragraph 4, line 1, is closest in meaning to

- (A) fund
- (B) recognition
- (C) name
- (D) plastic

**175.** What strategy is helpful when management wants to keep their workers for a long term?

- (A) Working to Life
- (B) Money Makes the World Turn
- (C) Give Credit Where Credit Is Due
- (D) Happiness Stays