

## VOCAB REVIEW

Part 7  
PRACTICE QUESTIONS

Questions 153 – 156 refer to the following memorandum.

**MEMORANDUM**

DATE: April 1  
TO: All employees  
FROM: Zhang Wu, Head Supervisor  
SUBJECT: Change to Work Schedule

The management has decided to reschedule the company's opening hours this month due to the upgrading of the elevators. For the first two weeks of this month, the company will be open from 7:00AM until 5:00PM. For the second two weeks of this month, the opening hours will be 9:00AM till 7:00PM.

The renovation of the elevators will consist of two stages. During the first stage, which will take place in the first two weeks of the month, the elevators will be unusable. Employees with heavy baggage are advised to speak to Mr. Chen Li for assistance. During the second stage, which will be undertaken in the second two weeks of the month, the elevators will be usable, but employees are warned that there may be wet paint and dusty or dirty materials in the elevator areas.

Should there be any changes in the schedule of the upgrading of the elevators, employees will be informed via a further memo. We hope there will be no delays!

We hope this renovation will be a welcomed improvement to the building. Your patience and understanding is greatly appreciated.

153. Why was the memo written?
- (A) To announce to employees the arrival of facilities
  - (B) To advise employees to speak to Mr. Li
  - (C) To instruct employees not to use the elevators this month
  - (D) To inform employees of an adjustment to the working hours
154. What are employees advised to do in the second stage of the renovation?
- (A) To use the elevators
  - (B) Not to use the elevators
  - (C) To be aware of unclean areas near the elevators
  - (D) To be careful of their personal belongings
155. When are the renovations expected to be completed?
- (A) By the end of the week
  - (B) By the end of the month
  - (C) By the end of next month
  - (D) By the middle of next month
156. What are employees with heavy baggage advised to do?
- (A) Email Mr. Li
  - (B) Ask Mr. Wu for assistance
  - (C) Use the elevator
  - (D) Ask Mr. Li for assistance

Questions 157 – 159 refer to the following letter.

*Hartley Murray Accountants*

17 East Broadway,  
New York, NY 11309-3520  
United States of America  
Telephone: 1-212-453-8201  
Fax: 1-212-453-9008

[www.hartleymurrayaccountants.com](http://www.hartleymurrayaccountants.com)

Vincenzo Fuccio  
70 Washington Street  
Brooklyn, NY 11201

June 16

Dear Mr. Fuccio:

We would like to thank you once again for your kind hospitality at your new restaurant last month. The venue is impressive, and we wish you every success.

Our company recently sent you a letter concerning an overdue invoice for the work undertaken by our firm for you in February this year and, unfortunately, we have still yet to receive payment. The total amount due is \$850.00, but we are able to accept payment in two installments. We require the first installment of \$450.00 to be paid by June 23, and the remaining balance of \$400.00 to be settled by June 30.

If you would like a copy of the overdue invoice resent to you, please contact my secretary Ms. Kim Ball and she will arrange this for you. I look forward to hearing from you soon.

Sincerely,

*Peter Crouch*

Peter Crouch  
Partner

157. What is the main purpose of this letter?

- (A) To request payment
- (B) To thank Mr. Fuccio for his hospitality
- (C) To correct an existing invoice
- (D) To invite Mr. Fuccio to dinner

158. Who is Vincenzo Fuccio?

- (A) An accountant
- (B) A restaurant owner
- (C) A hospital owner
- (D) A restaurant chef

159. What should Mr. Fuccio do if he does not have a copy of the invoice?

- (A) Look for his copy
- (B) Write to Mr. Crouch to request a copy
- (C) Pay in two installments
- (D) Contact Ms. Ball

**● Part 4 :PRACTICE QUESTIONS****Practice 1.**

1. What special event is being announced?
  - (A) A chess match
  - (B) A festival
  - (C) A presentation
  - (D) A meeting
  
2. What will the attendees learn about?
  - (A) Chess tactics and strategies
  - (B) Chess games
  - (C) George Mason's greatest game
  - (D) The chess community
  
3. What is the cost?
  - (A) It's free
  - (B) \$3
  - (C) \$2
  - (D) \$5

**Practice 2.**

4. Who is the speaker?
  - (A) A sales clerk
  - (B) A product manager
  - (C) A sales manager
  - (D) A shipping company executive
  
5. Which of the following points is the speaker going to deal with?
  - (A) Production facilities
  - (B) The decrease in sales
  - (C) Foreign sales
  - (D) The number of products sold until now
  
6. What will happen last?
  - (A) The speaker will introduce some new products.
  - (B) Audience members will ask some questions.
  - (C) The speaker will introduce her assistant.
  - (D) Audience members will order some products.

### 3. DICTATION

1. Could you ..... Mr. Greene's room, please?
2. We need to ..... the proposal ..... by the end of the week.
3. The laptop computer you ordered is currently .....
4. We need a ..... answer by tomorrow.
5. Please make sure your seatbelt is ..... fastened.

### 4. HOMEWORK (Vocab)

1. The firm recently secured a \$30 million contract with the government.
2. The accident serves as a reminder of the importance of seatbelt use.
3. His assessment of the situation was accurate.
4. The test is designed to assess the students' progress.
5. Research indicates that extensive reading is an effective way to learn a language.