

A. Vocab Review

B. TOEIC® Part 7

Questions 157 – 159 refer to the following letter.

Hartley Murray Accountants
17 East Broadway,
New York, NY 11309-3520
Telephone: 1-212-453-8201
Fax: 1-212-453-9008

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

C. Context item exercise

1. We will be unable to use the Wilshire Hotel for our annual sales conference this year as it is fully booked., we will be holding the conference at the Summit Hotel on the other side of town.

- (A) Therefore (B) Then (C) Besides (D) On top of that

2. QQEnglish Ltd., is looking for an applicant with few years experience in English tutor and having graduated with a master's degree in English. ----- experience in the field is not the only aspect we desire for we are also seeking someone who is cheerful and organized.

- (A) Also (B) However (C) Namely (D) Furthermore

D. DICTATION

1. Lemon and lime juice were both temporarily
2. may exist in a warehouse or in a shop.
3. He gave us an..... of the cost of repairing the sink.
4. Why is it taking so long to the
5. Could youthe files on the

● Homework (Vocab)

1. We offer a competitive salary commensurate with experience.
2. Two workers were fined for not following the correct procedures.
3. The Hotel can accommodate over 500 people.
4. Transfer the money to our bank account via bank transfer from your bank account.
5. The group acquired the site adjacent to the Broad Lane factory.