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English Teachers On Call



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details. On the real test you will not have enough time to read every word. Practice scanning and reading quickly.

## For Questions 1-5

**To: All personnel**  
**From: Louie Grey**  
**Re: Conference room painting**

We all know that the painting of both conference rooms is long overdue. We've been waiting months for this

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inconvenient for me. I have an important meeting planned for the day the painting begins. I can't have it in my office because only four or five people can sit there comfortably, and I need room for ten people. Conference Room 2 is already booked through Friday. The meeting place you suggest is too informal for an important meeting. Would it be possible to schedule the painting so that it begins on Wednesday or Thursday? Please let me know.

James

1. What will be painted next week?
  - a.) One conference room
  - b.) Two conference room
  - c.) The cafeteria
  - d.) Some offices
  
2. How long will the painting probably take?
  - a.) Two days

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- d.) Friday
  
5. According to James, which place is too informal for his meeting?
  - a.) His office
  - b.) Louie's office
  - c.) The cafeteria
  - d.) Conference Room 2

For Questions 6-10

	<b>RESEARCH ASSOCIATE</b> Top advertising firm seeks research associate to join out team of market researchers. Seeking creative, energetic team worker to work with a group of four other researchers. Must have a Master's in Business Administration and three to five years' experience in market research. Send resume	
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You also have more years of experience in the field that we asked for. I would like to keep your resume on file and contact you when we have another position available. If you don't hear from me in six months please give me a call.

Sincerely,  
Grace Parker

6. What is Grace Parker job?

- a.) Research associate
- b.) Director of Human Resources**
- c.) Head researcher
- d.) Psychologist

7. Why wasn't Alba hired for the position?

- a.) Her resume was lost
- b.) She decided she didn't want it

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10. What suggestion does Ms. Parker make to Ms. Alba?

- a.) Write a new resume
- b.) Call her in six months**
- c.) Get a job as a psychologist
- d.) Get more experience in the field