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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.

While you were out. . .

To: Harry Pak

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While you were out...

To: Pamela Lopez

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travel arrangements for him?

1. What is Pamela Lopez's job?

- a.) Secretary
- b.) Hotel clerk
- c.) Travel agent
- d.) Airline ticket agent

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d.) Wednesday morning

4. Which hotel does Harry Pak want to stay at?

a.) The Grand Hotel

b.) The Marionette Hotel

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Have your next company banquet at the

Hotel Grandiflor

WE OFFER:

- ❖ Table seating for up to 250 guests
- ❖ A choice of catered meals prepared by our European-trained chefs
- ❖ Two world-class dance floors

We also provide on request professional assistance in selecting Decorations, music, and seating arrangements.

Rooms are available for both midday and evening banquets.
Meal options include buffet, 3-course, and 5-course meals

Impress your clients and reward your employees by inviting Them to lunch or dinner at the Hotel Grandiflor

Contact Cathy Chang, Events Manager, or Lois Street, Head Manage

To: Cathy Chang
From: Georgette Blanc
Subject: Banquet plans

Dear Ms. Chang:

I saw your hotel's ad in the May 23 issue of the Business Gazette. I am planning the annual employee appreciation banquet for my company, Agrix International, and am interested in the possibility of hosting it at the Hotel Grandiflor.

Our banquet is scheduled for the evening of July 15. We only plan to have half the number of guests mentioned in your ad, so I am sure you can accommodate our numbers. I think a five-course dinner would be too much, but I am interested in discussing with you the other two meal options. Mostly I am concerned about having both vegetarian and meat choices available for our guests.

I am also interested in your professional assistance in planning other aspects of the evening. We would need seating arrangements that are conducive to conversation but that will also accommodate the awards ceremony that is the main focus of the evening. We also would like to have dancing after the meal and would appreciate your assistance in sending a suitable and affordable band.

Please call me on my assistant, Robert de Luc, at 656-555-0987 to discuss arrangements and costs.

George Blanc

1. What is the name of the hotel's events manager?

- a.) **Cathy Chang**
- b.) Lois Street
- c.) Georgette Blanc
- d.) Robert de Luc

2. What is the main purpose of the banquet mentioned in the e-mail?

- a.) To celebrate an anniversary
- b.) **To honour employees**
- c.) To discuss business
- d.) To impress clients

3. When will the banquet take place?

- a.) May 3
- b.) May 23
- c.) **July 5**
- d.) July 15

4. How many guests will be invited to the banquet?

- a.) 15
- b.) 125**
- c.) 250
- d.) 500

5. Which type of meal would be of interest to the banquet planner?

- a.) Meat-only three-course meal
- b.) Five course meal
- c.) Light lunch
- d.) Vegetarian and meat buffet**