ソラスは上。

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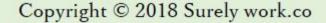
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The National Museum of Art Is proud to announce the upcoming 1.____ of

- a.) exhibit
- b.) lecture

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- 3.____ for the show are available by calling
 - a.) Guides
 - b.) Tickets
 - c.) Brochures
 - d.) Schedules



the museum's Special Events office at 333-444-5555 or by visiting our website:

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art reproductions, calendars, coffee mugs, and other souvenirs of the show.



March 14



To Whom it may concern:

This letter is 5._____ for Mr. Cristine Taylor, who has worked for this company as an administrative

- a.) a background
- b.) an instruction

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d.) has shown always

He has never shirked his duties, even when the office workload has required him to work late into the evening or on a weekend. I always feel sure that whatever task I may give him, it will be done promptly and with a smile. Mrs. Taylor's friendliness and upbeat attitude have bee a real contribution to the office environment.

ノラが禁止。

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To: All personnel

From: Mary Perry, Director

Re: Travel expenses

We are all aware that the procedures for charging and reporting expenses for business trips taken on

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- c.) exception
- d.) excepting

airline tickets which will continue to be charged directly to the company, will be paid for out of pocket. In order to receive 11._____, an expense report must be

- a.) bonuses
- b.) assistance

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Entertainment, excessive taxi rides, and bar bills will not. I am sure you will all understand the necessity of this strict attitude toward expense reporting. I am counting on everyone's operation.

