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English Teachers On Call

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**context.**

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

a.) exhibit

b.) lecture

c.) auction

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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 been a real contribution to the office environment.



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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 behalf of the company have long been out of hand. As a result, I have recommended from the

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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.