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講師のスкаイプチャットにテキスト名を送って下さい

Your teacher can send you the complete material.

Please ask them to send the complete version of this material before the lesson.



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 AGENDA AND EMAIL

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Natalie Blight
4. Office supplies issue
Liam Neeson

To: Dan Blair
From: Rachelle Daniels

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Rose

1. Where was the meeting held?
 - a.) In the cafeteria
 - b.) In the director's office
 - c.) In the conference room
 - d.) In the lounge

2. What item was discussed first?
 - a.) The budget report
 - b.) The fall conference plans

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5. When will the next meeting be held?
 - a.) April 15
 - b.) April 18
 - c.) May 15
 - d.) May 18

For Questions 6-10

COMPUTER INSTITUTE OF TECHNOLOGY
FALL SCHEDULE

Keyboarding

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download or registration form from our website. Mail the completed form with your check or credit card information to:

COMPUTER INSTITUTE OF TECHNOLOGY
211 Brookfield Boulevard, Hilltown, MI 02222

To: G.Y. Kim
From: Belle Patterson
Re: Computer training

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6. How many days a week are the classes offered at the Computer Institute of Technology?

- a.) Two
- b.) Three
- c.) Four
- d.) Five

7.) How can a student register for classes?

- a.) Call the school

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d.) Level IV

10. How much money will Belle need to pay for her classes?

- a.) \$27
- b.) \$475
- c.) \$500
- d.) \$600