

**Question 1-2** refer to the following notice

### **FUEL ADJUSTMENT NOTICE**

With the approval of the Price Control Commission, Velcorp Power announces that the fuel adjustment will be decreased to 1.8747 cents per kilowatt hour sold, effective with meter readings taken on or after November 1 and until further notice.

**VELCORP**

1. Who issued this notice?
  - a. A law office
  - b. A gasoline station
  - c. The Price Control Commission
  - d. An electric company
2. What will happen on November 1?
  - a. The commission will have its monthly meeting
  - b. Fuel will be sold by cubic meter
  - c. Prices will change
  - d. Meters will be read more often

**Question 3-4** refer to the following news article

LONDON – One of the Mitchell Motor Company's main British plants remained closed today by an unofficial strike, even though the company's assembly-line workers have accepted a pay increase. About 550 maintenance technicians are on strike at the Hightower factory in northern England. In response, Mitchell has laid off 8,000 assembly-line workers there.

Mitchell's 32,000 assembly-line workers voted to accept a 6.2 percent pay increase this week. But the technicians argued that they were losing ground against unskilled workers and threatened to spread their strike to other plants. The strike has forced Framm to halt production of vans at its facility in southern England.

3. What have the assembly-line workers agreed to do?
  - a. Go on strike
  - b. Support the technicians' demands
  - c. Accept a pay increase
  - d. Move to another plant
4. What has been the result of the technicians' strike?
  - a. Assembly-line workers have been laid off
  - b. 8,000 technicians have been fired
  - c. Van models have been redesigned
  - d. Their salaries have increased

**Question 5-6** refer to the following notice

**All computer disks must be scanned immediately upon entry to this building. Standard Chemical Company policy prohibits the possession of any personal disks on site. Disk authorized for business must be declared, accompanied by a pass, and scanned for viruses. When entering the facility, failure to declare disks will result in confiscation. The term "disk" refers to any computer-data medium.**

5. Where would this notice most likely be seen?
  - a. In a health clinic
  - b. At a computer terminal
  - c. At the entrance of Standard Chemical
  - d. In the company cafeteria
6. What will happen if a disk is not declared?
  - a. It will be erased
  - b. It will be scratched
  - c. It will be duplicated
  - d. It will be taken away

**Questions 7-8** refer to the following newspaper article.

## **New Terminal For Digili**

DILIGI – Chaldea's Ministry of Planning and Investment has proposed building a new terminal at Digili International Airport. The *Economic Times* said the project would cost between US \$ 180 million and \$ 195 million, more than half of which would come from overseas. The plan calls for building a terminal that can process at least eight million passengers a year.

The ministry's proposal also calls for enlargement of the existing terminal to handle five million passengers a year. Late last year, the Aviation Science Institute unveiled an ambitious plan to renovate the country's four existing airports and build as many as six new airports.

7. Where is most of the funding for the project coming from?
- The *Economic Times*
  - The Chaldean Ministry of Planning and Investment
  - International Investors
  - The Digili Airport Authority
8. What is NOT included in the proposal?
- Investing at least US \$ 180 million
  - Increasing the size of an existing building
  - Constructing more than five new airports
  - Demolishing the old terminal at Digili

**Questions 9-10** refer to the following article.

The European Commission plans to make things easier for European companies doing business with developing countries under the European Development Fund (EDF), following criticism, mainly from Britain, of the fund's operation. The proposed changes are designed to simplify payments and credit facilities for work done under the EDF. Reforms would include cutting from the present fifteen the number of countersignatures required for a loan, and providing half the amount due when a contract is signed.

9. What was the source of the complaints that led to these reforms?
- Great Britain
  - The European Commission
  - Developing countries
  - EDF personnel
10. What effect will the reforms have?
- They will increase available funding
  - They will make payment procedures less complicated
  - They will reduce the number of outstanding loans
  - They will expand the size of the EDF facilities

**Questions 11-12** refer to the following notice.



If you need to cancel or change your reservation for this tour, we will refund your deposit, in full, up to thirty days prior to departure. If you need to cancel your reservation after thirty days, no refund is possible, but you may sell your place or send a friend in your place. All group reservations are subject to a 90-day cancellation policy.

11. What percentage of deposit will be refunded with a 30-day cancellation notice?
- a. 0
  - b. 30
  - c. 90
  - d. 100

12. What is suggested as an alternative to cancellation?
- a. Joining a group tour
  - b. Giving your place to a friend
  - c. Travelling 30 days earlier
  - d. Sending in a refund request

**Question 13-16** refer to the following instructions.



Softwind's technical support staff provides free telephone assistance to registered Softwind users. In order to receive this free assistance, you must first register your product with Softwind. To do this, fill in the enclosed registration card, including the name of the retail outlet where you purchased this product. Softwind will then send you a personal identification number (PIN), which must be supplied to support staff whenever you request assistance. Registering your product will also enable us to send you timely information on updates and future releases. Before calling technical support, please try to find the answer to your question in the handbook that accompanies this product. In particular, we recommend that you check the section on frequently asked questions that begins on 222

13. Who were these instructions written for?

- A. Technical support staff
- B. Softwind engineers
- C. Retail sales personnel
- D. Softwind customers

14. What information is necessary in order to register this product?

- A. The name of the store that sold the product
- B. The user's personal identification number
- C. The dates of future releases
- D. The user's forwarding address

15. How can you receive a PIN?

- A. By requesting one from support staff
- B. By telephoning technical support
- C. By mailing in the registration card
- D. By signing up for one at a retail outlet

16. What should you do first if you have a problem with the product?

- A. Read the manual
- B. Change your PIN
- C. Telephone technical support
- D. Request updated instructions

Questions 17-20 refer to the following letter.

## Smooth Skin

3949 Marina Way West  
Alta Vista, CA 92458

Mr. George Cloney  
IFS Freight Forwarding  
8471 S. Eastern Avenue  
Chicago, IL 60647

May 11

Dear Mr. Mackie:

We have just received a complaint about a mishandled delivery from one of our trusted customers. Mr. C. Benson of Butterfly Beauty Care in Dubuque, Iowa.

Apparently, a member of your staff delivered two cartons of good to the Butterfly Beauty Care facility despite the fact that the items they contained had been damaged in transit. Enclosed, you will find a copy of the transmittal from signed by Mr. Benson, on which he clearly indicated that he noticed the damage while your driver was still on the premises.

Mr. Benson reports that the driver refused to take goods back, contrary to your company's stated policy. Furthermore, the driver indicated that our packing was responsible for the breakage. We can assure you that these boxes were packed with the usual care, and left our warehouse in perfect condition. We can only conclude that they were damaged during shipment.

We expect you to pick up the boxes immediately at absolutely no cost to Mr. Benson or Smooth Skin. We are far from satisfied with the actions of your employee, and in view of the fact that this is the third complaint we have received in six months, any further incidents of this nature will force us to reconsider the renewal of our contract with your firm.

Sincerely,

*Peggy S. Rolf*

Peggy S. Rolf  
Shipping Manager

Enclosure

17. What was sent to Mr. Cloney with this letter?

- A. A check
- B. Two cartons
- C. A new contract
- D. A shipping document

18. According to the letter, what did the delivery driver say?

- A. Smooth Skin was responsible for the damage
- B. Butterfly Beauty should be file a complaint
- C. The shipment was damaged in transit
- D. IFS should refund the customer's money

**Questions 21-25** refer to the following advertisement.

Our M. S. Jensen EXPLORER is not an ordinary cruise ship. It was built for the purpose of exploration. Its shallow draft allows us to explore remote islands not available to other cruise ships. Inflatable Zodiac rafts will land us on previously inaccessible beaches.

Even though the EXPLORER is relatively small, it still accommodates ninety-two passengers with all the comforts expected aboard a modern cruising vessel. We have a Lido deck with a swimming pool, comfortable lounges, and spacious cabins. And air-conditioned. Each expedition carries an expert staff of naturalists, anthropologists, and diving instructors.

21. What makes the Explorer an unusual cruise ship?

- A. Its safety equipment
- B. Its accommodations
- C. Its name
- D. Its structural design

22. What are the passengers most likely interested in?

- A. Competitive diving
- B. Astrology
- C. Nature study
- D. Sailing

19. Ms. Rolf refers to the IFS policy about?

- A. Shipping charges
- B. Returns
- C. Weight limits
- D. Travel expenses

20. How does Ms. Rolf want the firm to respond to her letter?

- A. By contacting her directly
- B. By renewing the contract
- C. By retrieving the goods
- D. By paying for the damage

23. What kind of weather is expected on the trip?

- A. Thick fog
- B. Clear and chilly
- C. Frequent rainstorms
- D. Warm and sunny

24. How will passengers get to unexplored beaches?

- A. By helicopter
- B. By raft
- C. By swimming
- D. By airplane

25. What feature of the cruise is NOT discussed?

- A. The employees
- B. The food
- C. The bedrooms
- D. The recreational facilities

**Questions 26-27** refer to the following article.

A simple method of determining how fast savings grow is to use the “Rule of 72.” Divide the number 72 by interest rate to get the number of years required for money to double. For example, in the case of a 16% interest rate, 72 divided by 16 equals 4.5, so it takes four and a half years for money to double. This is based upon the 16% rate being compounded annually. If the interest is compounded quarterly or daily, slightly fewer years will be required.

26. What information does the “Rule of 72” give you?

- A. The current interest rates
- B. The quarterly interest rate
- C. The interest you earn in four and a half years
- D. The time it takes to double your investment

27. How is the “Rule of 72” affected when interest is compounded daily?

- A. The number of years involved decreases
- B. The calculations become more precise
- C. The return on your investment doubles
- D. The rate of interest is much higher

**Questions 28-30** refer to the following news article.

The majority of top managers work most productively outside standard working hours. This per a recent survey by Jefferson Watch Corporation of 100 chief executives of the top 500 companies in the country. The morning hours before other employees arrive were favored by 43 executives, while 18 preferred to work after the other employees had left. Among those who considered normal working hours to be their most productive, 75% favored mornings over afternoons. 85% of those surveyed said that they worked at home in the evenings, and 65% worked over the weekends.

28. Who participate in the survey?

- A. Jefferson’s top one hundred managers
- B. Presidents from each of five hundred companies
- C. One hundred executives of the top firms in the nation
- D. Forty-three leaders of the watch industry

29. What did the survey reveal?

- A. When executives do their best work
- B. How many hours most businesses are open
- C. What brands of watches top managers wear
- D. How close workers lived to their jobs

30. What percentage of those surveyed work on Saturdays or Sundays?

- A. 43
- B. 65
- C. 75
- D. 85

31. Because we value your business, we have ..... for card members like you to receive one thousand dollars of complimentary life insurance
- Arrange
  - Arranged
  - Arranges
  - Arranging
32. Initial ..... regarding the merger of the companies took place yesterday at the Plaza Conference Center
- Negotiations
  - Dedications
  - Propositions
  - Announcements
33. Please ..... photocopies of all relevant documents to this office ten days prior to your performance review date
- Emerge
  - Substantie
  - Adapt
  - Submit
34. ....has the marketing environment been more complex and subject to change
- Totally
  - Negatively
  - Dedicately
  - Rarely
35. Contracts must be read.....before they are signed
- Thoroughness
  - More thorough
  - Thorough
  - Thoroughly
36. It is admireable that Ms Jin wishes to handle all transaction by ....., but it might be better if several people shared the responsibility
- She
  - Herself
  - Her
  - Hers
37. That is the posotion for .....Mr. Kaslov has applied, but a final decision has not yet been made
- Which
  - Whom
  - That
  - What
38. The trend toward shorter working hours.....
- Continuation
  - Continues
  - Continually
  - Continuous
39. You need about forty different nutrients to stay .....
- Health
  - Healthy
  - Healthily
  - Healthiness
40. Unfortunately, there are ..... will probably not respect the arbiter's decision
- Of whom
  - Whoever
  - Which
  - Those who
41. Please ..... your flight number at least 24 hours in advance
- Confirm
  - Concur
  - Conduct
  - concord
42. A free watch will be provided with every purchase of \$20.00 or more for a .... period of time.
- Limit
  - Limits
  - Limited
  - Limiting
43. The president of the corporation has ..... arrived in Copenhagen and will meet the Minister of Trade on Monday morning.
- Still
  - Yet
  - Already
  - Soon

44. Employees are ..... that due to the new government regulations, there is to be no smoking in the factory.
- Reminded
  - Respected
  - Remembered
  - Reacted
45. Any person who is ..... in volunteering his or her time for the campaign should send this office a letter of intent.
- Interest
  - Interested
  - Interesting
  - Interestingly
46. The customers were told that no ..... could be made on weekend nights because the restaurant was too busy
- Delays
  - Cuisines
  - Reservations
  - Violations
47. It has been predicted that an .....weak dollar will stimulate tourism in the United States.
- Increased
  - Increasingly
  - Increases
  - Increase
48. The firm is not liable for damage resulting from circumstances ..... its control.
- Beyond
  - Above
  - Inside
  - Around
49. On international shipments, all duties and taxes are paid by the.....
- Recipient
  - Receiving
  - Receipt
  - Receptive
50. All full-time staff are eligible to participate in the revised health plan, which becomes effective that the first ..... the month.
- Of
  - To
  - From
  - For
51. Mr. Stark had no.....how long it would take to drive downtown.
- Knowledge
  - Thought
  - Idea
  - Willingness
52. This new highway construction project will help te company.....
- Diversify
  - Clarify
  - Intensify
  - Modify
53. The first year`s sales of the new calculator were so ..... that the firm decided to withdraw it from the market.
- Discouragement
  - Discourage
  - Discouraging
  - Discouraged
54. Ms. Lee did.....good work on that project that she was quickly offered a promotion.
- Too
  - Such
  - So
  - Much
55. .... higher ticket prices this year, attendance at area theaters remains above average
- Even though
  - Nevertheless
  - In spite of
  - Consequently
56. Private financing can ..... a variety of forms.
- Do
  - Take
  - Make
  - Occur
57. The satellite photographed a ..... moon in orbit around Saturn.
- Previous undetecting
  - Previously undetecting
  - Previous undetected
  - Previously undetected

58. Inflation is ..... to affect personal spending quite a bit in July.
- Likely
  - Aptly
  - Depending
  - Presuming
59. Executives of small companies earn ..... salaries on the west coast than on the east coast.
- More
  - Taller
  - Richer
  - Higher
60. The ceiling fans were on, but unfortunately they only ..... the hot, humid air.
- Stirred up
  - Pored through
  - Turned into
  - Cut back
61. I am surprised they moved your office next to .....
- Mine
  - My
  - I
  - myself
62. Quarterly earning are .... reported to the shareholders.
- Ever
  - Rare
  - Seldom
  - Unusually
63. I ..... a heavy workload this month.
- To have
  - Have
  - Am having
  - Having
64. The work orders have been ..... to the production department.
- Released
  - Reduced
  - Remarked
  - Resisted
65. Today many managers reward only good performers and tend to dismiss ..... employees more frequently
- Incompetent
  - Inevitable
  - Incisive
  - Resisted
66. In this company there has been little .....for the needs of part time workers
- Favor
  - Regards
  - Reception
  - Manners
67. Economic experts believe there will be a gradual ..... in October
- slowdown
  - rundown
  - closedown
  - countdown
68. This identification card is valid as long your policy remains in.....
- Check
  - Effect
  - Power
  - Payment
69. Mr. Kekonen accused Boris of ..... when he handed in his report a week late.
- Professing
  - Proliferating
  - Profiling
  - Procrastinating
70. From the turn of the century, concern for wildlife ..... to numerous international conservation programs.
- Lead
  - Leads
  - Has led
  - Is leading
71. To vocation at that mountain resort, you must make reservation two to three months .....
- First
  - Beforehand
  - Advanced
  - Forward

72. Practically ..... in the group passed up the opportunity to attend the computer skills seminar
- Each one
  - Anyone
  - Someone
  - No one
73. The human heart is wider at the top .....at the bottom.
- But
  - From
  - Than
  - As
74. After four years in domestic sales, Mr. LeConte ..... was able to transfer to the international division.
- Finally
  - Following
  - Conclusively
  - In ending
75. One of the major responsibilities of this position is to approve and to .... their implementations.
- Override
  - Oversee
  - Overbear
  - Overcome
76. Participation in the saving plan is ....., but often reaches ninety percent.
- Voluntary
  - Volunteer
  - Voluntarily
  - Volunteering
77. For the new museum visitor ..... for the veteran museum goer, the Museum Highlights Tour offers an excellent opportunity to see the most popular exhibits.
- Too
  - In addition
  - As well as
  - Further
78. ....In local bus service have brought increased business to the area.
- Lifts
  - Progressions
  - Improvements
  - Elevations
79. Before .... a particular distribution strategy, a segment of the market should be tasted.
- Influencing
  - Adopting
  - Engaging
  - Founding
80. Dance is the subject of .... movies playing over the holiday season.
- None
  - Any
  - Hardly
  - Several

**Instruction : Choose the wrong one among A, B, C or D**

81. Twenty-four-banks they have agreed on a formula to refinance 1.6 billion of the country's short-term foreign debt  
A B  
C D
82. The format in which the data is presented in this research paper shows how efficient Miss Choo does  
A B C D
83. The amount material published on the general topic has triple since March  
A B C D
84. Export law it became a key in international trade  
A B C D
85. There have been much disputes over the proper way to train child actors  
A B C D
86. We appreciate it your interest in our company and look forward to hearing from you soon  
A B C D
87. Ms. Mary is going to write to manager to complain about the poor service she received during her stay at the hotel  
A B C D
88. We have taken special caring to see that the merchandise has been packed according to your instruction.  
A B C D
89. For each workshop, you must register and pay prior to the date on which the conference begin  
A B C D
90. Travel club application forms can find in front of the main desk in the hotel lobby  
A B C D
91. The client is used to receiving promptly attention.  
A B C D
92. Almost students were able to find good jobs three to six months after graduation.  
A B C D

93. We are waiving the entrance fees for the duration of registration, which run until the end of August.  
A B C D
94. A flurry of promising economic news in last ten days has caused analysts to revise their forecasts for  
A  
the stock's growth.  
D
95. Due to the popularity of the stars, theater patrons are advised to contact the box office as soon as  
A B C  
possibly.  
D
96. A video telephone enabling two people to talk and watching each other has been patented by two  
A B C  
investors.  
D
97. Informations about the meetings can be obtained by calling the Berlin Chamber of Commerce.  
A B C D
98. The machine's different typing elements have been carefully designed to provide outstanding durable.  
A B C D
99. A slow-moving area of low press will continue to spread cloudiness and showers across the  
A B C  
metropolitan area tonight.  
D
100. The recording industry in the midst of change, either creatively and financially.  
A B C D