

Reading comprehension

A

Strategy: Learn how to answer “NOT” questions, and questions with names, numbers, dates or times

Both “NOT” questions and questions that focus on names, numbers, dates, and times require you to first pick out the key words in the question, then skim the passage to find the correct answer.

Test tip

Leave “NOT” questions to last

Answering the other questions may help you to answer “NOT” questions or to know where in the passage to find the answer.

Test tip

Eliminate any answers you think are wrong

Even if you don't know the correct answer, you may be able to identify choices that are wrong. Ignore these.

1 Test tactic: Dealing with “NOT” questions

- A Underline the key words in the question and each answer choice. The question is done for you.
1. Which of the following is NOT true about the refund policy?
- (A) You must return your pool pass if you want a refund.
(B) Cancellations will be accepted for medical reasons.
(C) Credit card customers will not receive refund checks.
(D) You must inform your instructor when leaving the course.
- B If you know the answer, mark it and move on. If not, cross out the letter of any of the answer choices above you feel are wrong.
- C For each of the answer choices remaining, skim the text below to find words with the same meaning as the answer choice, and decide if the meaning is different (the answer) or the same (wrong choice).

Summer program refund policy

The effective date of the withdrawal/cancellation is the date the withdrawal notice is received by the center, regardless of the date the participant stopped attending the class.

Withdrawal requests from all registered courses must be made before the second class is held. If the request is received 5 business days prior to the first class, the amount refunded will be the full amount, less the refund administration fee (\$25.00). If the request is received after the first class, but before the second class, the amount refunded will be the full amount, less the cost of the first class and less the administration fee (\$25.00). From the second lesson onwards, no refunds/credits will be issued.

If there is a medical reason for the request, it must be received prior to the mid-point of the program. Refunds for sports and fitness programs will NOT be processed until ALL gym and pool passes have been returned.

Please note that advising an instructor or not attending a program will not constitute a notice of withdrawal.

Cash/check remittances will be refunded by check. Please allow our office 4 to 6 weeks to process your refund. Credit card refunds will go back on the original card.

Test tip

For "NOT" questions, use what you've learned doing the easier questions

Doing the other questions should help you to answer these ones. If not, skim the passage to confirm the most likely answer choice.

- D For each of the following choose the sentence which is NOT the same as the answer choice.
- | | |
|---|--|
| 1. Pets are not allowed in this establishment | a Animals prohibited from entry |
| | b No dogs or cats allowed |
| | c Owners are responsible for their pets' behavior |
| 2. No refunds for opened goods | a Goods must be returned in a sealed condition |
| | b All products come with an unconditional money-back guarantee |
| | c Exchange only, on unopened products |
| 3. Discounts for seniors | a Flat price all ages |
| | b Senior citizens get special rates |
| | c Reduced price for the elderly |

2 Test tactic: Name, number, date, and time questions

- A Underline the key words in the question.
1. What time will Dr. Lee catch a plane?
- (A) 08:30 (C) 11:30
(B) 09:00 (D) 21:00
- B Scan the passage to find the first answer choice. Read the sentence it is in and decide if it has the same meaning or a different one. If it has the same meaning, mark your answer. If it is different, scan for the next choice. Continue until you have found the correct answer.

Memo

John, here is the outline for Dr. Lee's visit.

You will meet Dr. Lee at the airport on Monday night at 8:30 and drive him to the hotel. The next day Tuesday, just after breakfast, we will bring him to the senior staff meeting which is set for 11:30. We aim to have the conference call with the Zurich laboratories from 3:00 but we may have to reschedule it if the Swiss team are delayed.

Wednesday will be taken up with touring the plant and the research building. So that should leave him enough time to interview the team leaders on Thursday before his flight back to Singapore at 9:00 on Friday evening.

Time is very tight on this visit and it is important that things go smoothly. Please ensure that all arrangements are made at your end.

Malcolm McPeg
Director

- C Use the same tactics for the question below.
2. When is it planned for Dr. Lee to have the conference call with Zurich?
- (A) Monday night
(B) Tuesday afternoon
(C) Tuesday just after breakfast
(D) Friday afternoon

Follow up: Confirm your answers with a partner.

Tactics checklist

- Leave "NOT" questions to last.
- Use what you've learned doing the easier questions.

3 Tactic practice: Name, number, date, and time questions

Use the tactics you have practiced to answer the following questions.

1. Which of the following is NOT true?
 - (A) The party will be held in a bar.
 - (B) Alison is writing to Susan.
 - (C) They are planning a birthday party.
 - (D) They won't be able to have food at the party.
2. What time will the party start?
 - (A) 12:15 p.m.
 - (B) 3:31 p.m.
 - (C) 5 p.m.
 - (D) 6:30 p.m.
3. When are they planning to have the party?
 - (A) 29th May
 - (B) 10th June
 - (C) 11th June
 - (D) 15th December

Questions 1–3 refer to the following email.

From: Alison Lockwood <ali_cat@inmail.com>
To: susan77@yourmail.com
Date: 29 May 20—, 15:31:06
Subject: Julia's Party

Hi Susan,

Just a quick note to remind you we really need to organize Julia's party as soon as possible. Her birthday is on 10th June, but she's not working that day so I thought we could have it on her first day back, June 11th. This might be a good day to have it as everyone in the section is working an early shift that day. That means they will finish at 5 p.m. so there should be plenty of time to get to the bar for a 6:30 start ... what do you think?

I've already spoken to the landlord about it all. He says it's fine, but just needs to get the numbers by Friday so he can organize the food. I think we should book for around 12–15 people ... is that OK?

Let me know what you think,

Ali

Now apply the *Test tactics* at the actual test speed with questions 1–10.



You have 10 minutes to complete 10 items.

Questions 1–3 refer to the following memo.

Memorandum

To: All staff
From: Dave Perrett.
Re: Trip to Breakout Adventure Center

As promised, here's the revised itinerary for next week's activities. I've spoken to the staff at the center and they've agreed that the changes can be made at no extra cost to the fees we've already paid. Anyway, looks like a great week, so see you all bright and early on Monday morning in the staff parking lot. (Please be there by 8 a.m. as the bus will depart promptly at 8:15.)

Date	Time	Activity	Place
Mon 16th	PM	Arrival Barbeque	Center Beach
Tue 17th	All Day	Orienteering	Holden Forest
Wed 18th	AM PM	Canoeing Surfing/Wind surfing	Lydford Gorge Beach
Thu 19th	All Day 9 p.m.	Mountain Biking 'Music Night'	Center/Axe Valley Center
Fri 20th	All Day 7 p.m.	Mountain Climbing OR Paragliding* Barbeque	Center/Axe Valley Stratton Hill Beach

* Sorry, up to a maximum of 12 people for this activity so sign up early.

- Which of the following is NOT true?
 - Canoeing will take place after orienteering.
 - Everyone can do the mountain climbing activity.
 - Both barbeques are at the beach.
 - Participants can go paragliding and mountain climbing.
- What time is the bus scheduled to leave on Monday?
 - 8 a.m.
 - 8:15 a.m.
 - 7 p.m.
 - 9 p.m.
- Where will the staff be on Monday morning?
 - At work
 - At the centre
 - On their way to the center
 - At the beach

Questions 4–6 refer to the following table.

Breakdown of Company Staff (1st April 2006)

Total Number of Employees: 267

Positions	
Senior Management	7
Section Heads	14
All Other Positions	246

Type	
Full-time Employees	181
Part-time Employees	86

Number of Years of Service	
5 or under	95
6–10	90
11 or more	82

Gender	
Male	162
Female	105

Age	
20 or under	24
21–30	91
31–40	72
41–50	43
51–60	25
61 or over	12

Education	
School	61
College	48
University	158

4. How many employees are aged 30 or under?
 - (A) 24
 - (B) 67
 - (C) 91
 - (D) Over 100
5. Which group of employees is the largest?
 - (A) Male employees
 - (B) Full-time employees
 - (C) Employees with more than eleven years' experience
 - (D) Employees who are university educated
6. How many people work for the firm?
 - (A) 267
 - (B) 246
 - (C) 181
 - (D) 534

Questions 7–10 refer to the following information.

Countdown to Christmas!

Only 2 Days to Go
to place your order and get
FREE DELIVERY*
for delivery by December 24th

It's almost your last chance to place your Christmas gift orders and ensure free delivery* by December 24th. Don't miss out on this great deal and avoid leaving loved ones disappointed by submitting your order before 5pm on Friday 16th December.

Orders placed after this time and before 3pm on Thursday 22nd December will still be guaranteed to arrive by December 24th using our standard delivery option. This remains at our year-round low price of \$7 per item (to mainland US addresses).

Don't forget to wrap it: If you are short of time, go to our Gift Wrapping corner on this floor for a number of great options (at just \$3.95 per item) and put a personalized message on your complimentary card.

* Free delivery applies to gifts delivered to mainland US addresses only and for orders of \$42 or more. For all other delivery rates (including international), please ask the staff at our Delivery Service on the ground floor of this store.

7. What is the last day orders can be placed to get free delivery before Christmas?
 - (A) December 16th
 - (B) December 22nd
 - (C) December 24th
 - (D) December 25th
8. How much does it cost to have an item gift wrapped?
 - (A) \$3.05
 - (B) \$3.95
 - (C) \$7
 - (D) \$42
9. Where is this information most likely to appear?
 - (A) On a website
 - (B) In a newspaper
 - (C) In the store
 - (D) In a manual
10. What is said about orders under \$42?
 - (A) They are delivered free.
 - (B) They cannot be delivered free.
 - (C) They cannot be sent overseas.
 - (D) They cannot be delivered before Christmas.

C**Reading in action: Names, numbers, dates and times**

The text below is a brochure for upcoming events in Bakerstown.

Student A look at the top three events (1 Jan–1 April)

Student B look at the bottom three events (3 April–10 June)

Choose:

Two names Two numbers Two times/dates

Make questions for each to test a partner.

Examples

A: *Who should I call to get information on the Winter Carnival?*

B: *Sally Jameson.*

B: *What time is the Fiesta Days re-enactment?*

A: *It's from 2:30.*

A: *How much does the JazzFest cost?*

B: *It's free.*

Upcoming events in Bakerstown

- **Polar Bear Dip, 1 January:** The Bakerstown Polar Bear Club hosts this popular, annual splash-around in the icy York river from 9:00. Afterwards, everyone joins in the local New Year's Day tradition of warming up with home made bean and bacon soup, good music and beverages. Tickets \$15 on the day. Call Burton Henderson at 555-8611.
- **Winter Carnival, 6–21 February:** One of the county's original festivals and parades, this year with 75 floats, as well as various contests and culinary festivals. Call Sally Jameson at 555-1234.
- **Festival on the Green, 31 March–1 April:** Festivities at this year's event will include a fine arts show and craft fair, dog show, musical performances, sporting events, over 25 local food vendors, a children's fair and more. FREE and open to the public. Open from 8:30–10:00. Call Billy Madison at 555-3000.
- **Bakerstown JazzFest, 3–9 April:** Bakerstown historic Seville Square hosts this event filled with great jazz music performed by local and national talents. Over 16 hours of great music! Free admission. Call Monica Bell at 555-8382.
- **23rd Annual Bakerstown Salmon Toss, 28–30 April:** This is the twenty-third year in a row for the wacky annual tournament where participants compete in an actual salmon toss. Open from 10 a.m. but fish tossing starts from 1:00. Live music, food, and drinks accompany this weekend. Admission (plus 1 fish) \$35. Call 555-6838 and talk to Billy-Bob.
- **Fiesta Days Celebration and Boat Parade, 1–10 June:** The 56th annual Fiesta Days Celebration starts with a light-hearted re-enactment of the founding of the city by English explorer Francis Baker, who first landed in Bakerstown in 1779. Immediately following is an evening of outdoor musical entertainment. Re-enactment from 2:30, but the park is open all day. Free admission. Call Herman Frost at 555-6512.

D**Further study**

Write three more questions about things in the text, and for each write three answer choices. One should be correct and two should be in the passage but incorrect. Test your classmates in the next lesson.

Go to word list and quiz page 179.