

Reading comprehension

A

Strategy: Learn how to answer questions dealing with charts, tables, forms and double texts

Charts, tables, forms and double texts are common question types that require a slightly different approach from the other questions found in Part 7. This unit will familiarize you with the format of these questions and how to find the correct answers.

Test tip

Understand parts of charts, tables and forms

Specific information questions are most common with these texts. Try to identify what different parts of the text refer to in order to locate answers as quickly as possible.

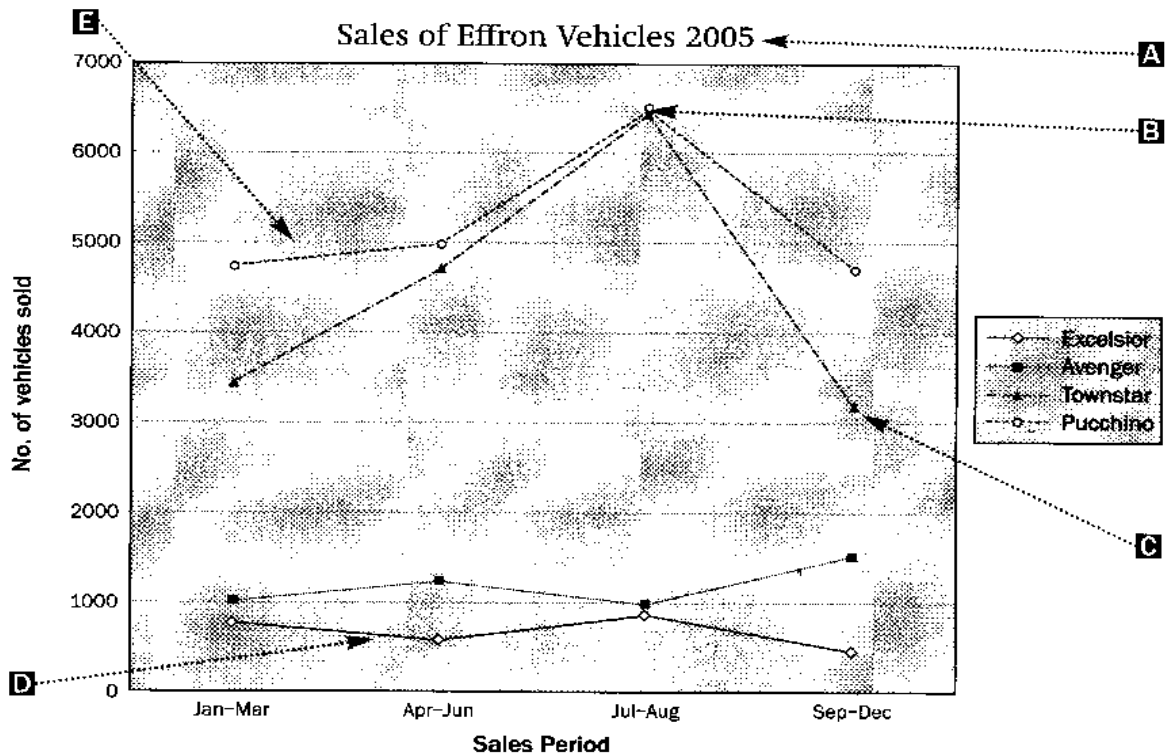
Test tip

Find information quickly

Skim the questions and identify which part of the text is referred to. Then compare the answer choices to that part of the chart, table or form.

1 Test tactic: Dealing with charts, tables and forms

A Look at the following table, and try to identify the different features included.



	Jan-Mar	Apr-Jun	Jul-Aug	Sep-Dec	Total Sales
Excelsior	756	598	899	465*	2718
Avenger	1024	1245	995	1523	4787
Townstar	3484	4756	6498	3156	17894
Pucchino	4735	4986	6512	4720	20953

*model discontinued in November

B Match the letters A-E from the charts above to the following questions.

1. What does the chart represent? A
2. In which sales period was the smallest number of Townstars sold? C
3. Which model sold the greatest number overall? E
4. Which was the most successful period for sales of the Pucchino? B
5. Which model sold the smallest number? D

Test tip

Be careful of "small print"

Charts, tables and forms often include notes or extra information at the bottom. Check this before choosing an answer to avoid making unnecessary mistakes.

- C Now choose the best answer as quickly as possible.
1. What does the chart show?
(A) The number of vehicles sold by one manufacturer.
(B) The rising and falling sales of Townstars.
 2. In which sales period were the smallest number of Townstars sold?
(A) Jul-Aug
(B) Sep-Dec
 3. Which model sold the greatest number overall?
(A) Avenger
(B) Pucchino
 4. Which was the most successful period for sales of the Pucchino?
(A) Jul-Aug
(B) Jan-Mar
 5. Which model sold the smallest number?
(A) Avenger
(B) Excelsior
 6. How many Excelsiors were sold in December?
(A) 465
(B) 0

Test tip

Double text questions

For questions on double texts, it is important to decide which text you should scan, in order to save time.

2 Test tactic: Locate information in double text questions

- A Look at the questions below and identify which text on page 141 you should look at to find the answer.
1. How much is the rent for the apartment? text 1 text 2
(A) \$985 all inclusive
(B) Almost \$1000 minus bills
(C) \$985 plus gas, electric and water
 2. Why does Kelvin want to move to a new apartment? text 1 text 2
(A) To be nearer the middle of town
(B) To get a bigger place
(C) To live in a furnished apartment
 3. How many rooms are there in the apartment? text 1 text 2
(A) 2
(B) 6
(C) 5
 4. When is the earliest Kelvin and his fiancé can move in? text 1 text 2
(A) Monday
(B) Mid-March
(C) Whenever they want to
 5. Which of the following does Kelvin NOT ask for? text 1 text 2
(A) Instructions on how to find the apartment
(B) Information about pets
(C) Photographs of the interior

Questions 1–5 refer to the following advertisement and email.

Text 1

Apartment for rent

- Modern studio apartment located 10 mins from shops and subway
- 2 bedrooms, kitchen, living/dining room, bathroom, balcony
- Centrally heated (gas)
- Suit young couple or professional type
- Part furnishing can be arranged
- Rent \$985 p.c.m. plus utilities
- Deposit + 1 month's rent in advance
- No pets
- Available mid-March

Contact Karim on 555 2345

Email: karim98@s_mail.com

Text 2

To: karim98@s_mail.com

Cc:

From: Kelvin Adams (kelheart2@s_mail.com)

I saw your advertisement in the local newspaper. I'm very interested in the apartment, for myself and my fiancé. We are currently living in Westside, but are looking for something closer to the town center, and I think your place would be ideal. I was hoping to be able to arrange a visit sometime next week. Monday would be the best day for us, but we can be flexible and fit into your schedule.

In the ad, you mentioned that the place could be part-furnished. We have a small amount of furniture ourselves, but probably not enough for a two-bedroom place. Could you possibly tell us what inventory is likely to be included with the apartment?

I would also really appreciate it if you could possibly send us a couple of pictures of the bedroom and living/dining room, as well as some directions as to how to get there. Thank you very much in advance.

Yours

Kelvin Adams

Follow up: Compare your ideas with your partner.

B Now, look at the answer choices and choose the best answer.

3 Tactic practice: Charts, tables, forms and double texts

Use the tactics you have practiced for the following questions.

Questions 1–3 refer to the following chart.

Tactics checklist

- Quickly check what different parts of the form refer to.
- Skim questions to identify where to look for answers.
- Be careful of the "small print".

Price comparisons of major supermarkets 2002-2004					
2002	Eggs (dozen)	Bread (sliced medium loaf)	Tomato sauce (500 ml)	Potato chips (Salted, 25 g)	Frozen peas (500 g)
Floor Mart	\$1.25	\$0.95	\$1.95	\$0.55	\$1.25
5-9 Stores	\$1.29	\$1.15	\$1.90	\$0.60	\$1.45
Leavinson's	\$1.35	\$1.35	\$2.55	\$0.65	\$1.95
VFG	\$1.20	\$0.90*	\$2.05	\$0.50	\$1.25

2003	Eggs (dozen)	Bread (sliced medium loaf)	Tomato sauce (500 ml)	Potato chips (Salted, 25 g)	Frozen peas (500 g)
Floor Mart	\$1.26	\$1.05	\$1.99	\$0.55	\$1.29
5-9 Stores	\$1.35	\$1.15	\$1.95	\$0.65	\$1.45
Leavinson's	\$1.39	\$1.45	\$2.55	\$0.70	\$2.05
VFG	\$1.25	\$0.95	\$2.10	\$0.55	\$1.23

2004	Eggs (dozen)	Bread (sliced medium loaf)	Tomato sauce (500 ml)	Potato chips (Salted, 25 g)	Frozen peas (500 g)
Floor Mart	\$1.26	\$1.10	\$1.99	\$0.55	\$1.25
5-9 Stores	\$1.40	\$1.20	\$1.99	\$0.65	\$1.40
Leavinson's	\$1.45	\$1.40	\$2.45	\$0.75	\$2.05
VFG	\$1.30	\$1.10	\$2.10	\$0.60	\$1.22

* This food item was introduced in October of the noted year.

1. Which company sold the cheapest bread throughout 2002?
 - (A) Floor Mart
 - (B) 5-9 Stores
 - (C) Leavinson's
 - (D) VFG
2. What happened to the price of eggs at Floor Mart from 2002 to 2004?
 - (A) They stayed largely unchanged.
 - (B) They dropped slightly.
 - (C) They rose dramatically.
 - (D) They matched their competitors.
3. Which company reduced their price of frozen peas each year?
 - (A) Floor Mart
 - (B) 5-9 Stores
 - (C) Leavinson's
 - (D) VFG

Questions 4–8 refer to the following advertisement and letter.

Suntours holidays

Experience the welcoming culture of the Greek islands. Suntours holidays offers you the once in a lifetime opportunity to visit the unspoiled island of Kefalonia. Stay at the recently renovated Casa Stanoupolos Hotel, a mere five minutes from the beautiful blue waters of the Aegean. Each room has a balcony with a view of the beach, and a private bathroom. The hotel has two pools and a Jacuzzi, as well as its own highly-rated restaurant, where you can enjoy some of the island's more traditional meals.

Holidays include all flights and transfers, as well as a choice of two exciting tours, including a boat trip to nearby Turkey, a chance to scuba dive in the pristine waters, or a visit to one of the local villages, where life continues much as it has for the past few hundred years. Call now on 555 143 4873 for more information on this fascinating vacation opportunity.

132B, West Bayside
San Francisco
CA
24th August 2006

Dear sir,

I am writing to complain about a recent trip I took with Suntours. I originally signed up for a two week trip to the island of Kefalonia, as advertised in Newsmonth magazine, and was looking forward to enjoying the holiday immensely. Unfortunately, I felt that a number of things spoiled the holiday for me. Firstly, I was led to believe that all rooms in the hotel had a balcony with a view of the beach. However, my room not only did not have a balcony, but it faced away from the sea. Secondly, only one of the hotel's pools was open, the other was still under construction, and the promised Jacuzzi was not there at all. The hotel's restaurant was excellent, but it was closed two nights a week, meaning that my family had to walk about two miles into the nearest town to eat, as there was no evening bus service. Finally, we took the tour to Turkey, but were left on the boat, as nobody reminded us to bring our passports along.

I feel very disappointed about the trip, and would appreciate some compensation.

Yours truly,

Dave Clayman

Dave Clayman

Tactics checklist

- Skim questions and decide which text to look at to find the answers.

- How far is the hotel from the beach?
 - 5 minutes
 - 2 miles
 - 1 hour
 - 100 meters
- Which of the following is available on the vacation?
 - A suite room
 - A private beach
 - A chance to visit a second country
 - A chance to visit historic ruins
- How does Mr. Clayman feel about his trip?
 - He enjoyed himself immensely.
 - He is angry about the quality of the restaurant.
 - He is complaining about the size of the Jacuzzi.
 - He feels the advertisement misrepresented the hotel.
- Which of the following was the customer NOT disappointed about?
 - The view from his window
 - The quality of the food in the restaurant
 - The tour to Turkey
 - The lack of a bus service
- What does Mr. Clayman hope to receive from Suntours?
 - A free vacation
 - Some money back
 - An apology
 - A new catalogue

Mini-test

Now apply the *Test tactics* at the actual test speed with questions 1–12.



You have 12 minutes to complete 12 items.

Questions 1–2 refer to the following bill.

La Traviata Restaurant		
Cole Road, Baton Rouge, LA		
Spaghetti Vongole		\$14.95
Spaghetti Carbonara		\$15.95
Pizza Quattro Stagione		\$16.95
Pizza Formaggio Grande		\$18.95
Sparkling Mineral Water	2 @ \$03.50 =	\$07.00
Red Wine – house carafe	2 @ \$12.85 =	\$25.70
Gelato		\$03.99
Zabaglione	2 @ \$05.99 =	\$11.98
Tartufo		\$04.50
Cappuccino	4 @ \$04.95 =	\$19.80
Sub Total		\$139.77
Tax @ 12.5%		\$17.47
Total		\$157.24
Service not included		

- What can be inferred from this bill?
 - Pasta is more expensive than pizza.
 - All of the customers drank mineral water.
 - Four people ate a meal.
 - The guests didn't leave a tip.
- What was the single most expensive item on the bill?
 - Spaghetti Vongole
 - Cappuccino
 - House Red Wine
 - Pizza Formaggio Grande

Questions 3–4 refer to the following form.

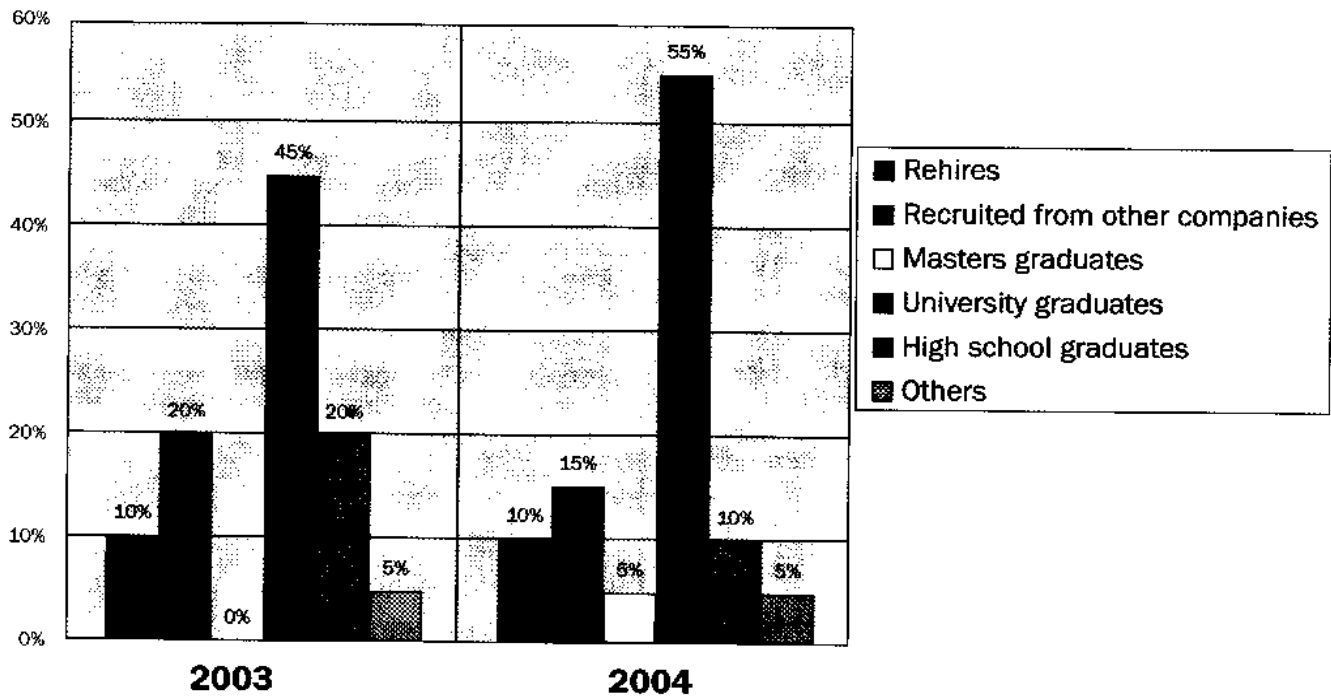
Holiday Booking Form

Mr/Mrs/Ms	Initial	Surname	Dep. Date (M/D/Y)	From	To	Class	Holiday insurance
Mr	SW	Fletcher	4/25/06	London	Barbados	Economy	<input checked="" type="radio"/> Y / N
Mrs	YF	Fletcher	4/25/06	London	Barbados	Economy	<input checked="" type="radio"/> Y / N
							Y / N
							Y / N
							Y / N
Hotel	Room type	No. of rooms	No. of nights	Meals (Full/Half/BnB)	Check in (M/D/Y)	Check out (M/D/Y)	
Montego Bay	Twin	1	9	Full	4/26/06	5/5/06	
Special Requests	Contact details:						
balcony, private bath	Address: 3, The Hawthorns, Park Lane, Hampton						
	Tel: (0255) 555 1566 Email: fletcher_s@apex.com						
For office use only	Agent's initials: JBT	Package code:	A	1	2	3	C

- What kind of room do the guests wish to stay in?
 - A double room with a balcony
 - A twin room with a shared bathroom
 - A twin room with a balcony
 - A double room with a private bathroom
- Which of the following could be the name of the agent?
 - Sam William Fletcher
 - Jane Brenda Thompson
 - Yvonne Fiona Fletcher
 - John Peter Andrews

Questions 5-7 refer to the following chart.

Distribution of Recruits 2003/2004



- Which group provided the largest number of new employees over the two years?
 - University graduates
 - Recruits from other companies
 - High school graduates
 - Former employees
- Which of the following groups showed an increase in percentage from 2003 to 2004?
 - Rehires
 - High school graduates
 - Masters graduates
 - Others
- Which of the following is NOT true?
 - The percentage of university graduate recruits increased.
 - The percentage of rehires remained constant.
 - The percentage of recruits from other companies dropped.
 - In 2003 most recruits were high school graduates.

Questions 8–12 refer to the following memo and email.

MEMORANDUM

To: All members of the sales department
Re: Christmas party
From: Arnold Derringer

This is just a quick note to let you all know the arrangements for next week's Christmas party. As you know the party will be held at the Green Vale Country Club, which we have reserved between 7:30 and 10 p.m. on the evening of the 21st. I've received replies from almost all of you confirming attendance, but if you haven't let me know yet, please do so in the next day or two.

The Green Vale management have asked me to explain one or two things to those of you who have not been there before. Basically, there is sufficient parking space for only 100 vehicles, so they would like to ask those of you planning to drive to try to car-pool as much as possible. Also, the number of lockers available is limited, so guests should try to keep belongings to a minimum.

Thanks in advance, and here's to a successful party.

To: Arnold Derringer
cc:
From: Kyle Berwick

Arnold

Just a quick note to let you know that I will be able to attend the Christmas party at the Green Vale Country Club on the 21st. I was wondering if it would also be possible to bring a couple of guests? I know it is a bit of a last minute request, but my brother and his wife are planning to visit us at that time, and I know they'd love to see the Green Vale clubhouse. If it is not a problem, then can you let me know how much I should pay for their tickets?

I'll be in my office until the 17th, then I have a couple of days off before the party, so could you get back to me as soon as possible?

Thanks a lot

Kyle

8. What is the purpose of the memorandum?
 - (A) To explain the arrangements for a special event
 - (B) To encourage people to car-pool
 - (C) To ask for help arranging a Christmas Party
 - (D) To thank people for a successful party
9. Which of the following is NOT true about the Green Vale Country Club?
 - (A) It has limited parking.
 - (B) It is closed in the evening.
 - (C) There are only a few lockers.
 - (D) It can be rented for private functions.
10. Why did Kyle Berwick contact Arnold Derringer?
 - (A) To ask about the price of movie tickets
 - (B) To excuse himself from attending the party
 - (C) To confirm his attendance and make a request
 - (D) To ask him if he would be able to attend the party
11. What information does Kyle Berwick require?
 - (A) The date of the party
 - (B) How to get to the Green Vale Country Club
 - (C) The price of tickets
 - (D) Who to ask in order to car-pool
12. When does Kyle need the information by?
 - (A) The 21st
 - (B) The next day or two
 - (C) The 17th
 - (D) Christmas Day

A Read the following advertisements, then discuss the questions below.

Position Available

High-level secretary required for firm located in central Los Angeles. Applicants should have good communication skills, reasonable computer skills and be able to type 80 wpm.

Ability to speak French and Spanish an advantage.

3–5 years experience with at least 2 years as secretary to top management a must.

Applicants should be prepared to work with high-level contacts whilst maintaining a calm and pleasant nature.

Send resumé and cover letter together with two references to RTS International, Box 1244, Los Angeles, CA.

Job Opening

Secretarial position available starting March. Working for an independent film producer based in Los Angeles. You should be enthusiastic and knowledgeable about the movie business.

Minimum 2 years' experience required. secretarial skills, word processing, etc.

Send resumé and cover letter to Fanfilms, Box 1553, Los Angeles, CA

1. What kind of jobs are on offer?
2. How much experience is required?
3. What special skills are needed?
4. What are the differences between the two job offers?

B Now read the following reply to the first advert on page 149. Does this person fit the position? Complete the cover letter for a person applying for the second job using the words in the box below. Be careful, two of the expressions are not required.

RTS International
Box 1244
Los Angeles CA
April 1 2005

Dear Mr. Williams

I am writing in reply to your advertisement for a secretarial position, which I saw in the Gazette on Monday.

After my graduation from secretarial school, I worked for a number of local companies for around four years, and developed my secretarial skills. I can type at 100 wpm, and I speak good Spanish, as well as basic French, which I am keen to improve. For the last two years I have been the personal assistant of the president of QBC, an internet shopping company. I enjoy my work, but am looking for more of a challenge. I'm sure your company can provide me with that challenge.

I look forward to hearing from you.

Yours sincerely

Miriam Masters

Miriam Masters

Fanfilms
Box 1553
Los Angeles CA
April 2 2005

Dear Sir or Madam

(1) to your advertisement in Movie Weekly. I was (2) about the position.

I have been working as (3) for the past three years, during which time I (4) for writing letters, answering the telephone and other (5)

I am (6) and have some experience with simple spreadsheets. I am also half Mexican, so I am bilingual in English and Spanish.

I feel that (7), coupled with (8) the movie industry, make me an ideal candidate for this job. I look forward to hearing from you.

Yours faithfully

Consuela Peruzzi

Consuela Peruzzi

secretarial duties
would like to
good at word processing
my enthusiasm for the job
I am writing in reply

a secretary
have been responsible
my knowledge of
very good typist
very excited to hear

D

Further study

Find an advertisement in an English magazine or newspaper, and think of two or three questions to test your classmates.

Go to word list and quiz page 185.