

PART 7-F (Reading Comprehension)

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English Teachers On Call

TOEIC WORKBOOK PART 7-F INSTRUCTION:

In Part 7 of TOIEC you will read passages in the form of letters, ads, memos, faxes, schedules etc. The reading section has a number of single passages or double passages. You will be asked 2-4 questions about each single passage, or five questions for each double passages. Sometimes you will be asked for specific details. On the real test you will not have enough time to read every word. Practice scanning and reading quickly.

JOB FAIR

A job fair will be held at the Downtown Convention Centre on Saturday, March 21st, from 9:00 a.m. to 5:00 p.m.

If you are interested in a career in:

- ✓ Computer Programming
- ✓ Hotel Management
- ✓ Marketing
- ✓ Business Administration
- ✓ Journalism

...then this is your opportunity to meet people who are currently working in these and other fields and who have job opening for you. The job fair will be held in Conference Room 1 and doors open at 9:00 am. Bring ten copies of your resume and a list of reference.

The Downtown Convention Centre is located at 125 South State Street, across from the Seaward Hotel. It can be reached by the Main Street and Cross City bus lines. The job fair is sponsored by the City Chamber of Commerce.

1. What can you do at the job fair?
- a.) Learn how to write a resume.
 - b.) Meet potential employers**
 - c.) Attend a conference
 - d.) Buy things on sale

2. Who sponsored this job fair?
- a.) Chamber of Commerce
 - b.) City Chamber of Common
 - c.) City Chamber of Commerce**
 - d.) Chamber of Finance.

3. Where will the job fair be held?
- a.) In the convention centre**
 - b.) On Main Street
 - c.) On South Street
 - d.) At the Chamber of Commerce

Capital Motel Telephone Instructions

This telephone has been provided for your convenience.

- To reach the front desk, dial 1
- To reach room service, dial 2
- To reach maid service, dial 3
- To make local call, dial 9 and then the number
- To make a long distance call, dial 1 to ask for assistance.

LOCAL NUMBERS OF INTEREST

| | |
|----------------------------|--------------|
| MOVIE HOTLINE | 567-555-2113 |
| TOURIST INFORMATION | 567-555-3456 |
| AIRPORT SHUTTLE | 567-555-5525 |
| CITY PUBLIC TRANSPORTATION | 567-555-1014 |

4. What should you do to call someone in another city?

- a.) Call Tourist Information
- b.) Call Room service
- c.) Call City Public Transportation
- d.) Call the front desk

5. If you dial 9-567-555-1014, what information can you find out?

- a.) Which bus to take downtown.
- b.) Which movies are showing tonight.
- c.) Where to eat dinner.
- d.) How to make a local call.

6. How can you ask someone to clean your room?

- a.) Make a long distance call
- b.) Dial 3
- c.) Call Room service
- d.) Ask for Tourism Information

Office Centre Towers

This is to inform all tenants that tomorrow morning, March 19th, service work will be performed on the building fire alarm system between the hours of 8:30 and 10:00. As part of this procedure, it will be necessary to test the alarm and you may hear it go off three or four times in the course of the morning. Do not be concerned when you hear the alarm go off. It is part of the normal service routine. If you have any questions, please contact the building service superintendent's office. Thank you for your patience.

7. What is the purpose of this notice?

- a.) To let tenants know that the fire alarm system will be repaired.
- b.) To tell tenants about a fire that occurred in the building.
- c.) To warn tenants about the danger.
- d.) To inform tenants about what to do in case of fire.

8. What should tenants do if they hear the fire alarm during 8:30 and 10:00?

- a.) Leave the building immediately
- b.) Contact the building superintendent
- c.) Continue with their usual activities
- d.) Wait patiently for the fire department to arrive

9. Who will be contact if you have concerns?

- a.) City Mayor
- b.) Tenants
- c.) President
- d.) Superintendents