





English Teachers On Call

## **TOEIC WORKBOOK PART 7-H 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.

## Traveller's Guide to Greenville International Airport Airport Services

- Business Centres can be found in Terminals 1,4, and 7. Postage and mailboxes, photocopy machines, Internet access, conference rooms, pay phones, and a hotel hotline are available in all centres.
- A variety of food stands can be found in every terminal but Terminal 5. In addition, you can enjoy fine dining at the Runway View Restaurant in Terminal 3. The Worldwide Café in Terminal 6 serves sandwiches, desserts, and coffee, and provides internet connection for your laptop computer.
- The Travellers Help Centre, located in Terminal 2, can provide you with city maps and public transportation information. Taxi stands and bus stops are located in the front of each terminal

1. Where can you go to send e-mail?

- a.) Terminal 2
- b.) Terminal 3
- c.) Terminal 5
- d.) Terminal 6**

2. What is one thing you cannot do at a Business Centre?

- a.) Buy stamps
- b.) Send a fax
- c.) Make a hotel reservations**
- d.) Have a meeting

3. What is available in all terminals?

- a.) Business Centres
- b.) Food
- c.) Transportation**
- d.) Maps

### **NOTICE!!!**

**We regret that due to problems with the heating system in the auditorium, tonight's talk by Edward James entitled "My Thirty Years as a Career Diplomat" has been cancelled. We are sorry for any inconvenience this may cause.**

**The auditorium should reopen by Friday and our weekly lecture series will resume next Monday at 8:00 P.M. with what promises to be an exciting talk by Sharon Rockford about her canoe trip down the Amazon River.**

6. Why won't Mr. James speak tonight?

- a.) He's busy working.
- b.) It's convenient for him.
- c.) The auditorium is closed for repairs.**
- d.) The weather is too hot.

7. What will happen next Monday?

- a.) The auditorium will close at 8:00 P.M.
- b.) There will be a new talk.**
- c.) Mr. James will return to the auditorium.
- d.) There will be a class about writing resumes.

### OFFICE ASSISTANT

Busy architectural firm seeks independent hard workers to be our office assistant. Responsible for answering phones, making appointments and schedules, maintaining database, typing letters and documents, and other tasks as needed. His high school diploma required, some college desirable. Must have knowledge of word processing and database software. Send resume to Mr. J. Woo, Architect, Modern Designs, Inc., 51 River Street, Middletown, California 94944

Mr. J. Woo  
Modern Designs, Inc.  
51 River Street  
Middletown, California 94944

Dear Mr. Woo,

I saw your ad in last Sunday's City Times looking for an office assistant. I am well-qualified for the position you offer. I am very organized and hardworking. I have the computer skills and educational level you require. I am particularly interested in this position since in the future I would like to enter your profession. In fact, I am taking a night class at the university now, and hope to enter as a full-time student after I gain a few years of work experience. I am enclosing my resume, and you may call my high school if you would like to see a copy of my high school record. I hope to hear from you soon.

Sincerely,  
Lu Wang

8. According to the ad, what will the new office assistant have to do?
- a.) Photocopy documents
  - b.) Make phone calls
  - c.) Maintain computers
  - d.) **Make appointments**
9. What kind of computer program does Lu Wang know how to use?
- a.) E-mail
  - b.) Web browser
  - c.) **Word processing**
  - d.) Architectural software
10. What kind of job does Lu Wang want in the future?
- a.) **Architect**
  - b.) High school teacher
  - c.) University professor
  - d.) Computer programmer