

HOMEWORK: 3-6

Kindly give the definition of the following words and make the sentences.

1. **inclination** - a disposition or bent, especially of the mind or will; a liking or preference

Sample Sentence: Much against his inclination, he was forced to resign.

2. **obstruct** - to block or close up with an obstacle; make difficult to pass

Sample Sentence: Debris obstructed the road.

3. **preside** - to exercise management or control

Sample Sentence: The lawyer presided over the estate.

TOEIC850 3-7 Reading Comprehension

Teacher's Manual

In Part VII you will read passages in the form of letters, ads, memos, faxes, schedules, etc. The reading section has a number of single passages and 4 double passages. You will be asked 2-4 questions about each single passage, and 5 questions for each double passage. Sometimes you will be asked for specific details. Other times you will be asked about what the passage implies. In the paired passages you will also be asked to make connections between the two related texts. On the real test you will not have time to read every word. You need to practice scanning and reading quickly for details.

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<p>COUPON</p> <p>\$2 off</p> <p>Any order over \$10 with this coupon. Not valid with other offers. Offer good until June 16.</p>	<p>COUPON</p> <p>50% off</p> <p>Buy 1 meal, get 2nd one 50% off with this coupon. Not valid with other offers. Offer good until June 16.</p>	<p>COUPON</p> <p>FREE</p> <p>1 liter of soda with delivery with this coupon. Not valid with other offers. Offer good until June 16.</p>
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1. What is the purpose of this advertisement?
 - a. **To announce a change in business hours**
 - b. To advertise a business for sale
 - c. To encourage diners to eat early

- d. To attract more customers
2. What will customers receive if they spend more than \$10?
- A \$2 discount on their bill**
 - 50% off their next purchase
 - A liter of soda
 - Free delivery service
3. What will happen on June 16?
- A new owner will take over the business.
 - The coupons will expire.**
 - Prices will be further reduced.
 - The business will close.

Optimum Software Company meeting with Advantage Power Systems, Inc. November 2	
<i>Advantage Power Systems attendees:</i> Katharine Morandi Chom Tai	<i>Optimum Software attendees:</i> Ujwal Ahmed Yusra Singh Peter Bodell
AGENDA	
Ujwal Ahmed	Introductions Review objectives
Katharine Morandi	Advantage Power Systems: project overview and development schedule
Yusra Singh	Optimum product overview <ul style="list-style-type: none"> • Core software functions • Software platform requirements
Peter Bodell	Optimum training and consulting
Yusra Singh	Technology questions and answers
Ujwal Ahmed	Next steps

To: Katharine Morandi
From: Ujjwal Ahmed, Optimum Software Company
Subject: Yesterday's meeting

Dear Katharine,

Thank you for taking the time to get together with us yesterday. Everyone on our team felt that it was a productive meeting. We have a better understanding of your project's needs now, and we've started looking at ways to adapt our software to meet your requirements.

While the basic function of the software is well suited to the project overall, as discussed, we will explore ways to adapt it to the needs of the different departments at Advantage that will be using it. This will incur some additional cost, as we indicated—we'll provide details about that at our next meeting, once our engineers have assessed the changes that will need to be made.

I've asked Peter Bodell to prepare a document for you that indicates when the Training and Consulting Department could start providing services to you. He'll send this information to you directly—since you've worked with him in the past, it seems the most efficient way to go.

As agreed, let's set up a meeting for the week of November 26 by which time our engineers will be able to outline their approaches to your departmental needs, and we'll have the information we need to put together a contract.

In the meantime, please feel free to contact me if you have any questions.

Regards,

Ujjwal

4. Why was the meeting held?
 - a. To talk about hiring costs
 - b. To train software users
 - c. To discuss work on a project
 - d. **To review a contract**

5. Who would probably be the best person at Optimum to answer technology questions?
 - a. **Ujjwal Ahmed**
 - b. Chom Tai
 - c. Yusra Singh
 - d. Katharine Morandi

6. What will happen in the week of November 26?
 - a. Peter Bodell will make a presentation.
 - b. Optimum and Advantage will meet again.
 - c. **A contract will be signed.**
 - d. Training in the new software will occur.

7. What service will Peter Bodell's department provide?
 - a. **Training and consulting**
 - b. Legal advice
 - c. Publicity
 - d. Changes to the software

8. What is the main purpose of Mr. Ahmed's e-mail to Ms. Morandi?
- a. **To request a meeting with the engineering department**
 - b. To introduce Peter Bodell
 - c. To follow up on a meeting with Advantage
 - d. To explain how Optimum has adapted its software