

Part VII: Reading Comprehension

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.

Questions 1- 2 are based on the following notice

TRAVEL REIMBURSEMENT REGULATIONS

Daily allowances	Domestic meals, lodging, and incidentals	Foreign meals and incidentals
Time Periods:		
Each 24-hour period	£100	£120
Over 2 hours but not in excess of 4 hours	£10	£15
Over 4 hours but not in excess of 8 hours	£20	£30
Over 8 hours but not in excess of 12 hours	£40	£60
Over 12 hours to 24 hours	£90	£110

All reimbursement for travel expenses must be authorized by an approved Travel Request (Form 2300L) prior to the time the expenses are incurred. Further information concerning the regulation, or interpretation of this policy is obtainable from the travel section of the Accounting Office, Building A, Room 566.

1. How much is an employee reimbursed for foreign travel costs for a 10-hour excursion?

- A. £15
- B. £40
- C. £60
- D. £90

2. What should an employee submit before leaving on a business trip?

- A. A hotel reservation notice
- B. A contract for a car rental
- C. A travel request form
- D. A letter from the manager

Questions 3- 7 are based on the following letter

Suarez Drilling Corporation

1217 Isabella Avenue, Buenos Aires, Argentina

Ms. I Ursula Kahanian
Dienst and Klein Auditors
1001 Wellington Avenue
Toronto, (Ontario
Canada

Dear Ms. Kahanian;

We will be pleased to welcome you to our headquarters for the yearend auditing procedures.

Paula Jenkins tells us that you will arrive in Buenos Aires on flight BA 209 on Monday, January 30, at 10:10 a.m. I have instructed my assistant, Carmen Sierra, to drive you directly to our main office and make sure that all the arrangements for your stay are satisfactory. We will put a computer terminal at your disposal in a private office. should you have any special requirements, I would appreciate it if you would phone or fax us to let us know before your arrival

We have booked a room at the Santa Catalina Hotel in the center of town, which serves breakfast and dinner. Alternatively, we can recommend many fine restaurants in the center of town. We have arranged for you to have prepaid lunches at our staff cafeteria. Ms. Sierra will take care of the transport arrangement for your return to the airport on Friday the third.

I look forward to meeting you next month.

Sincerely

Financial Director

3. Why is Ms. Kahanian going to Buenos Aires?

- A. To visit a drilling site
- B. To upgrade a computer system
- C. To conduct an audit
- D. To review various restaurants

4. Why might it be necessary for Ms. Kahanian to contact Mr. Ortiz prior to her arrival?

- A. To arrange to use a computer
- B. To tell him her flight number
- C. To reserve hotel accommodations
- D. To find out if she will have access to a copy machine

5. Where will Ms. Kahanian probably have her midday meals?

- A. At the Suarez Drilling headquarters
- B. At the Santa Catalina Hotel
- C. In one of the town's restaurants
- D. At a local coffee shop

6. Who invites Ms. Kahanian for an audit ?

- A. Financial director
- B. Personnel director
- C. Sales manager
- D. Head of operation

7. What date will she return?

- A. 3rd Friday
- B. 1st Thursday
- C. 2nd Firday
- D. 4th Saturday

Questions 8- 10 are based on the following notice

If you do a lot of business traveling, sooner or later you will need ground transportation. For trips that are too short for a rental car and too long for a taxi, it makes sense to hire a car service. Such services are often called limousine services. They operate in large cities and in small ones, and even in rural areas where there are few airports or major transportation centers.

8. Why would you want to hire a car service?

- A. Your car breaks down.
- B. You can't take a taxi or rental car.
- C. It's less expensive.
- D. You are in a large city.

9. What is another name for a car service?

- A. Ground transportation service
- B. Taxicab service
- C. Limousine service
- D. Airport service

10. According to this notice, who should hire a car service?

- A. People whose flights are late
- B. People whose flights are early
- C. People on leisure trips
- D. People on business trips

Questions 11- 13 are based on the following notice

To assist road users making informed travel choices throughout this critical wet weather and flooding period, the Department of Transport and Main Roads is providing a variety of traffic and travel information (TTI). TTI provided include point-in-time summaries of access status for major roads across the state, No-Go/Danger Zone information, twice daily flood maps for a visual depiction and continued provision of real-time road closure and incident information. Please remember to consult all available information and if in doubt refer to real-time road closure and incident information as this information is updated as conditions change.

11. Which information is not provided by the Department of Transport and Main Roads?

- A. summaries of access status for major roads
- B. No-Go/Danger Zone information
- C. Floodway system update
- D. real-time road closure and incident information

12. If you are in doubt, what should you do?

- A. refer to real-time road closure and incident information
- B. refer to the manual given
- C. remember to consult all available information
- D. update information

13. In which season was this notice released?

- A. dry season
- B. summer
- C. winter
- D. rainy season

Questions 14- 15 are based on the following report

AUTOMOBILE ACCIDENTS IN JAPAN

Honda air bags ■ There were 5.4 traffic deaths per 100,000 people in Japan in 2006, compared to 5.4 per 100,000 in Britain, 13.1 in South Korea and 14.7 in the United States.

■ There were 4,914 traffic deaths in 2009, the first time the number fell below 5,000 since 1952 and the lowest number of deaths in 57 years. There were 5,155 traffic deaths in 2008, down for the 8th year in a row. The number of people who died in vehicles was less than the number of pedestrian who died for the first time in 34 years Traffic deaths fell below 6,000 in 2007 for the first time. A total of 5,744 people died in traffic accidents. The figure was 9.6 percent lower than in 2006 and marked the seventh straight year in declines. In 2007, there were 832,454 accidents, injuring 1,034,445 people.

14. Which country has the highest rate of traffic deaths?

- A. Japan
- B. The U.S.A.
- C. South Korea
- D. Britain

15. How many people died in traffic accidents in 2007?

- A. 6,000
- B. 832,454
- C. more than 6,000
- D. 5,744

HOMEWORK

Vocabulary- "P" Words

1. A person who takes care of, or brings up another is called a ____.
2. The opposite of rich is _____.
3. Legal or official authority is called ____.
4. Something that is of great value or of high price is ____.
5. A ____ is a humorous use of a word.
6. To be on time is to be _____.
7. A word of politeness used when requesting something. e.g.
_____ help me.
8. Tailors often use _when preparing clothes.
9. A ____ is something that is produced, usually in a factory.
10. Two things of the same kind to be used together are called a ____.