

## PART 7

**Directions:** In this part you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 153–154 refer to the following memo.

TO: All office staff  
FROM: Caitlin Van Der Graaf, Personnel Mgr.  
RE: Schedules and attire for Friday, May 10

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In recognition of everyone's hard work to bring to fruition our biggest campaign ever with Waterman and Associates and our best quarterly revenues to date, this coming Friday has been declared "Casual Friday"! Everyone is welcome to come dressed in casual attire, but please bear in mind this means "business casual", not shorts and flip-flops. We still expect normal client traffic in the office.

We will also be ending the business day at 2:00 pm rather than 5:00 pm. All employees are welcome to make use of this free time in any way they wish, but we would like to encourage you to attend a celebratory function down at Salton's Bar & Grille at the corner of 5th and Covenant Rd. There will be an open bar and a well-stocked buffet.

Once again, thanks for all your hard work. Keep it up!

153. What is the purpose of this memo?
- (A) To explain new employees' schedules
  - (B) To remind workers of proper business attire
  - (C) To announce a special event
  - (D) To recognize Mr. Waterman's hard work
154. Why are workers reminded to dress "business casual"?
- (A) They usually wear shorts on Fridays.
  - (B) Because traffic downtown will be heavy.
  - (C) Otherwise, they will wear suits.
  - (D) Regular business is expected to proceed.

Questions 155–157 refer to the following contract.

The undersigned, Brendan Carpenter of Loemann & Associates, hereby agrees to contract with Oleander Everglott of Bond Construction, Incorporated for the following accounting services:

Reconciliation of 4th Quarter expense accounts at the hourly rate of \$65.

The services are to be completed no later than March 30, 2007, with an additional lump sum of \$500 to be paid upon completion. An additional bonus of \$500 will be paid if these services are completed by March 15, 2007.

The accountant agrees to provide all necessary software, forms and other materials to complete the aforementioned services at no extra cost.

The completed expense account summaries and detail reports will be provided both in hard copy (2 copies each) and on CD or other compatible electronic storage media.

Each party to this agreement will have the right to terminate said contract, provided that two weeks written notice is given in advance and payment is made on the work completed.

Signed: Brendan Carpenter

Date: January 8, 2007

Signed: Oleander Everglott

Date: January 8, 2007

155. What type of work is being contracted?

- (A) Undersigning
- (B) Carpentry
- (C) Construction
- (D) Accounting

156. How much will be paid if the work is completed on March 10th?

- (A) \$1000 plus hourly compensation
- (B) \$1000
- (C) \$500 plus hourly compensation
- (D) \$500

157. What is Brendan Carpenter expected to supply for no charge?

- (A) Accounting services
- (B) Labor
- (C) Resources
- (D) A bonus

Questions 158–159 refer to the following article section.

*Offshore:* This term refers to any assets owned by the parent company that rest outside the boundaries of the home country of the parent company, either in international waters or in a foreign country. The term can also apply to processes that take place outside the boundaries of the home country, such as manufacturing or banking. Any offshore asset is to be used solely for the benefit of the parent company.

As an example, offshore manufacturing for a US based sports apparel firm may take place in Bangladesh in order to take advantage of the low cost of labor and/or raw materials available in that country. The products of that manufacturing process would be imported exclusively into the US (but may be redistributed from that point onward).

158. Where would a factory have to be to be considered "offshore"?

- (A) On an island
- (B) On board a ship
- (C) Within the parent company's home country
- (D) Outside the parent company's home country

159. What happens to products produced offshore?

- (A) They are sold in the country in which they are produced.
- (B) They are sent to the United States.
- (C) They are sent to the country of the parent company.
- (D) They are distributed worldwide.

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Questions 160–163 refer to the following form.

## Adumsen-Felt Industries Application Form

Full legal name: Terrence Oswald Mattias  
Position applying for: technical writer  
Desired wage: \$15/hr  
Location preference: Houston, but willing to relocate  
Shift preference: any  
Relevant skills: Proficient in most word processing applications; type 80 wpm  
Published 3 short stories in Pacific Weekly: "Over the Counter" (vol. 8 iss. 6); "The Turnstile" (vol. 8 iss. 23); "You Again" (vol. 9 iss.14)  
Strong interpersonal skills  
Excellent work ethic

Education (please list highest academic achievement, plus any relevant certification):

B.A. Liberal Arts, 1999, 3.9 GPA, Houston Methodist college

Work experience (please list last three positions):

May 2003–Present      Manager, Jim Phipps Steakhouse, Houston  
Feb 2002–May 2003    Server/Bartender, The Aquarium, Houston  
May 1999–May 2001    Server, The Wagon Wheel, Houston

References (please provide two contactable work references):

Kelly O'Brien, Regional Manager, Jim Phipps Steakhouse      713-555-9004  
Barry Tommiasen, Manager, The Aquarium                      713-555-6452

Where did you find out about the position?

Houstonjobmarket.com advertisement on September 10


I hereby attest that all of the information above is true and accurate to the best of my knowledge. I understand that a successful application requires verification from at least one referee and hereby give full consent to discuss my work history with the referees listed above.

Signed: Terrence Mattias

Date: Sept 20, 2005

160. What can be inferred about the company that is being applied to?
- (A) They are based in the Pacific.
  - (B) They produce clothes.
  - (C) They run a chain of restaurants.
  - (D) They need technical writers.
161. Which of the following words could be used to describe the applicant?
- (A) Flexible
  - (B) Overqualified
  - (C) Witty
  - (D) Prolific
162. Where did the applicant find out about the position?
- (A) His supervisor
  - (B) A newspaper ad
  - (C) Online
  - (D) In Pacific Weekly
163. What purpose is noted for the references?
- (A) To find out about the applicant's character
  - (B) To learn about the applicant's past job performance
  - (C) To double-check dates of hire and wages earned
  - (D) To maintain contact with the applicant

Questions 164–166 refer to the following invoice.

	Woodland Creations 1421 SW Highland Terrace Beaverton, OR 98721  Tel 541-555-1909 Fax 541-555-5909	Invoice No. 12908   <b>INVOICE</b>
	Send to: World Gifts 44 Old Town Front St. Temecula, CA 92590 (951) 555-4999	Date: Jan 23, 2004  Packed by: Arturo Ramirez Shipped via: Tradewind Shipping

Quantity	Description	Unit Price	Total
15	Calendar—Nature's Wonders	\$2.99	\$44.85
10	Calendar—Totem Dreams	\$2.99	\$29.90
10	Calendar—Ocean Rhythms	\$2.99	\$29.90
35	Keychain—Beaver	\$0.99	\$34.65
25	Keychain—Falcon	\$0.99	\$24.75
5	Paperweight—Mother Rabbit	\$4.99	\$24.95
100	Bookmark—Sunset Glade	\$0.99	\$99.00
60	Bookmark—Vines	\$0.99	\$59.40
		<i>Sub Total</i>	\$347.40
		<i>Shipping</i>	\$25.00
		<i>Taxes (7.5%)</i>	\$26.06
		<i>Total</i>	\$398.46
		<i>Deposit</i>	\$0
		<i>Balance Due</i>	\$398.46

*Payment due within 30 days of date on invoice. Please include a copy of invoice with remittance of payment. Overdue accounts are subject to a monthly interest charge of 14%. Merchandise may be returned within seven (7) days for credit—no cash refunds.*

164. Who is responsible for paying this invoice?

- (A) Woodland Creations
- (B) World Gifts
- (C) Arturo Ramirez
- (D) Tradewind Shipping

165. What type of product has been ordered in the highest quantities?

- (A) Calendars
- (B) Keychains
- (C) Paperweights
- (D) Bookmarks

166. What happens if payment is not made by February 22?

- (A) The invoice must be remitted.
- (B) An additional fee will be added.
- (C) All merchandise must be returned.
- (D) No information is available.

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Questions 167–170 refer to the following notice.

## NOTICE TO ALL GUESTS OF THE SUGARTOP INN

The management of the Sugartop Inn would like to apologize to all its guests for any inconvenience caused by our remodeling efforts. We assure you that the greatest efforts are being made to ensure that all public spaces are kept immaculately clean, that all essential services are provided with prompt, courteous professionalism, and that noise is kept to a minimum.

We still do not feel this is enough, so we are also offering all guests 10% off their bill and 10% off their next stay as well, when the remodeling is complete. We think you'll like what you see.

- A 24-hour gourmet coffee bar adjacent to the lobby featuring all your favorite specialty beverages as well as home-made baked goods.
- An expanded exercise room with spa and sauna to melt away any chill you get on the slopes, plus personal trainers available for workouts or lessons in skiing or snowboarding.
- A massage salon to get out any aches from your exercise in our gym or on the slopes.
- 20 new old-fashioned log cabins adjacent to the main property, complete with a roaring fireplace and rustic antique furnishings, to provide a little extra privacy but with all the amenities of one of our suites.

Once again, the management thanks you for your patronage and patience.

167. What can be inferred about the hotel's location?

- (A) It's in the mountains.
- (B) It's in a major city.
- (C) It's by the sea.
- (D) It's adjacent to a shopping center.

168. Why is the management apologizing?

- (A) There has been a lack of professionalism.
- (B) The exercise room is too small.
- (C) Some construction is underway.
- (D) Guests are being over billed.

169. What is being offered to current guests?

- (A) A discount on their stay
- (B) Personal training
- (C) Free coffee
- (D) Extra privacy

170. What is NOT mentioned about the log cabins?

- (A) They have a fireplace.
- (B) They have ultra-modern furniture.
- (C) They have features equivalent to the suites.
- (D) They are near the main hotel.

Questions 171–174 refer to the following advertisement.

## Luna C – Is it Lunacy?

*At only \$1599.00, maybe it is...*

**You see a young woman sitting on a park bench talking out loud and moving her hands around, but no one else is there.**

**Is she crazy?**

**You decide to say hello. Before you have a chance to ask her what she is doing, she tells you.**

*I know this must look a little strange. I'm actually at work right now, in my virtual office.*

**I'm sorry?**

*I'm using my Luna C Virtual Wireless Workplace. The CPU – the heart of the computer – is in my backpack. It has 20 gigabytes of memory and a battery that will last me up to 10 hours. The*

*headset is wireless, and it allows me to make even international calls inexpensively over the Internet.*

**Wow!**

*It gets better. Most of the applications in my Luna C Virtual Wireless Workplace include voice recognition, so I can dictate a letter, transfer information into a database or work on today's crossword without touching a keyboard or mouse.*

**Amazing!**

*Of course, some things are easier to do by typing or pointing and clicking, but I still don't need a keyboard or mouse. That's why I've got these gloves. I can choose from many different styles of keyboard and "mouse" type devices.*

**Great! But where's the monitor?**

*Do you like my sunglasses?*

**Awesome.**

171. What is being advertised?

- (A) A cellular phone
- (B) A portable memory storage device
- (C) A computer application
- (D) A computer

172. Why does the woman appear unusual?

- (A) She's sitting on a park bench.
- (B) She's alone and gesturing a lot.
- (C) She's carrying around a big computer.
- (D) She's at work in a building.

173. Which of the following is NOT mentioned about the headset?

- (A) It can be used to make cheap calls.
- (B) There are no wires attached.
- (C) It can be used to compose email.
- (D) It can be used to call abroad.

174. What are the four main components of the system?

- (A) A CPU, a headset, a keyboard and a mouse
- (B) A CPU, a headset, gloves and a database
- (C) A CPU, a headset, gloves and sunglasses
- (D) A CPU, a keyboard, a mouse and a monitor

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Questions 175–178 refer to the following letter.

August 18, 2005

Kendra Robards, General Manager  
Li'l Toys Educational Products  
1616 W 40<sup>th</sup> St.  
Baltimore, Maryland 21211

Dear Ms. Robards,

My name is Emil Marquand, and I would like to introduce you to my line of musical recordings entitled *Back to Bach*.

It has been well-documented that exposing developing children to classical music from infancy aids development of the brain, especially with regards to spatial reasoning. This enables them in later life to become creative problem-solvers, designers of everything from micro-circuitry to skyscrapers, or even accomplished musicians like myself.

While other types of music do aid in the development of spatial reasoning, it is the more complex structure of most classical music that results in a greater impact. Classical music can also be quite soothing for infants and toddlers as it engages their minds and distracts them from whatever may be troubling them.

It is with this (and my own small children, Tobias and Agatha) in mind that I have recorded my *Back to Bach* series. These new recordings of such classics as Beethoven's *Für Elise* and Bizet's overture from *Carmen* are unlike any treatments you've heard before. All of the complexity is there, but with unconventional instruments thrown into the mix, such as steel drums and banjo, to give these familiar melodies an entirely different flavor.

My children love these recordings, and I hope yours will, too. I am enclosing four sample CDs. If you like what you hear, I would be happy to consider distributing my works exclusively through Li'l Toys as you are unquestionably the top name in educational products for children in the US today.

For information on my full catalogue, to discuss pricing, or any other matters, please contact me at [emimarq@backtobach.com](mailto:emimarq@backtobach.com).

I look forward to hearing from you.  
Sincerely,

*Emil Marquand*

175. Who is writing the letter?

- (A) The general manager of a business
- (B) A child psychologist
- (C) An architect
- (D) A musician

176. Why does classical music affect spatial reasoning?

- (A) It's recorded by accomplished musicians.
- (B) The structure is complex.
- (C) It has a soothing effect.
- (D) It uses unconventional instruments.

177. What makes the *Back to Bach* series different?

- (A) It's recorded by a parent.
- (B) It includes both Beethoven and Bizet.
- (C) It uses less traditional instruments.
- (D) The melodies are all familiar.

178. What proposal does Mr. Marquand make?

- (A) That Li'l Toys purchase four CDs.
- (B) That Li'l Toys produce future CDs.
- (C) That Li'l Toys distribute his product.
- (D) That Li'l Toys discuss pricing.

## ***Brazilian Government Makes Cancer Drug Deal***

US pharmaceutical company Mediquell has recently made an agreement with Brazilian government authorities to have sole rights to the limited harvest of the jacafizi plant, whose roots have been found to be effective in the treatment of leukemia and other forms of cancer. A spokesperson for Mediquell said in a statement on Monday that the deal required that the harvesting employ local labor and would result in no negative impact on local ecology.

Furthermore, a percentage of the profits resulting from the commercialization of any medicines derived from the jacafizi plant would be remitted to the Brazilian government, although the precise percentage was not disclosed. Mediquell estimated development costs to be in the \$30–50 million range, with the first products likely to be on the market within 3 years. Revenues are anticipated to be potentially upwards of \$2 billion in the first year alone.

179. What is special about the jacafizi plant?
- (A) Its seeds have anti-cancer agents.
  - (B) It is grown only by Mediquell.
  - (C) It causes leukemia.
  - (D) It has medicinal value.
180. How much is Mediquell expecting to invest in the venture?
- (A) The amount is undisclosed.
  - (B) A large percentage of their annual revenues
  - (C) At least \$30,000,000
  - (D) Over \$2,000,000,000



Questions 181–185 refer to the following email and advertisement.

**\$2250 / 4br – TWO BLOCKS  
FROM OCEAN in Laguna Beach**

This beautiful home with wonderful light is just a short walk from the Pacific Ocean, at the corner of Glenneyre and Legion. The location offers great access to surf, sand and sun but is set back to avoid the day-to-day crowds. It has genuine hardwood floors, a brand new central heating and air conditioning system, and top-of-the-line kitchen appliances. The yard is professionally landscaped to add even more charm.

The house is 2200 ft<sup>2</sup> in total and includes:

- ▶ 1 master bedroom w/walk-in closet
- ▶ 3 smaller bedrooms

- ▶ 2 full bathrooms and half bath
- ▶ Living room with pot-bellied stove
- ▶ Huge family room with cathedral ceiling and access to redwood deck
- ▶ Totally remodeled island kitchen with ample counter space
- ▶ Laundry room w/large capacity washer/dryer set
- ▶ Redwood deck with hot tub
- ▶ 3 car garage

Available to rent from February 2006. Pets negotiable. Please email [hforrent002876@unionclassifieds.net](mailto:hforrent002876@unionclassifieds.net) or call 949.555.4539 to schedule an appointment. No drop-ins please!

Sent: Monday, November 14, 2005, 14:03

From: [steve\\_099@stevemail.mail](mailto:steve_099@stevemail.mail)

To: [hforrent002876@unionclassifieds.net](mailto:hforrent002876@unionclassifieds.net)

Re: rental home in Laguna Beach

Hi. I saw your ad for the rental home and would be very interested in setting up an appointment to see the place. My wife and I would be available this weekend or even earlier if we could arrange an appointment after 5.30 pm (we both work). We were hoping to find someplace a little sooner, but if the place is right, we're willing to wait as we're both avid wind-surfers and your place sounds great. Please email me back or call 949-555-0002 so we can schedule an appointment.

Steve Mealamu

P.S. Is there ample space in the yard for a Labrador retriever?

P.P.S. You mention appliances. Is the house semi-furnished? We have furniture of our own, but for a two-bedroom.

181. Which of the following is NOT true about the house?
- (A) It is up for rent.
  - (B) It is near the ocean.
  - (C) It has four bedrooms.
  - (D) It is available straightaway.
182. What upgrade was recently made according to the advertisement?
- (A) Hardwood floors were installed.
  - (B) A new climate control system was put in.
  - (C) New kitchen appliances were purchased.
  - (D) A 3-car garage was attached.
183. What does an interested party need to do to see the house?
- (A) Visit after February 2006
  - (B) Pay a deposit of \$2250
  - (C) Drop by anytime
  - (D) Arrange a time to visit
184. Why are Mr. and Mrs. Mealamu particularly interested in this property?
- (A) They both work nearby.
  - (B) The timing is perfect.
  - (C) They enjoy water sports.
  - (D) It has space for their pet.
185. Why is the respondent concerned about the furnishings?
- (A) He wants to decorate in his own style.
  - (B) He can't afford new furniture.
  - (C) The furniture he has is insufficient.
  - (D) He just purchased some new appliances.

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## Reception & Customer Service

**AuctionItOnline** is a rapidly growing company with branches throughout the Greater London area. Our role is to act as intermediary in the sale of new and used goods from individuals and businesses through online auctioning sites. We are looking for a receptionist to work at our Vauxhall branch.

**Hours:** Mon-Fri 9 am–5 pm

**Pay:** starts at £7/hour

We seek candidates with the following characteristics:

- Strong customer orientation
- Knowledge of online auctioning
- Experience with computers
- Excellent phone manner
- Energetic, outgoing personality

*Please send your CV with a covering letter explaining why you feel qualified for the position to: 41 South Lambeth Road, SW8 1RL.*

*Replies to successful candidates only.*

20 May, 2004

To Whom It May Concern:

May I first of all say that I think the service you offer is a wonderful one. As an individual who has sold a few items through online auction sites, I know how difficult it can be to learn how to get started, and there is still a certain hesitation many people feel when handling financial transactions online. How I wish I had known about your services when I first got started!

I feel quite qualified for the position you advertised in the Sunday Gazette, and not simply because of my familiarity with online auctioning as both a buyer and a seller. As you will see from my enclosed CV, I have a first-class honors degree in Business Administration. Furthermore, I have past experience in customer service, both as a shop assistant and as a receptionist. I am familiar with most major computer applications used in the office and am comfortable handling multiple tasks simultaneously.

If you are interested in considering me for the position, I am available at your convenience for an interview.

Yours faithfully,

*Janet Willingsborough-Smythe*

Janet Willingsborough-Smythe

186. What is the role of *AuctionItOnline*?
- (A) They sell new and used goods at their shops.
  - (B) They help people sell goods online.
  - (C) They teach people how to use online auctions.
  - (D) They are a wholesale distributor in London.
187. Which of the following is NOT a desired quality listed in the advertisement?
- (A) Understanding of the business
  - (B) Computer literacy
  - (C) Experience as a receptionist
  - (D) A cheerful character
188. What does the applicant say about many online auction users?
- (A) They sell few items.
  - (B) They worry about buying and selling over the Internet.
  - (C) They lack the finances to be effective sellers.
  - (D) They should advertise first in the *Sunday Gazette*.
189. Which of the following qualifications does the applicant refer to?
- (A) She has a relevant educational background.
  - (B) She managed a retail outlet.
  - (C) She is currently employed as a receptionist.
  - (D) She is experienced in computer programming.
190. What will happen if the company is interested in her application?
- (A) She will be hired for the position.
  - (B) She will be interviewed straightaway.
  - (C) Her CV will be kept on file.
  - (D) She will receive further correspondence.

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Questions 191–195 refer to the following letters.

The Periodical People  
1018 36th Ave SW  
Calgary, AB T2K 3L6

18 January, 2006

To Whom It May Concern:

I am writing to determine what has happened to our subscription to *Wall Street Weekly*. We actually have two subscriptions through your company, the other one being *North American Business Review*. Both of these excellent magazines are key sources of information for our business.

We recently changed our business address from 2820 Marine Drive to 2200 Marine Drive, and at the time of the move sent a change-of-address notification to The Periodical People, listing both publications we subscribe to. While delivery of *North American Business Review* has continued uninterrupted, delivery of *Wall Street Weekly* ceased upon our move.

We have checked with Ludwillow Property Management who own the building at 2820 Marine Drive, but they have stated that no mail for our company is being received at the old address (we have a mail forwarding order placed at the Post Office).

We would appreciate if delivery could be resumed immediately and our account credited for the missing issues (two).

Yours sincerely,

*D. Calloway*

Denise Calloway  
Manager

**The Periodical People** - 1018 36th Ave SW - Calgary, AB - T2K 3L6 - (403) 555-5960

Ms Denise Calloway, Manager  
Calloway Financial Services  
2200 Marine Drive  
West Vancouver, BC V7W 3G5

23 January, 2006

Dear Ms. Calloway,

Thank you for your letter of 18 January regarding your subscription to *Wall Street Weekly*.

Our records show that two notices were sent to your business regarding renewal of your subscription, one on 8 November, 2005 and another on 6 December, 2005, but that the subscription was not renewed.

We would be happy to renew your subscription immediately, if you like, at an annual rate of only \$125 for 52 weekly issues.

Our apologies if we were in any way at fault for the miscommunication, and our thanks for your continued patronage.

Yours sincerely,

*Pierre Moreau*

Pierre Moreau  
Customer Service Specialist

191. What is the purpose of Ms. Calloway's letter?
- (A) To order a new subscription
  - (B) To register a change of address
  - (C) To make a complaint
  - (D) To praise the quality of the magazines
192. Where is *Wall Street Weekly* currently being delivered?
- (A) 1018 36th Ave SW in Calgary
  - (B) 2200 Marine Drive in West Vancouver
  - (C) 2820 Marine Drive in West Vancouver
  - (D) It is not being delivered.
193. Why did Ms. Calloway contact Ludwillow Property Management?
- (A) To register a change of address
  - (B) To arrange final rent payments
  - (C) To check for any misdirected mail
  - (D) To have mail forwarded to the Post Office
194. What is the reason for the cessation of delivery?
- (A) The subscription ran out.
  - (B) Payments were not kept up.
  - (C) The business changed addresses.
  - (D) A cancellation letter was received.
195. What was the purpose of the correspondence sent in November and December?
- (A) To cancel the subscription
  - (B) To remind them of subscription renewal
  - (C) To bill Calloway Financial Services
  - (D) To determine the new address

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# Mercutio & Canelli Consulting

## Survey—Recommended Cost Saving Measures—Round 2

Recommendation	Percent in favor	Annual savings potential
1. Cut year-end bonuses for upper management by 50%	79%	\$40,000–\$75,000
2. Install motion-sensors to dim lights in areas not in use	68%	\$2,000–\$3,000
3. Buy out leases on older office equipment	59%	\$5,000–\$8,000
4. Install vending machines	57%	\$15,000–\$25,000
5. Increase telecommuting and reduce compensation for commuting costs	41%	\$3,000–\$5,000
6. Place stricter guidelines on acceptable travel/entertainment expenses	32%	\$5,000–\$25,000
7. Make most internal record-keeping and communication functions paperless	28%	\$21,000–\$35,000
8. Reduce number of office meetings to improve efficiency and reduce overtime	22%	\$8,000–\$10,000

The attached table shows our second round of survey results regarding recommendations for cost reduction at Mercutio & Canelli.

The first round consisted simply of taking suggestions from all employees and compiling the results. After results were compiled, unworkable suggestions or those without popular support (i.e. not seconded by at least 10% of our employees) were discarded.

In this second round, all employees were given these eight choices and asked to vote in favor of or against the proposal, or abstain.

The survey results show the percentage that was in favor of the proposal.

Following are notes regarding some of the proposals (referenced by number):

- 1 As bonuses are calculated based upon annual profit margins, this varies considerably, but takes into account projected revenues for the next two fiscal quarters.
- 4 These figures represent projected revenues, less the costs of leasing and stocking the machines. If adopted, research into employee preferences is recommended in order to ensure revenues are maximized.
- 6 This varies considerably depending on how strict the guidelines become.
- 7 These savings do not account for the costs involved in the switchover, which would involve purchase and installation of new software, hiring of additional IT staff, and extensive training across the board. These costs will require a separate line of research.

196. Which recommendations were dropped from the first round?
- (A) Those with the highest cost-saving potential
  - (B) Those popular with upper management
  - (C) Those that were impractical
  - (D) Those that were seconded by at least 10% of the staff
197. Which of the following was NOT an option when voting on the second round of proposals?
- (A) Make a counter-proposal
  - (B) Move to reject the proposal
  - (C) Move to adopt the proposal
  - (D) Choose not to vote either way
198. What accounts for the variance in potential savings for cutting bonuses?
- (A) It depends on how deep the cut is.
  - (B) It depends on how good business is.
  - (C) It depends on how many positions are affected.
  - (D) It depends on changes to the base salary.
199. What can be inferred about the office equipment?
- (A) It is primarily paper-based.
  - (B) A buy-out would result in the least savings.
  - (C) It is all getting old.
  - (D) It is not owned by Mercutio & Canelli.
200. Which of the proposals would lead to reduced energy costs?
- (A) 1
  - (B) 2
  - (C) 7
  - (D) 8

**Stop! This is the end of the test. If you finish before time is called, you may go back to Parts 5, 6, and 7 and check your work.**