

# PART 7:

## READING COMPREHENSION

### 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.

In this part, you will become familiar with the types of reading passages on the new TOEIC® test. In the first part of the Reading Comprehension section (Questions 153–180), you will read advertisements, forms, letters, e-mail, faxes, memos, tables, indexes, charts, instructions, or notices. You will have to answer two to five questions for each type.

In the second part (Questions 181–200), you will read a set of two of these passage types. You may read an e-mail and a memo, a form and a fax, a table and a letter, a letter and a letter. Each set of passages will be followed by five questions. In this last part of the Reading Comprehension section, these two passages relate to one another. You will need to understand both to answer the five questions for each set of double passages.

Your approach is the same in both the single-passage and the double-passage parts of Reading Comprehension. You will need to understand the facts and understand them quickly.

Good readers use strategies to help them understand what they read. These strategies include **skimming**, **scanning**, **using the context**, and **reading fast**. When using these strategies, readers ask themselves questions while reading. These questions help the reader understand better and faster. In this chapter, you will learn to ask yourself questions as you read. Don't forget to use these strategies when you take the new TOEIC test.

## READING STRATEGIES

**SKIMMING** Good readers skim to find general information. When they skim, their eyes move quickly over the whole passage, looking for a general idea. For example, if you are reading a newspaper, you skim only the headlines of the paper to see generally what the news is that day. As you skim, you ask yourself:

*Who did it?*

*When did they do it?*

*What did they do?*

*Why did they do it?*

*Where did they do it?*

In the double-passage sets, skim over each passage and ask yourself the questions above. You also want to know how the passages are related. As you skim, you can ask yourself:

*What do these two passages have in common?*

*How are they related?*

*What is different in the two passages?*

*Does the first passage present a problem and the second a solution?*

*Does the first passage state information that is revised in the second?*

When you skim a passage on the new TOEIC test, move your eyes quickly over the whole passage; ask yourself the questions above to help you get a general idea of what the passage is about.

**SCANNING** Good readers scan to find specific information. When they scan, they move their eyes quickly to find specific information. For example, if you want a specific telephone number, you scan the pages of a telephone directory to find the name and number you want. As you scan, you ask yourself:

*Where is the answer to my question?*

When you scan a passage on the new TOEIC test, move your eyes quickly over the whole passage, looking for the specific answer to one of the reading comprehension questions.

In the double-passage sets, look for the key words in the questions and the answer choices. Then look for these key words or their synonyms or a paraphrase in both passages. As you scan, ask yourself:

*Is the answer more likely in the first passage or second passage?*

*Is the answer found in information in both passages?*

**CONTEXT** On the new TOEIC test you will find a new type of item: a vocabulary item. You will have to identify a synonym for a word. You will not be able to use a dictionary during the exam. You must learn to use the context to determine the meaning. You should look at other words in the sentence or even the whole paragraph to try to understand what the word means. Ask yourself:

*How does the context help me understand a word?*

Good readers guess the meanings of new words. They use the context to guess the meaning of a word so that they can read more quickly. This strategy works in both the single- and double-passage parts of Reading Comprehension.

**READING FAST** Good readers read fast to get the whole idea of the passage. This strategy works in both the single- and double-passage parts of Reading Comprehension. Reading faster will help you finish the passages faster, retain all the new information, and have more time to answer the questions.

# ADVERTISEMENTS

## READING STRATEGIES

- Skimming and scanning are good strategies for reading advertisements. You will quickly look for the answers to these questions:

*What is being advertised?*

*Who is it for?*

- Reading fast is a very important skill to develop. Reading every word in an advertisement is not necessary. When you skim advertisements for the general idea and scan them for specific information, you will learn to read them faster.

Practice these reading strategies with the following advertisements. (Note that the short form of *advertisement* is *ad.*)

## Sale! Sale! Sale!

McGruder's Department Store announces its biggest sale of the year. You'll find fantastic savings throughout the store.

**25%** off all men's and women's business suits

**25%** off all men's and women's shoes

**50%** off all women's summer clothes

Don't miss out on this great opportunity to get stylish designer items at bargain prices. With prices like these, you can't afford not to shop.

Now through Saturday at all  
McGruder's locations:

**Park Avenue Mall   Springfield Center   Downtown  
Manchester Depot**

Open Monday–Saturday, 8:30 A.M.–9:00 P.M.

*Closed Sunday*

**SKIMMING** Look quickly at the advertisement to answer these questions.

1. What is on sale? (A)   (B)  
 (A) Business supplies  
 (B) Clothes
2. Who is the sale for? (A)   (B)   (C)  
 (A) Men  
 (B) Women  
 (C) Both men and women

**SCANNING** Mark the words that appear in the ad, and circle them in the ad.

3. (A) bathing suit (A)   (B)  
 (B) business suit
4. (A) summer (A)   (B)  
 (B) winter



5. (A) department  
(B) apartment

(A) (B)

6. Find and circle these days in the ad. Some may appear more than once.  
Monday Saturday Sunday

➡ **CONTEXT** Find these words and phrases, and guess their meanings in this advertisement.

7. What does "25% off" mean?

(A) (B)

- (A) It costs \$25.  
(B) It costs one quarter less than the usual price.

8. What does "Now through Saturday" mean?

(A) (B)

- (A) Beginning today and ending on Saturday  
(B) Beginning on Saturday

**READING FAST**

Read the ad as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

➡ **READING COMPREHENSION** Mark the best answer.

9. What is not on sale?

(A) (B) (C) (D)

- (A) Men's shoes  
(B) Women's business suits  
(C) Men's summer clothes  
(D) Women's shoes

10. What is the first day of the sale?

(A) (B) (C) (D)

- (A) Today  
(B) On Saturday  
(C) On Sunday  
(D) Next week

11. How much do women's summer clothes cost?

(A) (B) (C) (D)

- (A) \$50 each  
(B) \$50 less than the usual price  
(C) Half the usual price  
(D) One quarter of the usual price

12. The word "Mall" in line 12 is closest in meaning to

(A) (B) (C) (D)

- (A) Shopping area  
(B) Parking lot  
(C) Food stall  
(D) Pedestrian track

**Grand  
Opening!**

For your convenience,

**The State Street Bank**

is opening a new full-service branch at the City Airport. Now it will be easier than ever to take care of all your banking needs as you leave or return from your trips.

Join us at our new location for our  
**Grand Opening**  
next

**Saturday, September 15,**  
**from 1:00–4:00 P.M.**

**FOOD!**

ENTERTAINMENT  
ACTIVITIES  
FOR THE  
WHOLE FAMILY

**MUSIC**

There will be food, music, and a variety of entertainment activities for the whole family. Representatives of local TV station WXYZ will be there to report on the event. So come on by and bring the whole family. Customer service specialists will be on hand to explain all the services our bank has to offer.

Find out about:

- The special benefits of opening a State Street checking or savings account
- How to qualify for our special low-interest loans
- State Street's custom-designed financial planning services

**Prizes! Prizes! Prizes!**

There will be prizes for the first 50 customers to open a checking or savings account at the new branch. In addition, all Grand Opening guests will be automatically entered in our Grand Prize Drawing. You could win a Caribbean Cruise for two!

See you there!

**SKIMMING** Look quickly at the advertisement to answer this question.

1. What kind of information does this advertisement give? (A) (B)
- (A) A list of things for sale  
(B) An explanation of an event

**SCANNING** Look quickly at the advertisement to answer these questions.

2. What is the name of the bank? (A) (B)
- (A) State Street Bank  
(B) City Bank
3. What is the name of the airport? (A) (B)
- (A) City Airport  
(B) Bank Street Airport
4. What hours do you see in the advertisement? (A) (B)
- (A) 1:00–4:00 A.M.  
(B) 1:00–4:00 P.M.

**CONTEXT** Find these words and phrases, and guess their meanings in this advertisement.

5. branch (A) (B)
- (A) part of a tree  
(B) a business location
6. grand opening (A) (B)
- (A) a special celebration for a new business  
(B) the hours that a bank does business

**READING FAST**

Read the ad as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

**READING COMPREHENSION** Mark the best answer.

7. What is being advertised? (A) (B) (C) (D)
- (A) A bank  
(B) A restaurant  
(C) A concert  
(D) A travel agency
8. Where will the grand opening take place? (A) (B) (C) (D)
- (A) On State Street  
(B) At the airport  
(C) At a TV station  
(D) In a park

9. The word "Representatives" in paragraph 2, line 2, is closest in meaning to

(A) (B) (C) (D)

- (A) Legislators
- (B) Staff
- (C) Siblings
- (D) Specialists

10. When will the grand opening take place?

(A) (B) (C) (D)

- (A) In the morning
- (B) In the afternoon
- (C) In the evening
- (D) At night

### Advertisement 3

Busy downtown law firm seeks administrative assistant with 3–5 years' experience working in a law office. Must be proficient in the use of word processing and database programs and be familiar with common legal documents. Must have a good telephone manner and a pleasant appearance. Working knowledge of Spanish a plus. Duties include word processing, management of client database, maintaining files, directing phone calls, and assisting clients who come to our office. We offer a competitive salary, health insurance, and paid vacation, as well as opportunity for advancement. To apply, call Ms. Ortiz, Director of Human Resources, between 10 and 4. Must be able to provide three references and proof of employment eligibility.

**SKIMMING** Look quickly at the advertisement to answer this question.

1. What is this advertisement for?

(A) (B)

- (A) A job opening
- (B) An office for rent

**SCANNING** Look quickly at the advertisement to answer these questions.

2. Find and circle these numbers in the ad.

3–5 10 and 4



3. What is 3-5?

(A) (B)

(A) The number of people who work in the office

(B) The years of experience required for the job

4. What is 10 and 4?

(A) (B)

(A) The daily hours of the job

(B) The hours to apply for the job

➤ **CONTEXT** Find these words and phrases, and guess their meanings in this advertisement.

5. legal documents

(A) (B)

(A) papers that lawyers write

(B) job application forms

6. telephone manner

(A) (B)

(A) a way to speak on the phone

(B) a type of phone

7. paid vacation

(A) (B)

(A) your job pays all your vacation expenses

(B) you continue to receive your salary while on vacation

8. firm

(A) (B)

(A) hard

(B) a business or company

**READING FAST**

Read the ad as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

➤ **READING COMPREHENSION** Mark the best answer.

9. What kind of position is advertised?

(A) (B) (C) (D)

(A) Director of Human Resources

(B) Lawyer

(C) Administrative assistant

(D) Computer programmer

10. What is one skill required for this job?

(A) (B) (C) (D)

(A) The ability to talk pleasantly on the telephone

(B) The ability to write legal documents

(C) The ability to develop computer programs

(D) The ability to find new clients

11. What is a benefit of this job?

(A) (B) (C) (D)

- (A) They will pay for your vacation expenses.
- (B) You can make all the phone calls you want.
- (C) You only have to work from 10–4.
- (D) They will pay for your health insurance.

12. The word "Duties" in line 8 is closest in meaning to

(A) (B) (C) (D)

- (A) Taxes
- (B) Benefits
- (C) Classes
- (D) Responsibilities

## READING STRATEGIES

- **Skimming** is an important strategy to use when you read different forms.

You want to know right away:

*Who* wrote it

*What* is it for?

*Who* is it for?

*Why* do I need to read it?

*What* kind of form is it?

- **Scanning** helps you look for specific information. Use the Reading Comprehension questions to guide your scanning.
- **Using context** is a way to find the meanings of new words. Look at the other words on the form. Then look at the new word in its context and try to guess what it means.
- **Reading fast** is very helpful. Just like advertisements, forms are often short readings. Good readers skim and scan quickly to learn the most important information on the form.

Practice these reading strategies with the forms on the following pages.

**OUR TOWN SPORTS CLUB**

## Membership Application

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

E-mail \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Occupation \_\_\_\_\_

Type of membership (check one) Individual (\$500) \_\_\_\_\_ Family (\$1,200) \_\_\_\_\_

Student (\$375) \_\_\_\_\_ Trial (one month only) (\$100) \_\_\_\_\_

Method of payment (check one) Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit card \_\_\_\_\_

Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature (for credit card payments only) \_\_\_\_\_

Please check any of the following activities that you may wish to participate in. We will forward the necessary information to you.

## Teams:

\_\_\_\_\_ Tennis \_\_\_\_\_ Squash \_\_\_\_\_ Swimming

## Classes:

\_\_\_\_\_ Aerobics \_\_\_\_\_ Water Aerobics \_\_\_\_\_ Swimming \_\_\_\_\_ Squash  
\_\_\_\_\_ School vacation camps for kids



➔ **SKIMMING** Mark the words you see at the top of the form.

1. (A) Membership application ☐ (A) ☐ (B)  
(B) Job application
2. (A) Sports equipment ☐ (A) ☐ (B)  
(B) Sports club

➔ **SCANNING** Look quickly at the application to answer these questions.

3. Look at the form. Circle the names of the different types of membership.
4. Look at the form. Which type of payment is not mentioned?  
(A) Cash ☐ (A) ☐ (B) ☐ (C) ☐ (D)  
(B) Credit card  
(C) Money order  
(D) Check

➔ **CONTEXT** Find these words, and guess their meanings on this form.

5. occupation ☐ (A) ☐ (B)  
(A) job or profession  
(B) an activity to pass the time
6. trial ☐ (A) ☐ (B)  
(A) try doing something to see if you like it  
(B) a legal process

**READING FAST**

Read the form as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

➔ **READING COMPREHENSION** Mark the best answer.

7. What is this form for? ☐ (A) ☐ (B) ☐ (C) ☐ (D)  
(A) Getting a new telephone number  
(B) Joining a club  
(C) Applying for a job  
(D) Ordering sports equipment
8. Which is the least expensive type of membership? ☐ (A) ☐ (B) ☐ (C) ☐ (D)  
(A) Individual  
(B) Family  
(C) Student  
(D) Trial

9. How many different types of payment are accepted? (A) One (B) Two (C) Three (D) Four
10. Who has to sign the form? (A) Everybody (B) People who pay by credit card (C) People who pay by check (D) The whole family
11. The word "Method" in line 11 is closest in meaning to (A) Technique (B) System (C) Process (D) Type

### How did you enjoy your stay?

Help us serve you better by filling out this form and leaving it in your room.

	<i>good</i>	<i>fair</i>	<i>poor</i>
<b>1. Your room</b>			
Cleanliness of room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comfort of beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maid service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Room service</b>			
Menu selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speed of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prices			
<b>3. Front desk</b>			
Helpfulness of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Fitness room and pool</b>			
Types of exercise machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pool hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness of lockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How can we improve? Please write your comments or suggestions here.

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Thank you for your time.  
We hope to see you again soon!

**SKIMMING** Look quickly at the form to answer this question.

1. What kind of form is this?

- (A) An application  
(B) A questionnaire

(A) (B)

**SCANNING** Mark the words and phrases that appear in the form, and circle them on the form.

2. (A) men  
(B) menu

(A) (B)

3. (A) maid  
(B) made

(A) (B)

4. (A) front desk  
(B) office desk

(A) (B)

5. (A) customer service  
(B) room service

(A) (B)

➔ **CONTEXT** Find these words and phrases, and guess their meanings on this form.

6. room service  
(A) fixing broken things in a hotel room  
(B) delivering meals to a hotel room

(A) (B)

7. stay  
(A) a visit to a hotel  
(B) remain in one place

(A) (B)

**READING FAST**

Read the form as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

➔ **READING COMPREHENSION** Mark the best answer.

8. Where would you see this form?  
(A) At a restaurant  
(B) At an office  
(C) At a furniture store  
(D) At a hotel

(A) (B) (C) (D)

9. What should you do with this form?  
(A) Leave it in your room  
(B) Put it on the front desk  
(C) Give it to the maid  
(D) Send it by mail

(A) (B) (C) (D)

10. What is one thing that is not asked about?  
(A) Menu selection  
(B) Comfort of beds  
(C) Cleanliness of front desk  
(D) Speed of room service

(A) (B) (C) (D)

11. The word "selection" in line 9 is closest in meaning to  
(A) collection  
(B) mixture  
(C) selectivity  
(D) choice

(A) (B) (C) (D)



**Vacation Leave Request Form**

TickTackSystems, Inc.

## Vacation Leave Request Form

Date: *April 1*Name: *Daniel Greenwood*Position: *Research Assistant*Department: *Marketing*Supervisor: *Samantha Smith*Dates you are requesting: *May 16-20*Type of leave you are requesting: ☒ paid ☐ unpaid

Please turn this form in to the Human Resources Director  
at least 3 weeks before requested leave date.

**SKIMMING** Find and circle these words on the form. Some may appear more than once.

1. vacation      leave      request

**SCANNING** Find and circle the following.

2. Find and circle these names.

Daniel Greenwood      Samantha Smith

3. Find and circle these job titles.

Research Assistant      Human Resources Director

4. Find and circle these dates.

April 1      May 16-20

**CONTEXT** Find these words, and guess their meanings on this form.

5. leave

(A) exit a room

(B) time off from work

(A) (B)

6. request  
(A) ask for something  
(B) do something again

(A) (B)

**READING FAST**

Read the form as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

➔ **READING COMPREHENSION** Mark the best answer.

7. What is this form for? (A) (B) (C) (D)  
(A) Asking for days off from work  
(B) Getting travel information  
(C) Making plane reservations  
(D) Paying for a trip
8. What is Mr. Greenwood's job? (A) (B) (C) (D)  
(A) Marketing supervisor  
(B) Human resources officer  
(C) Research assistant  
(D) Travel agent
9. When did Mr. Greenwood fill out this form? (A) (B) (C) (D)  
(A) Three weeks ago  
(B) Between May 16 and May 23  
(C) On April 1  
(D) On May 16
10. Who should Mr. Greenwood give this form to? (A) (B) (C) (D)  
(A) Samantha Smith  
(B) His assistant  
(C) A marketing researcher  
(D) The human resources director
11. The word "Leave" in line 1 is closest in meaning to (A) (B) (C) (D)  
(A) Exit  
(B) Time off  
(C) Removal  
(D) Project

# LETTERS, E-MAIL, FAXES, AND MEMOS

## READING STRATEGIES

- **Skimming** is the way to quickly find information.

*Who is the information for?*

*When was it sent?*

*Who sent it?*

- **Scanning** helps you find specific information. Always check the Reading Comprehension questions and answer choices first. Scan for specific information.

*Why did they send the information?*

*What do they want?*

- **Using context** helps you find the meanings of new words by looking at the other words and sentences surrounding the words. Business letters may have more unfamiliar words than letters from friends.
- **Reading fast** is very helpful. Written forms of communication can be short and simple or long and complicated. When you practice the reading strategies, you will improve your speed and get the necessary information at the same time.

Practice these reading strategies with the letters, e-mail, faxes, and memos on the following pages.

Merry Marketing Company  
244 Merry Way  
Boston, MA 01106

July 17, 20\_\_

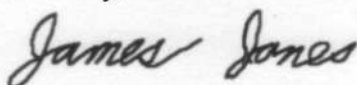
To whom it may concern:

Alice Newbold has worked for the Merry Marketing Company for the past five years. She started as an administrative assistant and worked her way up to Assistant Director of Research, in which position she has been working for two years.

Ms. Newbold is a highly motivated and industrious worker. She is willing to put in long hours if necessary to get the job done. She is also a skilled manager and works well with those she supervises.

Ms. Newbold has contributed a great deal to this company. We will be sorry to lose her. I can highly recommend her for any position requiring independence, creativity, and supervisory skills.

Sincerely,



James Jones, Director

**SKIMMING** Look quickly at the letter to answer these questions.

1. Who signed this letter?

(A) (B)

(A) Alice Newbold

(B) James Jones

2. Who is the letter about?

(A) (B)

(A) Alice Newbold

(B) James Jones

**SCANNING** Mark the words and phrases that appear in the form, and circle them on the form.

3. (A) nursing assistant

(A) (B)

(B) administrative assistant

4. (A) Assistant Director

(A) (B)

(B) Movie Director



5. (A) worker  
(B) walker

(A) (B)

6. (A) request  
(B) recommend

(A) (B)

→ **CONTEXT** Find these words and phrases, and guess their meanings in this letter.

7. To whom it may concern  
(A) This letter is for a specific person.  
(B) This letter is for any person who is interested in it.

(A) (B)

8. worked her way up  
(A) She worked hard and got a higher job position.  
(B) She went upstairs.

(A) (B)

9. contributed  
(A) given  
(B) taken

(A) (B)

**READING FAST**

Read the letter as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

→ **READING COMPREHENSION** Mark the best answer.

10. What is the purpose of this letter?  
(A) To ask for a job  
(B) To describe a company  
(C) To recommend an employee for a new job  
(D) To advertise a position

(A) (B) (C) (D)

11. The word "motivated" in paragraph 2, line 1, is closest in meaning to  
(A) committed  
(B) irritated  
(C) intelligent  
(D) mobile

(A) (B) (C) (D)

12. What has Alice Newbold done for the past five years?  
(A) She has been an administrative assistant.  
(B) She has worked for a marketing company.  
(C) She has looked for a job.  
(D) She has supervised James Jones.

(A) (B) (C) (D)

To: Bob Smith  
From: Joyce Miller  
Subject: meeting change  
Date: March 20, 20\_\_

Bob,

The time for the meeting tomorrow has been changed from 9:00 to 12:30. I'm sorry about this, but it turns out it's the only time everyone can meet. I know you have another meeting later in the afternoon, but I expect ours won't last more than one hour, so it shouldn't interfere with that schedule. The good news is that since it's a lunchtime meeting, the office will provide sandwiches and coffee for everyone. I'll make sure that we order from the Garden House since I know that's your favorite sandwich shop. We'll meet in the training room on the fifth floor. Please don't forget to bring ten copies of your budget report. Thanks. See you tomorrow.

Joyce

**SKIMMING** Look quickly at the e-mail to answer these questions.

1. Who is the e-mail for?

To: \_\_\_\_\_

2. Who sent the e-mail?

From: \_\_\_\_\_

3. What is the e-mail about?

Subject: \_\_\_\_\_

**SCANNING** Find these words and phrases about time in the e-mail, and circle them. Some may appear more than once.

4. March 20      tomorrow      9:00      12:30      one hour      lunchtime

→ **CONTEXT** Find these words, and guess their meanings in this e-mail:

5. change  
(A) make different  
(B) coins
6. last  
(A) opposite of first  
(B) take time
7. budget  
(A) a plan for spending money  
(B) a form of transportation

(A) (B)

(A) (B)

(A) (B)

**READING FAST**

Read the letter as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

→ **READING COMPREHENSION** Mark the best answer.

8. When is the meeting?  
(A) On March 20 from 9–12:30  
(B) On March 20 at 12:30  
(C) On March 21 from 9–12:30  
(D) On March 21 from 12:30–1:30
9. What should Bob bring to the meeting?  
(A) Sandwiches  
(B) Coffee  
(C) Copies of his report  
(D) Training material
10. What will they probably discuss at the meeting?  
(A) The budget  
(B) Lunch  
(C) Training programs  
(D) Schedules
11. The word “provide” in paragraph 1, line 6,  
is closest in meaning to  
(A) warm  
(B) sell  
(C) make  
(D) supply

(A) (B) (C) (D)

(A) (B) (C) (D)

(A) (B) (C) (D)

(A) (B) (C) (D)

To: All staff  
From: Sharon Lee, Office Manager  
Re: Office supplies

In order to better manage the office supplies, I have developed a new system. From now on, the supply closet will remain locked at all times. The only people authorized to have keys to the closet are myself and my assistant, Mr. Whitehead. If you wish to request supplies, please get a supply request form from Mr. Whitehead. Please submit your form 24 hours in advance of when you need your supplies. We promise to get your supplies to you within 24 hours as long as we have them on hand. It may take up to a week to get supplies that need to be ordered.

I am sure you will understand the necessity of this new system. In the past we have run out of essential supplies too often. This system will help me keep track of our supplies, and I will know when to order more. By following this system, you will always have what you need when you need it. Thank you for your cooperation.

**SKIMMING** Look quickly at the memo to answer these questions.

1. Who is this memo for?

(A) All staff

(B) Sharon Lee

(A) (B)

2. Who is it from?

(A) The company director

(B) The office manager

(A) (B)

3. What is it about?

(A) Office supplies

(B) Office schedules

(A) (B)

**SCANNING** Mark the words and phrases that appear in the form, and circle them on the form. Some may appear more than once.

4. (A) resistant

(B) assistant

(A) (B)

5. (A) myself

(B) yourself

(A) (B)

6. (A) manage

(B) damage

(A) (B)

7. (A) require

(B) request

(A) (B)



**CONTEXT** Find these words and phrases, and guess their meanings in this memo.

8. authorized (A) (B)  
(A) have permission  
(B) wrote a book
9. submit (A) (B)  
(A) give  
(B) tell about
10. in advance (A) (B)  
(A) very skilled  
(B) before
11. keep track of (A) (B)  
(A) ride a train  
(B) know about

**READING FAST**

Read the message as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

**READING COMPREHENSION** Mark the best answer.

12. What is the purpose of this memo? (A) (B) (C) (D)  
(A) To order new supplies  
(B) To explain a new system  
(C) To introduce Mr. Whitehead  
(D) To describe where supplies are kept
13. Who has keys to the supply closet? (A) (B) (C) (D)  
(A) Only Ms. Lee  
(B) Only Mr. Whitehead  
(C) Both Ms. Lee and her assistant  
(D) All office staff
14. The word "essential" in paragraph 2, line 2, is closest in meaning to (A) (B) (C) (D)  
(A) dispensable  
(B) expensive  
(C) forgotten  
(D) necessary
15. How can a staff member get office supplies? (A) (B) (C) (D)  
(A) By filling out a form  
(B) By asking for the key to the supply closet  
(C) By ordering them from the supply company  
(D) By calling Ms. Lee

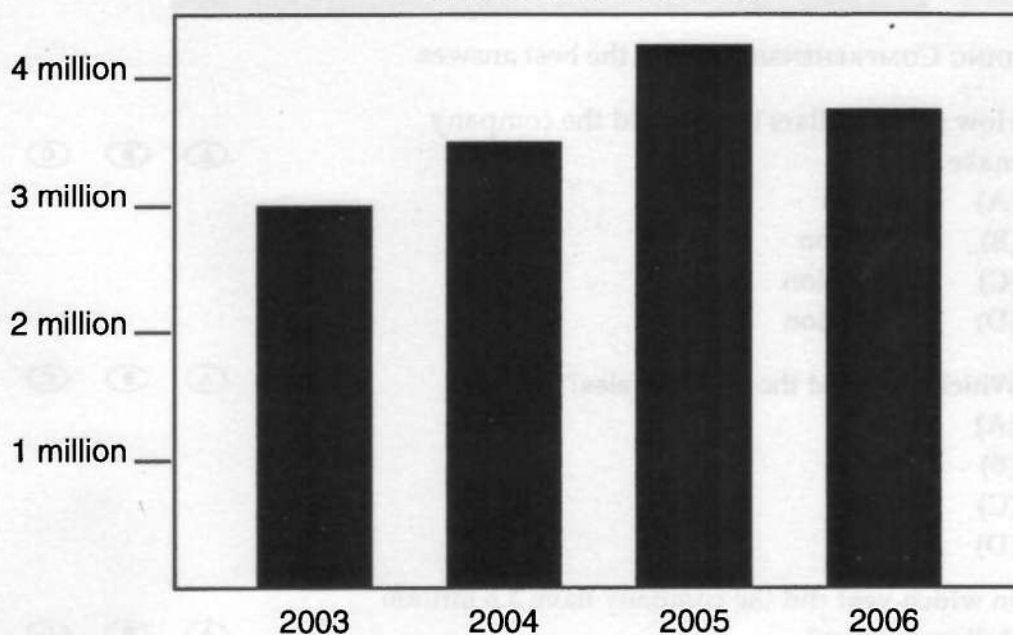
# TABLES, INDEXES, AND CHARTS

## READING STRATEGIES

- **Skimming** helps you find out generally:
  - What kind of a table, index, or chart is it?*
  - What is the title of this table or chart?*
  - How is the information arranged?*
- **Scanning** helps you find specific information:
  - Where is the number/word I need?*
  - What is the page I need?*
  - What is the relationship of the table headings?*
- **Using context** is a way to find the meanings of new words by looking at and comparing categories. Remember to look at the selection as a whole. Don't worry if you don't understand every word. When you finish the exercises, you will understand many new words.
- **Reading fast** is the best way to read and understand tables, indexes, and charts. It is not necessary to read every word and number in a table, index, or chart. Therefore, these selections make excellent practice for skimming and scanning.

Practice these reading strategies with the tables, indexes, and charts on the following pages.

Acme Supply Company  
Retail Sales 2003–2006



Please note: This chart represents domestic retail sales only. For figures regarding overseas retail sales for the years 2003–2006, please see page 12.

**SKIMMING** Look quickly at the graph to answer these questions.

1. What is this graph about? (A) (B)
  - (A) How much a company sold
  - (B) How much a company spent
2. How many years does it cover? (A) (B) (C) (D)
  - (A) One
  - (B) Two
  - (C) Three
  - (D) Four

**SCANNING** Find and circle the following.

3. Find and circle all the numbers that tell an amount of money.
4. Find and circle all the years.

**CONTEXT** Find this word, and guess its meaning in this graph.

5. retail (A) (B)
  - (A) sold in a store
  - (B) sold twice

**READING FAST**

Read the selection as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

**READING COMPREHENSION** Mark the best answer.

6. How many dollars in sales did the company make in 2004?

(A) 3 million  
(B) 3.5 million  
(C) 3.75 million  
(D) 4.25 million

(A) (B) (C) (D)

7. Which year had the highest sales?

(A) 2003  
(B) 2004  
(C) 2005  
(D) 2006

(A) (B) (C) (D)

8. In which year did the company have 3.5 million dollars in sales?

(A) 2003  
(B) 2004  
(C) 2005  
(D) 2006

(A) (B) (C) (D)

**Tables, Indexes, and Charts 2****FREEDONIA ISLAND**

Average Temperatures (Fahrenheit)

You may find the following information useful when planning your trip to Freedonia. Please keep in mind that these are average temperatures only and that the weather can vary a great deal.

	January		July	
	high	low	high	low
Mountain region	32	18	75	51
Coast	70	55	85	61
Capital city	57	32	75	58



➔ **SKIMMING** Look quickly at the chart to answer these questions.

1. What is the highest temperature you see? \_\_\_\_\_
2. What is the lowest temperature you see? \_\_\_\_\_
3. How many different places are mentioned? \_\_\_\_\_

➔ **SCANNING** Find these words on the chart and circle them.

4. temperature      high      low      January      July

➔ **CONTEXT** Find these words, and guess their meanings in this chart.

5. average (A)    (B)  
(A) normal  
(B) something to drink
6. region (A)    (B)  
(A) a type of church  
(B) an area

**READING FAST**

Read the index as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

➔ **READING COMPREHENSION** Mark the best answer.

7. Where is the average high temperature 75 degrees in July? (A)    (B)    (C)    (D)  
(A) In the mountain region only  
(B) On the coast only  
(C) In the capital city only  
(D) In both the mountains and the capital city
8. What is the average high temperature on the coast in January? (A)    (B)    (C)    (D)  
(A) 55  
(B) 61  
(C) 70  
(D) 85
9. What is the coldest temperature in the mountain region? (A)    (B)    (C)    (D)  
(A) 18  
(B) 32  
(C) 51  
(D) 55

10. Which is the warmest region of the island?

(A) (B) (C) (D)

- (A) The mountains
- (B) The coast
- (C) The capital city
- (D) They are all the same

11. The word "Coast" in column 1, row 4, is closest in meaning to

(A) (B) (C) (D)

- (A) Pond
- (B) Seaside
- (C) Rural
- (D) Riverbed

### Tables, Indexes, and Charts 3

#### ***Emerald Airlines***

Sale prices\* between this city and:

Vancouver	\$375
Los Angeles	\$350
San Francisco	\$225
Tokyo	\$600
Seoul	\$725
Honolulu	\$525

\*Prices are good until June 30 and are for one-way economy class tickets. Round-trip tickets are twice the one-way fare.

*Sale does not apply to business and first class tickets. Make your reservation by visiting our web site. All major credit cards are accepted. Tickets can also be reserved by calling 1-800-555-9942. A 5% surcharge applies to all reservations made by phone.*

**SKIMMING** Look quickly at the chart to answer these questions.

1. What are the numbers about?

(A) (B) (C)

- (A) Distances
- (B) Prices
- (C) Time

2. What company's name is on the chart? \_\_\_\_\_

3. How many city names are on the chart? \_\_\_\_\_

**SCANNING** Find the following.

4. Look for the asterisks (\*) and circle them. There are two.
5. Find these different ticket types, and circle them.  
one-way    round-trip    economy class    business    first class

**CONTEXT** Find these words, and guess their meanings in this chart.

6. good (A)    (B)  
(A) the opposite of bad  
(B) can be used
7. fare (A)    (B)  
(A) price  
(B) food
8. apply (A)    (B)  
(A) be related to  
(B) complete a form

**READING FAST**

Read the table as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

**READING COMPREHENSION** Mark the best answer.

9. What is on sale? (A)    (B)    (C)    (D)  
(A) Economy class tickets only  
(B) Business class tickets only  
(C) Business and first class tickets  
(D) All classes of tickets
10. Which city has a fare of \$725? (A)    (B)    (C)    (D)  
(A) Los Angeles  
(B) Tokyo  
(C) Seoul  
(D) Honolulu
11. Which is the cheapest city to travel to? (A)    (B)    (C)    (D)  
(A) Vancouver  
(B) Los Angeles  
(C) San Francisco  
(D) Honolulu

12. How much is a round-trip ticket to Tokyo?

(A) (B) (C) (D)

- (A) \$225
- (B) \$600
- (C) \$725
- (D) \$1,200

13. The word "good" in line 9, is closest in meaning to

(A) (B) (C) (D)

- (A) changing
- (B) valuable
- (C) excellent
- (D) valid



# INSTRUCTIONS AND NOTICES

## READING STRATEGIES

- **Skimming** is the way to find general information quickly.
  - What are the instructions or notices for?
  - How many steps are there in the instructions?
  - Do they seem easy or complicated? Could I follow them myself?
  - What kind of information do the notices give me?
- **Scanning** helps you find specific information quickly.
  - Will I need any tools to follow the instructions?
  - Are all the parts accounted for? Is anything missing?
  - What kinds of items or places do the notices mention?
  - What locations should I look for?
- **Using context** helps you find the meanings of new words by looking at them in context. Instructions and notices may have more unfamiliar words than letters from friends.
- **Reading fast** is very helpful. Instructions and notices can be short and simple or long and complicated. When you practice the reading strategies, you will improve your speed and get the necessary information at the same time.

Practice these reading strategies with the instructions and notices on the following pages.

**The Acme Guarantee**

Our products are fully guaranteed for one year from the date of purchase. If you are not satisfied for any reason, you can return the product directly to us for a complete refund. Simply mail it back to us at:

Acme Corporation  
1500 State Street  
Big Falls, CA 12345

Make sure you include the receipt with the date and place of purchase. You will receive a refund check in 8–12 weeks.

If you would like to exchange your product for another similar one of equal value, please contact our Customer Service office at 800-555-8765 for instructions. Customer Service representatives are available to serve you 24 hours a day.

**SKIMMING** Look quickly at the instructions to answer these questions.

1. Do these instructions include a street address? ☐ (A) ☐ (B)  
(A) Yes  
(B) No
2. Do these instructions include an e-mail address? ☐ (A) ☐ (B)  
(A) Yes  
(B) No
3. Do these instructions include a telephone number? ☐ (A) ☐ (B)  
(A) Yes  
(B) No

**SCANNING** Find the following.

4. Underline all the numbers you see in the instructions.
5. Find these words and phrases in the instructions, and circle them.  
mail    receive    check    Customer Service

**CONTEXT** Find these words, and guess their meanings in these instructions.

6. refund ☐ (A) ☐ (B)  
(A) repayment  
(B) gift

7. satisfied  
(A) happy with  
(B) not hungry

(A) (B)

8. receipt  
(A) instructions for cooking  
(B) paper with information about a purchase

(A) (B)

**READING FAST**

Read the instructions as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

**READING COMPREHENSION** Mark the best answer.

9. If a customer is not satisfied with the product, what should he or she do? (A) (B) (C) (D)  
(A) Return it to the place of purchase  
(B) Send it to the Acme Corporation  
(C) Call Customer Service  
(D) Write a letter to the Acme Corporation
10. What information has to be included on the receipt? (A) (B) (C) (D)  
(A) The customer's home address  
(B) The color and size of the product  
(C) The telephone number of the store  
(D) The name of the store where the product was bought
11. What will happen in 8 to 12 weeks? (A) (B) (C) (D)  
(A) You will get your money back.  
(B) A Customer Service representative will call you.  
(C) The Acme Corporation will send you a new product.  
(D) You will get a receipt.
12. The word "refund" in paragraph 1, line 4, is closest in meaning to (A) (B) (C) (D)  
(A) credit  
(B) new  
(C) reimbursement  
(D) blank

Tickets for all shows at the White River Theater may be ordered by calling the box office between 8:30 A.M. and 4:30 P.M. Tuesday through Saturday. Please have the following information ready when you call: the number of tickets you wish to purchase, the time and date of the performance you want to see, and your credit card number. Tickets ordered at least a week in advance of the performance can be mailed to your home. Otherwise, you can pick up your tickets in person at the box office one hour before the performance begins. A 15% discount is available on blocks of tickets for groups of ten or more when orders are made at least two weeks in advance of the performance date. Call the box office for details.

**SKIMMING** Look quickly at the instructions to answer this question.

1. Look at the first sentence of the instructions. What are the instructions about?

(A) How to use tickets  
(B) How to buy tickets

(A) (B)

**SCANNING** Find the following.

2. Find these times in the instructions, and circle them.

8:30      4:30

Mark the words and phrases that appear in the notice, and circle them on the notice. Some may appear more than once.

3. (A) number  
(B) numeral

(A) (B)

4. (A) sailed  
(B) mailed

(A) (B)

5. (A) fall  
(B) call

(A) (B)

6. (A) purchase  
(B) chase

(A) (B)



**CONTEXT** Find these words and phrases, and guess their meanings in these instructions.

7. box office

(A) (B)

(A) a place that sells boxes

(B) a place that sells theater tickets

8. performance

(A) (B)

(A) a show in a theater

(B) quality of work

**READING FAST**

Read the instructions as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

**READING COMPREHENSION** Mark the best answer.

9. What are these tickets for?

(A) (B) (C) (D)

(A) A theater

(B) An airplane trip

(C) A museum

(D) A boat ride

10. How can tickets be ordered?

(A) (B) (C) (D)

(A) By going to the box office

(B) By sending the order by mail

(C) By calling the box office

(D) By calling the credit card company

11. What information is required for ordering tickets?

(A) (B) (C) (D)

(A) A telephone number

(B) A credit card number

(C) A house number

(D) A fax number

12. When can tickets be picked up?

(A) (B) (C) (D)

(A) Before 8:30

(B) Between 8:30 and 4:30

(C) After 4:30

(D) One hour prior to the start of the event

13. The phrase "in person" in line 8 is closest in meaning to

(A) (B) (C) (D)

(A) anyone

(B) selfishly

(C) one by one

(D) personally

To all employees of the Rosings Company:

Please be advised that as part of the office remodeling project, all conference rooms are scheduled for painting this month. Conference rooms on the second floor will be painted next week, and conference rooms on the fourth floor will be painted the following week. During this time, the cafeteria will be available for meetings every morning before 12:00 and every afternoon after 2:00. Please see Ms. Smith in the engineering office to reserve your meeting times in the cafeteria. Since this is less meeting space than we usually have available, we will have to schedule carefully to make sure everyone's needs are met. To this end, we ask that you reserve your meeting time at least a week in advance and give Ms. Smith several alternative times if possible.

We apologize for the inconvenience and thank you in advance for your cooperation. Please see me if you have any questions.

Matilde Romero  
Office Manager

**SKIMMING** Look quickly at the notice to answer this question.

1. Look at the first sentence of the notice. What will happen to the conference rooms?

(A) (B)

- (A) They will be painted.  
(B) They will be scheduled for meetings.

**SCANNING** Find the following.

2. Underline all the numbers in the notice.
3. Find these time expressions, and underline them.  
this month          next week          the following week  
every morning      every afternoon
4. Find this name, and circle it.  
Ms. Smith

**CONTEXT** Find these words and phrases, and guess their meanings in this notice.

5. remodeling

(A) (B)

- (A) taking away  
(B) improvement

6. available  
(A) open  
(B) closed

(A) (B)

7. reserve  
(A) serve again  
(B) keep for a particular person or group

(A) (B)

**READING FAST**

Read the instructions as fast as you can. How long did it take?

\_\_\_\_\_ minutes \_\_\_\_\_ seconds

**READING COMPREHENSION** Mark the best answer.

8. When will conference rooms on the fourth floor be painted?  
(A) Next week  
(B) Next month  
(C) In two weeks  
(D) In two months
9. Why should people see Ms. Smith?  
(A) To plan lunch in the cafeteria  
(B) To schedule painting  
(C) To reserve the cafeteria for meetings  
(D) To plan a conference
10. When will the cafeteria be available for meetings?  
(A) Only in the mornings  
(B) Between 12:00 and 2:00  
(C) Every morning and afternoon  
(D) Only in the afternoon
11. Where does Ms. Smith work?  
(A) On the second floor  
(B) In the conference department  
(C) In the cafeteria  
(D) In the engineering office
12. What word is closest in meaning to "scheduled" in paragraph 1, line 2?  
(A) calendar  
(B) planned  
(C) timed  
(D) closed