

Vocab Review



Part 7 PRACTICE TEST 4

Questions 196 – 200 refer to the following letter and email.

Rose, Guy & Archibald Solicitors
45 Camomile Street
London
EC1 5RT

28th September, 2011

Dear Mr E. Longley,

Re: Reference Request for Mr. Terry Unwin

Our company recently interviewed Mr. Terry Unwin for the position of junior solicitor at our London-based office. We are very interested in offering Mr. Unwin the position, and it is company policy to request references for all prospective employees. Mr. Unwin listed you as one of his referees, and we would greatly appreciate a reference from you. In particular, it would be very helpful if you could address the following.

Mr. Unwin stated he worked at your firm for 3 years, first in the position of assistant clerk, and then as legal executive and finally as junior solicitor. He also said that he had some limited experience during this time of assisting senior solicitors at court. Could you kindly verify these statements and add any comments you have?

In addition, we would like to have your opinion of Mr. Unwin's aptitude for law and also his professionalism and commitment to the career. In particular, if you could comment on his time-keeping, written skills and ability to work with others, it would be most appreciated.

You can reply to me in writing at the above address or by email to jonathon.gill@roseguy.co.uk. I look forward to hearing from you.

Yours sincerely,

Jonathon Gill
HR Manager, Rose, Guy & Archibald Solicitors

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3 October 2011

From: edward-longley@crowneandking.com**To:** jonathon.gill@roseguy.co.uk[Add Cc](#) | [Add Bc](#)**Subject:** [Reference for Mr. Terry Unwin](#)[Attach a file](#)**B B B** Plain Text

Dear Mr. Gill,

Thank you for your letter dated 28th September, 2011 concerning a reference for Mr. Terry Unwin.

First, I can confirm that Mr. Unwin worked at Crowne and King for 3 years, first as an assistant clerk, and later as a junior solicitor, although in between these two posts, he also worked in our archive department for a few months.

It took Mr. Unwin a little time to find his feet, but once settled he excelled as an assistant clerk. He worked very diligently in the archive department and updated part of our filing system.

When promoted to junior solicitor, Mr. Unwin's exemplary record continued and he became a valuable member of our legal team, working well with others. He displayed an acute skill for legal practice, and showed a particular interest in commercial law. At all times he was professional and punctual. Mr. Unwin did not write many reports for me personally, so I do not feel I can comment on his written work. However, I do not think he would be inadequate in this area.

If you have any further questions, do not hesitate to contact me again.

Yours sincerely,
Ed Longley

196. Who is Mr. E. Longley?

- (A) A work colleague of Jonathon Gill
- (B) A friend of Terry Unwin
- (C) Terry Unwin's former boss
- (D) A co-worker of Terry Unwin

197. Which role did Mr. Unwin undertake for the least time at Crowne and King?

- (A) Assisting in court
- (B) Junior solicitor
- (C) Working in the archives
- (D) Assistant clerk

198. In the email, the word "updated" in paragraph 2, line 2, is closest in meaning to

- (A) Rescheduled
- (B) Refreshed
- (C) Improved
- (D) Modernized

199. Why does Mr. Longley not commend Mr. Unwin's written skills?

- (A) His written skills are poor
- (B) His written work was private
- (C) Mr Longley did not see enough of his reports
- (D) He never wrote any reports

200. What will Jonathon Gill probably do now?

- (A) Ask Mr. Longley many more questions
- (B) Offer Mr. Unwin a job
- (C) Enroll Mr. Unwin on a writing course
- (D) Not contact Mr. Unwin further

Vocab Review



Part 4 : PRACTICE QUESTIONS

Practice 1

1. What is the main purpose of this report?

- (A) To discuss road construction works
- (B) To warn of traffic problems
- (C) To announce subway timetable changes
- (D) To inform listeners of international news

2. How long will highway 14 be closed?

- (A) All day
- (B) For 11 hours
- (C) For 3 hours
- (D) For 30 minutes

3. Who most likely is the speaker?

- (A) A policeman
- (B) An accident worker
- (C) A radio announcer
- (D) A commuter

Practice 2

4. What is the main purpose of the talk?

- (A) To introduce Longstar Corporation
- (B) To discuss the electronics market
- (C) To present some new products
- (D) To discuss marketing strategies

5. What will Mr. Green do after the break?

- (A) Survey marketing strategies
- (B) Demonstrate some software products
- (C) Discuss internet shopping
- (D) Return to his office

6. What will the audience hear about next?

- (A) Software marketing strategies
- (B) Mr. Green's background
- (C) The electronics market
- (D) Internet shopping

2. DICTATION

1. This sale includes our laptops.
2. Attendance is expected to..... last year's record.
3. Our real estate agents can your search for the ideal house or apartment.
4. The game was postponed due toweather.
5. I think a more approach is needed to solve this problem.

3. HOMEWORK (Vocab)

1. These figures are surprisingly high and they'll have to be verified.
2. The cups and saucers cost \$5 and \$3 respectively.
3. Failure to comply with the regulations will result in prosecution.
4. The hospital was held liable for negligence.
5. The company has consolidated its hold on the European market.

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From the QQEnglish TOEIC® team.