

G. Multiple Readings

The last five reading passages in Part 7 are Multiple Readings: Paired Readings and Three-Part Readings. Paired Readings consist of two related passages. The first might be a letter, a fax, a memo, an advertisement, a schedule, a chart, a business form, etc. The second passage is usually some form of correspondence: an email, a memo, a fax, a letter, a personal note, etc. The second passage responds in some way to the first passage. For example, if the first passage is a schedule, the second passage may be an email requesting changes in the schedule.

Three-Part Readings consist of three related readings: a newspaper review, an article, and an email, for example. The review might be a critical look at a new movie, the article might discuss how popular the movie has been in its first week, and the email might be a comment to the newspaper about how the writer found the movie uninteresting.

There are five questions after each of the five passages. Therefore, the last 25 questions in Part 7 are based on Multiple Readings.

Overview questions about Paired Readings usually ask about the purpose of one of the passages.

Detail questions ask about specific points in any one of the two or three readings.

At least one question in each Multiple Reading, and often two or three, requires you to look at more than one reading in order to answer the question.

You will see a vocabulary question about one or more of the Paired Readings or Three-Part Readings.

Sample Items: Questions About Paired Readings

Global Office Recruitment Services, Ltd.

Japanese + English Fluency New!

£30,000 + good benefits! Challenging role as office manager with varied duties. Responsible person with accounting experience. University graduate preferred. File #1231.

Russian-speaking personal assistant

£32,500 + top benefits in the business! Executive assistant for director of investment firm. Must be fluent in English. Knowledge of Czech, Polish, or Hungarian useful. You will look after director's schedule and organize appointments and meetings. File #942.

Bilingual French-English customer relations manager

£42,000 + benefits package. International trading company with offices in London, Paris, New York, and San Francisco seeks supervisor for customer relations department. Must have management experience and good interpersonal skills. Advanced computer skills needed. Relocation from the UK not required but must be available for frequent travel. File #1194.

German/French-speaking project manager

£45,000 + benefits. Project manager with minimum two years' experience needed. Make best use of your interpersonal, professional, and linguistic skills. Varied tasks. Mother-tongue fluency in German, French, and English necessary. Must be available to begin work immediately. File #1083.

Spanish/English Fluency New!

£23,000. Management trainee at lovely British-owned resort on the Costa Brava, Spain. No experience required. File #1321.

Contact Justina Birchmore at GORS, Ltd.
Russell House 60 Bedford Street London WC2E 9HP
Tel. 0147 372 8167 Fax 0147 372 9193 Email JTB@GORS.co.uk
Telephone 9–11 AM or 1–4 PM or Fax, mail, or email CV and cover letter
Include file number in all correspondence.

Sample Items: Questions About Paired Readings — Continued

From: “Elizabeth Goodly” <elizgoodly@asu.edu>
To: “Justina Birchmore” <JTB@GORS.co.uk>
Subject: Employment position
Date: May 14, 20--
Attachment(s): 1

Ms. Birchmore,
I tried to call you yesterday morning about 10 your time but was unable to reach you. I wanted to let you know that I am quite interested in the position of Project Manager that you recently advertised.

My father is from the U.K. and my mother is French. My father worked in Germany and I spent three years there when I was in high school. Therefore, I am quite fluent in English, French, and German. As you can see from my résumé (attached), I have had two years’ experience as a project manager in a government office and about a year as the manager of a large London bookstore. I want to work in an international environment and I believe I am well qualified for this position.

One problem: I am currently finishing my graduate business degree (MBA). I will not be available for employment until almost the end of this month.

I would very much like to further discuss this position with you. I will be in London by May 27 and will be available for an interview then. Please contact me by email or phone (1-480-555-6642).

Thanks,

Elizabeth Goodly

1. What do all the positions in the advertisement require?

- (A) At least two years of experience
- (B) The ability to relocate outside of the U.K.
- (C) A university degree
- (D) The ability to speak more than one language

Choice (D) is best because all five of the positions require an applicant to speak at least two languages. Choice (A) is not correct because the management trainee job does not require any experience. Choice (B) is not correct because the customer relations manager job does not require the person who is hired to relocate. Choice (C) is not correct because only the office manager job mentions that a university degree is preferred, and none of the job listings say that a degree is required.

2. What can be said about the position that Ms. Goodly is interested in?

- (A) It has the best benefits.
- (B) It is a new listing.
- (C) It has the highest pay.
- (D) It has already been filled.

Choice (C) is best because the project manager job that Ms. Goodly is interested in pays £45,000, which is more than any of the other positions listed in the advertisement. There is no “flag” next to the project manager position, so (B) is not correct. (The flag indicates a new listing.) The Russian-speaking personal assistant job claims to have “top benefits in the business,” so (A) is incorrect. There is no reason to think that the position has already been filled, so (D) is not correct.

Sample Items: Questions About Paired Readings — Continued

3. What problem does Ms. Goodly mention in her email?

- A She is unable to start work immediately.
- B She is not free to come to an interview.
- C She does not have fluency in one of the three required languages.
- D She does not have enough experience as a project manager.

Choice (A) is best. Ms. Goodly writes: “One problem: I am currently finishing my graduate business degree (MBA). I will not be available for employment until almost the end of this month.”

4. What instruction did Ms. Goodly fail to follow when contacting Justina Birchmore?

- A She did not attach a copy of her résumé.
- B She did not call GORS at the proper time.
- C She did not include the file number in her email.
- D She did not say which languages she can speak.

The best answer is (C). At the bottom of the ad is the instruction “Include file number in all correspondence.” Ms. Goodly does not mention the file number of the position she is interested in (File #1083). This is a good example of a question that requires you to look at both readings in order to find the answer.

5. What other job listed in the advertisement might Ms. Goodly be qualified for?

- A Office manager (File #1231)
- B Personal assistant (File #942)
- C Customer relations manager (File #1194)
- D Management trainee (File #1321)

Ms. Goodly may be qualified for the customer relations manager job (File #1194) because she has management experience and she speaks French. The other three jobs require languages other than those Ms. Goodly speaks. Again, this is an example of a question that requires you to look at both readings in order to provide an answer.

**EAGLE RIVER SCHOOL DISTRICT
DEPT. OF LIFELONG LEARNING
REGISTRATION FORM: SUMMER I TERM, JUNE 11 TO JULY 16**

NAME: Jenny Bryant ADDRESS: 4277 Grant Avenue
 PHONE: 541-555-7447 Eagleton, Oregon 97623
 EMAIL: jennB123@pxmail.com DATE: May 23, 20--

Register early! Classes fill up fast. And if you register before May 11, you are eligible for a 10% "early bird" discount.

Class Number	Class	Cost
A239	Portrait Photography	\$200
A131	Grow Your Own Vegetables	\$100
T023	Driver's Ed*	\$150
T122	Fencing 2*	\$150

Subtotal \$600
 Discount _____
 Total payment due \$600

**Please register my son Peter Bryant for these two classes.*

Payment: Credit Card Check
 Credit Card Type: _____ Credit Card Number: _____ Expiration Date: _____

Receipt? Yes No (Receipts can be sent only if you provide an email address or a self-addressed, stamped envelope.)

If a class is full or is cancelled due to low enrollment, you will be notified by phone or email. If you need to cancel a class registration, you must do so by May 11 to receive a full refund (minus \$10 processing fee). If a class is full or is cancelled by Lifelong Learning, a full refund will be issued.

**EAGLE RIVER SCHOOL DISTRICT
DEPT. OF LIFELONG LEARNING**

May 27, 20—

Dear Ms. Bryant,

We are pleased to inform you that you and your son have been registered for the following classes for the fall term:

Confirmed Registration	Class Number	Time	Location	Instructor
	A239	Mon. & Wed. 7–9 p.m.	West Ridge High School Art Room	Asuka Kuniyara
✓	A131	Sat. 11 a.m. –1 p.m.	Eagleton High School Room 119	Donna Bartel
✓	T023	Sat. 1–3 p.m.	Meet in Eagleton High School Cafeteria	Mike Holland
✓	T122	Mon. & Wed. 7–9 p.m.	Mountain Shadows Middle School Gymnasium	Carlos Escobar

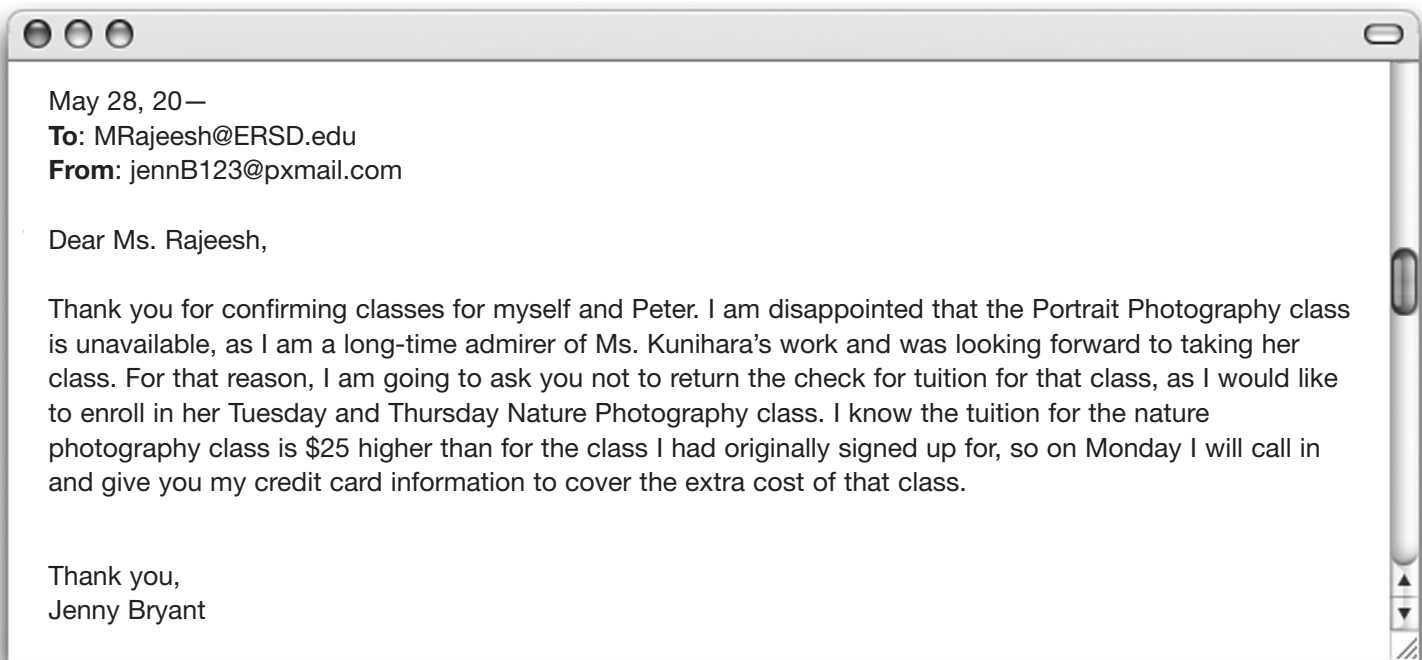
Sorry, we could not confirm your registration for the Portrait Photography course because that class is already full. Your refund is being processed and will be sent to you within a week.

Sincerely,

Monica Rajeesh

Monica Rajeesh
Asst. Director, Dept. of Lifelong Learning
Eagle River School District
(541)-555-6578
MRajeesh@ERSD.edu

Sample Items: Questions About Three-Part Readings — Continued



1. Why did Jenny Bryant not receive a discount?

- (A) She did not register for enough classes.
- (B) She registered after June 11.
- (C) She received her confirmation late.
- (D) She did not register before May 11.

To get an "early bird" discount, Jenny Bryant had to sign up for classes before May 11, but she did not send her registration until May 23.

2. What is probably enclosed with Jenny Bryant's registration form?

- (A) A schedule
- (B) A self-addressed, stamped envelope
- (C) A check
- (D) A registration form for her son

Jenny Bryant indicates on the form that she is paying by check. She does request a receipt, but since she has provided her email address at the top of the form, there is no reason she has to enclose a self-addressed, stamped envelope.

3. How many classes is Jenny Bryant confirmed for as of May 27?

- (A) None
- (B) One
- (C) Two
- (D) Four

On the schedule Monica Rajeesh sent to Jenny Bryant on May 27, she indicates that the portrait photography class was full, so at that time, Jenny Bryant was registered only for the vegetable-growing class.

Sample Items: Questions About Three-Part Readings — Continued

4. What will Peter Bryant learn to do on Saturdays?

- (A) To fence
- (B) To take photographs
- (C) To drive
- (D) To grow vegetables

On Saturdays, Peter Bryant will be taking the Driver's Ed class. To answer this, you must look at both the first and second readings.

5. What do the portrait photography class and the nature photography class have in common?

- (A) They meet on the same evenings.
- (B) They cost the same.
- (C) They are taught by the same teacher.
- (D) They are both unavailable.

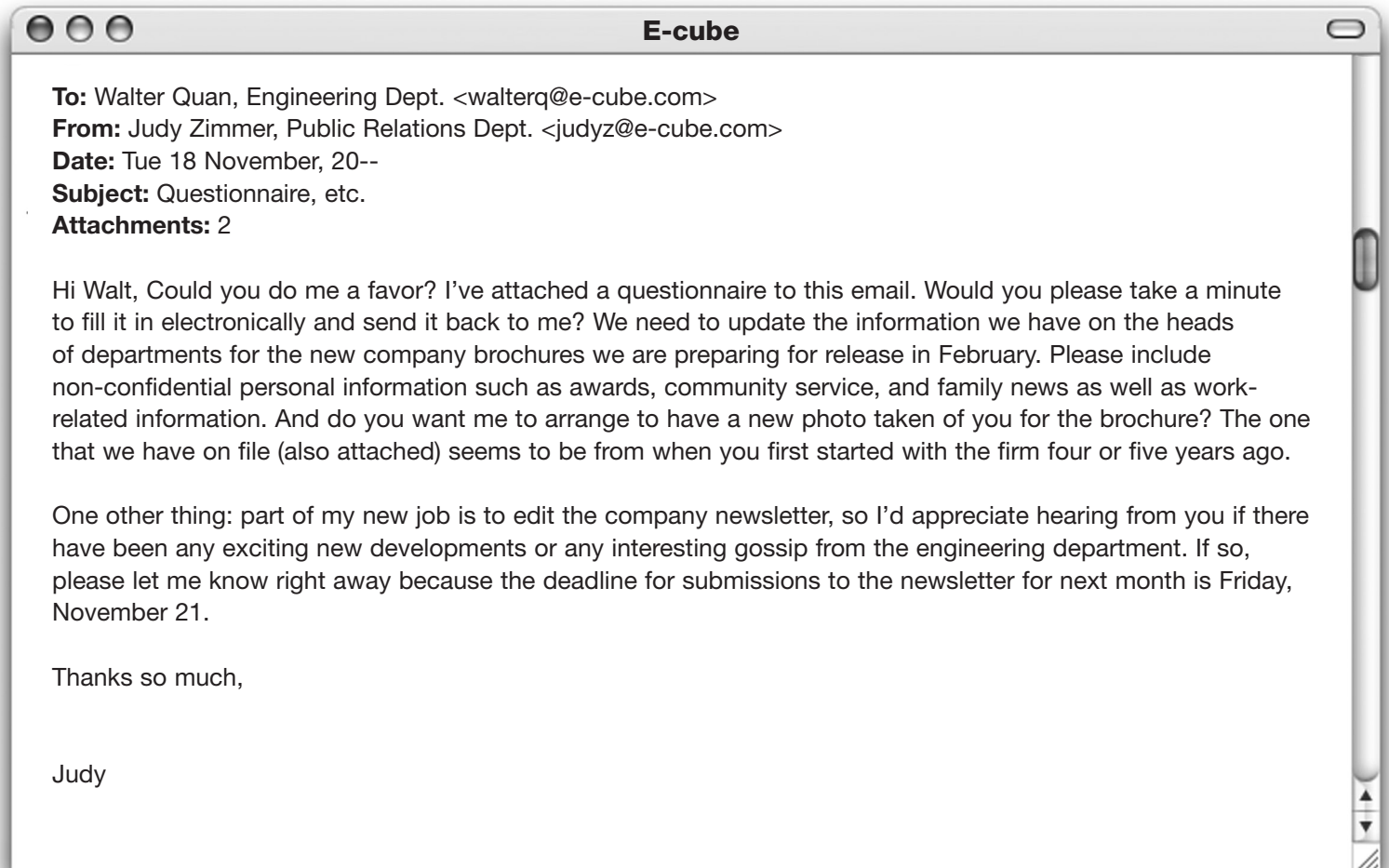
They are both taught by Asuka Kunihara. Notice that to answer this question, you need information from both the second and third readings.

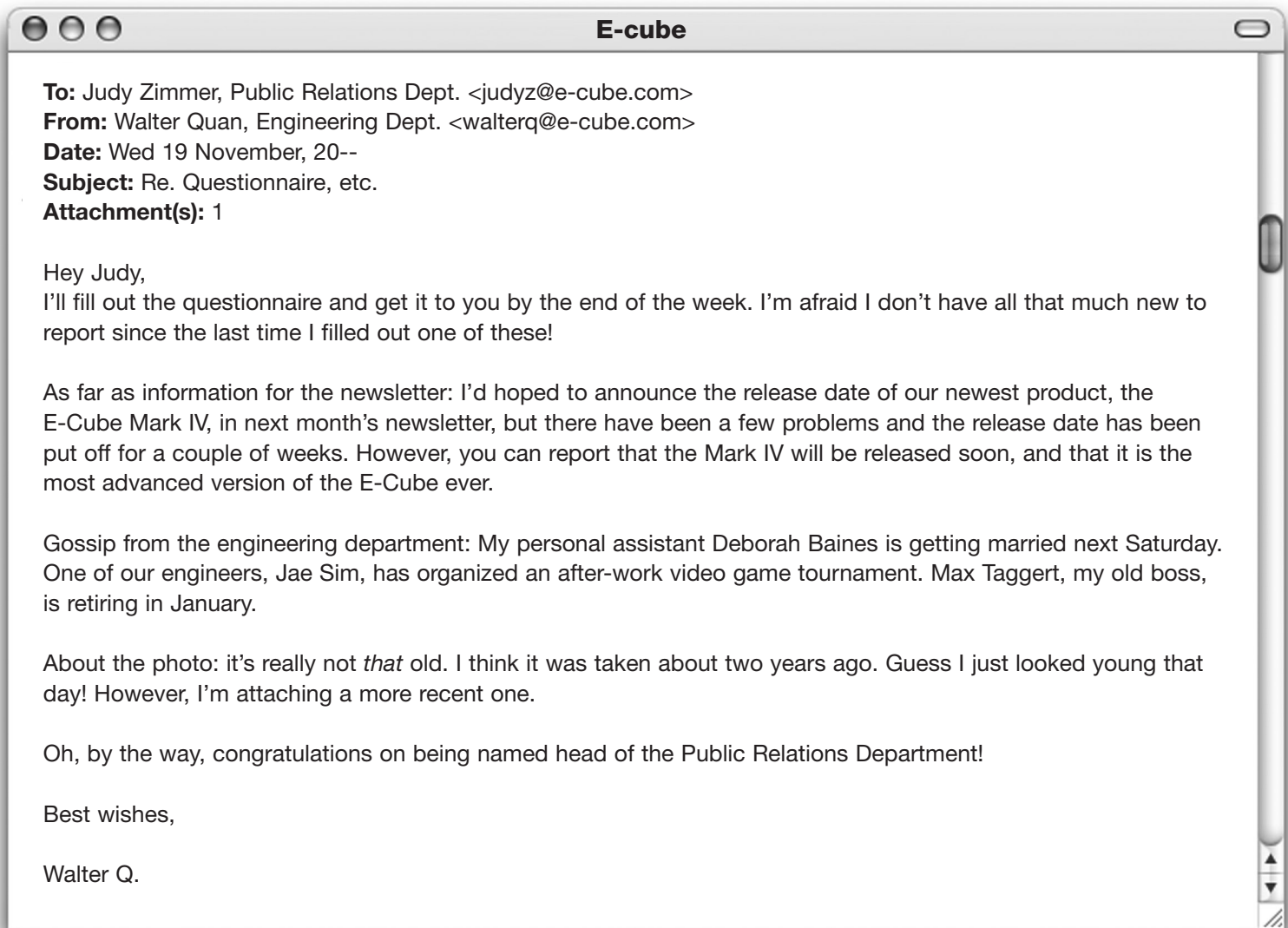
Exercise 7.8

Focus: Understanding and answering questions about Paired and Three-Part Readings.

Directions: Read the passages, and then mark the best answers to the questions.

Questions 1–5 refer to the following two email messages:





1. What is the main purpose of Judy Zimmer's email?
 (A) To explain the purpose of the company brochure
 (B) To inform Walter Quan of her new position
 (C) To find out when a photograph was taken
 (D) To ask Walter Quan to provide some information
2. What can be inferred about Walter Quan?
 (A) He is head of the Engineering Department.
 (B) He just began working for this company.
 (C) He has recently been promoted.
 (D) He is Judy Zimmer's supervisor.
3. What is attached to the email that Walter Quan sent?
 (A) The answers to some questions
 (B) A recent photo
 (C) The most recent company brochure
 (D) An article from a newsletter
4. Which of the following has been delayed?
 (A) The release of a new product
 (B) The start of a video game tournament
 (C) The wedding of Walter Quan's assistant
 (D) The deadline for submitting articles to the newsletter
5. What is Judy Zimmer mistaken about?
 (A) When Walter Quan began working at this company
 (B) How soon the corporate brochure will be published
 (C) When Walter Quan's photograph was taken
 (D) How old Walter Quan is

Questions 6–10 are based on the following letter and phone message note:

ValleyviewLabs

740 Potero Avenue, Sunnyvale, California 94086

May 17, 20--

Carlos Reyes
3205 Craycroft Road
Tucson, AZ 85729

Dear Mr. Reyes:

I read with interest your curriculum vitae and letter dated April 30. Your education and prior experience in both research and management were impressive. However, I'm afraid I cannot offer you the position of research technician that you applied for. This is an entry-level position and would not offer the challenge or, frankly, the salary someone with your qualifications should have. I'm afraid you may have been misled by the advertisement, which was not clearly worded, and for that I apologize.

However, due to expansion here at Valleyview, there is a possibility that the position of deputy coordinator of the research and development team may be created. Given your background, you would be a strong candidate for the position.

I plan to be in Tucson on business along with my assistant director, Leigh Elliott, from May 30 to June 2. If you are still interested in a position with Valleyview Labs, please contact my administrative assistant, Ms. Rachel Stone, within the next few days to arrange an appointment.

I look forward to meeting you.

Sincerely,

Philip H. Kappler

Philip H. Kappler, Executive Director
Valleyview Labs, Inc.

PHK/rs

Phone Message Sheet

To: Mr. Kappler

Date: May 19, 20-- Time: 2:30 P.M.

From: Mr. Carlos Reyes

Message: Carlos Reyes called and said he would be happy to meet with you to discuss the deputy coordinator position. I know you wanted to see him on the 30th but he is not free then. I checked your schedule and it looks like you and Ms. Elliott are available the morning of your last day in Tucson, so I scheduled your meeting with Mr. Reyes at 9 A.M. that day.

Message taken by: rs

6. What position did Mr. Reyes originally apply for?
- (A) Assistant director of Valleyview Labs
 - (B) Deputy coordinator of a research team
 - (C) Administrative assistant to Mr. Kappler
 - (D) Research technician
7. Why was Mr. Reyes NOT offered the position for which he applied?
- (A) He lacked the proper experience for it.
 - (B) He was overqualified for it.
 - (C) It had already been filled.
 - (D) The company decided not to fill it.
8. Why does Mr. Kappler apologize in his letter?
- (A) Because the advertisement was unclear
 - (B) Because the salary is so low
 - (C) Because he took so long to respond
 - (D) Because his letter is so short
9. When will Mr. Kappler probably meet with Mr. Reyes?
- (A) May 30
 - (B) May 31
 - (C) June 1
 - (D) June 2
10. Who probably filled out the phone message sheet?
- (A) Carlos Reyes
 - (B) Philip H. Kappler
 - (C) Rachel Stone
 - (D) Leigh Elliott

Questions 11–15 are based on the following itinerary, email, and text message:

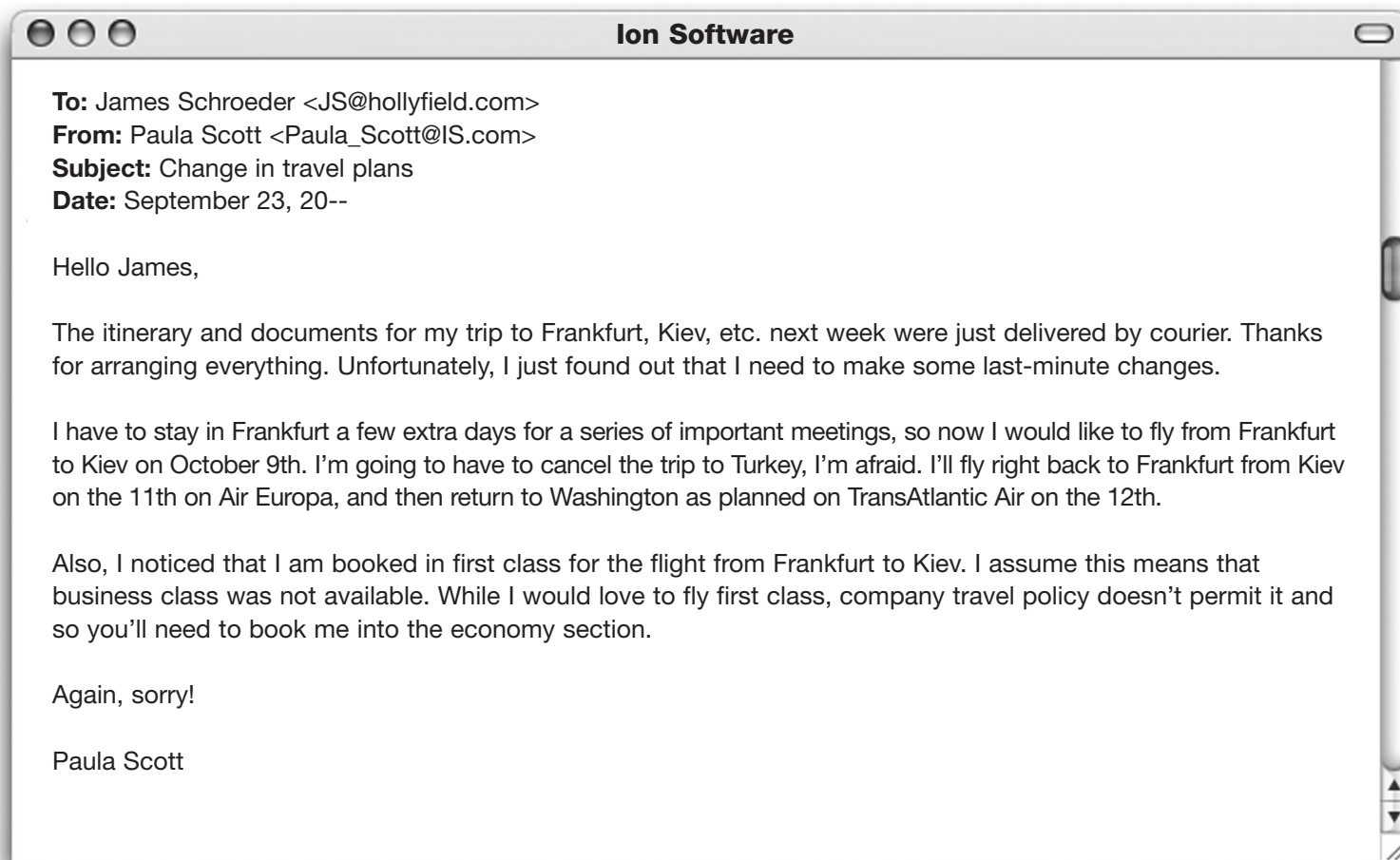
Hollyfield Travel

Travel plan for Paula Scott, Ion Software, Inc.

Date: September 23, 20--

Airline	Flight	Date	From	To	Depart	Arrive	Class
Northeastern Airlines	310	30 Sep	Washington, D.C.	New York City	3:50 PM	5:05 PM	Bus
TransAtlantic Air	403	30 Sep	New York City	Frankfurt, Germany	7:00 PM	7:35 AM	Bus
<i>(Note: TransAtlantic Air 403 arrives Saturday 1 Oct)</i>							
Air Europa	3250	3 Oct	Frankfurt, Germany	Kiev, Ukraine	9:35 AM	1:10 PM	1st
Istanbul Air	610	6 Oct	Kiev, Ukraine	Istanbul, Turkey	2:20 PM	4:20 PM	Bus
Istanbul Air	2018	10 Oct	Istanbul, Turkey	Frankfurt, Germany	6:20 AM	8:45 AM	Bus
TransAtlantic Air	402	12 Oct	Frankfurt, Germany	New York City	10:40 AM	12:50 PM	Bus
Northeastern Airlines	341	12 Oct	New York City	Washington, D.C.	2:25 PM	3:40 PM	Bus

Reservations made by travel consultant James Schroeder



Schroeder, James 23 Sep, 4:20 p.m.

Hi Paula. Hey, don't apologize—that's what we're here for! I have made all the changes that you asked for. About the flight from Frankfurt to Kiev—that shouldn't be a problem. I checked with Air Europa and that is a two-class flight, so, as I understand it, that should not be a violation of your company's policy. One other, unrelated change: Your TransAtlantic Air flight on 12 Oct. is now scheduled to leave Frankfurt at 11:20 A.M. Have a great trip!

11. For which of these companies does James Schroeder work?
- (A) Air Europa
 - (B) Ion Software
 - (C) Northeastern Airlines
 - (D) Hollyfield Travel
12. After her travel plan is changed, Paula Scott will spend the most time at which of these destinations?
- (A) New York
 - (B) Frankfurt
 - (C) Kiev
 - (D) Istanbul
13. After her travel plan is changed, Paula Scott will NOT fly on which of these airlines?
- (A) Northeastern Airlines
 - (B) Air Europa
 - (C) Istanbul Air
 - (D) TransAtlantic Air

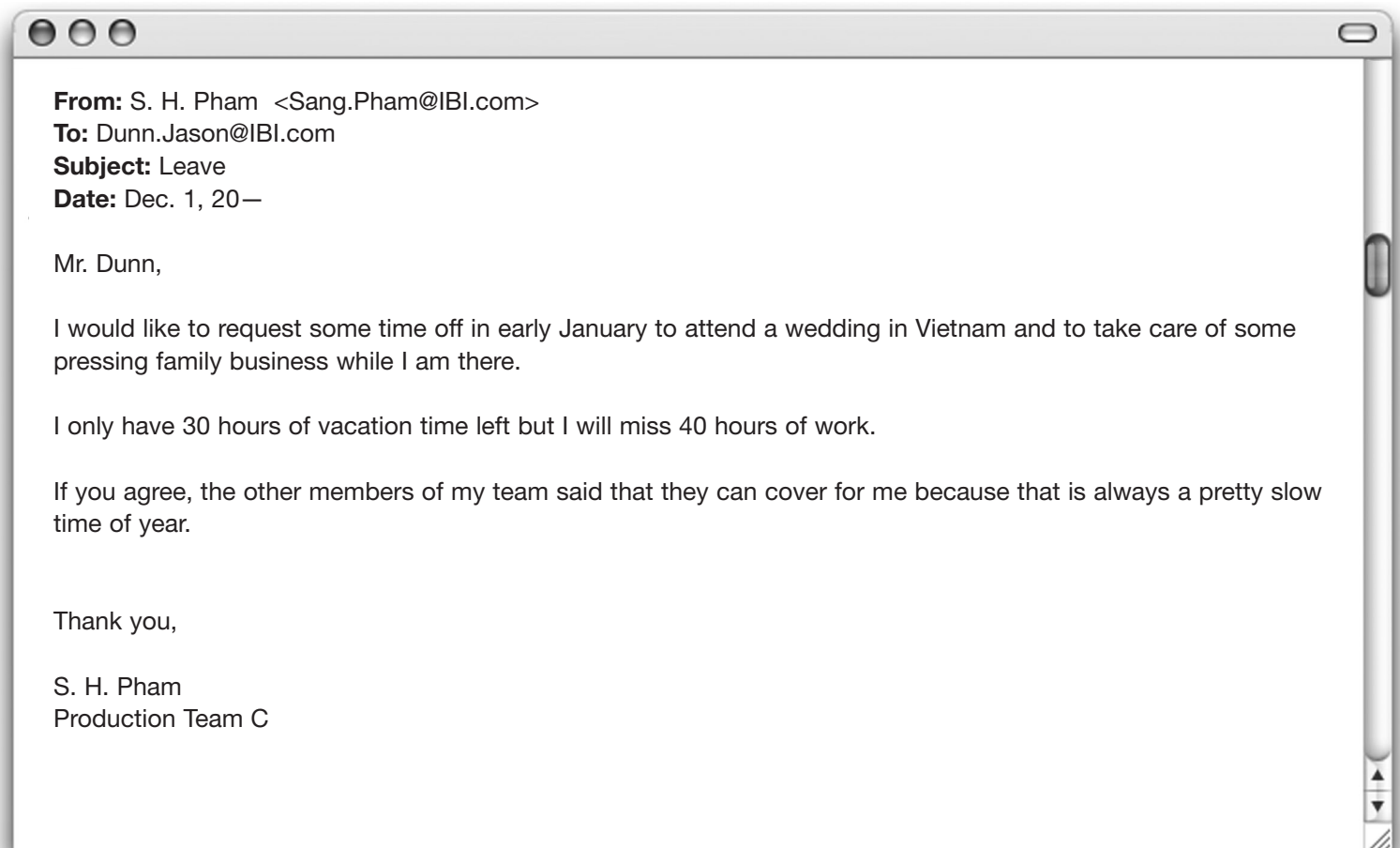
14. What does James Schroeder tell Paula Scott about the flight from Frankfurt to Kiev?

- (A) She must change from first class to business class.
- (B) She must fly economy class.
- (C) She may fly first class.
- (D) She should get permission to fly first class.

15. What change must Paula Scott make in the schedule that James Schroeder sent her?

- (A) She will be leaving Washington, D.C., on September 30 later than expected.
- (B) She will be leaving New York City on September 30 sooner than expected.
- (C) She will be arriving in Washington, D.C., on October 12 later than expected.
- (D) She will be arriving in New York City on October 12 later than expected.

Questions 16–20 are based on the following email, business form, and memo:



International Brands, Inc.

Leave Request / Absence Report Form

Name Ms. S. H. Pham Date 4 Dec., 20--

Dept. Production

This form is to be submitted in advance by supervisors for any employee who wishes to take leave or who will be away for any other reason.

Period requested: Jan. 7, 20-- to Jan. 12, 20--

Leave to be recorded as

Vacation	<u>30</u>	hours
Medical leave*	_____	hours
Maternity/paternity leave	_____	hours
Compensatory time off	<u>10</u>	hours
Assignment away from office	_____	hours
Leave of absence without pay (special cases only)	_____	hours
Total	<u>40</u>	hours

*This form is not to be used to record sick leave if it involves fewer than three consecutive days.

Comments: Brief description of how assignments are to be covered during employee's absence.

Approval

(supervisor)

Approval for administrative staff

Jason Dunn: Supervisor, Production Team C
(appropriate department head / vice-president)

Approval for executive personnel (department heads / vice-presidents)

(President)

Circulate approved copies to appropriate departments and return to the Human Resources Office, Room 1190.

Interoffice Memo

From the desk of Sarah Ingram
Human Resources Officer Room 1190
International Brands, Inc.

TO: *Jason Dunn* DATE: *6 Dec. 20--*

Hi Jason,

I'm returning Ms. Pham's request for time off. Please fill in the "Comments" section. Also, could you sign her form on the proper line? Please return to me afterwards.

Sarah Ingram

16. Which of the following is closest in meaning to the word "pressing" in line 2 of Ms. Pham's email?
- (A) Unfinished
 - (B) Official
 - (C) Urgent
 - (D) Unspecified
17. Which of the following is Mr. Dunn most likely to write in the "Comments" section of the form?
- (A) "Ms. Pham will be attending a wedding in Vietnam during her vacation."
 - (B) "Ms. Pham has been doing a great job and deserves a promotion."
 - (C) "Ms. Pham's co-workers can cover for her because this is a slow time of year."
 - (D) "Ms. Pham will miss several days of work for medical reasons."
18. What mistake did Mr. Dunn make when filling out this form?
- (A) He signed his name on the wrong line.
 - (B) He didn't add up the number of hours correctly.
 - (C) He didn't send this form to the appropriate department.
 - (D) He spelled the employee's name incorrectly.
19. Why did the president of International Brands not sign this form?
- (A) Because he is on vacation
 - (B) Because Ms. Pham is asking for only five days off
 - (C) Because Ms. Pham is not an executive
 - (D) Because a vice-president has already signed it
20. Where will this form eventually be filed?
- (A) In the president's office
 - (B) In Mr. Dunn's office
 - (C) In Ms. Pham's office
 - (D) In Ms. Ingram's office

Questions 21–25 are based on the following newspaper feature, response, and email:

Recipe Revelations

by Joan Travis

Today is the first day of the Chinese New Year. Penny Zhang, proprietor of the Bamboo Forest, tells us that the traditional meal she serves at her restaurant on Chinese New Year ends with a sweet cake called *nin go*. It is believed that those who eat this delicacy will have good luck in the year ahead.

Nin Go Cake

2 cups water	1/2 cup raisins
1 cup sugar	1/2 cup dried dates, apricots, or cherries (if desired)
2 1/2 cups glutinous rice flour	



Put sugar in a large mixing bowl and add water. Stir in flour 1/2 cup at a time, until a smooth mixture forms. Add fruit. Coat 10-inch pan with cooking spray, then pour in the mixture. Place cake in steamer basket and set over boiling water. Steam for 40–50 minutes, or until the *nin go* has risen and become translucent. Allow cake to cool, slice into wedges, and serve.

Nutritional information (per slice):

271 calories, 64.7 grams carbohydrates, 0 mg cholesterol, 0.6 grams fat, 2.2 grams protein, 3 mg sodium.

“Recipe Revelations” is a weekly feature that publishes recipes from a different local restaurant. If there is a recipe you would like to see, contact the *Daily Bugle* food editor by email (Jtravis@dailybugle.com) or call **272-555-0216**.

Editors:

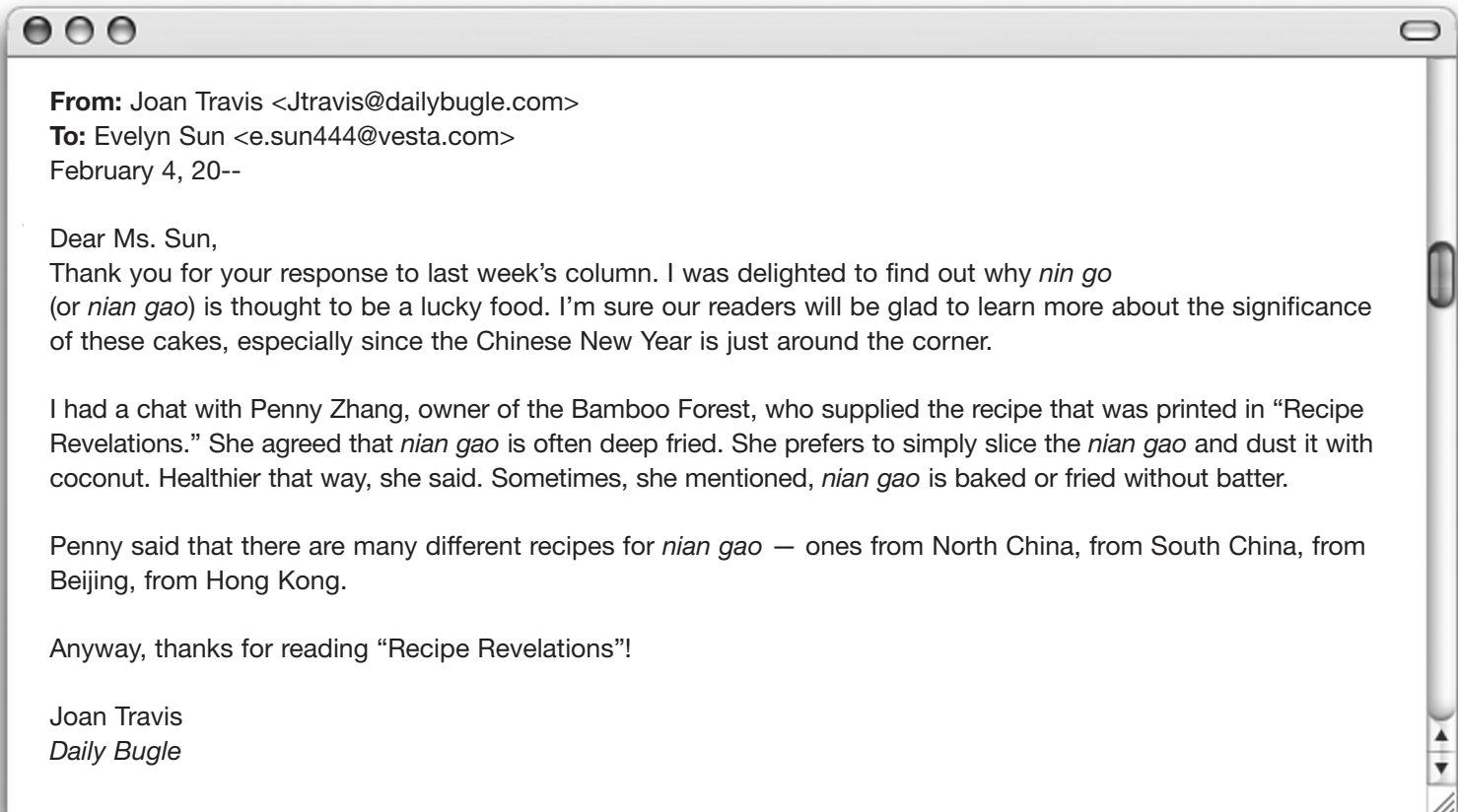
I enjoy reading Joan Travis’s column every week. I especially enjoyed her Jan. 28th column on Chinese New Year (CNY) and lucky cakes.

I love *nin go* (or as it is usually spelled, *nian gao*). I remember my grandmother making huge batches of this sweet, chewy cake every year for CNY, and she would share it with her extended family.

The reason that *nian gao* is part of the CNY festivities is because of the way these words sound in Chinese. *Nian* means “sticky” (it’s sticky because of the glutinous rice flour), but it sounds like a word that means “year.” And the word *gao* means “cake,” but it sounds like the word that means “tall” or “high.” So, symbolically, eating *nian gao* for CNY means that we pull ourselves higher every year.

After steaming the cakes, my grandmother would always dip slices of *nian gao* in an egg batter and deep fry it in oil in her wok.

Evelyn Sun
Springdale, CA



21. Which of the following is given as an optional ingredient in Penny Zhang's recipe for *nin go*?
- (A) Cherries
 - (B) Salt
 - (C) Raisins
 - (D) Flour
22. In Penny Zhang's recipe, the word "translucent" in paragraph 2, line 4, is closest in meaning to
- (A) nearly clear
 - (B) slightly warm
 - (C) completely solid
 - (D) extremely hot
23. What will probably appear in Joan Travis's column next week?
- (A) Another recipe for *nian gao*
 - (B) Some information about *nian gao* that was supplied by Evelyn Sun
 - (C) Another way to have good luck in the New Year
 - (D) A recipe for another dish served at the Bamboo Forest
24. Why is it considered lucky to eat *nian gao* on Chinese New Year?
- (A) Because of the pronunciation of the words *nian* and *gao*
 - (B) Because some of the ingredients are traditionally considered lucky
 - (C) Because it is one food that is eaten by people all over China
 - (D) Because the phrase *nian gao* sounds like the phrase "good luck" in Chinese
25. What is one thing that Penny Zhang's and Evelyn Sun's grandmother's recipes have in common?
- (A) The cakes are both dusted in coconut.
 - (B) The cakes are both deep fried.
 - (C) The cakes are both made with the same type of flour.
 - (D) The cakes are both baked.