

## 短篇閱讀選擇題

### Questions 1-7

- Look at the following messages and notices.
- For questions 1-6, mark **one** letter **A**, **B** or **C** on your Answer Sheet.

1

#### Management Writing Competition

For excellence in management writing

There are six prizes to be won in two sections:

Best Management Book and Best Management Article.

Participants in the competition

- A** may enter in different categories of management writing.
- B** will receive top quality publications on management if they win.
- C** must have published several books or articles on management.

2

#### Websters Inc.

The spokesman from Websters Inc. said that, in spite of a decline in general business confidence, the company was pleased with its improved profitability, resulting from gains in productivity.

According to the spokesman, the company

- A** is confident it will generate significantly improved profits.
- B** will invest profits it has made in increased production.
- C** has increased its profits by producing goods more efficiently.

3

To: All Research Staff  
From: J Swann, Human Resources  
Subject: Job evaluation sessions  
This is just a reminder of the job evaluation sessions which take place next month. You should spare some time to be present at these sessions, as it is very much in your interest to attend.

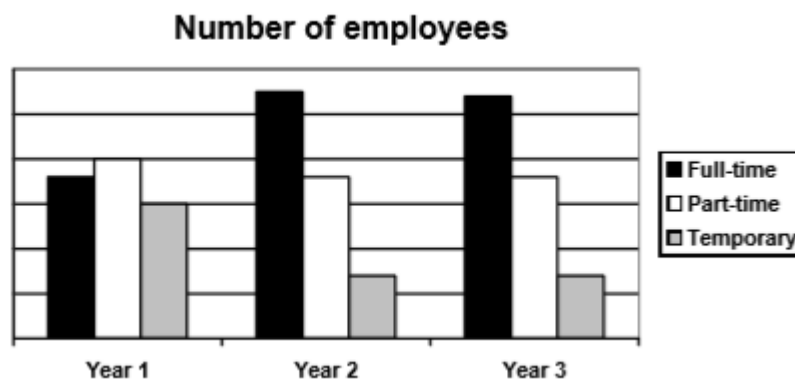
- A You can only attend the sessions in your free time.
- B You must tell HR if you are interested in the sessions.
- C You will benefit from attending the sessions.

4

Make Your money work for you.  
For free financial advice make an appointment to speak  
to our savings and loan staff.

- A You can arrange to see someone about ways to save your money.
- B You can pay someone to help you organise a loan.
- C You can make more money by getting a job here.

5



- A The number of temporary staff remained almost unchanged for three years.
- B The number of full-time staff overtook part-time staff in year 2.
- C The number of part-time staff declined steadily during the three years.

6

To: Marketing Department Staff  
From: Sonya Benson, Marketing Manager  
Subject: Last week's conference  
Please pass the attached notes on to any colleagues who were at the conference but for some reason are not on our current email list.

- A There may be people who should receive information from the Marketing Departments.
- B A list of colleagues who attended the conference is required by the Marketing Manager.
- C The Marketing Manager wants to contact colleagues at the conference for a number of reasons.

7

### **OFFICE RENOVATION PROGRAMME**

The Commercial Department, currently located next to the Main Reception, will transfer to the Accounts Department's offices on the first floor by 19<sup>th</sup> June. The HR Department will then transfer to the Commercial Department's old office.

Which department will be located next to the Main Reception after the 19<sup>th</sup> June?

- A the Accounts Department
- B the HR Department
- C the Commercial Department

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