

**VOCABULARY**

What is the correct answer: A, B, C, or D?



①



②



③



④

22. Terry handles phone calls.

- A. ①
- B. ②
- C. ③
- D. ④

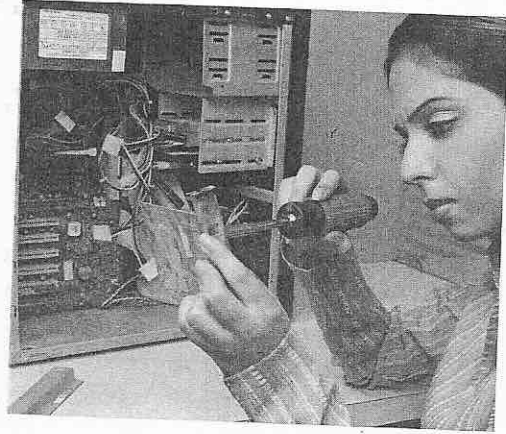
23. Dr. Fuller takes care of patients.

- A. ①
- B. ②
- C. ③
- D. ④

Read. What is the correct answer: A, B, C, or D?



**Yuri**



**Jamila**

24. What can Yuri do?

- A. He can record patient information.
- B. He can clean kitchen equipment.
- C. He can plan work schedules.
- D. He can unload materials.

25. What can Jamila do?

- A. She can install computer hardware.
- B. She can receive shipments.
- C. She can stock shelves.
- D. She can prepare food.

**LIFE SKILLS**

Read. What is the correct answer: A, B, C, or D?

**HELP WANTED****OFFICE ASSISTANT**

PT pos. M-F mornings, 9:00-12:00.  
1 yr. exp. req. Need excel. tel. skills.  
Bnfts. Good pay. Call Rachel for an  
interview at (200) 555-5555.

26. What are the hours for the job?
- A. Monday to Friday, eight hours a day
  - B. Monday to Friday, three hours a day
  - C. Monday and Friday, three hours a day
  - D. Monday to Friday afternoons
27. What do you need to have for this job?
- A. excellent references
  - B. many years of experience
  - C. one year of experience
  - D. excellent computer skills
28. How can you apply for this job?
- A. Send your resume.
  - B. Fax your resume.
  - C. Call for an interview.
  - D. Apply in person at the office.