



Reading Comprehension Skills

Developed By J. M. Llobet, Ph.D.

Name (Please Print) _____ Last _____ First _____ M.I. _____ Social Security Number _____ Date ____/____/____	SCORE
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Below are two brief letters. Each letter is followed by five questions. Read the first letter and answer the questions that follow it by placing a **checkmark** in the box next to the most appropriate response. Then read the second letter and do the same.

You will have **4 minutes** to answer as many questions as you can for both letters.

STOP. DO NOT BEGIN UNTIL YOU ARE INSTRUCTED TO DO SO.

Letter 1:

Mr. Joseph Smith
 Plant Manager
 Exo Industries
 1101 North Kendall Drive
 Dallas, TX 75218

Dear Mr. Smith:

You and your company have been referred to me by Mary Olivieri of MDT, Inc. Mary indicated that you may be interested in our safety product line. I have enclosed our latest catalog for your review. In it you will see that we also carry computer software and training products that may be of interest to your company.

I will be in Dallas the week of October 1 for the Safety Conference and to meet with you then to discuss how our products can help you develop and implement a safety plan. I will contact you within the next 10 days to schedule a meeting. In the meantime, any questions you have, my phone number is 800-555-1234. I look forward to hearing from you.

Sincerely,

Product Development

Letter 1:

1. What type of products is Mr. Smith interested in?
- Computer software Training
 Safety None

2. When will Mr. Smith be expected to set up a meeting?
- September 1 Next month
 Within 10 days The week of October 1

3. What is Exo Industries' main product line?
- Computer software Computer training
 Safety products Catalogs

4. What is the main purpose of this letter?
- To request a meeting
 To let Mr. Smith know why Mary Olivieri referred her to Exo Industries
 To let Mr. Smith know how to purchase and sell products
 To let Mr. Smith know the price and the line of safety products

5. What is Debra's main reason for going to Dallas?
- To meet Joseph Smith To meet Mary Olivieri
 To attend a conference To visit a customer

Letter 2:

To: All Employees
 From: Geoffrey Thomas
 Re: Sick Leave Policy

There seems to be some misunderstanding concerning our company's sick leave policy.

Each employee is entitled to 10 days of sick leave per year during the first 3 years of employment. From 4 to 10 years of employment, each employee is entitled to 13 days of sick leave per year. Any employee of more than 10 years is granted 18 days of sick leave per year.

After an absence of 2 days, an employee must seek medical advice and present a doctor's note upon return to work. Failure to do so will result in the docking of pay for any sick leave after 2 consecutive days.

For further information, refer to the employee manual, page 12, or contact our Benefits Officer, Barbara Comlish.

I hope this clears up any misunderstanding, particularly concerning the doctor's excuse.

Letter 2:

1. What is the main purpose of this memorandum?
- To blame To provide information
 To discuss absence problems To congratulate

2. Cheryl has been an employee of this company for 8 years. How many sick leave days per year is she allowed?
- 10 12 13 15

3. If Cheryl is out sick for 4 consecutive days, what procedure must she follow to be paid for all four days?
- Call in everyday Get a doctor's note
 Have her doctor call in She will not be paid

4. If anyone needs additional information, he/she should:
- Contact the Human Resources Manager
 Refer to the previous memorandum
 Contact Geoffrey Thomas
 None of the above

5. After 15 years of employment with this company, how many sick leave days is an employee entitled to?
- 10 13 15 18