

UNIT 6: WHERE - QUESTION

Advertisement, Notice, Brochure

I. Typical question

- Where would themost likely?
- most likely can this brochure be?

II. Tips

Tax Deductions for Telecommuters

Telecommuting employees are eligible for a number of deductions that can be applied to their income tax calculations. Those incurring home office costs related to new equipment purchases, such as computers, monitors, phones, and printers, may deduct the cost of this equipment in one of two ways. They may deduct the full cost of an item in the same year it was purchased or spread out the cost over seven years. So, for example, an item worth \$70 may be fully deducted the first year or deducted by \$10 each year for seven years. Employees who frequently use phones for business purposes also qualify for deductions, provided they can show documents as proof that their phones were used during office hours. Occupancy expenses, including rent, mortgage payments, and home insurance coverage, are partially tax-deductible, depending on the amount of home space used for work. For questions about this information, please contact the human resources manager for your branch of the company.

Where would the information most likely appear?

- (A) A promotional poster
- (B) An equipment manual
- (C) An employee handbook
- (D) An insurance policy

Tip :



Check up

Classified section – Sun Daily

WOMAN'S FUR COAT beautiful mink. full-length coat, dark brown fur, size: medium. 5 months old, non-smoker owner. \$800 or best offer. Call (416) 90L2020

WEDDING DRESS worn once, white lace, size 8. Also available - long, matching veil and size 7 shoes. Comes packaged in beautiful box, ready to wear. Please call (after 6:00 p.m.) (4t6) 77G2948

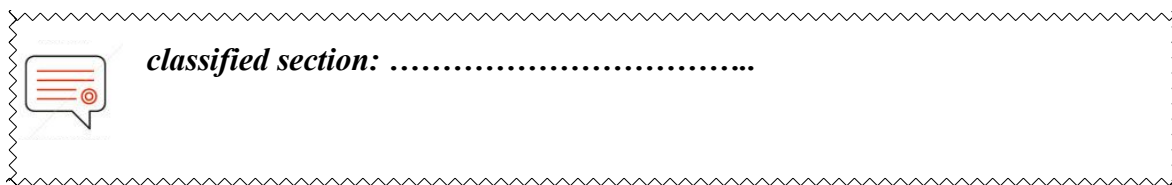
USED BOOKS wonderful selection of bestsellers. Over a thousand editions to choose from. All for \$5 each. Open house on Monday - Tuesday, 4:00 - 8:00 p.m., 2 Jones Avenue. Call (4 16) 342-0555

BEDROOM FURNITURE Bed, 2 side tables, 8-drawer armoire, and small sofa. Purchased one year ago. Must sell to relocate out of country. In almost new shape! Call (905) 224-6900

NEW TOYS Top Children's Toys (Brand new in package, never used). See full list on my website (yotoys.com). Order by phone (call 1-80G58\$2011) or online. Delivery available

Where most likely is the advertisement located?

- (A) In a shopping mall (B) In a newspaper
(C) In a book (D) In a brochure



PRACTICE

Exercise 1:

No need to wait in line to check out with

TIME - SAVING CHECK.OUT PROCEDURE

To serve our guests better, all details needed to check out have already been taken care of when you checked in. In the early morning of your departure, please fill out the section at the bottom, and hang it on the doorknob. Within the next hour, a statement with all charges will be slipped under your door. Please make sure the statement is correct. If everything is in order, simply call the front desk.

From the minibar: _____

Just place the key on the nightstand in your room as you leave
Thank you for choosing Grand Suites.

Where would this information be found?

- (A) In a hotel room
- (B) At the hotel front desk
- (C) On a notice board in the hotel lobby
- (D) At the hotel bar

Exercise 2:

Telecommunications Merger Announced

Los Angeles, February 2

Two of the country's biggest telecommunications companies have signed a deal, completing the largest merger in history. The news was announced at a press conference this morning. Delmore, Inc. and Lasing, Corp. will come together in March to create Del-Lasing. The new corporation is expected to have combined assets of over \$1 billion.

By joining Delmore's technological innovation and Lasing's marketing strategies, the company hopes to reach even more customers both in the


U.S. and overseas with their cellular phone and Internet services. Del-Lasing will be based in San Francisco after it transfers employees from its two former locations to a historic San Francisco office building in the heart of the business district. Delmore's offices in Los Angeles will close, as will Lasing's central management headquarters in Del Rio.

Delmore's CEO, Fred Byers, says that customers should not expect any disruption to their service. Starting in March, customers can direct any concerns to Del-Lasing's new online customer service helpdesk

Where would someone most likely find this information?

- (A) In a business directory

- (B) In a newspaper
- (C) In a fashion magazine
- (D) In a job advertisement

 *directory:*

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Exercise 3:

Rogets Cable welcomes its new customers.

Rogers Cable has been a proud provider of quality entertainment for the whole Durham region for the last 15 years. We hope to expand our territory beyond the Durham region to Hamilton and the surrounding area. We hope to continue our high standard of great home service and uninterrupted high-quality signal, while also offering new services such as high-definition channels.

Due to the recent deactivation of traditional TV signals, our service demand has increased tremendously. We hope to be the first choice in cable television by providing great technical service combined with a huge variety of channels to choose from. We can provide almost every channel allowed within the continental United States. Sometimes it is hard to choose which channel to watch, so we have also provided a series of cable channel packages for you to purchase. We have great sports packages that include all the big network sports channels and 32 foreign channels, so you can watch Indian cricket, Japanese baseball, Mexican soccer and so much more. We also have great movie channels, news, comedies, and multiple


multinational music channels. All of this and much more are available at your fingertips for a very reasonable price.

This pamphlet is full of useful information about our pricing, discount packages and basic cable services. Take a little time and read through it, and when you are done hold on to it to receive a discount on your installation. For all inquiries please call our customer service number at 555-0978, or our sales department at 555-2746. You can check out our website and place orders at Cable@rogers.com as well.

We hope that you choose us to be your cable company, and remind you that we believe that the customer always comes first

Where would this notice most likely be found?

- (A) In a magazine advertisement
- (B) In a training manual for employees
- (C) In a manual given to new customers
- (D) On an online message board

 *manual:*

pamphlet.....


Exercise 4:

This month, Rockford Sports has experienced an unexpected increase in the sale of running shoes. Executives feel that this was due in large part to the new ad campaign released in February. The campaign was orchestrated by Albert Sterling, the Director of Advertising. Mr. Sterling has dedicated twenty years of his life to Rockford Sports; he started as a shoes

salesman and has been steadily working his way up the corporate ladder ever since. He has held his current position for the last five years. Unfortunately, Mr. Sterling will be retiring in March so the Hiring Committee has spent the past year trying to find a suitable replacement. Just last week, a candidate was chosen for the position: Roy Portsmouth. For the past ten years, Mr. Portsmouth has been the Executive Advertising Assistant at Famous Feet's corporate headquarters in Milan. Mr. Portsmouth is respected for his keen marketing sense and strategic planning skills. In particular, he is famous for introducing ad campaigns that helped increase Famous Feet's international brand power, and boosted its total retail profits by 25 percent. Clearly, Mr. Portsmouth will be a powerful addition to our company, and we hope all employees make him feel welcome

Where might this announcement be found?

- (A) A product catalogue
- (B) A local newspaper
- (C) A company newsletter
- (D) A shoe store

 *Newsletter:*

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Exercise 5:

INTERDEPARTMENTAL JOB POSTING

Title: HUMAN RESOURCES MANAGER

Department: Human Resources

Reports to: Human Resources Director

The Human Resources department is moving from its former location at our Wilmington location to our new facility in Arkansas. This will enable us to expand, necessitating the hiring of additional staff. In order to oversee the training of these new staff and the successful transition to our new location, we are seeking a highly organized, energetic individual to lead part of the expanded Human Resources team. We feel it is important to hire someone with connections and experience in the company, so we are initially only accepting applications from current staff, regardless of department.

Minimum Qualifications:

Education and Training: A master's in information management or business administration.

Work Experience:

- Ten years of experience in the field (at least two years with our company)
 - Proven track-record of management and budgetary responsibilities
- Effective supervision of staff

Skills and Abilities:


- Proven record of accomplishment of outstanding management and supervisory skills, including the ability to train, direct, and motivate staff

Salary: Commensurate with experience

Application Deadline: Open until filled

Where would this job posting most likely be seen?

- (A) In a local newspaper
- (B) On a company's intranet
- (C) On a community bulletin board
- (D) On a website for jobseekers

 **interdepartmental:**

intranet:

Exercise 6:

Barker Realty presents the hottest apartments in Dalesville:

Barker Realty is the most successful real estate company in the area and this year it is proud to announce the opening of its very own apartment complexes: Barker Suites. In conjunction with Unlimited Construction, Barker Realty is constructing ten new housing communities in Dalesville. Here's a list of just a few of the features you will find in these state-of-the-art suites:

Free Unlimited Parking

Don't pay extra to park in your own building! As part of your lease agreement with Barker Suites, you will receive two free parking spaces and 24-hour valet parking.

Luxury Fitness Center, Spa, and Swimming Pool*

We bring the best in hotel service directly to your doorstep. You won't want to leave on vacation, thanks to the Massage Center and Swimming Pool on the top floor.

Weekly Cleaning


While living in Barker Suites, you'll never have to worry about cleaning. We provide a free maid service once a week, according to your convenience!

All apartments will also come with modern bathrooms, fully equipped kitchens, and Wireless Internet service. Come to the first Barker Suites Open House on May 22nd and check out the future in community living. If you like what you see, contact our corporate office at 1-800-Suites and reserve a spot.

*(Residents: \$10/visit, non-residents: \$50)

Where might this advertisement be found?

- (A) Real estate magazine
- (B) Travel agency
- (C) Hotel reception
- (D) Building supply store

 *realty:*

realtor: