



**EXERCISE – PRETEST**

Instructions: *Read each note. Then answer the questions that follow. Choose the letter that is by your answer.*

**MEMO**

**All workers please go to the business office before Monday. Everyone must have a payroll form on file. A new form is needed to sign up for the direct deposit plan. Those workers who choose not to use direct deposit must sign a waiver. This records your choice to refuse the plan.**

1. What is a “waiver”?
  - a. a hand sign
  - b. a form to give up a right
  - c. a body of water
  - d. a bank deposit form
  
2. Who should report to the business office?
  - a. all workers
  - b. only workers in the direct deposit plan
  - c. only workers refusing the direct deposit plan
  - d. workers who do the payroll



**ANNOUNCEMENT**

**There will be a company picnic at the Green County Park. Shelter #4 has been reserved for Saturday, May 21. Family members are welcome. Games will begin at 2:00 p.m. Hamburgers and hot dogs will be served at 5:30. Please see Jack if you plan to go.**

- 3. What does “reserved” mean?**
  - a. canceled**
  - b. cleaned up**
  - c. built**
  - d. set aside**
  
- 4. Are children invited to the picnic?**
  - a. yes**
  - b. no**