**Practicing the Standards**

**Informational Text and Vocabulary**

1. The **business letter** discusses mainly Sam’s —
	1. audition
	2. contract
	3. ability to act
	4. ability to ride a bike
2. The **business letter** points out that with the bonus, Sam will —
	1. be paid only if she fulfills all conditions of her contract
	2. not be paid if she fails to fulfill any conditions of her contract
	3. be paid double if she fulfills all conditions of her contract
	4. earn minimum wage for the project
3. Sam’s **workplace instructions** make it clear that while waiting, actors are expected to be all of the following *except* —
	1. patient
	2. responsible
	3. self-controlled
	4. loud
4. Sam’s July 25 **e-mail memo** tells her about a change in —
	1. date
	2. time
	3. part
	4. costume
5. Which word is the opposite of *punctuality*?
	1. promptness
	2. cleanliness
	3. lateness
	4. merriment
6. A *tentative* schedule is one that —
	1. may change
	2. is firm
	3. is inaccurate
	4. makes sense
7. *Interfere* means —
	1. authorize
	2. start filming
	3. create noise
	4. get in the way

**Writing Focus**
**Constructed Response** List the **workplace documents** that Sam has encountered. Then, describe the purpose of each one.