



Name:

Date:

From: Barry Johnson
To: Carolina Ridley
Date: January 25, 2015
Subject: Medical seminar

Dear Dr. Ridley,

It was great to finally meet you at Reedstone University in England last week. We've been reading each other's research and communicating by e-mail for almost 10 years, but it was nice to finally work together face to face to exchange information and ideas. Also, I was happy to hear that you'll be giving a presentation for the medical research seminar at my university in New York in April.

The other organizers and I have decided it would be easiest for you and the other international presenters to book your own flights. Once you've done so, please let me know the length of your stay so I can make hotel arrangements for you. Also, please let us know the airline ticket price, and please bring the receipt with you to New York. After the seminar, you'll receive money to cover your flight.

I said last week that you would be giving a 50 minutes presentation before the lunch break. However, Dr. Mendez, a professor who was supposed to give a special lecture in the morning, has canceled. To make up for his 50 minutes, we'd like you and the other speakers to add an extra 10 minutes to your presentation. Also, we'd like you to go on stage after lunch for the closing ceremony.

Best wishes,
Barry Johnston

1. Barry Johnston and Dr. Ridley
 - a. were introduced by a professor that they both know.
 - b. graduated from the same university over 10 years ago.
 - c. have been sending e-mails to each other for a long time.
 - d. have been asked to give a presentation together in England.
2. What will Barry Johnston do for Dr. Ridley?
 - a. Give her money to pay for her meals while attending the seminar.
 - b. Reserve a hotel room for her to stay in during her time in New York.
 - c. Help her and the other presenters to find cheap airline tickets.
 - d. Organize a special party for all of the participants after the event.