

MEMO

To: All Agency Employees

Subject: An Explanation of Federal Holidays

As a government agency, we think it is important that our employees understand the history of our country's federal holidays. Below is a brief review.

In 1870, Congress passed a law that officially recognized four federal holidays. **2. Drop-down 1** on January 1, Independence Day on July 4, Thanksgiving on the last Thursday of November, and Christmas on December 25. Over time, Congress has recognized new federal holidays. Today, we celebrate 10 federal holidays each year.

In 1879, Congress established the nation's fifth federal holiday. This holiday is celebrated on the third Monday of February, and most people know it as Presidents' Day. On this day, Americans honor all of the people who have served as **2. Drop-down 2**.

On Memorial Day, Americans honor all of the U.S. soldiers who fought and died for their country. This holiday is held on the last **2. Drop-down 3**. Labor Day became the nation's seventh federal holiday in 1894. On this day, Americans honor the workers of the nation. Labor Day is held on the first Monday of September.

Armistice Day was established in 1938. Congress later changed the name to Veterans Day to honor all of the soldiers who served in the United States armed forces. In 1968, Congress recognized Columbus Day to remember Christopher Columbus's voyage to North America. Columbus Day is held on the second Monday of October. Finally, Congress passed a law in 1983 to set aside the third Monday of January to honor the accomplishments of **2. Drop-down 4**

Drop-Down Answer Options

2.1 A. They are New Year's Day
B. they are New Year's day
C. they Are new year's day
D. They Are new Year's Day

2.2 A. President of The United States
B. President of the united states
C. president of the United States
D. president of the United states

2.3 A. monday of may
B. monday of May
C. Monday of may
D. Monday of May

2.4 A. Dr. Martin Luther King, jr.
B. Dr. Martin Luther King, Jr.
C. dr. Martin Luther King, jr.
D. dr. Martin Luther King, Jr.

DIRECTIONS: Read the passage. From the drop-down list, choose the answer that **best** completes the sentence.

THE MAPLE HOTEL
Mr. Frank Thomas, CEO
Thomas Building Supplies
864 Fellows Street
Cincinnati, OH 45201

Dear Mr. Thomas:

I am writing to introduce myself to you and your associates. My name is Miranda Snyder, and I am the new Sales Account Manager at The Maple Hotel. I have assumed Pat 2. Drop-down 1 former position. Ms. Charles is now our Director of Sales.

I have learned from Ms. Charles that your company often does business in the Louisville area and frequents our hotel on a regular basis. We thank you so much for your business. I now will be Thomas Building 2. Drop-down 2 main sales correspondent and am looking forward to working with you and your staff on any upcoming business trips.

As part of my introduction to The Maple Hotel's preferred guests, 2. Drop-down 3 my pleasure to offer you 500 extra Maple Points that will be added to your account upon your next stay with us. As you may know, you can use Maple Points toward complimentary rooms, dining in our restaurant, and discounts on 2. Drop-down 4 events here at the hotel.

I look forward to meeting you in person on your next visit. If I can be of assistance in any way, please do not hesitate to call. I have included my business card for your convenience. Thank you again for your continued business.

At your service,

Miranda Snyder

Sales Account Manager

Drop-Down Answer Options

- 2.1 A. Charles'
B. Charles's
C. Charles
D. Charleses

- 2.2 A. Supplies'
B. Supplies
C. Supplies's
D. Supplie's

- 2.3 A. its'
B. its
C. it
D. it's

- 2.4 A. you're companies's
B. your company's
C. your companys'
D. you're companies'

DIRECTIONS: Read the passage. From the drop-down list, choose the answer that **best** completes the sentence.

Ms. Eve Nichols
112 Morton Lane
Baltimore, MD 21210

Dear Ms. Nichols:

Thank you for purchasing your policy with Drivers' Car Insurance. As a policyholder with 2. Drop-down 1

types of coverage—property damage and injury liability—you are entitled to many benefits. If you become involved in an accident, this policy will help pay for your medical bills, legal fees, and one year's income. If you cause the accident and other people are injured, this policy will help offset the costs of 2. Drop-down 2 medical treatment. Also, the policy will help pay to repair their vehicles or other property that was damaged in the accident.

Our goal is to provide you with the highest possible level of service. We want your insurance experience to be a positive one. After all, the last thing you want when you've been involved in an accident is to struggle with insurance issues! You can be assured that the response team at Drivers' Car Insurance is 2. Drop-down 3 to serve you.

As a policyholder with Drivers' Car Insurance, you are more 2. Drop-down 4 just another customer. We value our policyholders and take pride in our products and service. When you buy a policy with us, you haven't just purchased a policy, you have bought the peace of mind that comes from knowing that when you need us, we'll be there for you.

We look forward to being there when you need us!

Sincerely,

Anthony Perilla

President

Drop-Down Answer Options

2.1 A. to
B. tow
C. two
D. too

2.2 A. there
B. they're
C. thair
D. their

2.3 A. her
B. here
C. hire
D. hear

2.4 A. then
B. thin
C. than
D. thing