

4. The receptionist usually leaves the office at quarter to five in the afternoon. The managers usually leave one and a half hours later. When do the managers usually leave the office?

5. The office received 24 letters on Tuesday, which is 18 letters more than it received on Monday. How many letters did the office receive on Monday?

6. The receptionist is taking a letter to the post office today at lunch. If the postage needed for the letter is \$0.93 and the receptionist only has 3 quarters and 1 nickel of change, how much more change does she need?

Answers

- $\frac{3}{29}$ of the people are managers.
- $3 \times 2 = 6$
There are 6 assistant managers.
- $29 - 1 - 3 - 6 = 19$
There are 19 clerks in the office.
- The managers usually leave at 6:15.
- $24 - 18 = 6$
The office received 6 letters on Monday.
- $25\text{¢} + 25\text{¢} + 25\text{¢} + 5\text{¢} = 80\text{¢}$
 $93\text{¢} - 80\text{¢} = 13\text{¢}$
She needs 13 cents more of change.