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| **PART 5**  **Directions:** Aword or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A)**,** (8), (C), or (D) on your answer sheet. |

**01.** The loan application process at Palau BayBank is very \_\_\_\_\_\_\_.

(A) efficient  
(B) efficiency  
(C) efficiently  
(D) efficiencies

**02.** The clothing shop is \_\_\_\_\_\_\_ because it sells quality uniforms at competitive prices.

(A) successful

(B) success

(C) succeed

(D) successfully

**03.** Mr. Schweizer has worked under my \_\_\_\_\_\_\_ as an editorial assistant for the past five years.

(A) supervise  
(B) supervises  
(C) supervised  
(D) supervision

**04.** After Massey Corporation acquired Brawley, Ltd., the \_\_\_\_\_\_\_ of its stock rose twenty percent.

(A) valuable  
(B) valuate  
(C) valued  
(D) value

**05.** If the person you are trying to reach does not answer the telephone, please dial “0” to speak to the \_\_\_\_\_\_\_.

(A) operator  
(B) operating  
(C) operate  
(D) operation

**06.** Visitors to the library are asked to speak \_\_\_\_\_\_\_ and keep conversations brief when in the main reading room.

(A) quiet  
(B) quietly  
(C) quietest  
(D) quietness

**07.** International experience is the main \_\_\_\_\_\_\_ that separates Mr. Sloan from the other candidates for the position.

(A) qualified  
(B) qualification  
(C) qualify  
(D) qualifying

**08.** Once the berries are harvested, Green Fields Farms washes and packages the fruit for \_\_\_\_\_\_\_ to retail stores.

(A) distribute  
(B) distributed  
(C) distribution  
(D) distributional

**09.** Mr. Uemura declined to \_\_\_\_\_\_\_ on rumors about how many medicines the drug manufacturer had in development.

(A) commenting  
(B) commentary  
(C) comment  
(D) comments

**10.** A \_\_\_\_\_\_\_ from Jensen-Colmes Corporation will be happy to meet with prospective job applicants at the Westborough Job Fair.

(A) represent  
(B) representing  
(C) representative  
(D) representation

**11.** We hope to send \_\_\_\_\_\_\_ tax documents to you by the end of the week.

(A) you  
(B) your  
(C) yours  
(D) yourself

**12.** Author Ken Yabuki wrote a magazine article based on \_\_\_\_\_\_\_ recent visit to Iceland.

(A) he  
(B) his  
(C) him  
(D) himself

**13.** If you have any questions about Maxiel Corporation’s services, please visit \_\_\_\_\_\_\_ Web site.

(A) we  
(B) us  
(C) our  
(D) ourselves

**14.** Jorge was hired as an assistant manager five months ago, and \_\_\_\_\_\_\_ is now in line for a promotion.

(A) himself  
(B) him  
(C) his  
(D) he

**15.** Commuters can help reduce pollution by occasionally leaving \_\_\_\_\_\_\_ cars at  
home and using public transportation.

(A) them  
(B) their  
(C) theirs  
(D) they

**16.** Dr. Vargas will soon retire, ending \_\_\_\_\_\_\_ distinguished 30-year career as a research scientist with Gil Ian Laboratories.

(A) she  
(B) hers  
(C) her  
(D) herself

**17.** Because of \_\_\_\_\_\_\_ extremely focused customer bases, small business owners can often respond quickly to new economic trends.

(A) they  
(B) their  
(C) theirs  
(D) them

**18.** Effective publicity helps a company keep a high profile by reminding the public of \_\_\_\_\_\_\_ most successful or innovative products.

(A) they  
(B) them  
(C) its   
(D) it

**19.** Remove all items from your desk in preparation for the office reorganization, but do not attempt to move heavy furniture by \_\_\_\_\_\_\_.

(A) yourself  
(B) yours  
(C) your  
(D) you

**20.** Although measures have been introduced to discourage the use of mobile telephones inside the opera house, \_\_\_\_\_\_\_effectiveness remains limited.

(A) they  
(B) their   
(C) them   
(D) theirs

**21.** Please \_\_\_\_\_\_\_ the bottom portion for your records.

(A) retain  
(B) retaining  
(C) retains  
(D) retained

**22.** Many problems with locks \_\_\_\_\_\_\_ by a simple repair or adjustment.

(A) solved  
(B) could solve  
(C) can solve  
(D) can be solved

**23.** Mr. Thomas and Ms. Vasquez \_\_\_\_\_\_\_ to work together on the market research project.

(A) assigned  
(B) assigning  
(C) will assign  
(D) have been assigned

**24.** Daily guided tours of the warehouse \_\_\_\_\_\_\_ at 10:00 A.M. in the reception area on the first floor.

(A) begin  
(B) begins  
(C) to begin  
(D) beginning

**25.** Next year Khosun Industries will \_\_\_\_\_\_\_ several employees to work in the new factory in Kuala Lumpur.

(A) sent  
(B) send  
(C) sends  
(D) sending

**26.** The Moore Landmark Society has asked that city council members \_\_\_\_\_\_\_ the demolition of the historic library.

(A) reconsider  
(B) to reconsider  
(C) reconsidering  
(D) reconsidered

**27.** Because the boardroom is being painted, the meeting this afternoon will \_\_\_\_\_\_\_ in the conference room on the fourth floor.

(A) have held  
(B) be holding  
(C) hold  
(D) be held

**28.** Civil engineer Lorenzo Raspallo \_\_\_\_\_\_\_ as the guest speaker at the fifth annual Bridge Conservation Colloquium next month.

(A) to confirm  
(B) to be confirmed

(C) has been confirmed  
(D) having been confirmed

**29.** By the time Ms. Okada \_\_\_\_\_\_\_ in Incheon for the sales meeting, she had already completed preliminary negotiations by telephone.

(A) arrives  
(B) arrived  
(C) has arrived  
(D) will arrive

**30.** By the time the magazine article on home security devices \_\_\_\_\_\_\_ on the newsstands, the pricing information was already outdated.

(A) appears

(B) appeared

(C) will appear

(D) appearing

**31.** Ms. Choi is not only a good public speaker \_\_\_\_\_\_ also a talented writer.

(A) both  
(B) if  
(C) nor  
(D) but

**32.** The Bernier Company’s financial reports are typically published in \_\_\_\_\_\_\_ English and French.

(A) neither  
(B) yet  
(C) so  
(D) both

**33.** After discussing the terms of the new health-benefits contract, \_\_\_\_\_\_\_ management and employees were satisfied.

(A) both

(B) also

(C) either

(D) too

**34.** Payment of monthly parking vouchers can be made either by personal check \_\_\_\_\_\_\_ by automatic withdrawal from a bank account.

(A) but  
(B) and  
(C) or  
(D) if

**35.** Ms. Yao’s final performance marks \_\_\_\_\_\_\_ only the end of an extraordinary career, but also her twentieth anniversary with the Rebelo Dance Company.

(A) not  
(B) none

(C) neither

(D) nothing

**36.** A fine of $200 will be imposed upon any drivers \_\_\_\_\_\_\_ park illegally downtown during the holiday parade.

(A) which  
(B) whose  
(C) whom  
(D) who

**37.** There is now increased competition among motor-vehicle manufacturers \_\_\_\_\_\_\_ has resulted in better cars at lower prices.

(A) those  
(B) what  
(C) that  
(D) where

**38.** The library at the Kane-Clark Institute contains numerous items \_\_\_\_\_\_\_ the history of the renowned philanthropic organization.

(A) document  
(B) documents  
(C) documentary  
(D) documenting

**39.** New employees \_\_\_\_\_\_\_ wish to receive benefits should complete the necessary forms before the 10:00 A.M. orientation session.

(A) whose  
(B) whom  
(C) who  
(D) which

**40.** The Yunof brand of teas, \_\_\_\_\_\_\_ entered the market in Norway only three years ago, is already among the top five best-selling brands.

(A) when  
(B) who  
(C) where  
(D) which

**41.** The Milltown Cinema’s outdoor café will be closed \_\_\_\_\_\_\_ the winter months.

(A) about   
(B) out of   
(C) next to   
(D) during

**42.** Please review the new safety procedures and \_\_\_\_\_\_\_ any questions to Mr. Bae at extension 2528.

(A) inquire

(B) direct

(C) expect

(D) prepare

**43.** Despite several setbacks, the restoration of the Pratt Theater will be completed \_\_\_\_\_\_\_ of schedule.

(A) soon

(B) front

(C) early

(D) ahead

**44.** The exhibition of German sculpture will be on \_\_\_\_\_\_\_ for the next twelve weeks at the Richter art Museum.

(A) display

(B) appearance

(C) arrangement

(D) survey

**45.** Due to the \_\_\_\_\_\_\_ rainfall this spring, water levels in local takes and rivers are much higher than normal.

(A) accidental

(B) abundant

(C) common

(D) occasional

**46.** Visitors must sign in at the security desk and provide photo identification in order to \_\_\_\_\_\_\_ visitor passes.

(A) obtain

(B) design

(C) require

(D) involve

**47.** Running a successful art gallery takes more than just a love of art; it also requires a certain business \_\_\_\_\_\_\_.

(A) skill  
(B) creation

(C) progress

(D) admiration

**48.** To \_\_\_\_\_\_\_ the Adele’s Apparel store that is nearest to you, select your state or country from the pull-down menu.

(A) afford

(B) create

(C) locate

(D) provide

**49.** All members of the sales team are grateful for Michael Dreyman’s substantial \_\_\_\_\_\_\_ to the project over the last six months.

(A) assurance

(B) dependence

(C) obligations

(D) contributions

**50.** Choosing \_\_\_\_\_\_\_ two very qualified candidates was not easy, but the board has asked Mr. Diego to be the International school’s next director.

(A) between  
(B) within  
(C) about  
(D) along

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