101. Patients who wish to reschedule their \_\_\_\_\_\_\_ must give at least 24 hours advance notice.  
(A) appointments  
(B) positions  
(C) assignments  
(D) subscriptions

102. All shipments arrive at the receiving dock, where a warehouse worker checks \_\_\_\_\_\_\_  
tracking labels.  
(A) theirs  
(B) they  
(C) them  
(D) their

103. Because this document contains confidential information, please keep it in a \_\_\_\_\_\_\_  
location.  
(A) cautious  
(B) secure  
(C) distinguished  
(D) strict

104. Fred’s superb \_\_\_\_\_\_\_ to detail is his best attribute as a graphic artist.  
(A) attends  
(B) attended  
(C) attendant  
(D) attention

105. Please indicate on the envelope whether you would prefer regular \_\_\_\_\_\_\_ deluxe photo processing for your film .

(A) so  
(B) nor  
(C) and  
(D) or

**106.** The decision to hire \_\_\_\_\_\_\_ help was based largely on the concerns expressed by the  
employees.  
(A) addition  
(B) additions  
(C) additional  
(D) additionally

**107.** National Bank officials announced that they have taken the necessary steps to \_\_\_\_\_\_\_ another computer system failure.  
(A) upgrade  
(B) ignore  
(C) prevent  
(D) improve

**108.** All \_\_\_\_\_\_\_ to the auto production plant must register at the security checkpoint before entering.  
(A) visit  
(B) visitation  
(C) visitors  
(D) visiting

**109.** In an effort to reduce \_\_\_\_\_\_\_, Barsom Cosmetics has halved its advertising budget.  
(A) values  
(B) expenses  
(C) customs  
(D) refunds

**110.** The advertising team made an \_\_\_\_\_\_\_ recovery from a late start to finish the project a week ahead of schedule.  
(A) amaze  
(B) amazing  
(C) amazement  
(D) amazingly

**111.** The proposal for the parking garage was due yesterday, \_\_\_\_\_\_\_ the program director has agreed to a short extension.  
(A) but  
(B) beyond  
(C) until  
(D) that

**112.** We will .have .to inform Mr. Yamamoto that \_\_\_\_\_\_\_ application cannot be accepted at  
this time.  
(A) he  
(B) himself  
(C) his  
(D) him

**113.** After the meeting with the accountant, Mr. Mitchell was \_\_\_\_\_\_\_ able to complete the budget report.  
(A) lastly  
(B) at first  
(C) finally  
(D) meanwhile

**114.** Critics of the recent movie with Michelle Zhao have called the plot too \_\_\_\_\_\_\_.  
(A) predicting  
(B) predicted  
(C) predictable  
(D) predictably

**115.** Ms. Rivera made it clear that \_\_\_\_\_\_\_ the landowner may authorize improvements to the property.  
(A) only  
(B) easily  
(C) simply  
(D) merely

**116.** The management of Eurosan Enterprises is in the process of \_\_\_\_\_\_\_ a new set of guidelines for customer service.  
(A) establish  
(B) establishes  
(C) established  
(D) establishing

**117.** If you would like to be considered for a position in our advertising division, please \_\_\_\_\_\_\_ an application to the director of human resources.  
(A) comply  
(B) submit  
(C) urge  
(D) advise

**118.** The plant supervisor, Mr. Lee, recently \_\_\_\_\_\_\_ a tour of the company’s main production facility for our clients.  
(A) conduct  
(B) conducted  
(C) to conduct  
(D) will conduct

**119.** If you require additional information about our products, please do not \_\_\_\_\_\_\_ to  
contact the customer service department.  
(A) provide  
(B) qualify  
(C) hesitate  
(D) compete

**120.** Mr. Lopez travels \_\_\_\_\_\_\_ for business and uses the corporate accounts at hotels as well as car rental agencies.  
(A) regular  
(B) regularly  
(C) regularity  
(D) regulate

**121.** Each month, we will select five outstanding employees to be honored \_\_\_\_\_\_\_ their exceptional contributions to the company’s performance.  
(A) for  
(B) at  
(C) across  
(D) over

**122.** According to Star Watch magazine, singer-songwriter Kylie Norton has announced her upcoming \_\_\_\_\_\_\_ in a charity concert.  
(A) participate  
(B) participated  
(C) participating  
(D) participation

**123.** Customers who cannot call the service department during normal business hours may leave a message \_\_\_\_\_\_\_ our answering service.  
(A) with  
(B) off  
(C) from  
(D) by

**124.** Applicants for the position of store manager must have at least five years of experience  
in \_\_\_\_\_\_\_ sales.  
(A) retailing  
(B) retailer  
(C) retailed  
(D) retail

**125.** Our company believes that employees should always work hard, yet they must \_\_\_\_\_\_\_ have time for theirfamilies.  
(A) altogether  
(B) also  
(C) alone  
(D) almost

**126.** Our store offers a complete line of computer software packages for \_\_\_\_\_\_\_ personal and business applications.  
(A) every  
(B) both  
(C) either  
(D) whether

**127.** According to the commerce report released today, retail sales in apparel declined in August after a significant \_\_\_\_\_\_\_ in July.  
(A) increase  
(B) impression  
(C) access  
(D) accent

**128.** The president of Tennom Advertising \_\_\_\_\_\_\_ announces the cancellation of plans to open an office in Toronto.  
(A) regretful  
(B) regretfully  
(C) regretting  
(D) regretted

**129.** The International Society of Economists will \_\_\_\_\_\_\_ leadership to develop and launch  
a collection of electronic journals.  
(A) remain  
(B) serve  
(C) grant  
(D) provide

**130.** After the current model year, the automobile manufacturer CFG \_\_\_\_\_\_\_ three older models and introduce two new ones.  
(A) to discontinue  
(B) will discontinue  
(C) discontinued  
(D) have discontinued

**131.** Personnel must sign the register \_\_\_\_\_\_\_ removing any confidential papers from the organization’s vaults.  
(A) before  
(B) until  
(C) from  
(D) during

**132.** In addition to \_\_\_\_\_\_\_ recent phone numbers, the new IF20 mobile phone shows the temperature, the time, and the user’s location on a map.  
(A) displayed  
(B) displaying  
(C) display  
(D) displays  
**133.** Tomorrow’s training is \_\_\_\_\_\_\_ for employees who have been w ith the company for less than one year.  
(A) based  
(B) intended  
(C) agreed  
(D) invited

**134.** Tenants should call the property owner directly \_\_\_\_\_\_\_ problems with heating or plumbing are not resolved by the on-site manager.  
(A) if  
(B) why  
(C) due to  
(D) about

**135. \_\_\_\_**\_\_\_the probationary three months are completed, employees will be eligible for full company benefits.  
(A) Soon  
(B) Then  
(C) Later  
(D) Once

**136.** Tappan Literature Foundation is soliciting \_\_\_\_\_\_\_ for this year’s best youth novelist.  
(A) nominate  
(B) nominations  
(C) nominating  
(D) to have nominated

**137.** The new graphic design software program has improved the quality of the designers’ work as well as their \_\_\_  
(A) economies  
(B) harvest  
(C) measures  
(D) productivity

**138.** The names of the department heads to \_\_\_\_\_\_\_ the monthly reports should be sent are located on the last page of the manual.  
(A) whoever  
(B) whom  
(C) what  
(D) where

**139.** Sinna Motors’ sales figures this year were nearly \_\_\_ to those recorded in the company’s most successful period five  
years ago.  
(A) equal  
(B) uniform  
(C) even  
(D) fair

**140.** NJC Surveys recently determined that, despite advances in audio technology, it is still \_\_\_\_\_\_\_ through radio broadcasts that listeners are exposed to new music.  
(A) predominant  
(B) predominantly  
(C) predominating  
(D) predominated