**ETS 2016 – TEST 02**

**Part 5 – Incomplete Sentences**

**101.** Please make a note \_\_\_\_\_\_\_ your customer and receipt numbers in case you need to contact us about your order.

(A) for

(B) from

(C) of

(D) off

**102.** 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

**103.** 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

**104.** The monthly rent includes all utilities, with the \_\_\_\_\_\_\_ of telephone and cable  
charges.  
(A) excess

(B) exception

(C) excuse

(D) exchange

**105.** An outside auditor will visit the factory next week to determine whether or not \_\_\_\_\_\_\_ air-quality standards are being observed.  
(A) accept  
(B) accepting  
(C) acceptance  
(D) acceptable

**106.** 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

**107.** 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

**108.** Many problems with locks \_\_\_\_\_\_\_ by a simple repair or adjustment.  
(A) solved  
(B) could solve  
(C) can solve  
(D) can be solved

**109.** Seats will be assigned on a first-come, first- served basis, so it would be best to  
arrive no \_\_\_\_\_\_\_ than 11:00 A.M.  
(A) later  
(B) latest  
(C) lateness  
(D) late

**110.** Stewart Packaging Company plans to hire \_\_\_\_\_\_\_ workers because of the  
increased production quota this month.

(A) inclusive

(B) additional

(C) multiplied  
(D) serviceable

**111.** The company’s establishment of an on-site child care center is intended \_\_\_\_\_\_\_ encourage new parents to return to work.  
(A) which  
(B) that  
(C) for  
(D) to

**112.** By striving to be neat, well dressed, and cheerful, our representatives can make a  
good first \_\_\_\_\_\_\_ on our clients.  
(A) impression  
(B) impressive  
(C) impressed  
(D) impress

**113.** All receipts for travel expenses should be \_\_\_\_\_\_\_ to Mr. Franconi for processing  
before the end of the month.  
(A) substituted   
(B) subtracted  
(C) subjected

(D) submitted

**114.** Whichever of the five new editors seems the \_\_\_\_\_\_\_ experienced with layout  
will work with Mr. Abdellah on the special edition of the magazine.  
(A) highly  
(B) heavily  
(C) much  
(D) most

**115.** Because our direct marketing promotion for magazine subscriptions yielded such  
positive results last year, we plan to do it \_\_\_\_\_\_\_ this year.  
(A) again

(B) ever

(C) very

(D) truly

**116.** 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

**117.** \_\_\_\_\_\_\_ the new computers are arriving next week, no plans have been made to  
dispose of the old ones.  
(A) Despite  
(B) When  
(C) Although  
(D) Whereby

**118.** Mr. Brothet’s performance review, the department supervisor wrote that he worked  
extremely \_\_\_\_\_\_\_ and always finished his assignments on time.  
(A) diligently  
(B) diligence  
(C) diligent  
(D) most diligent

**119.** The leadership conference will be held in Lanesville, which is about 50 miles from  
downtown Seattle and easily accessible \_\_\_\_\_\_\_ car or train.  
(A) in  
(B) by  
(C) on  
(D) at

**120.** \_\_\_\_\_\_\_ to the fitness center is free for all employees and their family members.  
(A) Preparation

(B) Insertion

(C) Admission

(D) Imposition

**121.** McLellan Associates, the \_\_\_\_\_\_\_ of the two law firms, is presently advertising  
several job openings for paralegals.  
(A) largeness  
(B) larger  
(C) largely  
(D) large

**122.** Rising gas prices are cutting into our profits, so we \_\_\_\_\_\_\_ to look for alternative delivery methods.  
(A) must  
(B) should  
(C) need  
(D) could

**123.** 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

**124.** The Eisenweg Foundation will soon \_\_\_\_\_\_\_ its funding of external scientific  
research into several new domains, including genetics and endangered languages.  
(A) exalt

(B) exclaim  
(C) expel

(D) expand

**125.** The vice chancellor confirmed that the individual points should be presented in \_\_\_\_\_\_\_ of relative priority.  
(A) order  
(B) orderly  
(C) ordering  
(D) ordered

**126.** Working so many hours of overtime to meet the deadline has left the design staff  
feeling \_\_\_\_\_\_\_.  
(A) exhaust  
(B) exhausted  
(C) exhausting  
(D) exhaustive

**127.** Mr. Winthrop is a dynamic, determined, and articulate person who will succeed in  
sales \_\_\_\_\_\_\_ he has limited experience in this area of the business.  
(A) already  
(B) perhaps  
(C) as far as  
(D) even though

**128.** 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

**129.** Manager Tony Lopez Is in charge of unloading the merchandise \_\_\_\_\_\_\_the supply trucks arrive at the supermarket.  
(A) when

(B) hardly

(C) just

(D) soon

**130.** 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

**131.** Formal business attire is required in the office while more \_\_\_\_\_\_\_ dress is allowed in the workshop.  
(A) actual

(B) casual

(C) commercial

(D) official

**132.** Ever since Mr. Derrick joined the staff, Mr. Zapata and Ms. Coieman have \_\_\_\_\_\_\_ the marketing team for its excellent results.  
(A) to be praised  
(B) praise  
(C) been praising  
(D) been praised

**133.** Kline Biochemicals is seeking to replace a team of lab technicians with one experienced researcher who is able to handle high-level research projects \_\_\_\_\_\_\_.  
(A) absently  
(B) inordinately  
(C) independently  
(D) elusively

**134.** \_\_\_\_\_\_\_severe winter weather, affected bus routes may be either redirected or temporarily suspended until the roads are cleared.  
(A) According to   
(B) In the event of  
(C) Of the following  
(D) Out of support for

**135.** Employees should feel free to \_\_\_\_\_\_\_ the on-site physician as often as needed.  
(A) consult

(B) convert

(C) compare

(D) convince

**136.** 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

**137.** Mr. Lee takes his job \_\_\_\_\_\_\_ than his predecessor did.  
(A) serious  
(B) seriously  
(C) more seriously  
(D) most seriously

**138.** The conference organizers were able to remedy the \_\_\_\_\_\_\_ logistical problems  
quite efficiently, and guests were impressed by the creative solutions they found.  
(A) vary  
(B) various

(C) variety  
(D) variance

**139.** Mrs. Johnson handled the dispute \_\_\_\_\_\_\_, by holding private discussions in her  
office.  
(A) discreetly   
(B) remotely  
(C) excessively  
(D) tightly

**140.** Mobile phones have become \_\_\_\_\_\_\_ prevalent that telecommunications companies are establishing service in areas previously thought too remote.  
(A) only  
(B) such  
(C) so  
(D) still

**Part 6 – Text Completion**

***Questions 141-143 refer to the following e-mail.***

To: All head office personnel <allpersonnel@tronicaville.com>  
From: Central security <security@tronicaville.com>  
Subject: New construction

Please pass the following information on to \_\_\_\_\_\_\_ in your area who might need a  
reminder.

**141.** (A) ones  
 (B) others  
 (C) every  
 (D) them

In \_\_\_\_\_\_\_ for the factory expansion, the southeast section of parking lot C is now  
**142.** (A) founding  
 (B) preparation

(C) support

(D) provision

permanently closed.

This area will be completely fenced in, and excavation will begin shortly.  
During the construction period, delays should be expected in entering and leaving  
parking lot C. Watch for construction equipment and personnel working in the area. You  
must pay special attention to all \_\_\_\_\_\_\_ traffic signs. The locations of these signs will  
 **143.** (A) city

(B) sudden

(C) temporary

(D) modern

change as the workers move to different areas of the site. If you have any questions,  
please contact Marty Spencer at extension 7845.

***Questions 144-146 refer to the following article.***

**Wellness in the Workplace**

\_\_\_\_\_\_\_ health care costs remain an issue of great concern for many employers. People  
**144.** (A) Increasing

(B) Duplicate

(C) Advancing

(D) Reciprocal

are working more hours, and at the same time, medical costs are rising, so it makes sense to promote wellness,‖ says Morris Hsiu, health services coordinator for Greenview Marketing in Kelowna, British Columbia. “It costs less to build and staff a gym than it does to pay for health care, train new staff or hire temporary staff to take over when someone becomes ill \_\_\_\_\_\_\_ stress or overwork.”

**145.** (A) due to  
 (B) of  
 (C) since  
 (D) more than

At Greenview, as at other companies, employees who use the gym are more relaxed and  
productive and spend fewer days away from work due to illness, thus saving the company  
money.  
Hsiu recommends that companies start with small steps to \_\_\_\_\_\_\_ encourage good

**146.** (A) acting  
 (B) activity  
 (C) actively  
 (D) active

health. Some suggestions from Hsiu include bringing in instructors to provide classes in  
stretching or aerobics and hiring nutrition consultants for diet information.

***Questions 147-149 refer to the following e-mail.***

To: [employees@marquandmedia.com](mailto:employees@marquandmedia.com)  
From: [hr@marquandmedia.com](mailto:hr@marquandmedia.com)  
Subject: Workplace Tech Awards

The Awards Committee is seeking nominations for the second annual Workplace Technology Awards. These awards recognize employees whose innovative use of  
technology has improved the productivity of their department. Each winner will receive a  
certificate and $1,000.  
Employees can be nominated by coworkers, supervisors, or administrators, \_\_\_\_\_\_\_ only  
 **147.** (A) also   
 (B) until

(C) instead   
 (D) although

full-time employees are eligible. Nominations should include the name and department of the nominee, a list of technical skills, and \_\_\_\_\_\_\_ of the innovative application of   
 **148.** (A) evident  
 (B) evidently  
 (C) evidence  
 (D) evidential

technology in the workplace.

Please send nominations to Dave Salazar at Box 354224 by April 15. The Awards  
Committee, which consists of board members, shareholders, and department  
leaders, \_\_\_\_\_\_\_ all nominations.  
 **149.** (A) reviewed  
 (B) has reviewed  
 (C) will be reviewed  
 (D) will review

***Questions 150-152 refer to the following article.***

**Young Designer Showcase**

Trends Unlimited is promoting its Young Designer Showcase to meet the needs of the  
changing fashion market. The fashion industry in India is witnessing a revolution. Currently, the fashion shows and garment fairs are \_\_\_\_\_\_\_ by a few top designers and a  
 **150.** (A) dominated  
 (B) avoided   
 (C) invited   
 (D) displayed

handful of brands.

However, a new crop of designers is \_\_\_\_\_\_\_ to challenge the established and   
 **151.** (A) eagerly  
 (B) eager  
 (C) eagerness  
 (D) more eager

conventional industry leaders. Young Designer Showcase will provide a place for these

young creative designers to \_\_\_\_\_\_\_ their talents.  
 **152.** (A) attract

(B) exhibit

(C) perform

(D) deliver

The products on display will range from high-fashion dresses to jewelry and accessories.  
The event will attract fashion-conscious consumers as well as bulk-buying agents of  
international labels looking for original concepts.