**ACTUAL TEST 1**

***PART V***

101. All employees should be careful not to reveal sensitive company --------- in social situations.  
(A) inform   
(B) informed   
(C) informing   
(D) information

102. Our company has had many years of ex­perience --------- a wide range of product lines in developing economies.  
(A) promote   
(B) promotes   
(C) promoted   
(D) promoting

103. The latest report was particularly --------- of lapses in supervision, which resulted in the distribution of seriously defective products.  
(A) critic  
(B) critically   
(C) critical   
(D) criticism

104. To make successful investments in over­seas markets requires a great deal of --------- about local conditions.  
(A) ability   
(B) opinion   
(C) knowledge   
(D) collector

105. There are approximately 5,000 subscribers to our Internet news services, and another 7,000 are --------- receiving our print media products.  
(A) currently   
(B) ordinarily   
(C) usually   
(D) lately

106. Our corporation is noted in the industry for the efficiency of its Customer --------­Department.  
(A) Supporter   
(B) Support   
(C) Supported   
(D) Supporting

107. Our review committee has recommended several profound --------- in our production methods in order to achieve greater flexi­bility.  
(A) change  
(B) changing  
(C) changes  
(D) changed

108. As part of a campaign to improve the health and effectiveness of our workers, we will be introducing a morning --------- program.  
(A) exercise  
(B) exercises  
(C) exercised  
(D) exercising

114. It will be necessary to decide in the near future whether we should try to increase our market share --------- develop new product lines.  
(A) either  
(B) besides  
(C) on account of  
(D) or else

115. The introductory seminar will deal in--------- terms with the question of inter­ national taxation law enforcement.  
(A) high  
(B) whole  
(C) broad  
(D) round

116. A productivity survey has shown that a great deal of savings can --------- be achieved if we just eliminate morning breaks for the factory workers.  
(A) easy  
(B) easier  
(C) easily  
(D) easiness

117. The new system will automatically --------­ the air conditioning to ensure a com­fortable, ambient temperature at all times.  
(A) regulate  
(B) regulates  
(C) regulating  
(D) is regulated

118. --------- automobiles and other machinery will be sold off at an auction to be held on March 24.  
(A) Lengthy  
(B) Brief  
(C) Surplus  
(D) Opportune

109. It has been decided that --------- no time should employees take cigarette breaks outside between 9:00 a.m. and midday.  
(A) across  
(B) over  
(C) at  
(D) on

110. One of the --------- of working for a larger company is that there are more oppor­tunities for promotions.  
(A) benefits  
 (B) forces  
(C) interests  
(D) petitions

111. Behavior that is considered --------- at all times includes, but is not limited to, offensive remarks, jokes, and unwanted touching.  
(A) improper  
(B) reserved  
(C) anxious  
(D) extinct

112. We discovered, --------- we arrived at the office yesterday, that there had been a break-in and that all the cash was missing.  
(A) when  
(B) which  
(C) in case  
(D) in order that

113. Many job seekers filed --------- application forms too late and will not be considered for the current positions.  
(A) they  
(B) their  
(C) theirs  
(D) themselves

124. Your personal documents will be returned to you --------- express mail or courier within 15 days.  
(A) by  
(B) due  
(C) when  
(D) toward

125. The Personnel Department will attempt to post you to a location of your ---------; however, this may not be possible in all cases.  
(A) chose  
(B) choice  
(C) choose  
(D) choices

126. Westcorp prides itself on being --------­ supportive of its employees when they are experiencing difficult circumstances in their private lives.  
(A) so much  
(B) sure  
(C) particular  
(D) especially

127.The chairman of the review committee announced that no --------- changes in staffing levels would be necessary.  
(A) substance  
(B) substantial  
(C) substantiate  
(D) substantially

128. I tried to reach you at the office, but your secretary said that you had --------- left.  
(A) soon  
(B) well  
(C) already  
(D) never

119. Our well-loved chief engineer, Mr. Robson, has worked --------- for our company for over 25 years.  
(A) conscientiousness  
(B) conscientiously  
(C) conscientious  
(D) conscience

120. Demographic analysis is an important --------- for any professional working in mar­keting.  
(A) effort  
(B) technique  
(C) convenience  
(D) component

121. Our new marketing strategy relies on a tho­rough study of current worldwide -------­trends.  
(A) economy  
(B) economic  
(C) economist  
(D) economically

122. We have employed a new full-time tech­nical assistant so that there will be no need to clear paper jams ---------­.  
(A) your  
 (B) yours  
(C) yourself  
(D) your own

123. Two or three small vans will be needed to transport the display --------- the foyer to the convention center.  
(A) over  
(B) from  
(C) out of  
(D) behind

129. We are not sure --------- the new photo­ copier will be located, so, for the time being, it will be left in the corridor.  
(A) in that  
(B) in it  
(C) where  
(D) when

130. The head of marketing is currently on sick leave but has requested that we --------­ any important work documents to his home address.  
(A) forward  
(B) forwards  
(C) to forward  
(D) forwarding

131. Please ensure that you have booked the restaurant well --------- advance, as there is high demand at that time of the year.  
(A) of  
(B) in  
(C) at  
(D) for

132. Many scientists feel that carbon emissions are --------- responsible for recent rapid changes in the global climate.  
(A) initially  
(B) originally  
(C) primarily  
(D) numerically

133. The president spoke at length of --------­ concerns regarding the company's future directions and strategies.  
(A) his  
(B) he  
(C) him  
(D) himself

134. The Steering Committee feels that attitudes towards private consumption have -------as a result of environmental considerations.  
(A) used  
(B) differed  
(C) added  
(D) changed

135. All staff members are requested to leave via the emergency exits and remain outside --------- the all-clear siren sounds.  
(A) until  
(B) except  
(C) next to  
(D) onto

136. All of our administrative procedures have been ---------, and a report detailing the proposed changes will be published shortly.  
(A) reached   
(B) searched   
(C) reviewed   
(D) advised

137. An extensive program of checking and refitting should --------- the life of airplanes by about five years.  
(A) endure   
(B) persist   
(C) enlarge   
(D) prolong

138. The existing computer network will be --------- by next Friday so that a new sys­tem can be installed over the weekend.  
(A) sent  
(B) replaced   
(C) removed   
(D) store

140. Despite the offer of a high-paying position in management, he was --------- unsure whether he wanted to pursue a career in business.  
(A) yet   
(B) still   
(C) always   
(D) usually

139. --------- he does not have a background in business management, he was promoted to an executive position because of his work experience.  
(A) Until   
(B) Despite   
(C) Although   
(D) Otherwise

**PART 6**

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

From: John Thomas [[JT@infosol.com](mailto:JT@infosol.com)]   
To: [MichelleWilliams@infosol.com](mailto:MichelleWilliams@infosol.com)   
Sent: Thu 2006/05/22  
Subject: Wigan processing plant visit

Hi, Michelle.

I realize how urgent it is to get this project working at full speed, so I'm sending you this report immediately --------- my visit to the Wigan processing plant.

141. (A) onto

(B) before

(C) between

(D) following

First, the good news. The new machinery has been fully installed and appears to be functioning well. The only worry that I can see is that the power plant --------intermittent breakdowns.

142. (A) will experience

(B) is experiencing

(C) had experienced   
 (D) will have experienced

As I'm sure you can imagine, loss of power, even for a short time, is seriously disruptive. Let's rectify this as soon as possible so that we can --------- the rate of production up to the recommended targets.

143. (A) contribute

(B) approve

(C) increase

(D) prevent

Thanks,  
Tom

**Questions 144-146** refer to the following e-mail.

From: Julie [BulietteCragiancorp.com](http://buliettecragiancorp.com/)]   
To: jim.hughes@ragiancorp.com  
Cc: Rod Cameron [[rod.cameron@raglancorp.com](mailto:rod.cameron@raglancorp.com)]   
Sent: 200a105/09  
Subject: Homepage Update

Dear Jim,

You'll be pleased to hear that we finally received --------- to expand the Graphic Art Department.

144. (A) order

(B) holidays

(C) companies

(D) approval

Could you please advertise for 4 casual graphic artists on our homepage? For the time being, these positions will be more or less full-time with the possibility of overtime. The sooner they are employed, the quicker we can get through the backlog of design work.

Oh, and another thing: the other day, while I --------- the staff information pages, I noticed that

145. (A) will have been reviewing

(B) am reviewing  
 (C) had been reviewing

(D) was reviewing

Jack Bennett is still listed as chief editor even though he left in March. Also, Susan Cho is no longer n graphics; she's been moved to the printing section. Please --------- these entries as well.

146. (A) improve

(B) correct

(C) validate

(D) restore

Thanks,  
Julie

**Questions 147-149** refer to the following letter.

Dear Ms. Richards,  
Thank you for your application for a Citicorp debit card. We are pleased to advise you that your application has been accepted. We'd like to welcome you as an -------- member of the Citicorp

147. (A) equivalent

(B) outstanding

(C) official

(D) intended

Financial Services! You'll find enclosed a brochure containing all the information you  
Please remember that we can serve you best if our information about you is up-to-date. ---­----

148. (A) Should

(B) Could

(C) Had

(D) Did

your personal circumstances change - for example, your place of employment or financial situation, address, etc. - please notify the customer service office straight away.

Don't hesitate to contact me or another customer service officer at (064) 555-5555 if you have any queries. ---------, try our e-line at financialciticorp.com.

149. (A) Favorably

(B) Alternatively

(C) Originally

(D) Accordingly

Sincerely,  
Robert Holmes

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

Liddell and Roberts Chartered Accountants, Melbourne's top accounting firm for nearly one hundred years, announced today that it will be --------- its operations to Sydney. Its new office

150. (A) evaluating

(B) expanding

(C) concentrating

(D) closing

will be located in the Asahi Finance Center Building, right in the beating heart of Sydney's Central Business District.

The head of the new office, John Roberts, underlined that he will set the highest possible standards for the new operation. He will personally take charge of recruiting the new staff now ---------- In

151. (A) seek

(B) seeking

(C) have sought

(D) being sought

particular, anyone seeking employment at Liddell and Roberts should not only be well-qualified but also experienced in a variety of accounting environments.

Experienced and --------- accountants seeking a rare career opportunity should contact Mr. Roberts

152. (A) skill

(B) skills

(C) skilled

(D) skillfully

at his interim office at 712-9989 or on his mobile phone at 355-0088.