

Questions 5–8 refer to the following memo.

To: All Staff

From: J. Colman, Director

Re: This month's meeting

As you are all aware, we have many -----^{5.} items to discuss at this month's staff meeting. We have several new projects coming up. Tina and Bon will be outlining their plans for expanding the product line.

There will be several decisions to make that need to be made in a timely manner. Because of the unusually long -----^{6.}, I expect the meeting to go on longer than normal. However, I also expect everyone to stay for the entire meeting, so please plan your schedules accordingly. In any event, it is -----^{7.} that we will end later than 5:30. -----^{8.}

5. (A) numerous
(B) pressing
(C) ordinary
(D) scarce
6. (A) agenda
(B) series
(C) period
(D) interval
7. (A) dislike
(B) likeable
(C) likeness
(D) unlikely

8. (A) Our staff meetings take place on Friday afternoons at 1:00 and usually end by 4:00.
(B) Staff meetings are an important opportunity for everyone to discuss business issues together.
(C) I regret any inconvenience this may cause and thank you in advance for your cooperation.
(D) It is our hope that everyone will consider joining us this month.