

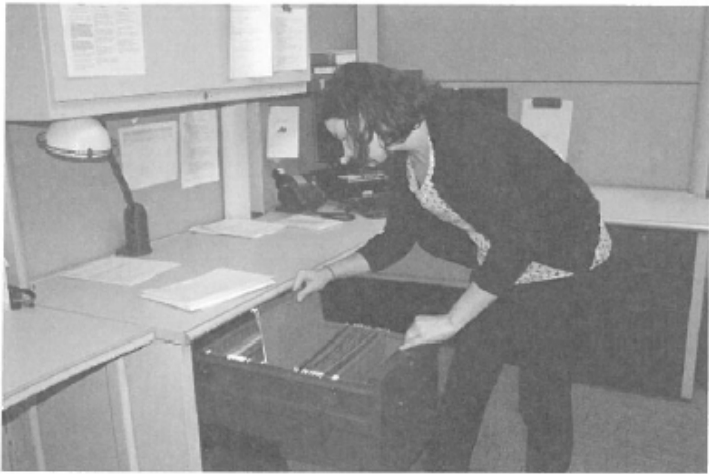



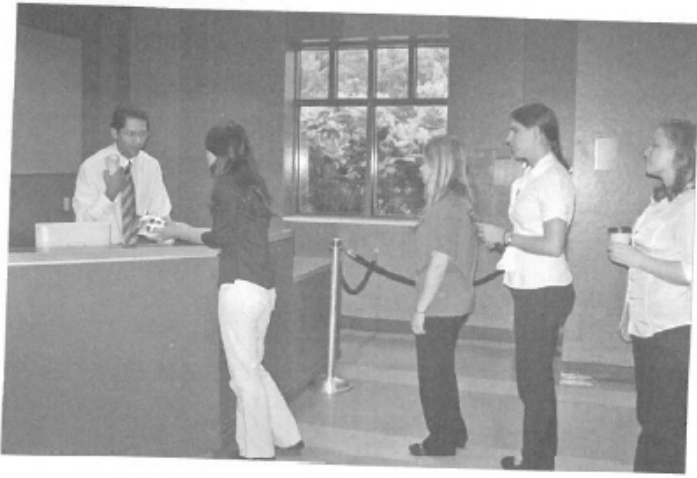
0. Exercise: **PART 1**(48%)


5-1 (CD1-29)			
	Ⓐ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>A dining tray has been placed on a counter.</u>
	Ⓑ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>D</u> <u>e l</u> <u>s</u> have been f <u>ed</u> to the c <u>ing</u> .
	Ⓒ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>A large painting has been hung over a desk.</u>
	Ⓓ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>A</u> <u>s</u> are l <u>ed</u> on b <u>h s</u> <u>s</u> of a f <u>e</u> .


8-1 (CD1-47)			
	Ⓐ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>The doors of a cabinet have been closed.</u>
	Ⓑ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>P</u> <u>s</u> of j <u>s</u> are b <u>ing</u> l <u>ed</u> .
	Ⓒ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>Shelves have been cleared of items.</u>
	Ⓓ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>Some</u> f <u>ed</u> c <u>s</u> are on d <u>y</u> .


11-1 (CD2-03)		
	Ⓐ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound A: <u>She's setting a lamp on a desk.</u>
	Ⓑ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound B: <u>She's l _____ ing over a d _____ r.</u>
	Ⓒ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound A: <u>She's tacking papers on a bulletin board.</u>
	Ⓓ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound B: <u>She's p _____ ing l _____ s on f _____ e f _____ s.</u>

12-1(CD2-10)		
	Ⓐ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound A: <u>A man's climbing some steps.</u>
	Ⓑ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound B: <u>A man's s _____ ing on a s _____ l.</u>
	Ⓒ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound A: <u>A man's reading a book.</u>
	Ⓓ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound B: <u>A man's r _____ ing his a _____ m on a c _____ n.</u>

13-1(CD2-16)			
	Ⓐ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>Some women are standing in line.</u>
	Ⓑ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>Some women are e_____ing a b_____ing.</u>
	Ⓒ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>A woman is closing a window.</u>
	Ⓓ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>A man is w_____ing a c_____p.</u>

14-1(CD2-23)			
	Ⓐ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>She's moving a potted plant.</u>
	Ⓑ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>She's h_____ing a b_____t of l_____y.</u>
	Ⓒ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>She's washing the floor.</u>
	Ⓓ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>She's f_____ing a m_____e.</u>

15-1(CD2-29)			
	Ⓐ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>A gate has been pulled open.</u>
	Ⓑ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>C s have been p ed a d a p l.</u>
	Ⓒ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>The water is covered with leaves.</u>
	Ⓓ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>A f e s s a p d.</u>

16-1(CD2-36)			
	Ⓐ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>A man is presenting a woman with flowers.</u>
	Ⓑ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>A woman is s ing some d s.</u>
	Ⓒ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	A: <u>A man is lowering the blinds.</u>
	Ⓓ	<input type="checkbox"/> Incorrect SVO <input type="checkbox"/> Similar sound	B: <u>A woman is p ing on a j t.</u>

Part 5 (20%)

<p>6_2 If orders ----- at the current pace all summers, Turramurra Luggage Company will meet its sales goal one month early.</p> <p>Ⓐ receive Ⓑ are received Ⓒ will receive Ⓓ will be receiving</p>	<p>時態, 語態題-></p>
<p>6_5 Sylvia Cho ----- her training at Frio County Animal Hospital last week and will begin working as a veterinary technician.</p> <p>Ⓐ will conclude Ⓑ to conclude Ⓒ concludes Ⓓ concluded</p>	<p>時態, 語態題-></p>
<p>11_5 Morresse Hardware ----- free flashlights to the first 50 customers during its grand opening next Friday.</p> <p>Ⓐ is offering Ⓑ having offered Ⓒ was offered Ⓓ to offer</p>	<p>時態, 語態題-></p>
<p>17_5 The movie crew is advised to pack warm clothes for the assignment, since it ----- cold at the next filming location in Finland.</p> <p>Ⓐ be Ⓑ will be Ⓒ having been Ⓓ been</p>	<p>時態, 語態題-></p>
<p>19_1 Until the computer server is ----, employees should keep track of their hours on the chart in the payroll office.</p> <p>Ⓐ repairs Ⓑ repaired Ⓒ repairing Ⓓ repair</p>	<p>時態, 語態題-></p>

Part 6 (32%)

Questions 6-9 refer to the following memo.

From: Christina Cervales

To: Recently Hired Employees

Re: IT Device Policy

Date: 11 June

---6----. Several questions about our IT Device Policy ---7--- submitted. I apologize for not giving you sufficient details regarding this during the training session.

In general, our IT Device Policy states that employees are not to be on their devices to ---8--- private business or communication during work hours. Exceptions include family illness or emergency, and medical calls that cannot be scheduled outside of work hours. Employees may send or receive such ---9--- communications during their scheduled breaks. If you have any questions, feel free to contact me.

Christina Cervales

Human Resources

6. Ⓐ This is to inform you of an upcoming training session.
 Ⓑ We appreciate your attendance at our new-employee orientation.
 Ⓒ The following is information about different types of business calls.
 Ⓓ Please note that business communication should only be via e-mail.

8. Ⓐ reach
 Ⓑ guide
 Ⓒ attend
 Ⓓ conduct

7. Ⓐ have been
 Ⓑ having been
 Ⓒ being
 Ⓓ are being

9. Ⓐ written
 Ⓑ online
 Ⓒ secure
 Ⓓ personal

1. Vocabulary Review:

(1)_____	(2)_____	(3)_____	(4)_____	(5)_____	(6)_____	(7)_____	(8)_____	(9)_____	(10)_____
(11)_____	(12)_____	(13)_____	(14)_____	(15)_____	(16)_____	(17)_____	(18)_____	(19)_____	(20)_____


(a) activate	(b) administrative	(c) all the more	(d) ambitious	(e) apparent	(f) associated	(g) at all times	(h) attire
(i) be accounted for	(j) boardroom	(k) briefly	(l) commuter	(m) conduct	(n) definitely	(o) department	(p) device
(q) enlarge	(r) exclusively	(s) expect	(t) fold				

2. Part 1(Photographs) –動作與狀態的照片描述題


A. 動作與態的描述

重點著重於「人物動作」與「物品狀態」的描述句。在人和物品一起出現的照片中, 描述的主體不一定是人物, 有時也會是關於物品狀態描述, 這類句子較長、句構也比較複雜, 語意不容易掌握, 以物品為主詞的句子常會用被動語態表示。

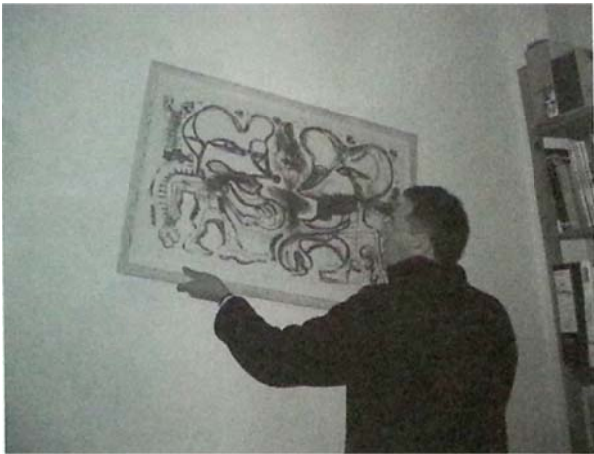
● 掌握主被動用法的描述:


	(1) He is _____ headphone to a computer. 以人物為主詞, 描述人物的動作。
	(2) The headphones are _____ to the computer. 以物品為主詞, 描述物品的狀態。
	(3) _____ headphones on the desk. 以 There is /are...的句型描述物品的位置。


■ Practice 1 – 聆聽動作或狀態的描述

	(1) She is _____ the books _____ the box.	
	(2) The books are being _____ the box.	
	(3) The box is being _____ books.	
	(4) _____ a lot of books in the box.	

■ Practice 2 – 聆聽動作或狀態的描述

(1)		(1)	
		<input type="checkbox"/>	(A) A _____ is being _____ the _____.
		<input type="checkbox"/>	(B) A _____ is _____ ing _____ the _____.
		<input type="checkbox"/>	(C) The _____ is _____ ing a _____ the _____.


(2)	(2)
	<input type="checkbox"/> (A) A _____ is being _____d ____ the _____.
	<input type="checkbox"/> (B) The _____ is _____ing ____ the _____.
	<input type="checkbox"/> (C) The _____ is _____ing ____ the _____.

(3)	(3)
	<input type="checkbox"/> (A) _____ are _____-_____ing ____ the _____.
	<input type="checkbox"/> (B) A _____ is _____d _____ the _____.
	<input type="checkbox"/> (C) _____ are _____ing _____.


B. 細節的描述


著重於「動作內容」,「動作發生地點」等細節的描述, 因為這類句子中提供較多細節, 語句會比較複雜, 所以更要熟悉描述「人」、「事」、「時」、「地」、「物」的片語用法, 才能精確掌握語意。


● 掌握段落的語意

	(1) The woman is showing a document _____.
	(2) The woman is holding up a _____.


■ Practice 1 – 聆聽句中細節描述, 並掌握句意


(1)		(1)	
		<input type="checkbox"/>	(A) _____'re _____ing _____s ____ their _____s.
		<input type="checkbox"/>	(B) _____'re _____ing _____s ____ their _____s.


(2)	(2)	
	<input type="checkbox"/>	(A) _____'s _____ing a _____ the _____ _____.
	<input type="checkbox"/>	(B) _____'s _____ing a _____ the _____ _____.

(3)	(3)	
	<input type="checkbox"/>	(A) _____'s _____ing _____ a _____ the _____ing _____.
	<input type="checkbox"/>	(B) _____'s _____ing _____s _____ a _____.


■ Practice 2 – 聆聽句中細節描述, 並掌握句意


(1)	(1)
	<input type="checkbox"/> (A) _____ of the _____ are _____ing _____es.
	<input type="checkbox"/> (B) _____ of the _____ is _____ing _____ the ______.
	<input type="checkbox"/> (C) _____ of the _____ are _____ing _____ the _____.


(2)	(2)
	<input type="checkbox"/> (A) The _____s are _____ing _____ed _____ a _____.
	<input type="checkbox"/> (B) A _____ is _____ting _____ a _____.
	<input type="checkbox"/> (C) A _____ is _____ing _____ _____s of _____s.


(3)		(3)	
		<input type="checkbox"/>	(A) Some _____ are _____ing ____ the _____ of the _____.
		<input type="checkbox"/>	(B) A _____ of _____ are ____ a _____.
		<input type="checkbox"/>	(C) _____ are ____ing ____ the _____.


C. 題型實戰


(1)		(1)	
		<input type="checkbox"/>	(A) The _____ is _____ing ____ his _____es.
		<input type="checkbox"/>	(B) The ____ is _____ing some _____ a _____.
		<input type="checkbox"/>	(C) The ____ is ____ing a _____ the _____.
		<input type="checkbox"/>	(D) The ____ is _____ing the _____ the _____.

(2)	(2)
	<input type="checkbox"/> (A) _____'re _____ing _____es _____ the _____.
	<input type="checkbox"/> (B) _____'re _____ing _____ a _____.
	<input type="checkbox"/> (C) _____'re _____ing _____ the _____ _____.
	<input type="checkbox"/> (D) _____'re _____ing _____s.

(3)	(3)
	<input type="checkbox"/> (A) _____'s _____ing a _____ the _____.
	<input type="checkbox"/> (B) _____'s _____ing the _____s _____ a _____.
	<input type="checkbox"/> (C) _____'s _____ing _____ a _____ her _____.
	<input type="checkbox"/> (D) _____'s _____ing _____ a _____ the _____.

(4)	(4)
	<input type="checkbox"/> (A) A _____ is _____ ing _____ a _____.
	<input type="checkbox"/> (B) The _____ is _____ the _____.
	<input type="checkbox"/> (C) The _____ en _____ ed ____ a _____.
	<input type="checkbox"/> (D) The _____ s ____ the _____ are _____.

(5)	(5)
	<input type="checkbox"/> (A) The _____ is _____ ing the _____ s.
	<input type="checkbox"/> (B) Some _____ is _____ ing _____ ed _____ s.
	<input type="checkbox"/> (C) The _____ is _____ ing some _____ es.
	<input type="checkbox"/> (D) A _____ is _____ ing _____ d to the _____ s.

(6)	(6)
	<input type="checkbox"/> (A) A _____ is _____ing a _____ to the _____.
	<input type="checkbox"/> (B) A _____ is _____ing _____ the _____ _____.
	<input type="checkbox"/> (C) A _____ is _____ing _____ _____es ____ a _____.
	<input type="checkbox"/> (D) The _____ _____ the _____ is _____.

3. Part 5(句子填空) –單字片語題(名詞, 動詞):

字義比一比

type/kind/part	B: Steve is an expert in repairing car <u>parts</u> . A: What _____ of movie do you like most? B: John is the <u>type=kind</u> of person who likes to help others.
agree/allow/guarantee	A: The restaurant does not _____ customers to smoke. B: If you <u>agree</u> with the terms of the contract, please sign here. A: The manufacturer _____ that its toys are safe for kids.
take/make/do	B: The board needs to <u>make</u> a decision before noon. A: Sue is going to _____ her laundry in the afternoon. B: <u>Take</u> a hot bath, and you'll feel more relaxed.

Lesson 4 -Part 1-動作與狀態題(28-32),Part 5,6-單字片語題(名詞, 動詞)(145-148) for Student A

earn/win/gain	<p>A: You can _____ knowledge by reading books.</p> <p>B: Anne <u>earned</u> her Bachelor's degree in England.</p> <p>A: The basketball team _____ the annual competition.</p> <p>一般用法</p> <p>earn+付出勞力或心力而得 例:earn a prize, earn a living</p> <p>win+有競爭性質的事物 例: win a game, win the girl</p> <p>gain+已有的東西, 只是增加程度 例: gain weight, gain strength</p>
lend/borrow/assign	<p>B: Can I <u>borrow</u> your notes? I missed our last class.</p> <p>A: The bank _____ money to small businesses.</p> <p>B: The pilot was <u>assigned</u> to the night shift.</p> <p>一般用法</p> <p>lend+to 借出(=loan)</p> <p>borrow+from 向...借</p>
commute/travel	<p>A: Lucy _____ to Europe every year.</p> <p>B: We <u>commute</u> to work or school every Monday to Friday.</p>
require/request/ask	<p>A: If you have any questions, please feel free to _____.</p> <p>B: The law <u>requires</u> that employees receive seven vacation days.</p> <p>A: The hotel guest just _____ an extra towel.</p>
totally/commonly/unanimously	<p>B: Stella is <u>totally(=absolutely)</u> against smoking indoors.</p> <p>A: The board members voted _____ to give a raise to certain employees.</p> <p>B: Lack of efficiency is a <u>problem commonly</u> found in many big companies.</p>
cost/spend/pay	<p>A: Marcy _____ a lot money traveling abroad.</p> <p>B: That expensive outfit <u>cost</u> her half her monthly salary.</p> <p>A: Could you tell me how much you _____ for your bag?</p> <p>一般用法</p>

Lesson 4 -Part 1-動作與狀態題(28-32),Part 5,6-單字片語題(名詞, 動詞)(145-148) for Student A

	<p>物+cost(人)+金錢數量或量詞</p> <p>人+spend+金錢數量或量詞(+on 物/V-ing)</p> <p>人+pay+金錢數量或量詞(+for 物/to 人)</p>
recent/modern	<p>B: Jake enjoys looking at <u>modern(contemporary)</u> paintings in art galleries.</p> <p>A: The TV station specializes in delivering the most _____ news.</p>
transfer/exchange	<p>B: The doctors decided to <u>transfer</u> Paul to a bigger hospital.</p> <p>A: If you want, you can _____ your gift for something else.</p> <p>一般用法</p> <p>exchange:</p> <p>1. 與某人交換: to exchange+物+with+人</p> <p>2. 把 A 換成 B: to exchange A for B</p>
disregard/overlook/neglect	<p>B: Laura <u>disregarded</u> her parents' wishes and dropped out of school.</p> <p>A: Andy _____ to return the important call and lost the business deal.</p> <p>B: The manager was fired because he had <u>overlooked</u> a serious problem.</p> <p>一般用法</p> <p>disregard + N. 不理會 (=ignore)</p> <p>overlook+N.看漏(=miss)</p> <p>neglect+N. 忽視</p> <p>to V.</p>

詞類及單字變化 A 職業

Adj. } V. } + man N. }	<ul style="list-style-type: none"> • business(n.) • fish(n.) • handy(adj.) • mail(v./n.) • post(v./n.) • repair(v./n.) • sales(n.) 	→ B: <u>businessman</u> 商人(=entrepreneur) → A: _____ 漁夫(=fisher) → B: <u>handyman</u> 雜務工 → A: _____ 郵差 → B: <u>postman</u> 郵差 → A: _____ 修理員 → B: <u>salesman</u> 銷售員
V. + -or	<ul style="list-style-type: none"> • edit(v.) • invest(v.) • supervise(v.) 	→ A: _____ 編輯 → B: <u>investor</u> 投資人(名詞 investment 指“投資”) → A: _____ 主管
V. } N. } +-er	<ul style="list-style-type: none"> • advise(v.) • buy(v.) • clean(v.) • commute(v.) • consume(v.) • employ(v.) • law(n.) • manage(v.) • manufacture(v./n.) • message(n.) • photograph(v./n.) • plumb(v.) • report(v./n.) • retail (v./n.) 	→ B: <u>adviser</u> 顧問(名詞 advice 指“建議”) → A: _____ 購買者(=customer) → B: <u>cleaner</u> 清潔者 → A: _____ 通勤者 → B: <u>consumer</u> 消費者 → A: _____ 雇主 → B: <u>lawyer</u> 律師 → A: _____ 經理 → B: <u>manufacturer</u> 製造商 → A: _____ 信差 → B: <u>photographer</u> 職影師 → A: _____ 水電工 → B: <u>reporter</u> 記者 → A: _____ 零售商

Lesson 4 -Part 1-動作與狀態題(28-32),Part 5,6-單字片語題(名詞, 動詞)(145-148) for Student A

	<ul style="list-style-type: none"> • sell(v.) • speak(v.) • train(v.) • work(v./n.) 	<p>→ B: <u>seller</u> 販賣者</p> <p>→ A: _____ 演講者</p> <p>→ B: <u>trainer</u> 訓練者</p> <p>→ A: _____ 工作者</p>
V. } N. } + -ee	<ul style="list-style-type: none"> • employ(v.) • nominate(v.) • trust(v./n.) 	<p>→ B: <u>employee</u> 受雇者(相對於 employer 「雇主」)</p> <p>→ A: _____ 被提名者(相對於 nominator “提名者;任命者”)</p> <p>→ B: <u>trustee</u>(財產, 業務等的)受託管理人</p>
V. } N. } + -ant	<ul style="list-style-type: none"> • account(n.) • attend(v.) • consult(v.) 	<p>→ A: _____ 會計師</p> <p>→ B: <u>attendant</u> 空服員(慣用 flight attendant)</p> <p>→ A: _____ 顧問</p>
N. + -ist	<ul style="list-style-type: none"> • art(n.) • therapy(n.) • journal(n.) 	<p>→ B: <u>artist</u> 藝術家</p> <p>→ A: _____ 治療師</p> <p>→ B: <u>journalist</u> 記者</p>
N. (領域) + -ian	<ul style="list-style-type: none"> • history (n.) • veterinary (n.) • magic (n.) 	<p>→ A: _____ 歷史學家</p> <p>→ B: <u>veterinarian</u> 獸醫</p> <p>→ A: _____ 魔術師</p>

詞類及單字變化 - 常考變化字組

字組	例句
affect (v.)影響 effect(n.)影響;結果;效果 effective(adj.)有效的 efficient(adj.)有效率的	A: The family was badly _____ by the country's weak economy. B: The sound <u>effects</u> in the movie Avatar were great.
assist(v.)協助 assistance(n.)協助 assistant(n.)助理	A: Bill hired an _____ to assist him with business matters. B: If you need any <u>assistance</u> , just let me know.
board(v.)搭乘(飛機, 船, 火車, 巴士) aboard(adv.)上(飛機, 船等)	A: All passengers can now start _____ the plane. B: Welcome <u>aboard</u> Flight 233 to Houston. This is your captain speaking.
certain(adj.)確定 certainly(adv.)無疑地 certainty(n.)確實;必然	A: Are you _____ that John is the one who took the money? B: He answered the difficult question with <u>certainty</u> .
commercial(n./adj.)廣告;商業的 commercially(adv.)商業上 commerce(n.)商業;貿易 noncommercial(adj.)非營利的	A: You'll see our new _____ on TV tonight. B: She graduated from the London School of <u>Commerce</u> .
compatible(with)(adj.)相容的 compatibility (n.)適合性;相容性 incompatible(adj.)不相容的;矛盾的	A: Before you buy this software, make sure it is _____ with your computer system. B: We don't want a <u>compatibility</u> problem afterwards.

Lesson 4 -Part 1-動作與狀態題(28-32),Part 5,6-單字片語題(名詞, 動詞)(145-148) for Student A

customize(v.)量身訂做 customer(n.)顧客 custom-made(adj.)客製化的(反義詞為 ready-made「現成的」) customs(n.)海關	A: We can _____ all our cakes to fit any customer's special needs. B: If you don't need a <u>custom-made</u> cake, we also prepare delicious ready-made ones in different flavors.
enterprise(n.)公司;企業 entrepreneur (n.)企業家;創業者 entrepreneurship (n.)企業精神	A: Local _____ can greatly affect the economy of a region. B: Bill Gates is a successful <u>entrepreneur</u> .
hesitate (v.)遲疑 hesitant (adj.)遲疑的 hesitation (n.) 躊躇;猶豫	A: If you need anything, don't _____ (=don't feel hesitant) to ask me. B: Sometimes, showing <u>hesitation</u> while negotiating is a sign of weakness.
produce(v.)生產 product(n.)產品 production(n.)產量	A: Our factory produces computer-related _____ of the finest quality and lowest prices. B: Our monthly <u>production</u> is limited, so order fast.
think(v.)想 thought(n.)想法 thoughtful(adj.)考慮周到的;體貼的	A: We need to _____ about it before making a decision. B: That's a <u>thoughtful</u> suggestion.
tour(v./n.)旅行;作巡迴演出(或比賽);旅遊 tour guide 導遊 tourist(n.)遊客 tourism(n.)旅遊業	A: You can _____ the factory as long as you want. B: The tour guide took the <u>tourists</u> for a nice tour along the river. A: _____ has thrived since the government promoted the city.

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Vocabulary – office (4)

Student A: The management will **institute** a new dress code from next month.

Student B: Who _____ this memo on my desk?

Student A: Only A-4 sized paper should be **loaded** into the printer.

Student B: Please _____ your payment to Newtown Natural Gas Company, P.O. Box 388, Vancouver, Canada.

Student A: To be considered for a promotion, staff members should possess an **outstanding** record of previous achievement.

Student B: Daniel has been with us for _____ five years.

Student A: The most recent memo from the **personnel** department announced five new job openings.

Student B: The manager will discuss a change in accounting _____.

Student A: To make an attractive advertisement, it is important to give a clear **rationale** for choosing one product over another.

Student B: The company is trying to _____ its former position in the market.

Student A: Should you have any questions **regarding** your order, you will be asked to refer to this number.

Student B: _____ of the National Manufacturers' Association's annual survey were released today.

Student A: Let me call the **security** office and see if they know anything about the lost cellphone.

Student B: Do you prefer to work the morning _____, or are you available later?

Student A: Some concerns which emerged during the construction period have **since** been resolved.

Student B: A copying machine has been placed next to the _____.

Student A: You can find extra paper in the **supply** room.

Student B: The _____ schedule for the campaign hasn't changed very much, but I would like to brief you on the plan.

Student A: We're already **understaffed**, and the contract we got yesterday will mean more work.

Student B: This is a national business awards program honoring excellence in the _____ and in business activities.