

TOEIC TRAINING
READING COMPREHENSION

860

TOEIC TRAINING READING COMPREHENSION 860

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TOEIC TRAINING

READING COMPREHENSION

860

Park Seong-Uk



NTV
Công ty TNHH
Nhân Trí Việt

Foreword

The TOEIC Test – Test of English for International Communication – a standardised test giving reliable results, measures proficiency in international business English at intermediate and advanced levels. It provides an accurate measurement of the English capabilities of non-native speakers. The TOEIC test measures and certifies listening, reading and grammar proficiency in international business English.

The TOEIC tests:

- Help businesses build a more effective workforce. There is, nowadays, a high demand from leading global corporations for employees to communicate effectively in English. That is, employees must be able to communicate across borders and cultures with co-workers and clients.
- Allow employers to make hiring decisions, promotions, transfers depending on job seekers' qualifications and English language proficiency.
- Enable universities to better prepare students for the international workplace.

In brief, organizations and job seekers around the world trust TOEIC scores to help them get ahead of the competition.

TOEIC is a very challenging examination, and unfortunately, many students find it hard to achieve the score they need. One reason for this is that the TOEIC questions use many challenging words, so students need a considerable number of business vocabulary items. The other reason is that TOEIC questions challenge students in a very logical manner. Many students are not comfortable with this type of thinking, which can make the test very challenging.

The maximum score on TOEIC is 990 points. A reasonable score is above 700 points, a good score is anything above 800 points, and a great score is anything above 900 points.

Being aware of the practical demand of learners, we have designed the series TOEIC RC and LC – 730 and 860 whose questions are taken from the most recent TOEIC tests with the aim of helping those who want to achieve the score of approximately 700 – 900 points. This series of books is hopefully a very beneficial and rewarding material for class use with the assistance of an instructor or for self-study.

Tips to help you prepare for the TOEIC tests:

- Listen to music – Music helps you acquire the rhythm and stress patterns of spoken English.
- Listen to the radio and watch TV and films – This helps you pick up the language, and does not bore you either!
- Use the language – Set aside half an hour each day to communicate only in English. If you can't do this face to face, send regular e-mail messages.
- Read – Reading is the best way to improve your vocabulary. Read newspapers, magazines, websites, novels, and non-fiction books. Choose something that genuinely interests you and isn't too challenging.
- Write – Try keeping a daily journal where you can practise using new words and expressions. This helps reinforce sentence structures and vocabulary.

There are no shortcuts – the only way to get a high score is by working hard, practising constantly and patiently to improve your English abilities.

May you soon achieve your desired goal!

Park Seong-Uk

TOEIC Test Format

There are two separate TOEIC tests: traditional Listening and Reading test and additional Writing and Speaking test. These two types of TOEIC test are administered independently and thus you need to register, pay fee for them separately and get separate test score reports. Check with your employer/company or your university/college what type of TOEIC score report they want (Listening and Reading only or both tests) before taking the test. Also check with the test site if they offer Writing and Speaking test. Technology requires you to have all 4 English language skills for workplace success.

TOEIC Listening and Reading Test

The TOEIC Listening and Reading test is a paper-and-pencil, multiple-choice assessment. There are 2 timed sections of 100 questions each.

Section I: Listening

Listening skills are required for face-to-face communication, meetings, videoconferencing, teleconferencing, podcasts and telephone conversations.

Test takers listen to a variety of questions and short conversations recorded in English, then answer questions based on what they have heard (100 items in total).

- Part 1: Photographs
- Part 2: Question & Response
- Part 3: Short Conversations
- Part 4: Short Talks

Section II: Reading

Reading skills are required for e-mail, written reports, newsletters, letters, memos, PowerPoint presentations and other forms of business communication.

Test takers read a variety of materials and answer 100 items in total at their own pace.

- Part 5: Incomplete Sentences
- Part 6: Text Completion
- Part 7: Reading Comprehension

Test Length

The test takes approximately 2½ hours, with:

- 45 minutes for Section I
- 75 minutes for Section II
- score scale: 5 – 495 for each section (10 – 990 for both)
- approximately 30 minutes to answer biographical questions

Contents

TRAINING COURSE A STUDYING TYPES OF QUESTIONS

PARTS 5&6 Learning Key Points

UNIT 1 Choosing the right word class	
151 frequently-tested nouns in the TOEIC tests	13
145 frequently-tested verbs in the TOEIC tests	17
122 frequently-tested adjectives in the TOEIC tests	20
75 frequently-tested adverbs in the TOEIC tests	23
Progress test	26
UNIT 2 Choosing the right word class	
1. Nouns	38
1. Positions of nouns	
2. Nouns referring to people and things (abstract ideas)	
3. Count nouns vs. Uncount nouns	
4. Compound nouns	
2. Adverbs	41
1. Adverbs modifying verbs	
2. Adverbs modifying adjectives	
3. Adverbs modifying adverbs	
4. Adverbs before figures	
3. Adjectives	44
1. Attributive adjectives	
2. Predicative adjectives	
Progress test	46
UNIT 3 Verb forms	
1. Participles	59
1. Participles modifying nouns	
2. Participial phrases	
3. Participles as complements	
2. Active and Passive verb forms	63
1. Identifying active and passive forms	
2. Passive form of active sentences with two objects	
3. To-infinitives	66
1. Verbs with to-infinitives as objects	
2. To-infinitives as adverbs	
3. Verbs with to-infinitives as object complements	
4. be + adjective + to-infinitive	
4. Tenses and subjunctive mood	70
1. Past, Present, Future	
2. Present perfect	
3. Past perfect	
4. Future perfect	
5. Exceptions to agreement of tenses	
6. Perfect subjunctive	
7. Past subjunctive	
5. Gerunds	75
1. Verbs with gerunds as objects	
2. Gerunds as objects of prepositions	
Progress test	77
UNIT 4 Prepositions	
1. Meanings of prepositions	83
1. Prepositions of time	
2. Prepositions of place, direction	
3. Prepositions of cause, reason	
4. Prepositions of concession	
5. Other important prepositions	
2. Expressions followed by prepositions	89
1. Verb + preposition	
2. Verb + noun + preposition + noun	
3. be + adjective + preposition	
4. Noun + preposition	
5. Prepositional phrases	
Progress test	91
UNIT 5 Conjunctions	
1. Subordinating conjunctions	93
1. Subordinating conjunctions starting an adverbial clause of time	
2. Subordinating conjunctions starting an adverbial clause of concession	
3. Subordinating conjunctions starting an adverbial clause of condition	
4. Subordinating conjunctions starting an adverbial clause of reason	
5. Subordinating conjunctions starting a noun clause	
6. Subordinating conjunctions starting an adverbial clause of purpose or result	

2. Correlative conjunctions, Co-ordinating conjunctions, Conjunctive adverbs	104
1. Correlative conjunctions	
2. Co-ordinating conjunctions	
3. Conjunctive adverbs	
Progress test	107
UNIT 6 Pronouns	
1. Personal pronouns	111
1. Possessive adjectives	
2. Reflexive pronouns	
3. Objective pronouns	
4. Subjective pronouns	
5. Possessive pronouns	
2. Demonstrative pronouns, Demonstrative adjectives	114
1. those who + verb	
2. that[those] of + noun/noun phrase	
3. Indefinite pronouns	116
1. all/many/each/every/any	
2. one/another/the other(s)/others/each other/one another	
Progress test	118

UNIT 7 Relative pronouns	
1. Relative pronouns	121
1. Relative pronouns – subjective case	
2. Relative pronouns – possessive	
3. Relative pronouns – objective case	
4. Relative pronoun – What	
5. Relative adverbs	
2. Compound relative pronouns & Compound relative adverbs	125
1. Compound relative pronouns	
2. Compound relative adverbs	
Progress test	127
UNIT 8 Comparisons	
1. Comparative form	130
1. more + adjective/adverb + than	
2. Adverbs modifying a comparative form	
2. Superlative form	132
the + superlative form of an adjective/adverb	
3. Comparison of equality	133
as + adjective/adverb + as	
Progress test	134

TRAINING COURSE **B** ASSESSING YOUR PROGRESS

PARTS 5&6 Practice Tests

PRACTICE TEST 1	138	PRACTICE TEST 3	154
PRACTICE TEST 2	146	PRACTICE TEST 4	162

TRAINING COURSE **C** PRACTISING TO ACHIEVE YOUR DESIRED SCORE

ACTUAL TESTS

ACTUAL TEST 1	172	ACTUAL TEST 3	228
ACTUAL TEST 2	200		

ANSWER KEY	263
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About This Book

TRAINING COURSE A

STUDYING TYPES OF QUESTIONS & LEARNING KEY POINTS

In this section, types of questions together with essential grammar points that can frequently be seen in the TOEIC tests are classified and systematically presented. Clear examples are also included so that you can familiarise yourself with these typical questions in Parts 5 & 6.

TYPES OF QUESTIONS AND THEIR FREQUENCY OF OCCURRENCE IN THE TOEIC TESTS

Types of questions are arranged in order of their frequency of occurrence in recent TOEIC tests. First, you do a multiple-choice question; then learn the related grammar points.

CORRESPONDING GRAMMAR POINTS & ESSENTIAL FILES

A summary of important points are presented or explained. Essential files list possible words and expressions together with illustrative examples. You should learn these by heart in order to improve your ability of choosing the correct options for your coming test.

PROGRESS TEST

This part aims at helping you to check your progress after learning the previous parts. Note that the tests with more questions given include types of questions that are most frequently seen in the TOEIC actual tests.



TRAINING COURSE B

PRACTICE TESTS OF PARTS 5&6

This section contains 4 practice tests of Parts 5 and 6, which have the same degree of difficulty as that of actual tests. By doing these tests, you can evaluate how much progress you have made after learning items in Training Course A.

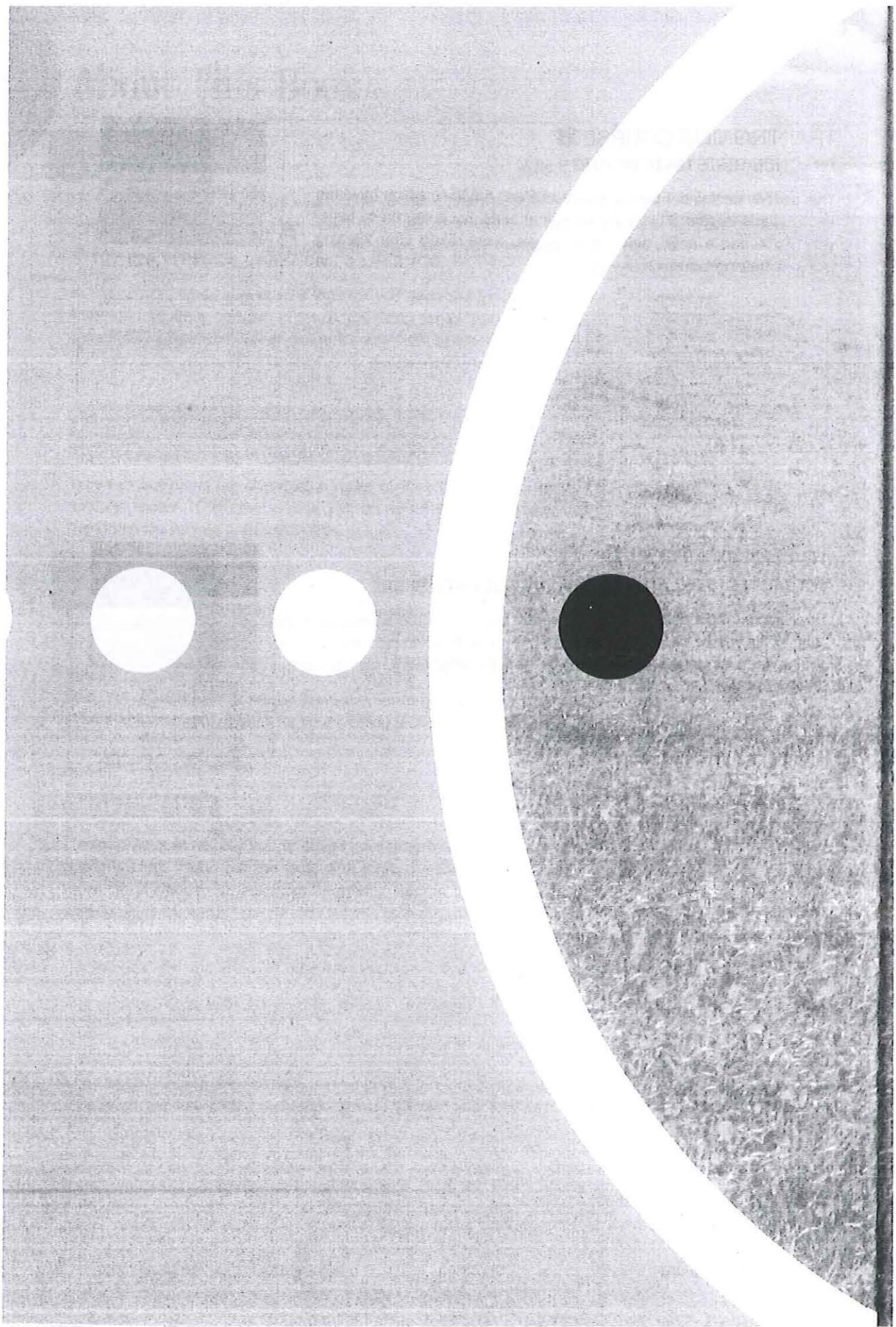


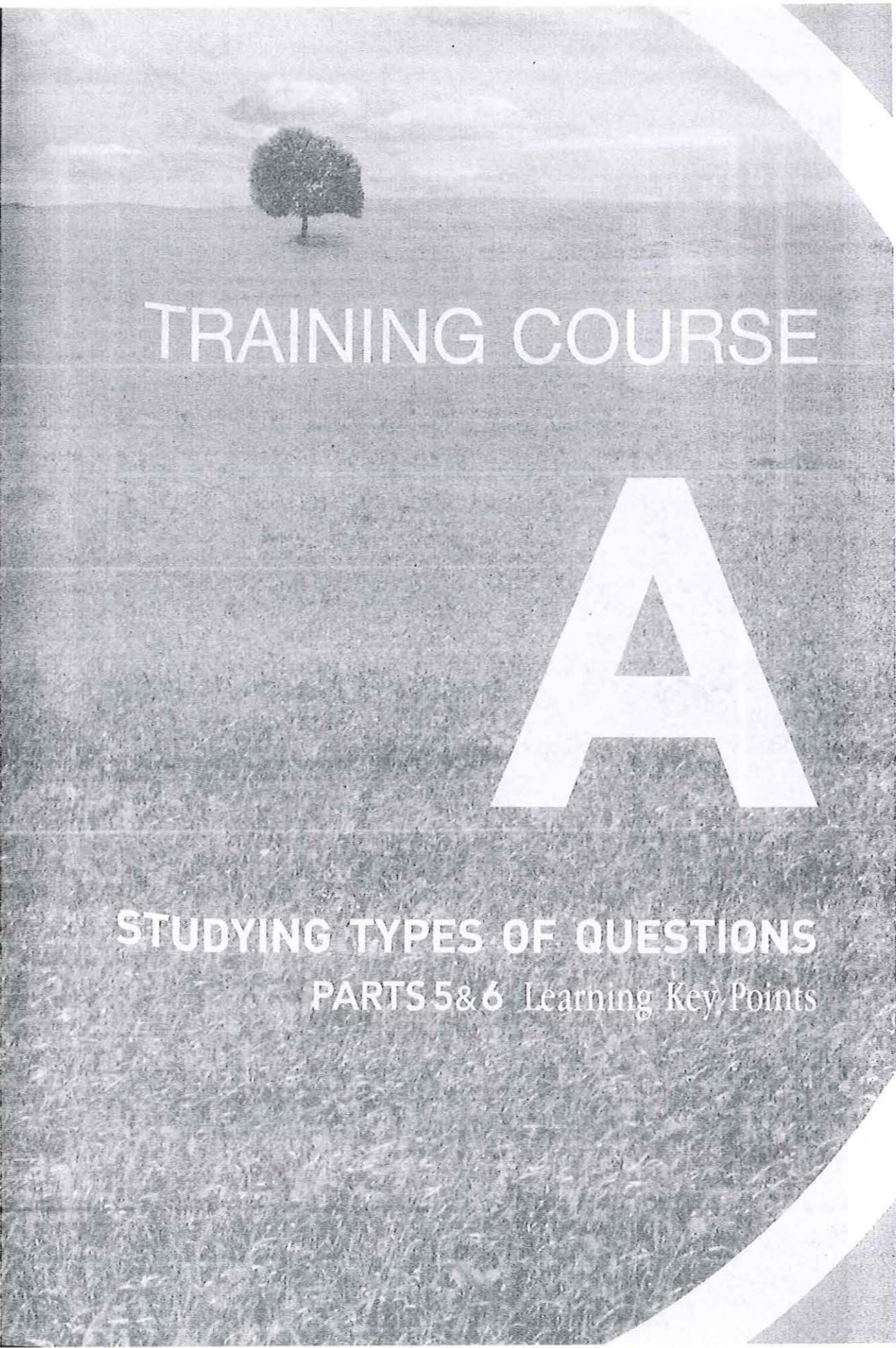
TRAINING COURSE C

ACTUAL TESTS RELATED TO YOUR DESIRED SCORE

Three actual tests that have recently been given are presented in this section for you to check your result. If you have studied the two preceding sections carefully, you can now be delighted to see your actual progress.







TRAINING COURSE

A

STUDYING TYPES OF QUESTIONS PARTS 5&6 Learning Key Points

UNIT

1

Choosing the right word class

151 frequently-tested nouns in the TOEIC tests

145 frequently-tested verbs in the TOEIC tests

122 frequently-tested adjectives in the TOEIC tests

75 frequently-tested adverbs in the TOEIC tests



151 frequently-tested nouns in the TOEIC tests

1	abstract	17	assistance
2	access		give assistance to with the assistance of
3	accordance	18	attention
	in accordance with		pay attention to attention to
4	act	19	authority
5	admission		under the authority of
	receive admission to	20	benefit
6	advance	21	budget
	advance(s) in	22	capacity
7	advantage	23	celebration
	take advantage of		in celebration of
8	agreement	24	ceremony
9	amount		award ceremony
	a considerable[large/enormous] amount of	25	challenge
10	anniversary	26	charge
11	announcement		at no charge
12	apology	27	commitment
	apology for		commitment to
	accept an apology	28	committee
	make an apology for	29	competition
13	applicant		competition for
14	application		fierce[stiff/intense] competition
	job application		be in competition with
	application form		in the face of competition from
	fill in[out] an application	30	compliance
	make[put in/submit] an application		in compliance with
15	appointment	31	component
	have an appointment	32	concentration
	make[schedule] an appointment		concentration on
	cancel an appointment	33	concern
	keep an appointment	34	conference
	doctor's appointment		hold a conference
	dentist's[dental] appointment		
16	area		

35	conflict be in conflict with	56	excursion go on an excursion
36	conjunction in conjunction with	57	expansion
37	connection	58	expense at the expense of
38	contribution make a contribution to significant[substantial] contributions to	59	expertise
39	copy	60	extension
40	cost operating cost at no extra cost	61	facility
41	deadline meet a deadline miss a deadline tight[strict] deadline	62	factor deciding[decisive/determining] factor
42	delegation	63	fee entrance fee membership fee
43	deposit put down a deposit	64	field
44	description job description	65	form evaluation form application form fill in a form in the form of
45	discount discount on at a discount	66	goal achieve a goal reach a goal ultimate goal
46	discussion under discussion	67	growth growth in[of]
47	disruption	68	guide training guide
48	distribution	69	health
49	division	70	inception
50	effectiveness	71	increase increase in tax increase wage[pay/salary] increase price increase fare increase be on the increase
51	effort in an effort to do make an effort to do	72	inquiry
52	environment working environment	73	instruction
53	estimate	74	interruption
54	evaluation		
55	event in the event of		

75   invention	meet[fulfill] an obligation moral[legal/social] obligation contractual obligation a sense of obligation
76   invitation	receive[get] an invitation accept an invitation refuse[turn down/decline] an invitation issue[extend] an invitation
77   issue	raise an issue address an issue
78   itinerary	
79   knowledge	knowledge of
80   lack	lack of for lack of
81   length	
82   loyalty	loyalty to[towards]
83   maintenance	maintenance of maintenance crew[man/staff]
84   market	on the market market share niche market be in the market for
85   matter	to make matters worse as a matter of fact
86   merchandise	
87   need	need for be in need of have no need of meet[satisfy] a need
88   negotiation	
89   notice	on[at] short notice until further notice
90   obligation	have an obligation to do be under an obligation to do be under no obligation to do
91   opportunity	opportunity to do ideal[perfect] opportunity rare[unique] opportunity once-in-a-lifetime opportunity wasted[lost/missed] opportunity take[seize/use] an opportunity at the first[earliest] opportunity at every (possible) opportunity
92   orientation	
93   output	manufacturing output industrial output agricultural output
94   permission	written permission ask[request/apply for] permission give[grant] permission get[obtain/receive] permission
95   point	to the point
96   policy	
97   popularity	gain[grow/increase] in popularity
98   position	be in a position to do
99   potential	
100   practice	put A into practice
101   precaution	take precautions safety precautions
102   preference	
103   preparation	in preparation for
104   presence	
105   presentation	make[give] the presentation on presentation of

106	priority	right
	top priority	reserve the right to do
	have priority over	
107	procedure	rise
	safety procedures	price rise give rise to
108	productivity	rival
	increase[improve/raise] productivity	rival company
109	project	schedule
110	promotion	on schedule ahead of schedule behind schedule
111	proportion	
112	quality	sequence
	be of poor quality	in sequence
	be of good[high] quality	
113	rationale	series
114	receipt	a series of
	on[upon] receipt of	
115	record	service
	keep a record of	customer service in service out of service
116	reference	session
	for one's reference	training session
	in[with] reference to	
117	refund	shortage
	give A a refund	a shortage of an acute shortage of
	a full refund	water shortage housing shortage
	tax refund	
118	registration	site
	registration fee	construction[building] site
119	reliability	source
120	replacement	major[primary/main] source of
121	request	standard
	request for	safety standards living standards
	at one's request	
	on request	
122	requirement	strength
	meet[fulfill/satisfy] a requirement	
123	resource	subscriber
	natural resources	
	financial resources	subscription
124	result	subscription to
	as a result of	
	end[final/net] result	summary
125	review	in summary
		supervision
		under the supervision of
		supply

144 surplus	transition
145 technician	transition from A to B
146 technique	warranty
147 time	under warranty
148 tool	wear

145 frequently-tested verbs in the TOEIC tests

- | | |
|----------------------|-----------------------|
| 1 accept | 19 authorize |
| 2 account | authorize A to do |
| account for | |
| 3 acquire | 20 become |
| 4 address | 21 change |
| 5 advise | 22 charge |
| advise A about[of] B | be charged with |
| 6 allow | 23 collaborate |
| allow A to do | collaborate with |
| allow for | collaborate on |
| 7 announce | 24 complete |
| 8 answer | 25 conduct |
| 9 anticipate | conduct a survey |
| 10 appear | 26 connect |
| 11 appoint | 27 conserve |
| appoint A to do | 28 consult |
| 12 approach | consult A about B |
| 13 arrange | consult with |
| 14 arrive | 29 contain |
| 15 attempt | 30 contribute |
| attempt to do | contribute to |
| 16 attend | 31 cover |
| 17 attract | 32 create |
| attract attention | 33 decide |
| attract interest | decide to do |
| 18 attribute | 34 decline |
| attribute A to B | 35 decrease |
| be attributed to | 36 deliver |
| | be delivered to |

37		demonstrate	demonstrate something	64		follow	follow someone/something
38		depart	leave	65		forward	forward A to B
39		design	be designed to do	66		fulfill	fulfill an aim[goal/objective]
40		detail	details	67		grant	grant A B
41		develop	develop something	68		grow	grow
42		diagnose	diagnose something	69		guarantee	guarantee something
43		discontinue	stop doing something	70		handle	handle something
44		discourage	discourage A from V-ing	71		hesitate	hesitate to do
45		display	display something	72		hire	hire someone
46		emerge	emerge as	73		hold	hold the post[position/office]
47		enable	enable A to do	74		host	host something
48		enclose	enclose something	75		ignore	ignore something
49		enhance	enhance something	76		implement	implement something
50		enroll	enroll in	77		include	include something
51		ensure	ensure that	78		increase	increase something
52		enter	enter something	79		indicate	indicate something
53		escort	escort A to	80		install	install something
54		establish	establish something	81		institute	institute something
55		evaluate	evaluate something	82		instruct	be instructed to do
56		exceed	exceed something	83		intend	intend to do
57		expect	be expected to do				be intended for
58		expire	expire	84		keep	keep something
59		express	express (an) interest in	85		last	last
			express concerns about	86		load	load something
60		extend	extend something	87		make	make a purchase
61		fall	fall	88		monitor	monitor something
62		feature	feature something	89		notify	notify A of B
63		fill	fill an order				notify A that

90	obtain	receive support receive training receive education receive the promotion
	obtain A from B	
	obtain A through B	
91	occupy	
92	offer	recommend recommend V-ing recommend A to B be recommended for
	offer A to B	
93	paint	
94	peak	record
95	permit	recruit
	be permitted to do	reduce reduce A to V-ing
96	pertain	regain regain consciousness
	pertain to	
97	picture	
98	place	register register for
	place an order	reject
	place value on	release
	place importance on	remind remind A to do
	place emphasis on	remove remove A from B
99	postpone	replace replace A with B
	postpone V-ing	report
	be postponed until	represent
100	present	require be required to do
101	preserve	reserve reserve A for B
102	prevent	respond respond to
	prevent A from V-ing	restore restore A to B
103	process	resume
104	prolong	retain
105	promote	review
	promote A to B	schedule be scheduled to do
106	propose	be scheduled for
107	provide	seek
	provide A with B	
108	purchase	
109	qualify	
	qualify for	
	qualify A for B	
110	raise	
	raise awareness of	
111	receive	
	receive A from B	
	receive attention	

134		serve	serve a function[role] serve food serve customers	140		substitute	substitute A for B
135		set up	set up a business set up a shop	141		summarize	summarize a text summarize a speech
136		settle	settle a dispute settle a problem	142		take	take a risk take a chance
137		show	show interest in show enthusiasm for	143		train	train A in B be trained in
138		sign	sign up for sign a contract	144		welcome	welcome someone welcome a guest
139		submit	submit a report submit a document	145		win	win an award win a competition



122 frequently-tested adjectives in the TOEIC tests

1		about	be about to do	12		aware	well[fully/acutely] aware be aware of
2		absolute	in absolute terms	13		beneficial	beneficial to[for]
3		accessible	easily[readily] accessible	14		broad	broad consensus[agreement]
4		additional	additional information additional charge additional expenditure	15		close	be close to keep a close eye on keep in close contact with
5		administrative		16		common	common knowledge common ground
6		affordable		17		complete	complete with
7		ambitious		18		complimentary	complimentary tickets complimentary about
8		apparent	for no apparent reason	19		comprehensive	
9		appropriate	highly[entirely/wholly] appropriate appropriate time[place]	20		confident	confident of[about] confident manner
10		assured	be assured of be assured that				
11		available	readily[widely] available				

21		confidential	keep A strictly confidential	42		exclusive	have exclusive use of exclusive report[coverage]
22		considerable	considerable amount[number] of	43		exemplary	
23		continuous	continuous economic growth	44		following	
24		convenient		45		frequent	
25		current		46		guided	guided tour
26		declining		47		healthy	
27		definitive	definitive agreement	48		helpful	helpful advice
28		deliberate		49		high	high price[charge] high tax at high speed high proportion[percentage] of
29		delicate		50		idle	
30		desirable	highly desirable	51		improper	improper behaviour[conduct]
31		detailed	detailed description detailed analysis	52		incidental	
32		disappointed	be disappointed at[with/about] be disappointed to hear[see/find]	53		increased	
33		dissatisfied	be dissatisfied with	54		increasing	
34		due	be due to do	55		indicative	be indicative of
35		eager	be eager to do	56		initial	initial stage[phase/period]
36		efficient		57		interactive	
37		eligible	be eligible to do	58		interested	be interested in
38		entertaining		59		key	
39		equal	equal number[amount] of be of equal value be of equal importance be equal in size[length/height] be equal to	60		later	
40		essential	be essential to	61		latest	
41		exceptional		62		leading	
				63		limited	
				64		long	
				65		minor	
				66		native	native to
				67		near	

68			nearby	near at hand
69			next	immediately following
70			notable	deserving of notice
71			numerous	many
72			ongoing	continuing
73			only	the sole or unique example
74			open	free from restrictions
			be open to	available to
75			optimistic	hopeful about the future
			be optimistic about	feel positive about
76			orderly	arranged in a logical way
			in an orderly manner	done in a logical way
77			outgoing	friendly and sociable
			outgoing mail	mail sent to many people
78			outstanding	superior
79			personal	belonging to you
80			pleasant	kind and friendly
81			pleased	content
			be pleased to do	want to do something
82			popular	widely liked by many people
			hugely[enormously/immensely] popular	very popular
			be popular with[among]	liked by many people
83			previous	earlier
84			productive	producing a lot
			highly productive	very productive
			productive of	causing something to happen
85			protective	protecting from harm
			protective clothing[equipment]	clothing/equipment that protects
86			qualified	able to do a job well
			be qualified for	able to do something well
87			ready	prepared
88			reasonable	fair and just
89			related	connected to
			be related to	connected to something
90			relevant	important for a purpose
91			reliable	dependable
92			repetitive	done again and again
			repetitive work[tasks/jobs]	work that is done again and again
93			responsible	answerable for something
			be responsible for	have responsibility for
94			routine	done regularly
95			secure	safeguarded
96			sensitive	able to feel things easily
97			sincere	honest and true
98			skilled	good at something
			be skilled at[in]	have skill at/in
99			spacious	large and open
100			steep	sloping down sharply
101			strategic	planned to give an advantage
102			stringent	very strict
103			strong	powerful
104			subject	under control
			be subject to	controlled by
105			subsequent	happening after
106			substantial	large in amount
107			successful	achieve success
			highly successful	achieve great success
			be successful in V-ing	achieve success in doing something
108			superior	better than others
			be superior to	be better than
109			surplus	more than needed
			surplus funds	extra money
110			temporary	not permanent
			on a temporary basis	for a short time
111			unavailable	not available
			be unavailable to	not available to
112			uncertain	not known for sure
113			unexpected	not expected
114			unfavorable	not good
115			unstable	not stable
116			upcoming	soon to happen
117			useful	helpful
			useful for	helpful for
118			valued	thought highly of
119			versatile	able to do many different things

120 **vital**

121 **vulnerable**

be vulnerable to

122 **wide**

a wide range of

75 frequently-tested adverbs in the TOEIC tests

- | | |
|------------------------|--|
| 1 absolutely | 27 generously |
| 2 accordingly | 28 highly |
| 3 adversely | highly efficient
highly skilled
highly trained |
| 4 again | 29 immediately |
| 5 already | immediately before[after] |
| 6 also | 30 indirectly |
| 7 always | 31 individually |
| 8 approximately | 32 later |
| 9 briefly | 33 likely |
| 10 carefully | 34 mutually |
| 11 cautiously | 35 nearly |
| 12 clearly | 36 necessarily |
| 13 closely | 37 occasionally |
| 14 completely | 38 often |
| 15 consistently | 39 once |
| 16 conveniently | at once
all at once |
| 17 currently | 40 only |
| 18 definitely | 41 originally |
| 19 dramatically | 42 particularly |
| 20 easily | 43 perfectly |
| 21 effectively | 44 personally |
| 22 efficiently | 45 previously |
| 23 especially | 46 primarily |
| 24 exclusively | 47 probably |
| 25 finally | 48 promptly |

- | | |
|--|--|
| 49 <input type="checkbox"/> properly | 63 <input type="checkbox"/> still |
| 50 <input type="checkbox"/> provisionally | 64 <input type="checkbox"/> suddenly |
| 51 <input type="checkbox"/> quickly | 65 <input type="checkbox"/> surely |
| 52 <input type="checkbox"/> rapidly | 66 <input type="checkbox"/> temporarily |
| 53 <input type="checkbox"/> reasonably | 67 <input type="checkbox"/> then |
| 54 <input type="checkbox"/> recently | 68 <input type="checkbox"/> thoroughly |
| 55 <input type="checkbox"/> regularly | 69 <input type="checkbox"/> too |
| 56 <input type="checkbox"/> relatively | 70 <input type="checkbox"/> unbearably |
| 57 <input checked="" type="checkbox"/> separately | 71 <input type="checkbox"/> unexpectedly |
| 58 <input type="checkbox"/> shortly
shortly before[after] | 72 <input type="checkbox"/> usually |
| 59 <input type="checkbox"/> since | 73 <input type="checkbox"/> very |
| 60 <input type="checkbox"/> soon | 74 <input type="checkbox"/> well |
| 61 <input type="checkbox"/> sparingly | 75 <input type="checkbox"/> yet
have yet to |
| 62 <input type="checkbox"/> specially | |



PROGRESS TEST

1. Project funding outlines must be filed before the end of the week and should contain a concise —— and a short budget outline.
(A) meaning
(B) belief
(C) excursion
(D) abstract
2. Collectors gathering especially delicate plant species must label specimens
(A) exceedingly
(B) accordingly
(C) considerably
(D) namely
3. The entirety of the museum's artifact collection has been —— for.
(A) recorded
(B) accounted
(C) explained
(D) calculated
4. Later in the year, when X Press —— the smaller publisher Zippy Books, many departments will be merged.
(A) merges
(B) remains
(C) acquires
(D) anticipates
5. All salespeople are expected to —— client complaints in a polite and restrained manner.
(A) arrive
(B) address
(C) inform
(D) stand
6. The state is undergoing a drought that is —— affecting crops and driving up food prices throughout the nation.
(A) valuably
(B) strenuously
(C) adversely
(D) exactly
7. Ms. Costa, an innovation specialist, has —— our staff on the effective handling of disgruntled customers.
(A) designed
(B) advised
(C) proposed
(D) suggested
8. The budgetary working group incorrectly —— that the temporary merger action team's activities could be supported by this year's budget.
(A) anticipated
(B) collected
(C) sponsored
(D) selected
9. The management group —— a new domestic manager to be in charge of the office every three years.
(A) deposits
(B) appoints
(C) predicts
(D) operates
10. All management seminar presenters may have a meeting with city politicians —— should they so desire.
(A) collected
(B) aligned
(C) controlled
(D) arranged

11. Clients can always be ----- that the IT Department is constantly engaged in the protection of personal details.
- (A) assured
(B) dedicated
(C) decided
(D) indicated
12. Bookman's Booksellers suffered a 40-percent decline in sales in the last quarter, a situation ----- to increasing pressure from online sellers.
- (A) accused
(B) presented
(C) disapproved
(D) attributed
13. During tomorrow's board meeting, the question of increasing the main conference room's ----- to seat the meeting participants will be raised.
- (A) intensity
(B) aptitude
(C) capacity
(D) preparation
14. Well-regarded computer design specialist Juan Nunez ----- with Silicon Venture's Advertising Department to create a campaign for the new series of Silicon Venture computers.
- (A) recalled
(B) collaborated
(C) provided
(D) envisaged
15. In his ratification of the memorandum of agreement, Chairman Tae Gyong Choi demonstrated his ----- to cooperation with our company.
- (A) assessment
(B) reference
(C) selection
(D) commitment
16. All aspects of the company's performance are regularly checked by health and safety inspectors, making ----- with government regulations over a company priority.
- (A) rise
(B) compliance
(C) accumulation
(D) probability
17. All customers of the Hakama Hotel can use their room keys to access the ----- computers with Internet access in the business center.
- (A) definite
(B) traveling
(C) spacious
(D) complimentary
18. Machine tools are now designed in such a manner that old or damaged ----- can be easily replaced.
- (A) dividends
(B) components
(C) representatives
(D) institutions
19. A tax specialist will be available for consultations to discuss any ----- that staff members may have about the upcoming changes in regulations.
- (A) components
(B) importance
(C) agreement
(D) concerns
20. In view of her demonstrated intelligence, diligence, and general competence, I am ----- that Ms. Jeon will be a valued employee at whichever company she finds employment.
- (A) confident
(B) obvious
(C) noticeable
(D) intelligent

21. All employees must get a special security pass to access the document room due to the _____ nature of many of the papers stored there.
- (A) limiting
(B) proportionate
(C) confidential
(D) surrounding
22. The city's chief of planning has cancelled his meeting with local construction companies because of a _____ in his appointments.
- (A) combination
(B) prevention
(C) following
(D) conflict
23. The new washing machine's greatest advantage is that it can _____ water.
- (A) conserve
(B) avoid
(C) accomplish
(D) compare
24. Because of Lily White Paper's _____ late deliveries in shipments, Office Master Stationery has cancelled its contract with that company.
- (A) steadily
(B) sensibly
(C) exactly
(D) consistently
25. In finding design inspiration for new structures, Mr. Tanaka will often _____ with his team members.
- (A) consult
(B) invite
(C) persuade
(D) request
26. The price of seminar tickets _____ entrance to the seminar as well as all accommodations.
- (A) wraps
(B) covers
(C) guards
(D) spreads
27. The human resources team was tasked with finding _____ methods to increase staff morale.
- (A) obtained
(B) additional
(C) decided
(D) approximate
28. The branch supervisor stated that the customer development team would _____ surpass its yearly quota.
- (A) freely
(B) extremely
(C) definitely
(D) usually
29. The Northern Center for Medical Research sent a _____ to Hong Kong for the tropical disease conference.
- (A) nomination
(B) revision
(C) description
(D) delegation
30. The sudden increase in sales figures for *Outdoor World* is thought to be a result of the magazine's _____ policy of targeting younger readers.
- (A) deliberates
(B) deliberately
(C) deliberate
(D) deliberating
31. International Fasteners' products are all subject to a _____ quality control process.
- (A) dependent
(B) withheld
(C) stringent
(D) founded
32. HSB's technology staff will _____ the company's new range of multimedia software at the upcoming cyber expo.
- (A) tolerate
(B) encourage
(C) demonstrate
(D) astonish

33. The domestic management team has recently developed a paper that _____ the company's expected short-term financial performance.
- (A) corresponds
(B) expects
(C) prepares
(D) details
34. Lakeside Hospital has been provided with medical imaging technology that is expected to allow doctors to _____ cancer in its early stages.
- (A) shift
(B) collapse
(C) diagnose
(D) respond
35. When installing new software on any device, it is important that all of the steps be made in the correct _____.
- (A) expertise
(B) direction
(C) sequence
(D) range
36. The booklets that used to come with all Simplicity kitchen appliances have now been _____ in favor of online guides for its products.
- (A) partial
(B) temporary
(C) conditional
(D) discontinued
37. Universal Online Services would like to extend an apology to all of the customers affected by last week's _____ in services caused by the recent storms.
- (A) irritation
(B) outbreak
(C) controversy
(D) disruption
38. Due to _____ environmental cleanup problems at the proposed site, construction of the new warehouse will be postponed indefinitely.
- (A) ongoing
(B) dissolved
(C) restrained
(D) considerate
39. Starting April 1, all books checked out from Williamstown municipal libraries will have their _____ dates extended by one week.
- (A) owing
(B) due
(C) payable
(D) mature
40. Agricultural product exporters were _____ to make deals with buyers in developing markets until the financial crash halted their plans.
- (A) eager
(B) constructive
(C) relative
(D) delicious
41. The release of Intermedia's new software was postponed when a crucial problem _____ during testing.
- (A) emerged
(B) engaged
(C) released
(D) reacted
42. All staff members who have been with the company for fewer than 12 months are required to _____ in the Future Managers Conference.
- (A) enroll
(B) attend
(C) apply
(D) expect

43. The achievements made by Vladimir Smirnov in theoretical physics are made all the more extraordinary, —— when it is considered that he is not yet 30.
- (A) greatly
(B) unusually
(C) especially
(D) positively
44. The strategic planning division predicts that we will —— this year's client development goal during the last quarter of the year.
- (A) rate
(B) enter
(C) revisit
(D) exceed
45. Ms. Yang has most —— offered to organize the annual company family day.
- (A) enormously
(B) financially
(C) exceptionally
(D) generously
46. Outgoing CEO Edward Nowak held a quiet dinner —— for company employees to mark the occasion.
- (A) gradually
(B) nearly
(C) exclusively
(D) precisely
47. Members of this afternoon's whale watching —— must have their tickets validated by the activities officer in the lobby.
- (A) excursion
(B) itinerary
(C) reservation
(D) proposal
48. Mr. Francisco was presented with a special incentive award due to his —— performance in handling customer complaints.
- (A) exemplary
(B) doubtful
(C) dependent
(D) prospective
49. The landlord has —— concern that many renters are not adequately maintaining the interior appearances of their apartments.
- (A) proposed
(B) commented
(C) regarded
(D) expressed
50. European Petroleum's managing director has revealed that the company has —— won permission to prospect in several wildlife reserves.
- (A) finally
(B) soon
(C) closely
(D) yet
51. The meet and greet with new clients will begin at 6:00 p.m. and will be —— by a cocktail hour before dinner.
- (A) advanced
(B) delayed
(C) proceeded
(D) followed
52. Due to the rapidly expanding nature of the Foxton Corporation, the board —— gathers its managers at the main branch for information sessions.
- (A) frequently
(B) spaciously
(C) originally
(D) approximately

53. We are probably going to need some temporary staff if we are to ——— our current orders on time.
- (A) affect
(B) fulfill
(C) contain
(D) mention
54. Our company often ——— special leave to employees with newborn babies and small children.
- (A) retrieves
(B) grants
(C) donates
(D) requires
55. A new theory on productivity states that those who are ——— organized in their daily habits often produce the most.
- (A) highly
(B) hopefully
(C) probably
(D) rarely
56. Company security members are determined that none of their new regulations, no matter how inconvenient, be ——— by the staff.
- (A) behaved
(B) ignored
(C) operative
(D) regarded
57. The company intends to ——— a new, more thorough selection process for applicants to avoid hiring substandard employees.
- (A) implement
(B) base
(C) instruct
(D) accompany
58. The new position requires a mature candidate able to build an entire department from its very ———.
- (A) cause
(B) solution
(C) growth
(D) inception
59. In the recording of memoranda arising from meetings, it is not essential or desirable to record ———, unimportant details.
- (A) decreased
(B) insufficient
(C) incidental
(D) prerequisite
60. Slow sales are not always ——— of ineffective advertising campaigns.
- (A) decisive
(B) reminiscent
(C) protective
(D) indicative
61. Kobayashi's traditional Japanese cakes are all ——— packaged and are beautifully wrapped in a box with fine paper.
- (A) individually
(B) reservedly
(C) positively
(D) approximately
62. In order to bring the IT team in line with the rest of the company, HR has ——— a dress standard for all team members.
- (A) instituted
(B) proved
(C) decided
(D) resembled
63. The Finance Department was ——— to offer a refund to the CJ Rightway Corp. for shipping damage.
- (A) instructed
(B) agreed
(C) demanded
(D) intended

64. It is anticipated that during the network rewiring process on Monday, there will be a company-wide _____ in Internet services.
- (A) distinction
(B) submission
(C) circulation
(D) interruption
65. Ms. Ito's _____ includes brief layovers in LA and Chicago.
- (A) position
(B) itinerary
(C) circuit
(D) pattern
66. In _____ with company regulations, all employees must wear protective clothing when handling dangerous goods.
- (A) closing
(B) seeing
(C) keeping
(D) joining
67. First State Bank is offering a range of discounted financial services in an attempt to build customer _____.
- (A) brands
(B) honesty
(C) locations
(D) loyalty
68. Salazar's Cleaning and Repairs landed the contract for the _____ of the recently completed Parkways Mall.
- (A) maintenance
(B) anticipation
(C) application
(D) refreshment
69. Here at Homebuilder's Home Loans, we are doing our best to build _____ beneficial relationships with all of our customers.
- (A) mutually
(B) punctually
(C) respectively
(D) precisely
70. In accordance with its environmental policies, the company prefers all landscaping surrounding its buildings to be comprised of vegetation _____ to the location.
- (A) according
(B) physical
(C) native
(D) approximate
71. Views expressed by opinion writers published in the *Dominion Times* do not _____ represent the views of the publishers of this newspaper.
- (A) barely
(B) highly
(C) gradually
(D) necessarily
72. Renters taking over recently vacated apartments shall have no _____ to repair damage done by previous tenants.
- (A) pledge
(B) promise
(C) obligation
(D) engagement
73. To ensure production continuity, Medicorp will _____ request guarantees from potential suppliers.
- (A) prematurely
(B) marginally
(C) occasionally
(D) uncommonly
74. The Twin Pines Mall _____ 20 acres of prime real estate on the outskirts of town.
- (A) occurs
(B) resides
(C) occupies
(D) remains
75. It is recommended that this glue _____ be used with wooden objects as it is unsuitable for plastics.
- (A) doubly
(B) nearly
(C) only
(D) as

76. Jamison's press release stated that the company remained _____ about making an out-of-court settlement.
- (A) willing
(B) optimistic
(C) visionary
(D) assertive
77. Grace Park was _____ booked to headline Friday's recital, but, due to illness, she will be replaced by up-and-coming violinist Matthew Davis.
- (A) fluently
(B) currently
(C) considerably
(D) originally
78. New computerized flow controls have allowed for such a massive increase in _____ that we now have to limit our monthly production totals.
- (A) location
(B) preparation
(C) output
(D) rules
79. New Day Interiors has received several awards for the _____ service offered by its highly-trained employees.
- (A) approving
(B) outstanding
(C) magnified
(D) hopeful
80. Mr. Garcia's supervisor of three years praised his ability to keep his head, _____ in emergencies.
- (A) readily
(B) accurately
(C) eagerly
(D) particularly
81. All inquiries _____ to new pay deductions must be directed to the domestic management team.
- (A) granted
(B) receiving
(C) pertaining
(D) similar
82. Recent research shows that consumers have a _____ for shopping for music and books online.
- (A) promotion
(B) courtesy
(C) amount
(D) preference
83. As _____ for the health and safety inspector's visit, all employees are asked to revise their knowledge of the company's safety code.
- (A) presentation
(B) determination
(C) preparation
(D) administration
84. The CEO has requested the _____ of all employees at the disciplinary hearing that will be held on Wednesday.
- (A) occurrence
(B) urgency
(C) presence
(D) insistence
85. Balancing this year's budget must have _____ over all other tasks.
- (A) priority
(B) standard
(C) resolve
(D) credit
86. All staff members got a large amount of work completed at last week's planning session, and, since it was so _____, another is planned for next week.
- (A) productive
(B) abundant
(C) inaudible
(D) reluctant
87. All company hardware must be regularly maintained in order to _____ its lifespan.
- (A) persist
(B) endure
(C) enlarge
(D) prolong

88. The company sincerely apologizes for the delay in the shipment of your product and requests that you accept that all future orders will be shipped _____.
(A) randomly
(B) promptly
(C) relatively
(D) ultimately
89. More than 30 percent of respondents reported that they spend a large _____ of their incomes on their children.
(A) size
(B) proportion
(C) equivalence
(D) combination
90. While Mr. Santos has been _____ declared chairman of the board, it will take ratification by the board of trustees to make the measure official.
(A) comparably
(B) restrictively
(C) critically
(D) provisionally
91. A family-friendly atmosphere and _____ priced meals have ensured La Dolce Vita's continued success.
(A) virtually
(B) gratefully
(C) thoroughly
(D) reasonably
92. All staff working in the laboratory must have emergency procedure binders available for easy _____.
(A) procedure
(B) reference
(C) subject
(D) indication
93. Any party wishing to join a tour group to see the estate must first _____ to avoid disappointment.
(A) approve
(B) express
(C) register
(D) record
94. All managers must be sure to _____ update their team members on the current company production standards.
(A) brightly
(B) regularly
(C) previously
(D) accidentally
95. Johnson's Architecture keeps all orders, billing information and _____ documents in a computerized database.
(A) achievable
(B) related
(C) alike
(D) interested
96. Revenue from sales made online remains _____ low for our company in comparison with those of some other companies.
(A) nearly
(B) closely
(C) relatively
(D) precisely
97. A government spokesperson today _____ figures showing that the economy has officially moved into a recession.
(A) controlled
(B) managed
(C) achieved
(D) released

98. In their sales pitches, representatives from GEB Heavy Equipment always emphasize the _____ and durability of the firm's construction machinery.
- (A) confidence
(B) obligation
(C) determination
(D) reliability
99. Any person wishing to be _____ from this automated mailing list should click on the link below.
- (A) removed
(B) replaced
(C) sent
(D) stored
100. Surveys show that employees given a range of tasks are happier and more productive than if their work is limited and _____.
- (A) former
(B) disappointed
(C) repetitive
(D) willing
101. A recent report released by *Consumer Choice* has indicated that online sales are _____ stores for the sale of many items.
- (A) replacing
(B) causing
(C) interfering
(D) returning
102. As of September 1, Janet Smith will _____ the company as its spokesperson.
- (A) attend
(B) perform
(C) represent
(D) express
103. Conference attendees are reminded that all aisle seats are _____ for presenters and panelists.
- (A) chaired
(B) reserved
(C) substituted
(D) performed
104. Alberto Santos has been at our New Delhi office for several months now, but he is due to _____ his position in the head office soon.
- (A) function
(B) withdraw
(C) gather
(D) resume
105. All sales team members must _____ records of all of their daily transactions.
- (A) retain
(B) imitate
(C) support
(D) resist
106. All expense accounts must have the accommodations costs listed _____ from other lesser expenses.
- (A) arbitrarily
(B) separately
(C) definitely
(D) mutually
107. HBM finally _____ its long-running patent infringement suit against Northwest Plumbing Supplies early this month.
- (A) arrived
(B) defeated
(C) suggested
(D) settled
108. All IT staff adding content to the company LAN must use technical jargon and terminology _____.
- (A) lately
(B) vaguely
(C) distantly
(D) sparingly

- 109.** The deputy director asked John Matheson to prepare for the meeting with the new company as he has a great deal of experience in ——— contract negotiations.
- (A) noted
(B) delicate
(C) talented
(D) proficient
- 110.** Prices at all Bird of Paradise Hotels are ——— to change based on seasonal demand.
- (A) plain
(B) public
(C) subject
(D) general
- 111.** The inaugural Innovative Managers of the Future Conference was poorly attended, but word of mouth ensured greater attendance in ——— years.
- (A) subsequent
(B) next
(C) following
(D) late
- 112.** In every meal offered by the hospital, patients may ——— ingredients for low-fat options on their order cards.
- (A) classify
(B) modify
(C) substitute
(D) support
- 113.** The management team from Innovative Solutions was very happy to announce the budget ——— for the coming year.
- (A) surplus
(B) reward
(C) price
(D) substitute
- 114.** Client agencies are currently being ——— in the use of our corporate software.
- (A) revealed
(B) trained
(C) understood
(D) taken
- 115.** Thinking Machines, Inc. had to make the ——— to an entirely digital payroll.
- (A) location
(B) transition
(C) cooperation
(D) suspension
- 116.** While the weather has been almost ——— hot this week, a cool change is forecast for next week.
- (A) completely
(B) indifferently
(C) unbearably
(D) presumably
- 117.** Mr. Hamada is a ———, flexible manager, making him much in demand.
- (A) complete
(B) typical
(C) versatile
(D) assorted
- 118.** The older air conditioning units, which are ——— to mechanical failure, are to be phased out in the coming months.
- (A) vulnerable
(B) insecure
(C) unstable
(D) delicate
- 119.** Many of the company cars are starting to show signs of ——— after almost constant daily use.
- (A) decrease
(B) shape
(C) limit
(D) wear

120. All team managers and department heads are required to attend the _____ on the company's new workplace bullying policy.
- (A) reception
(B) seminar
(C) committee
(D) delegation
121. _____ the winning entry in the competition, the judges had an extremely difficult time since the standard of entries was so high.
- (A) In selecting
(B) To prefer
(C) To affirm
(D) In accepting
122. Oscar Schmidt is hopeful that he will be _____ to a new position offering greater responsibility and remuneration after his next contract is signed.
- (A) promoted
(B) granted
(C) given
(D) preferred
123. All new company hires must go through a detailed employee _____ process in order to understand company procedures and requirements.
- (A) induction
(B) inducement
(C) interview
(D) inference

UNIT

2

Choosing the right word class

1. Nouns

1. Positions of nouns
2. Nouns referring to people and things (abstract ideas)
3. Count nouns vs. Uncount nouns
4. Compound nouns

2. Adverbs

1. Adverbs modifying verbs
2. Adverbs modifying adjectives
3. Adverbs modifying adverbs
4. Adverbs before figures

3. Adjectives

1. Attributive adjectives
2. Predicative adjectives



1 Nouns

1. Positions of nouns 2. Nouns referring to people and things (abstract ideas) 3. Count nouns vs. Uncount nouns 4. Compound nouns

1 Positions of nouns

Before sending the order form, please make sure to include your ----- at the bottom.

- | | |
|---------------|-------------|
| (A) signed | (B) signing |
| (C) signature | (D) to sign |

Answer: (C)

- Nouns function as subjects, objects of verbs and prepositions, complements.

Subject A replacement for the defective copier is supposed to arrive this afternoon.

Object Many economic analysts anticipate that the company will continue its rapid growth.

→ object of a transitive verb

Because of the success of the fundraising drive, the library now can purchase updated reference materials.

→ object of a preposition

Complement Poor maintenance of assembly line machinery was the cause of the recent problems.

2 Nouns referring to people and things (abstract ideas)

----- interested in applying for the job openings should submit their résumé by the first of next month.

- | | |
|----------------|-----------------|
| (A) Applicants | (B) Application |
| (C) Applies | (D) Applied |

Answer: (A)

Essential file 1 Frequently-tested nouns referring to people and things (abstract ideas)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> applicant | <input type="checkbox"/> application |
| <input type="checkbox"/> analyst | <input type="checkbox"/> analysis |
| <input type="checkbox"/> architect | <input type="checkbox"/> architecture |
| <input type="checkbox"/> consumer | <input type="checkbox"/> consumption |
| <input type="checkbox"/> producer | <input type="checkbox"/> production |
| <input type="checkbox"/> distributor | <input type="checkbox"/> distribution |
| <input type="checkbox"/> employee | <input type="checkbox"/> employment |
| <input type="checkbox"/> contributor | <input type="checkbox"/> contribution |
| <input type="checkbox"/> negotiator | <input type="checkbox"/> negotiation |
| <input type="checkbox"/> participant | <input type="checkbox"/> participation |

3 Count nouns vs. Uncount nouns

Many car manufacturers are planning to produce hybrid cars which burn less fuel and emit fewer ----- into the air.

- | | |
|---------------|----------------|
| (A) pollution | (B) pollutants |
| (C) pollute | (D) polluting |

Answer: (B)

Essential file 2 Quantitative adjectives concerned with the amount or quantity of something

each, every	+ singular, count nouns
many, a number of, a few, few, several, a couple of	+ plural, count nouns
much, a great deal of, a little, little	+ uncount nouns

Essential file 3 Uncount nouns easily confused with count nouns

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> access | <input type="checkbox"/> baggage[luggage] | <input type="checkbox"/> equipment |
| <input checked="" type="checkbox"/> information | <input type="checkbox"/> machinery | <input type="checkbox"/> stationery |

Essential file 4 Count nouns easily confused with uncount nouns

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> a/an account | <input type="checkbox"/> accounting |
| <input type="checkbox"/> an advertisement | <input type="checkbox"/> advertising |
| <input type="checkbox"/> a permit | <input type="checkbox"/> permission |
| <input type="checkbox"/> a ticket | <input type="checkbox"/> ticketing |
| <input type="checkbox"/> a fund | <input type="checkbox"/> funding |
| <input type="checkbox"/> a letter | <input type="checkbox"/> mail |

4 Compound nouns

You had better observe the _____ dates on those packages of food before you purchase them.

- | | |
|--------------|----------------|
| (A) expire | (B) expires |
| (C) expiring | (D) expiration |

Answer: (D)

Essential file 5 Frequently-tested compound nouns

- | | |
|--|--|
| <input type="checkbox"/> account number | <input type="checkbox"/> advertising strategy |
| <input type="checkbox"/> application fee | <input type="checkbox"/> application form |
| <input type="checkbox"/> arrival date | <input type="checkbox"/> assembly line |
| <input type="checkbox"/> attendance record | <input type="checkbox"/> customer satisfaction |
| <input type="checkbox"/> communication skill | <input type="checkbox"/> exchange rate |
| <input type="checkbox"/> expiration date | <input type="checkbox"/> growth rate |
| <input type="checkbox"/> job description | <input type="checkbox"/> insurance premium |
| <input type="checkbox"/> performance appraisal | <input type="checkbox"/> product information |
| <input type="checkbox"/> production facilities | <input type="checkbox"/> retail sales |
| <input type="checkbox"/> return policy | <input type="checkbox"/> safety precautions |
| <input type="checkbox"/> sales representative | <input type="checkbox"/> research grant |

2 Adverbs

1. Adverbs modifying verbs
2. Adverbs modifying adjectives
3. Adverbs modifying adverbs
4. Adverbs before figures

1 Adverbs modifying verbs

Once the trainees can perform complex tasks ———, then they are allowed to work on the assembly line.

- | | |
|------------------|-----------------|
| (A) efficient | (B) efficiency |
| (C) efficiencies | (D) efficiently |

Answer: (D)

Essential file 6 Frequently-tested adverbs

- | | |
|-------------------------------------|------------------------------------|
| <input type="radio"/> clearly | <input type="radio"/> currently |
| <input type="radio"/> conveniently | <input type="radio"/> completely |
| <input type="radio"/> easily | <input type="radio"/> efficiently |
| <input type="radio"/> exceptionally | <input type="radio"/> exclusively |
| <input type="radio"/> finally | <input type="radio"/> increasingly |
| <input type="radio"/> probably | <input type="radio"/> promptly |
| <input type="radio"/> quickly | <input type="radio"/> recently |
| <input type="radio"/> significantly | |

2 Adverbs modifying adjectives

It is necessary to make every document that you write ——— free of errors.

- | | |
|----------------|--------------|
| (A) entire | (B) entirely |
| (C) entireness | (D) entity |

Answer: (B)

3 Adverbs modifying adverbs

The assistant managers all went to the conference room ----- after returning from their trip to the factory.

- | | |
|--------------|---------------|
| (A) direct | (B) directly |
| (C) directed | (D) direction |

Answer: (B)

Essential file 7 Adverbs modifying phrases or clauses of time

directly	The number of students entering universities directly after graduating from high schools has decreased in recent years.
right	Right before James Miles moved into the apartment, the landlord raised the rent.
shortly	The workers will begin renovation work shortly before 8 A.M. tomorrow.
immediately	The employment contract will come into effect immediately after David Brown receives it.

4 Adverbs before figures

The government estimated that ----- 10,000 commuters were affected by the power outage that caused delays on the subway.

- | | |
|-------------------|-------------------|
| (A) approximate | (B) approximated |
| (C) approximately | (D) approximation |

Answer: (C)

Essential file 8 Common adverbs before figures

approximately = roughly, about	There will be a major announcement by the president at approximately 9 A.M. tomorrow.
nearly = almost	Sales of our products went down nearly five percent last quarter.

Essential file 9 already/still/yet

already (in positive statements & in questions)	<ul style="list-style-type: none">used in statements for saying that something has happened before now or before another point in time.used in questions to show surprise that something has happened sooner than expected.Positions: have already p.p./is already p.p./is already V-ing <p>The European subsidiary has already submitted its sales totals.</p>
still (in positive, negative statements & in questions)	<ul style="list-style-type: none">used for emphasising that a particular situation has not completely ended or changed<i>still</i> often comes before verbs, between auxiliary and main verb (<i>I can still remember you.</i>), and after the verb <i>to be</i>. <p>Even though some employees carpool to save money, most employees still prefer to drive to work alone.</p>
yet (in negative statements & in questions)	<ul style="list-style-type: none"><i>yet</i> usually comes at the end of the sentence or right after <i>not</i>. On the contrary, <i>still</i> often comes before <i>not</i>. <p>The location of the low cost apartment buildings has not yet been announced to the public.</p>

Essential file 10 Easily-confused adverbs

late – lately

The train arrived ten minutes late.
Lately, I haven't been sleeping well.

hard – hardly

Each of the team members worked very hard.
I was so embarrassed that I could hardly say anything.

high – highly

He threw the ball high into the air.
This chemical is highly toxic.

near – nearly

The new store is located near a major shopping district.
It is nearly impossible to finish the work by tomorrow.

3 Adjectives

1. Attributive adjectives 2. Predicative adjectives

1 Attributive adjectives

Students who have trouble paying their tuition often receive financial assistance from the school so that they may continue their studies there.

Answer: (G)

- * Adjectives which precede the nouns they modify are usually referred to as **attributive adjectives**. For example, in *defective products*, *defective* indicates the quality of the products, it is an attributive adjective. Attributive adjectives always come before the nouns they modify, but after words ending with *-thing*, *-body*, like *something*, *anything*, *everything*, *somebody*, *anybody*.

This is the cheapest TV on the market.

It's a nice car, but I'm looking for something cheaper.

- When several adjectives modify a noun, remember not to add an adverb in the positions of these adjectives.

All workers who deal with toxic chemicals are required to wear appropriate personal protective equipment.

2 Predicative adjectives

A large number of clients mentioned that they found the company's newest brochures to be quite .

ANSWER

- A **predicative adjective** (also called a subject or an object complement) gives more information (like other descriptive adjectives) about a noun as the subject or object of the sentence, but it must follow a linking verb or an object.

The architect's design approach is **original**. → *original* modifies the subject *design approach*.

I found the novel very **interesting**. → *interesting* modifies the object *novel*. (*the novel is interesting*)

Essential file 11 Common adjectives after linking verbs

alive	afraid	alike	aware
ashamed	awake	alone	unable

PROGRESS TEST

1. Seminar numbers received a boost this year as they easily surpassed last year's figures.
(A) participated
(B) participation
(C) participant
(D) participate
2. The number of employees taking pre-work leadership classes has increased this quarter.
(A) sharp
(B) sharply
(C) sharpened
(D) sharpness
3. Initial test findings have that the new drug's effects are not as beneficial as we had expected.
(A) indicator
(B) indicate
(C) indicated
(D) indication
4. Market analysts faster-than-average growth after the retail sector saw a sharp increase in the last quarter.
(A) predict
(B) predictor
(C) predicting
(D) prediction
5. All non-employees the factory must first register at the front gate.
(A) visitation
(B) visited
(C) visitors
(D) visiting
6. Gunter's speed and are his strongest virtues as a commercial artist.
(A) reliance
(B) reliability
(C) reliable
(D) rely
7. Employees are advised that annual performance will be undertaken during the second week of December.
(A) evaluate
(B) evaluated
(C) evaluating
(D) evaluations
8. All of the for the laboratory manager job demonstrated an adequate education, but Ms. Clark's previous positions are most impressive.
(A) interviewed
(B) interview
(C) interviewer
(D) interviewees
9. Ms. Yuan, the head of strategic planning, is very pleased with the company's annual .
(A) returns
(B) return
(C) returning
(D) returned
10. As the discussions were with a multinational company, the legal team took a for assistance.
(A) translated
(B) translator
(C) translation
(D) translating

11. Chief of Surgery Fernando Ramirez circulated a message to his operating theater nurses to make known his ----- for their hard work.
- (A) gratifying
(B) gracious
(C) gratitude
(D) grateful
12. Global Airways has suffered a ----- drop in passenger numbers recently due to increased competition from budget carriers.
- (A) significantly
(B) significant
(C) signifying
(D) significance
13. Mr. Molotov is in charge of ----- the necessity of new company purchases.
- (A) assessing
(B) assess
(C) assessed
(D) assessment
14. The chief assistant for public relations is demonstrating a marked ----- for our company to finance major sporting events.
- (A) reluctant
(B) reticence
(C) reluctance
(D) reluctantly
15. Please look over the new health and safety ----- and give me your thoughts.
- (A) regulation
(B) regulating
(C) regulate
(D) regulations
16. All Nippon Bank recently indicated its ----- of a plan to finance the development of a new business complex in Osaka.
- (A) acceptance
(B) accepting
(C) accept
(D) accepted
17. Scientists at major pharmaceutical companies utilize research to aid them in the creation of medicinal -----.
- (A) compounded
(B) compounds
(C) compound
(D) compounding
18. The Wilkins Memorial is currently seeking ----- for its annual poetry anthology.
- (A) contributed
(B) contribute
(C) contribution
(D) contributions
19. The website Pop Culture announced today that pop starlet Kelly Hughes will ----- a concert for charity.
- (A) performance
(B) perform
(C) performing
(D) performed
20. The customer service hotline has been taking a lot of calls due to ----- in the ZH90 printer.
- (A) malfunctions
(B) malfunction
(C) malfunctioning
(D) malfunctioned
21. The recent growth trends in international markets mean that we should expect a significant ----- in exports to the European market in the coming year.
- (A) increased
(B) increasing
(C) increasingly
(D) increase

22. The new SM250R —— superior power to that of any other motorcycle in its class yet still rates very highly in terms of fuel economy.
- (A) will be boasted
(B) boast
(C) boasts
(D) is boasting
23. All city bus maintenance technicians who were —— to perform extra work during the last month due to the strike will receive a bonus at the end of the week.
- (A) required
(B) require
(C) requiring
(D) requires
24. Mr. Daniels will almost certainly face obstacles as well as —— at his new position as deputy director.
- (A) rewards
(B) rewarded
(C) rewarding
(D) reward
25. With a solid decade of —— in the industry, Gold Star Pharmaceuticals plans to enlarge its business.
- (A) experienced
(B) experiential
(C) experience
(D) experiences
26. All of Global Transport's publicity materials must be —— by the chairman before being published.
- (A) clearing
(B) cleared
(C) clearly
(D) clear
27. The board members of the State Trading Corporation —— a major company shake-up in a press release last week.
- (A) to announce
(B) announced
(C) announcement
(D) an announcer
28. Speedy Internet now offers automatic monthly payments —— from your bank or credit card account.
- (A) directly
(B) direction
(C) directed
(D) directions
29. After a surprise ——, army investigators were happy to report there were no security risks at Fort Stillwater.
- (A) inspector
(B) inspecting
(C) inspection
(D) inspected
30. Creating employee rosters that are efficient as well as even-handed is a difficult —— for any manager.
- (A) tasks
(B) task
(C) tasking
(D) tasked
31. Before you call customer ——, you should always have your computer's warranty available.
- (A) serves
(B) server
(C) serving
(D) service
32. There is a small monthly fee, in addition to rent, charged for the —— of the apartment complex.
- (A) clean
(B) cleaned
(C) cleaning
(D) cleans

33. All new electric frying pans are sold with a _____ safety booklet attached to them.
- (A) comprehensive
(B) comprehends
(C) comprehending
(D) comprehended
34. This evening will see light snow showers, but tomorrow is _____ to be a clear, sunny day.
- (A) expects
(B) expectation
(C) expected
(D) expecting
35. The new computers are adequate, but, regrettably, they do not meet the _____ of Heckler, Lamb, and Rhomb.
- (A) needed
(B) needs
(C) needing
(D) needy
36. Blasco, Inc. has unveiled a new and exciting advertising _____ for the launch of its new product.
- (A) strategy
(B) strategic
(C) strategizing
(D) strategized
37. The president attended the seminar on reducing the nation's unemployment _____.
- (A) rates
(B) rated
(C) rating
(D) rate
38. Ms. Hernandez contracted two attorneys to help with the company takeover _____.
- (A) discussed
(B) discussions
(C) discussing
(D) discuss
39. *A Brave Life*, recently released in cinemas nationwide, is a _____ of Gunter Schmidt's classic wartime novel.
- (A) dramatic
(B) dramatizing
(C) dramatization
(D) drama
40. The design team has promised the marketing division that the product will be _____ by late November.
- (A) readied
(B) ready
(C) readiest
(D) readying
41. Taxpayers are protesting the new shopping mall on the grounds that it is _____ unviable.
- (A) economical
(B) economics
(C) economic
(D) economically
42. The excellence of the home wares _____ by Ithaca Interiors is renowned, even after 75 years of ongoing operations.
- (A) manufacturing
(B) manufacture
(C) manufacturer
(D) manufactured
43. The competing fabric softeners tested in the comparative analysis – Fluffy and Softy – have _____ identical effects.
- (A) virtually
(B) virtuality
(C) virtue
(D) virtual
44. The experts assessing the science fair entries admitted that choosing the winner was _____ difficult.
- (A) extremes
(B) extremely
(C) extreme
(D) extremity

45. Mr. Francisco is only a novice investment banker, yet his clients already deeply ——— his judgment.
- (A) valuing
(B) valued
(C) value
(D) values
46. Because of an administrative mistake, hundreds of Worktime Hardware's clients were ——— charged for their orders.
- (A) incorrect
(B) incorrectness
(C) correct
(D) incorrectly
47. The nation's GDP increased much more ——— than analysts had previously thought.
- (A) rapidity
(B) rapidly
(C) rapid
(D) rapids
48. During transport, a number of computer hard drives were lost and will have to be ———.
- (A) replaced
(B) replacing
(C) replace
(D) replaceable
49. Management circulated a memo to all Human Relations staff reminding them that all employment agreements must be ——— in depth by the company's in-house legal counsel.
- (A) considerable
(B) considering
(C) consider
(D) considered
50. All authors wishing to submit their work to *The Marketer* must give the publisher ——— rights to the article.
- (A) exclusionary
(B) exclusivity
(C) exclusive
(D) exclusion
51. Passengers are reminded that all carry-on baggage must be ——— stowed in the overhead bins upon boarding.
- (A) secured
(B) securely
(C) secure
(D) secures
52. Many of the new hires still have not taken the class to learn how to use the company's ——— computer programs.
- (A) latest
(B) later
(C) late
(D) lately
53. All payments sent via mail must have the full company address to ——— delivery.
- (A) ensures
(B) ensure
(C) ensured
(D) ensuring
54. While the script has been ——— altered, the director might still request further rewrites.
- (A) comprehensive
(B) comprehending
(C) comprehends
(D) comprehensively
55. HMGH Ltd. will become the first national company solely ——— on alternative sources of energy should the trial prove successful.
- (A) reliant
(B) relies
(C) rely
(D) reliable
56. As the planning document will look at many different areas, drafters will be required to work together ——— in order to meet the completion date.
- (A) closing
(B) closely
(C) closed
(D) close

57. Ms. Martinez ——— takes business trips for which she is provided with expense accounts.
- (A) frequency
(B) frequents
(C) frequent
(D) frequently
58. Ms. Akari's performance reports are consistently excellent, and there are few other employees as ——— as her.
- (A) diligentness
(B) diligence
(C) diligent
(D) diligently
59. After seriously considering a range of very able applicants for the job, we are pleased to offer you the opportunity ——— our team.
- (A) to join
(B) joining
(C) will join
(D) joined
60. Until he understood what was happening, Javier was under the incorrect ——— that the new computer deal was finalized.
- (A) assumption
(B) assumed
(C) assume
(D) assuming
61. Mr. Yuan had to finish his ——— year as an intern doctor at St. Vincent's Hospital before he became fully qualified.
- (A) finals
(B) finalized
(C) finality
(D) final
62. Cinema Kino ——— all audience members to be quiet and respectful of other cinema patrons.
- (A) requirements
(B) requirement
(C) requires
(D) requiring
63. Channel 4's presenter ——— used the wrong name for the Sanker Prize winner this morning.
- (A) mistake
(B) mistakenly
(C) mistaken
(D) mistook
64. The head of the Bright Eyes Marketing Agency ——— announced the rejection of a major advertising campaign.
- (A) angrily
(B) anger
(C) angers
(D) angry
65. Twenty-Four Seven News earnestly reported the April Fool's Day joke press release, much to the ——— of many.
- (A) amuse
(B) amused
(C) amusing
(D) amusement
66. Apartment tenants are reminded that food recycling bins must be washed out.
- (A) regularized
(B) regular
(C) regulate
(D) regularly
67. After this afternoon's refresher course, it is hoped that all salespeople will improve their customer service
- (A) abilities
(B) ableness
(C) ability
(D) able
68. The extended period of employee education at H&S Smith helps the company to be more ——— .
- (A) producer
(B) productivity
(C) productive
(D) production

69. All changes in employees' personal details should be reported _____ to the domestic management team.
- (A) directing
(B) directly
(C) direct
(D) director
70. Goodwin Associates has a branch in Sydney and is _____ to open a branch in Melbourne.
- (A) prepared
(B) prepares
(C) preparations
(D) preparing
71. City Secure Ltd. has announced a recall of its best-selling mid-range padlock after _____ about it were raised in the media.
- (A) concerns
(B) concerned
(C) concern
(D) concerning
72. Global Bank sources have continually _____ the fact that the bank is on the verge of bankruptcy.
- (A) stress
(B) stressing
(C) stressed
(D) stressful
73. In an effort to develop a new consumer base during the last quarter, Yoshinaru Beverages _____ to advertise in gyms and bodybuilding magazines.
- (A) begins
(B) beginning
(C) to begin
(D) began
74. After repeated complaints, the design team refined the product, but _____ continued to be critical of it.
- (A) consumer
(B) consumed
(C) consumers
(D) consuming
75. Due mainly to the hard work of Ms. Kwan's Planning Department staff, several Asian offices are now _____.
- (A) operated
(B) operational
(C) operator
(D) operation
76. An engineering breakthrough has brought electronics makers closer to being able to create laptop computer screens and keyboards _____ from glass.
- (A) completely
(B) completing
(C) completed
(D) completes
77. Market research has _____ that even though many new musical delivery methods have been developed, most consumers still hear new artists and artistic content via the radio.
- (A) determining
(B) determined
(C) determination
(D) determines
78. Tourism industry analysts are unanimous in their _____ that the sudden drop in tourism in the region is due to the recent political instability.
- (A) opine
(B) opinion
(C) opinionated
(D) opined
79. All of the students enrolled in the sculpture course at the State Academy of Fine Arts have _____ the school's motto, "With Hard Work, Success."
- (A) exemplifying
(B) exemplifies
(C) exemplification
(D) exemplified

80. The company's stated policy is to make all outgoing communications 100%
(A) accurate
(B) accurately
(C) accuracy
(D) accurateness
81. When Ms. Powell leaves, finding a suitable —— with her level of skills and knowledge is going to be an extremely difficult process.
(A) replace
(B) replacing
(C) replaceable
(D) replacement
82. Active Clothing now offers a corporate event shirt-designing service for orders of over 100 shirts for no —— payment.
(A) extraordinary
(B) extras
(C) extra
(D) extraneous
83. If the economic climate had been more ——, the managing directors would have provided a funding boost; however, it was deemed to be impossible this year.
(A) positives
(B) positive
(C) positively
(D) positivity
84. Because of a recently negotiated deal, Market for You is now able to send packages via Door to Door Express at extremely —— prices.
(A) competitive
(B) competing
(C) competition
(D) competitiveness
85. A folk artist based in the city has been engaged to —— several rustic sculptures for our Helsinki branch office.
(A) produced
(B) producer
(C) producing
(D) produce
86. Pyeong Hap Components is an auto parts manufacturer that has recently entered the international market.
(A) innovating
(B) innovation
(C) innovative
(D) innovate
87. National Atomics, Inc. recently —— its purchase of Southern Fuel Technology, a nuclear fuel rod manufacturer.
(A) reveal
(B) revealed
(C) revelation
(D) revealing
88. Johnston's Sports was forced to send back the broken equipment it had —— from its supplier.
(A) receiving
(B) receiver
(C) reception
(D) received
89. Anatuk Deep Sea Fisheries is working to —— a sustainable future with ongoing profitability.
(A) reconciled
(B) reconciliation
(C) reconcile
(D) reconciling
90. While company storage facilities will be closed during the Christmas period, deliveries will —— to normal in the second week of January.
(A) returning
(B) return
(C) returned
(D) returns

91. The Marketing Department made a stunning ----- of its fortunes when it brought the campaign in on time and on budget.
- (A) reversing
(B) reversed
(C) reversal
(D) reverse
92. The Academy of Advanced Medicine creates future leaders in the rapidly ----- domain of prosthetic limb creation.
- (A) expansionism
(B) expanding
(C) expansive
(D) expansiveness
93. Mr. Miller left in-depth notes relating to how he wants us to ----- with his project while he is absent.
- (A) proceed
(B) proceeds
(C) proceeded
(D) proceeding
94. ----- should have their passports and boarding passes in hand while processing through the departure gate.
- (A) No one
(B) Anyone
(C) Someone
(D) Everyone
95. Professor Thomas made a strong positive impression on her potential clients with her ----- delivery during a series of business meetings in Warsaw.
- (A) spiriting
(B) spiritual
(C) spirited
(D) spirits
96. All employees ----- to international branch offices are eligible for the use of company housing or have access to the company housing fund.
- (A) transfers
(B) transferable
(C) transferability
(D) transferred
97. On his regular radio show, celebrity physician Dr. Anil Paratha takes calls and ----- callers on finding the best medical care for themselves and their families.
- (A) advises
(B) advised
(C) advising
(D) advices
98. Jamestown Farming Co-operative members are ----- to increase profits by expanding the number of crops they grow.
- (A) attempt
(B) attempts
(C) attempted
(D) attempting
99. Due to the ongoing difficulty in finding properly qualified employees, management is prepared to offer all staff members ----- benefits packages.
- (A) attraction
(B) attracting
(C) attractive
(D) attracted
100. To start building a fund for your old age, come in and speak to one of our ----- counselors today.
- (A) experienced
(B) experiencing
(C) experience
(D) experiences

101. The process of editing that takes place before any paper is published in the *Medical Times* includes a _____ verification of all of the facts contained within the article.
- (A) completion
(B) completed
(C) completes
(D) complete
102. Moving the office from Waratah Square to Banksia Place was an _____ consequence of the merger with Fairfield Industries.
- (A) expects
(B) expected
(C) expectation
(D) expecting
103. The entire Sales Department _____ the consistent focus and dedication Ms. Park has shown to the company.
- (A) appreciated
(B) appreciate
(C) appreciates
(D) appreciation
104. Hillside Realty proudly presents one of the city's best houses, _____ located in Williamstown's most sought after neighborhood and available for inspection now.
- (A) convening
(B) conveniently
(C) convenience
(D) convenient
105. While the majority of our kitchen fittings are designed for the commercial sector, some of our products are able to be used in private _____.
- (A) residences
(B) residing
(C) resides
(D) residential
106. While Ms. Dubois is obviously suited to being the chief of domestic management at our Paris office, she seems eager to be _____ a transfer to one of our international branches.
- (A) grant
(B) grants
(C) granted
(D) granting
107. Even though the CPU is cheap, it is the _____ of many that are more expensive.
- (A) equaled
(B) equals
(C) equality
(D) equal
108. Standing 236 meters tall, Seoul Tower _____ the skyline of the South Korean capital.
- (A) dominator
(B) dominant
(C) dominates
(D) domination
109. Dr. Janssen is _____ that she will not be able to replace her secretary with a suitable candidate by the start of next month.
- (A) concerns
(B) concerned
(C) concerning
(D) concern
110. Mr. Van Martin is of the opinion that the dossier should remain _____ due to the explosive nature of its contents.
- (A) confiding
(B) confidentiality
(C) confided
(D) confidential

111. All laboratory technicians are reminded of the dangers of handling dangerous materials without the —— safety equipment.
- (A) appropriated
(B) appropriate
(C) appropriating
(D) appropriation
112. The recent audit of our general operations has raised some —— issues that must be addressed immediately.
- (A) worries
(B) worried
(C) worrying
(D) worrier
113. They are now making —— deals with many African nations for cultivatable land leases.
- (A) important
(B) import
(C) importing
(D) importance
114. Our Lady of Mercy Hospital has a reputation for having the most —— surgeons in the nation.
- (A) accomplishing
(B) accomplish
(C) accomplishment
(D) accomplished
115. The summer work experience program is —— for both local college students and employers.
- (A) valuing
(B) valued
(C) valuable
(D) valuation
116. Frequent fliers are —— criticizing Hamilton International Airport for the quality of its management.
- (A) consisted
(B) consistently
(C) consists
(D) consistence
117. Ms. Jenson is widely perceived as a risk taker, but those who know her well unanimously describe her as —— and calm in her decision-making.
- (A) stable
(B) stabled
(C) stably
(D) stability
118. Recently hired workers are —— fairly reliant on their colleagues during their first few weeks in the office.
- (A) frequented
(B) frequency
(C) frequently
(D) frequent
119. Ms. Joh's workmates all describe her as an —— to them for her perseverance in the face of adversity.
- (A) inspiring
(B) inspiration
(C) inspired
(D) inspirational
120. The teleconference with the Berlin office will begin —— after lunch, so participants are reminded to be punctual.
- (A) directory
(B) direct
(C) directly
(D) direction
121. Please note that all employee task management survey forms must be —— completed before being submitted to the Human Resources Department.
- (A) entirely
(B) entireness
(C) entire
(D) entirely

122. Employees socializing after work with fellow employees or at official company functions must carefully monitor their alcohol _____.
(A) consumerism
(B) consumption
(C) consumer
(D) consuming
123. In _____ with new workplace health and safety regulations, all employees are reminded that their attendance at Wednesday's OHS training session is mandatory.
(A) complying
(B) compliance
(C) compliant
(D) compliantly
124. Because their duties were very _____, the company conducted refresher training for its entire workforce.
(A) exactness
(B) exactable
(C) exacting
(D) exactly
125. The company's stated policy for the next quarter is to reduce the _____ of manufacturing defects across the entire range of its products.
(A) frequent
(B) frequency
(C) frequencies
(D) frequently
126. As the current building maintenance company does not meet company _____, the company will let others bid on the contract.
(A) standard
(B) standardly
(C) standardization
(D) standards
127. Because the company was embroiled in a legal action, management hired additional patent attorneys to deal with the ongoing process of _____.
(A) litigate
(B) litigation
(C) litigious
(D) litigating
128. Many felt that the smaller company was _____ overlooked for important contracts due to its perceived financial instability.
(A) intention of
(B) intentions
(C) intentionally
(D) intended to

UNIT

3

Verb forms

1. Participles

1. Participles modifying nouns
2. Participial phrases
3. Participles as complements

2. Active and Passive verb forms

1. Identifying active and passive forms
2. Passive form of active sentences with two objects

3. To-infinitives

1. Verbs with to-infinitives as objects
2. To-infinitives as adverbs
3. Verbs with to-infinitives as object complements
4. be + adjective + to-infinitive

4 Tenses and subjunctive mood

1. Past, Present, Future
2. Present perfect
3. Past perfect
4. Future perfect
5. Exceptions to agreement of tenses
6. Perfect subjunctive
7. Past subjunctive

5. Gerunds

1. Verbs with gerunds as objects
2. Gerunds as objects of prepositions

1 Participles

1. Participles modifying nouns
2. Participial phrases
3. Participles as complements

1 Participles modifying nouns

A recently —— article predicts that luxury sedans will be the fastest-growing segment of the automobile industry throughout this decade.

(A) publication
(C) publishing

(B) publishes
(D) published

Answer: (D)

A participle is a verb form which can be used as an adjective to describe a noun.

• Present participles (V-ing): *active*, *in progress*. When the present participle is used, the noun it describes is (or was) the performer of the activity named by the participle.

Because of rising rents downtown, more young families are living farther away from the city's center.

→ present participle used as an adjective *rising* comes before the noun *rents*.

One of the factors affecting our stock price is the recent rise in interest rates.

→ present participle used as an adjective *affecting* comes after the noun *factors*.

• Past participles (V-ed/p.p. of irregular verbs): *passive*, *completed*. When the past participle is used, the noun it describes is (or was) acted upon.

There is an updated job listing for all available positions on the company's website.

The annual sales meeting scheduled for February 19 has been moved to February 26.

Essential file 1 Most-tested expressions [present participle + noun]

existing equipment[customers]

missing luggage

remaining work

a leading company

opening remark

opposing point of view

lasting impression on

Essential file 2 | Most-tested expressions [past participle + noun]

- | | |
|--|---|
| <input type="checkbox"/> qualified candidates | the warranty on your newly purchased television |
| <input type="checkbox"/> dedicated staff members | distinguished companies and institutions |
| <input type="checkbox"/> a limited budget | experienced salespeople |
| <input type="checkbox"/> attached documents | written permission |
| <input type="checkbox"/> a detailed marketing plan | designated parking area |
| <input type="checkbox"/> detailed information about new products | a detailed training manual |
| <input type="checkbox"/> occupy the reserved parking area | detailed instructions |

2 | Participial phrases

When ----- our subsidiaries, please follow the same practices that you would with any of our client companies.

- | | |
|--------------|------------------|
| (A) invoice | (B) invoicing |
| (C) invoices | (D) was invoiced |

Answer: (B)

How to form participial phrases

Because he had no money, he was unable to buy anything for his daughter.

|

① Omit the conjunction in the subordinate clause.

Because he had no money, he was unable to buy anything for his daughter.

|

② Omit the subject in the subordinate clause if the two clauses have the same subject.

He had no money, he was unable to buy anything for his daughter.

|

③ Put the verb in the subordinate clause into V-ing.

Having no money, he was unable to buy anything for his daughter.

→ When the verbs in the two clauses are of the same tense, the verb in the subordinate clause is changed into V-ing, and when the action in the subordinate clause happened before the action in the main clause, the verb in the subordinate clause is changed into having + past participle.

Being/Having been in participial phrases: In subordinate clauses of simple and perfect tenses, being/having been in the participial phrases is omitted.

Because I was tired from the hard work, I went to bed early last night.

→ Being tired from the hard work, I went to bed early last night.

→ Tired from the hard work, I went to bed early last night.

Meanings of participial phrases

① Time

Walking down the street yesterday, I ran into Jane.

= When I walked down the street yesterday, I ran into Jane.

② Reason/cause

Having much work to do, I stayed late at work yesterday.

= Because I had much work to do, I stayed late at work yesterday.

③ Condition

Turning to the left at the corner, you will see the post office.

= If you turn to the left at the corner, you will see the post office.

④ Simultaneity

Having dinner together, Jane and I talked about our next project.

= As we had dinner together, Jane and I talked about our next project.

⑤ Result

Mr. Johnson left the office at 9 A.M., arriving in New York at 11 A.M.

= Mr. Johnson left the office at 9 A.M. and arrived in New York at 11 A.M.

3 Participles as complements

Unless you can exchange this shirt for one the same size and color, I would like to have my money -----.

(A) is refunded

(B) refunds

(C) refunded

(D) refunding

Answer: (C)

Present participle is used as a subject complement when the subject is the source (cause) of feeling or action.

Sales of the item have been disappointing.

→ present participle *disappointing* modifies the subject *Sales of the item*.

Past participle is used as an object complement when the object is the receiver of feeling or action.

Because the printer delivered yesterday was damaged in transit, we would like to have it replaced.

→ past participle *replaced* modifies the object *it (the printer)*.

Essential file 3 Present participles and past participles of verbs of emotion

- | | |
|--|--|
| <input type="checkbox"/> interesting | <input checked="" type="checkbox"/> interested |
| <input type="checkbox"/> exciting | <input type="checkbox"/> excited |
| <input type="checkbox"/> pleasing | <input type="checkbox"/> pleased |
| <input type="checkbox"/> fascinating | <input type="checkbox"/> fascinated |
| <input type="checkbox"/> disappointing | <input type="checkbox"/> disappointed |
| <input type="checkbox"/> frustrating | <input type="checkbox"/> frustrated |
| <input type="checkbox"/> satisfying | <input type="checkbox"/> satisfied |
| <input type="checkbox"/> boring | <input type="checkbox"/> bored |
| <input checked="" type="checkbox"/> embarrassing | <input type="checkbox"/> embarrassed |

→ The use of the present participle or past participle does not depend on the verb tense of the sentence, but rather on the performer/receiver.

2 Active and Passive verb forms

1. Identifying active and passive forms 2. Passive form of active sentences with two objects

1 Identifying active and passive forms

Everyone who applied for an internal transfer ----- a letter last week explaining the status of their application.

- | | |
|------------------|----------------|
| (A) was sending | (B) would send |
| (C) will be sent | (D) was sent |

Answer: (D)

Sentences can be active or passive. Therefore, verbs also have **active forms** and **passive forms**. You must learn in order to be able to recognize the difference to successfully use English.

• Active form and Passive form

Active form Michael wrote the book. → the subject of the sentence performs the action and the object receives the action.

Passive form The book was written by Michael. → the subject of the sentence receives the action.

• Passive structure: S + be + p.p. (+ by-phrase). The verb *be* is conjugated according to the subject and the tense used in the sentence. In sentences with a modal: S + modal + be + p.p.

Simple present Copies of all employee contracts are kept in a central database.

Simple past The construction of the new building was delayed due to a lack of funds.

Simple future Confirmation of your purchase will be sent to your mailing address.

Present continuous Every effort is being made to solve the problems.

Past continuous The journalist mistakenly reported that the firm was being sold when it was not, in fact, for sale.

Present perfect The source of the technical problem has been found.

Past perfect We didn't notice that unauthorized withdrawals had been made from the account.

Essential file 4 Most-tested passive expressions

- | | |
|--|---|
| <input type="checkbox"/> be satisfied with | <input type="checkbox"/> be pleased with |
| <input type="checkbox"/> be equipped with | <input type="checkbox"/> be filled with |
| <input type="checkbox"/> be delighted with | <input type="checkbox"/> be associated with |
| <input type="checkbox"/> be crowded with | <input type="checkbox"/> be covered with |
| <input type="checkbox"/> be interested in | <input type="checkbox"/> be involved in |
| <input type="checkbox"/> be engaged in | <input type="checkbox"/> be absorbed in[into] |
| <input type="checkbox"/> be alarmed at[by] | <input type="checkbox"/> be amused at[by] |
| <input type="checkbox"/> be surprised at[by] | <input type="checkbox"/> be astonished at[by] |
| <input type="checkbox"/> be shocked at[by] | <input type="checkbox"/> be disappointed at[with/about] |
| <input type="checkbox"/> be convinced of | <input type="checkbox"/> be ashamed of[at] |
| <input type="checkbox"/> be dedicated to | <input type="checkbox"/> be devoted to |
| <input type="checkbox"/> be related to | <input type="checkbox"/> be accustomed to |
| <input type="checkbox"/> be known for | <input type="checkbox"/> be renowned for |
| <input type="checkbox"/> be worried about | <input type="checkbox"/> be concerned about |

2 Passive form of active sentences with two objects

All workers will ----- to take a comprehensive physical exam before they may join the company's health insurance program.

- | | |
|-----------------|------------------|
| (A) require | (B) be requiring |
| (C) requirement | (D) be required |

Answer: (D)

** Active sentence: S + verb + indirect object + direct object

- ① Passive sentences with an indirect object as the subject of the sentence

He sent me an e-mail yesterday.
→ I was sent an e-mail by him yesterday.

- ② Passive sentences with a direct object as the subject of the sentence: Preposition **to** is added before the indirect object of passive sentences with such verbs as *send*, *give*, *offer*, *award*, etc.

He sent me an e-mail yesterday.
→ An e-mail was sent to me by him yesterday.

- * With such verbs as *buy*, *make*, *get*, *choose*, *order*, etc., only the direct object can become the subject of the passive sentence, and preposition **for** is added before the indirect object.

My father bought me a cell phone.
→ A cell phone was bought for me by my father.

• • Passive form of active sentences with object complements

① Passive form of active sentences with a noun as an object complement

The people elected Jeremy Thompson (as) mayor.

→ Jeremy Thompson was elected (as) mayor by the people.

② Passive form of active sentences with a bare infinitive as an object complement: In passive sentences with causative verbs, a bare infinitive becomes a to-infinitive. Note that we cannot form passive sentences with causative verbs *have* and *get*.

He made me type the report.

→ I was made to type the report by him.

③ Passive form of active sentences with a to-infinitive as an object complement

We ask all of the new employees to attend the orientation.

→ All of the new employees are asked (by us) to attend the orientation.

Essential file 5 Most-tested passive expressions with to-infinitives

- | | |
|--|---|
| <input type="checkbox"/> be asked to do | <input type="checkbox"/> be invited to do |
| <input type="checkbox"/> be required to do | <input type="checkbox"/> be allowed to do |
| <input type="checkbox"/> be convinced to do | <input type="checkbox"/> be permitted to do |
| <input type="checkbox"/> be encouraged to do | <input type="checkbox"/> be advised to do |
| <input type="checkbox"/> be expected to do | <input type="checkbox"/> be reminded to do |

3 To-infinitives

1. Verbs with to-infinitives as objects 2. To-infinitives as adverbs 3. Verbs with to-infinitives as object complements
4. be + adjective + to-infinitive

1 Verbs with to-infinitives as objects

The board of directors decided ————— a banquet to honor the exceptional job performance of Maria Bianco.

- (A) holding (B) being held
(C) hold (D) to hold

Answer: (D)

Essential file 6 | Verbs with to-infinitives as objects

- | | |
|-----------------|-----------------|
| □ expect to do | □ agree to do |
| □ plan to do | □ need to do |
| □ decide to do | □ deserve to do |
| □ manage to do | □ hope to do |
| □ want to do | □ promise to do |
| □ refuse to do | □ wish to do |
| □ fail to do | □ offer to do |
| □ afford to do | □ aim to do |
| □ propose to do | |

2 To-infinitives as adverbs

The Western Group has decided to expand its advertising budget ————— consumer awareness of its services.

- (A) to increase (B) increased
(C) has increased (D) increasing

Answer: (A)

⇒ A to-infinitive functions as an adverb

① Purpose

Mr. Priston called an emergency meeting **to discuss** the agenda.

② Cause

I'm very pleased **to work** with you.

③ Result

Jonathan grew up **to be** a novelist.

④ Condition

We would be pleased **to add** you to our family of customers.

⑤ In order to (purpose)

It is necessary **for any factory** to produce goods more efficiently **in order to turn** a profit.

※ When the verbs in the sentences are performed by different subjects, we have to add **for + object** or **of + object** in front of infinitive phrases.

- **for + object**

It is almost impossible **for me** to get the job done by the end of the day.

- kind/nice/polite/careless/considerate/wise/stupid/generous + **of + object** ...

It is really kind **of you** to help me.

⑥ too + adjective (+ for somebody) + to do something

The box is **too heavy** **for me** **to move** by myself.

⑦ adjective + enough + to do something

The conference room is **large enough** **to accommodate** up to 200 people.

⇒ A to-infinitive functions as a noun

① Subject

To get a job during a recession is not easy.

= It is not easy **to get** a job during a recession.

→ A to-infinitive phrase at the beginning of the sentence functions as a subject, but it is more common to use the false subject *It* at the beginning and an infinitive phrase afterward.

② Object

I decided **to go** to Europe during the coming holiday.

Wireless communication technologies make **it possible** **to access** the Internet wherever we are.

③ Complement

The goal of the new policy is **to enhance** staff productivity.

- A to-infinitive functions as an adjective

① Modifying a noun

We are looking for an experienced person to manage our marketing division.

② Functioning as a complement

It remains to be seen whether the advertising strategy was successful.

The introduction of identification cards was to protect the company's intellectual property.

3 Verbs with to-infinitives as object complements

Brendan asked his employees ----- a couple of hours of overtime so that they could avoid having to come in on the weekend.

- | | |
|-------------|----------------|
| (A) works | (B) be working |
| (C) to work | (D) will work |

Answer: (C)

Essential file 7 Verbs with to-infinitives as object complements

- a encourage A to do
- b expect A to do
- c invite A to do
- d ask A to do
- e require A to do
- f convince A to do
- g allow A to do
- h permit A to do
- i advise A to do

4 be + adjective + to-infinitive

The engineers were able ----- exactly which part of the bridge caused the entire structure to collapse.

- | | |
|--------------------|------------------|
| (A) of determining | (B) to determine |
| (C) determination | (D) determined |

Answer: (B)

Essential file 8 Most-tested expressions

- be able to do
- be eligible to do
- be ready to do
- be reluctant to do
- be difficult to do
- be anxious to do
- be due to do
- be likely to do
- be willing to do
- be easy to do
- be eager to do

4 Tenses and subjunctive mood

- 1. Past, Present, Future
- 2. Present perfect
- 3. Past perfect
- 4. Future perfect
- 5. Exceptions to agreement of tenses
- 6. Perfect subjunctive
- 7. Past subjunctive

1 Past, Present, Future

I would like for you to know that we ——— a new project tomorrow morning, so everyone needs to be in the office no later than eight o'clock.

- (A) has been starting
- (B) will be starting
- (C) was started
- (D) is being started

Answer: (B)

Present: the simple present tense is used for repeated actions, facts or generalizations, scheduled events in the future, etc.

He usually gets to work by subway.

Past: the simple past tense is used for completed actions in the past, a series of completed events, habits in the past, etc.

The conference hall was built just a month ago.

* In the TOEIC tests, when the right option is a verb in the past, usually one of the following adverbs is given: yesterday, last month[week/year/summer], a month[decade] ago, in 1993.

Future: the simple future tense is used to express a plan, a promise, a voluntary action, a prediction, etc.

The awards banquet will begin promptly at 2:30 P.M.

The managers who are overseeing the project are going to meet to discuss the issue.

2 Present perfect

In the last twenty years, the amount of time that people have spent in front of their computers ————— at a tremendous rate.

- (A) rose (B) will have risen
(C) was rising (D) has risen

Answer: (D)

• • • **Present perfect:** the present perfect tense is used to express:

① an action which started in the past and still continues up to the present

Mr. Chapman has worked here for 25 years.

→ prepositions used: for, during, since

② experiences

I have never been to Europe before.

→ adverbs used: ever, never, before, once

③ an action that happened at an unspecified time before now

I have already submitted the report.

→ adverbs used: just, already, yet

④ a past action that has the result in the present

The copy machine on the second floor has broken down.

Essential file 9 The present perfect tense is also used with these expressions of time: in the last ~ years/over the last ~ years/for the last ~ years.

3 Past perfect

Several of the employees learned that they ————— from their jobs when their co-workers broke the news to them.

- (A) fired (B) have been fired
(C) had been fired (D) will have been fired

Answer: (C)

Essential file 10 By the time + S + V (simple past), S + had + p.p.

By the time Ms. Venarde joined the staff, she had worked in a similar capacity for many years already.

→ The past perfect tense is used to indicate that one action occurred before another action in the past.

4 Future perfect

Jennifer Wilson ----- as the president of the firm for over twenty-two years by the time she retires.

- | | |
|-----------------|----------------------|
| (A) been served | (B) has served |
| (C) had served | (D) will have served |

Answer: (D)

Essential file 11 S + will have + p.p. by the time + S + V (simple present)

I will have finished reading this book by the time you get here.

→ The future perfect expresses the idea that something will occur before another action in the future. It can also show that something will happen before a specific time in the future.

5 Exceptions to agreement of tenses

Kevin has requested that all of the materials you borrowed from him ----- before he leaves for his vacation.

- | | |
|-----------------|---------------|
| (A) be returned | (B) to return |
| (C) returns | (D) returning |

Answer: (A)

Essential file 12 S + request[suggest, propose, demand, recommend] + that + S + (should) + bare infinitive

Mr. Jackson requested that his order be received before tomorrow morning.

Essential file 13 It is important[vital, imperative, mandatory, compulsory, essential, crucial] + that + S + (should) + bare infinitive

It is important that you be thorough about your background and qualifications when filling out your job application.

Essential file 14 The simple present tense or the present perfect tense is used in the adverbial clauses of time and condition.

When Mr. Marino goes to London next month, he will meet with several influential businessmen and politicians.

6 Perfect subjunctive

If we had been aware of the new engine specifications, we ----- customers before shipping the parts.

- (A) had alerted (B) were alerted
(C) would have alerted (D) alerted

Answer: (C)

Perfect subjunctive: If + S + had + p.p., S + modal (past) + have + p.p.

If the engine parts had been delivered earlier, we might have been able to finish the job on time.

→ The perfect subjunctive used in the If-clause, and the perfect conjugation with the past form of a modal verb in the main clause indicate that the condition expressed in the If-clause is the unreal past event or it expresses a hypothetical past situation. (= *The engine parts were not delivered earlier, so we didn't finish the job on time.*)

Reduced clause: When *were, had, should* is used in the If-clause, we can reduce the If-clause by putting *had* at the beginning of the clause.

If the engine parts had been delivered earlier, we might have been able to finish the job on time. → Had the engine parts been delivered, we might have been able to finish the job on time.

Mixed type: If + S + had p.p., S + modal (past) + bare infinitive

If he had not missed the plane, he would be here now.

→ Depending on meaning, the main clause can be in the past subjunctive. (= *He missed the plane, so he cannot be here now.*)

7 Past subjunctive

If Ms. Romanov _____ experience in either database management or medical research, she could apply for one of the positions at the hospital.

- (A) has (B) having
(C) have been (D) had

Answer: (D)

Past subjunctive: If + S + V (past), S + modal (past) + bare infinitive

If the computer were cheap, I could buy it.

→ The past subjunctive indicates that the condition expressed in the If-clause is the unreal present event; that is, it describes contrary-to-fact situations. The past subjunctive mood of the verb *to be* is *were*, regardless of what the subject is. However, in spoken English, *was* may be used for all persons.

5 Gerunds

1. Verbs with gerunds as objects 2. Gerunds as objects of prepositions

1 Verbs with gerunds as objects

If there is any money remaining in the budget in December, we recommend _____ some additional office furniture.

- (A) purchase (B) purchased
 (C) purchasing (D) to purchase

Answer: (C)

Essential file 15 Common verbs with gerunds as objects

- | | | |
|---------------|-------------|------------|
| □ quit | □ finish | □ enjoy |
| □ suggest | □ recommend | □ consider |
| □ discontinue | □ mind | □ avoid |
| □ give up | □ admit | □ deny |

Essential file 16 Verbs with either gerunds or to-infinitives as objects having the same meaning

- continue V-ing[to do]
- begin/start V-ing[to do]
- love/like V-ing[to do]
- hate V-ing[to do]

Essential file 17 Verbs with either gerunds or to-infinitives as objects having different meanings

- | | |
|------------------|----------------|
| □ remember V-ing | □ regret V-ing |
| □ remember to do | □ regret to do |
| □ forget V-ing | □ try V-ing |
| □ forget to do | □ try to do |
| □ stop V-ing | |
| □ stop to do | |

2 Gerunds as objects of prepositions

A lot of corporations have succeeded at saving money by _____ travel costs.

- | | |
|--------------|---------------|
| (A) reduced | (B) reduction |
| (C) reducing | (D) reduces |

Answer: (C)

Essential file 18 | Fixed expressions with gerunds as objects

- | | |
|---|--|
| <input type="checkbox"/> cannot help V-ing | <input type="checkbox"/> There is no V-ing |
| <input type="checkbox"/> It is no use V-ing | <input type="checkbox"/> feel like V-ing |
| <input type="checkbox"/> be busy V-ing | <input type="checkbox"/> have trouble V-ing |
| <input type="checkbox"/> look forward to V-ing | <input type="checkbox"/> spend time[money] V-ing |
| <input type="checkbox"/> be worth V-ing | <input type="checkbox"/> be committed to V-ing |
| <input type="checkbox"/> be responsible for V-ing | <input type="checkbox"/> a way of V-ing |
| <input type="checkbox"/> in addition to V-ing | <input type="checkbox"/> in the process of V-ing |
| <input type="checkbox"/> by V-ing | <input type="checkbox"/> without V-ing |



PROGRESS TEST

1. A storm front — by squalls is forecast to pass through the southeast part of the region by early afternoon.
(A) will accompany
(B) accompanying
(C) to accompany
(D) accompanied
2. Traveling to wonderful Rottnest Island is sure to leave any visitor — about its unique charms.
(A) exciting
(B) excited
(C) excite
(D) excitement
3. Sakamoto Components' yearly delivery figures are confidently — to surpass those of the last year by a significant margin.
(A) expected
(B) expecting
(C) expects
(D) expect
4. Last year's cutthroat activity in the market — retail stagnation for us.
(A) causes
(B) is caused
(C) has caused
(D) is causing
5. All interviewees are reminded to note any language skills they — and their degree of fluency in that language.
(A) had possessed
(B) possess
(C) possessing
(D) will possess
6. All employees aspiring to promotions to management positions — to have at least five years' field experience.
(A) require
(B) requires
(C) are required
(D) has required
7. Mr. Smith demanded that his money be — after the car he had rented turned out to be mechanically defective.
(A) refund
(B) refunds
(C) refunded
(D) refunding
8. For a limited time only, *Political and Financial Journal* is able — current subscribers renewals for a year or more at a 40-percent discount.
(A) to offer
(B) has offered
(C) offering
(D) offers
9. Once the computer's virus was removed, a lot of information —.
(A) are disappearing
(B) will have disappeared
(C) disappear
(D) disappeared
10. We are pleased to introduce Professor Ibrahim Iqbal as he — a noted contributor to educational policy throughout the last decade.
(A) will be
(B) is
(C) were
(D) has been

11. Any staff member ----- restitution for personal funds spent on company business must hand in his or her receipts to the administration before the 10th of the month.
- (A) seek
(B) seeks
(C) will seek
(D) seeking
12. All staff members involved in approved community-based charity work may claim ----- work hours based on the number of hours they worked as volunteers.
- (A) reduction
(B) reducing
(C) reduced
(D) reduce
13. Chartered National Bank has guaranteed it ----- regular working hours while its branches undergo interior renovations.
- (A) maintaining
(B) maintain
(C) will maintain
(D) to maintain
14. Richard Alvarez is seen by many as the obvious choice ----- Helen Turing as head of the Accounting Department.
- (A) successive
(B) successor
(C) succession
(D) to succeed
15. As well as ----- transport routes, the CB38 Mobile Handset is able to provide detailed navigational data while a user is driving.
- (A) displayed
(B) displaying
(C) display
(D) displays
16. To present a more attractive option to younger shoppers, the mall's manager is considering pushing back ----- hours on weekends.
- (A) close
(B) would close
(C) closing
(D) closed
17. All those who have not yet ----- their quarterly reports in light of the revised company policies are required to do so before the end of the day.
- (A) revise
(B) revising
(C) revised
(D) revision
18. During the previous year, the production standards management team ----- many new ideas in its drive to improve quality.
- (A) implementation
(B) implements
(C) implemented
(D) implementing
19. Natural Blush recently opened for business as a beauty company that ----- on using only natural components in its products.
- (A) insist
(B) insisting
(C) insistent
(D) insists
20. Many readers seem to have ----- Chairman Hasemoto's apologetic tone in the recent newsletter.
- (A) misinterpret
(B) misinterpreted
(C) misinterpretation
(D) misinterpreting

21. Ms. Choi has asked all employees ----- together to ensure the timely completion of the project.
- (A) works
(B) be working
(C) to work
(D) will work
22. Ms. Daniels, a wealthy entrepreneur, is reputed to have developed her wealth through ----- in the stock market.
- (A) invests
(B) investing
(C) invested
(D) invest
23. Director Kim detailed the future undertaking as he ----- breakfast with some potential investors.
- (A) having
(B) will have
(C) was having
(D) has
24. Mr. Jones plays the piano and enjoys ----- his own tunes as a hobby.
- (A) composes
(B) composed
(C) composing
(D) composer
25. Mr. Sato ----- the planning conference be put off since some employees were still on vacation.
- (A) suggest
(B) suggestion
(C) suggested
(D) suggesting
26. Color printing must be kept to a minimum as replacement ink ----- presently hard to come by.
- (A) are
(B) is
(C) been
(D) being
27. Quarterly earnings for media giant BNC, Inc. have surpassed all expectations, ----- the company's place as Europe's leading entertainment provider.
- (A) reconfirms
(B) reconfirming
(C) reconfirmed
(D) is reconfirmed
28. Customer service operators must confirm ----- shipping dates and receipt numbers with all of their clients.
- (A) expected
(B) expecting
(C) expectation
(D) expect
29. When the assembly line ----- due to a broken machine, the night shift had to work overtime to ensure the order was fulfilled.
- (A) was interrupted
(B) interrupts
(C) to interrupt
(D) be interrupted
30. In order to invest in ----- areas of new technology, the company has decided to liquidate many of its lesser assets.
- (A) to promise
(B) promised
(C) promising
(D) promises
31. The office network and database ----- down for maintenance for three hours this evening.
- (A) was
(B) are
(C) has been
(D) will be
32. The eagerly awaited final edition in the series of books ----- set to arrive in stores last week; however, production delays have disappointed fans.
- (A) is
(B) are
(C) was
(D) were

33. The staff at the health center says that resting will help adults as well as children from the common cold.
- (A) will recover
(B) be recovered
(C) to recover
(D) has recovered
34. Some of Hokkaido's major train operators have slashed ticket prices as a way of —— passengers.
- (A) attracts
(B) attraction
(C) attracting
(D) attracted
35. Over the course of the current campaign, we have been unfailingly —— by Ms. Davidson's organizational skills.
- (A) impression
(B) impressed
(C) impress
(D) impresses
36. United Beverages' new chairman has —— a company-wide restructuring.
- (A) proposed
(B) propose
(C) proposal
(D) proposing
37. A trial medication used —— common viral infections has proved to be somewhat effective.
- (A) treated
(B) to treat
(C) treatment
(D) having treated
38. Please be advised that while Fridays are office casual days, wearing revealing, torn, or stained clothing is not ——.
- (A) permitting
(B) permit
(C) permission
(D) permitted
39. The Jansen Group set aside millions of dollars in the last quarter, —— the company to have the funds to move into some new markets.
- (A) allowing
(B) allows
(C) allowance
(D) allowably
40. The company president will visit our office this Friday, and all managing editors are expected to —— with him for lunch.
- (A) meet
(B) met
(C) have met
(D) will meet
41. The Golden Bay Advertiser stated that the ongoing increase in visitor numbers was expected to have a —— effect on local merchants.
- (A) calmed
(B) calming
(C) calms
(D) calmer
42. Visitors to Central Towers are strictly —— from using the reserved employee parking spaces in the parking lot.
- (A) prohibit
(B) prohibition
(C) prohibited
(D) prohibiting
43. The board members are happy to say that Mr. Mendoza —— his advisory role with the company on May 1.
- (A) has been starting
(B) will be starting
(C) was started
(D) is being started

44. Even though Ink Links is offering a large discount, The Clearer Image's quality standards — our needs better.
- (A) suit
(B) suits
(C) suitable
(D) suitably
45. Junior MDs is a nationwide program aimed at —— suitable internships for medical students.
- (A) arranging
(B) arrangement
(C) arrangements
(D) arranges
46. —— considered the smaller company's acquisition, the chairman of Global Equity decided to press ahead.
- (A) Having
(B) Had
(C) Has
(D) Have
47. Had we been informed earlier of the arrival of the Mexican trade delegation, we obviously — better accommodations.
- (A) arranged
(B) would have arranged
(C) were arranging
(D) had arranged
48. The marketing team is insistent that the rear drum brakes — replaced despite current budget overruns.
- (A) be
(B) are
(C) have
(D) has
49. Poor international sales figures did not — Mashita Electronics' board members while they were planning their export strategy.
- (A) have affected
(B) to affect
(C) affect
(D) affecting
50. Mr. Blaumer requested that one of his team members call the potential supplier to — about the availability and price ranges of its products.
- (A) inquires
(B) inquiry
(C) inquire
(D) inquiring
51. The preproduction model — to prove that the car will remain on the road even at high speeds in wet conditions.
- (A) is expected
(B) expects
(C) expected
(D) had expected
52. Marta Schmidt is an up-and-coming politician who — in foreign policy and human rights.
- (A) specializes
(B) specialized
(C) specialize
(D) specialty
53. The company is set to — a new hotel and condominium complex on the recently purchased site.
- (A) develop
(B) developed
(C) developer
(D) developing
54. The final day for employees to — their families for the annual company picnic and family fun day is this Friday.
- (A) registers
(B) registered
(C) registration
(D) register

UNIT

4

Prepositions

1. Meanings of prepositions

1. Prepositions of time
2. Prepositions of place, direction
3. Prepositions of cause, reason
4. Prepositions of concession
5. Other important prepositions

2. Expressions followed by prepositions

1. Verb + preposition
2. Verb + noun + preposition + noun
3. be + adjective + preposition
4. Noun + preposition
5. Prepositional phrases

1 Meanings of prepositions

- 1. Prepositions of time
- 2. Prepositions of place, direction
- 3. Prepositions of cause, reason
- 4. Prepositions of concession
- 5. Other important prepositions

1 Prepositions of time

Mr. Samuelson will be unavailable —— three o'clock today, which is when he is scheduled to return to the office.

- (A) next to
- (B) onto
- (C) until
- (D) except

Answer (C)

Essential file 1 Order of most-tested items

1. by

Individuals who have not submitted revised monthly reports should drop them off to Ms. Sanchez by the end of the day.

2. for

Cars left unattended in front of the hotel for more than thirty minutes will be towed at the owner's expense.

3. before

To handle the increase in sales, at least twenty new employees will be hired before the end of this year.

4. within

If you believe your bill is incorrect, please describe the problem in writing within 30 days.

5. during

Because the overhead projector was unavailable, Mr. Fernandez was not able to show his slides during the presentation.

6. prior to

All visitors are required to present photo identification prior to entering the building.

7. since

The Comdex Corporation has manufactured personal computers since 1990 and is now branching into other areas.

8. until

Due to poor weather, ferry service to Western Island will be suspended until further notice.

9. after

Business Notes reported that ViStar's stock price plummeted after the merger announcement.

10. between

All computer systems will be shut down on Wednesday between 2 p.m. and 4 p.m.

11. in

The results of the survey will be released in three months.

12. on

The Sheraton hotel asks that all guests check in at the front desk on arrival.

13. at

The museum will be closed for renovation during the next two weeks and will reopen at the end of August.

2 Prepositions of place, direction

The applicant should drop off his résumé at the Personnel Office _____ the second floor.

- | | |
|---------|---------|
| (A) out | (B) on |
| (C) to | (D) for |

Answer: (B)

Essential file 2 Order of most-tested items

1. in

National Express guarantees delivery of your letters or packages anywhere in the country in twenty-four hours or less.

2. near

Several hotels may be found near the convention center, which makes them all conveniently located for businesspeople.

3. on

The EZ-Use Paintbrush lets artists spread paint more evenly on the canvas and helps prevent dripping.

4. at

Currency exchange is available at the front desk twenty-four hours a day, seven days a week.

5. among

Morale among the employees is very high at the moment.

6. against

Do not lean mirrors or glass against anything because they can easily be knocked over and broken.

7. along

Flowers will be planted along the main streets as part of the city's beautification project.

8. before

Most successful companies put customer satisfaction before their profits.

9. below

Last year's rate of sales growth was below 5 percent for the first time since 2002.

10. beside

Participants are asked to put their workshop evaluation forms in the box beside the door when leaving the conference room.

3 Prepositions of cause, reason

There are no plans to hire any new employees ----- unfavorable conditions in the market at this time.

(A) due to

(B) provided that

(C) because

(D) although

Answer: (A)

Essential file 3 Order of most-tested items

1. due to

Due to the limited quantities of the products, your order must be received by October first.

2. because of

The workshop, originally scheduled to begin at 9 A.M., will be postponed because of a scheduling conflict.

4 Prepositions of concession

an enormous advertising campaign, sales of the item were incredibly disappointing.

- | | |
|-------------|-------------|
| (A) Unless | (B) Toward |
| (C) Through | (D) Despite |

Answer: (D)

Essential file 4 Order of most-tested items

1. despite

Despite a few negative comments from competitors in this field, the reaction to our new line of sports shoes has been positive.

2. in spite of

In spite of the fact that a great deal of money had been invested in the project, it was a failure.

5 Other important prepositions

A number of measures aimed at solving the problem of tropical deforestation have been introduced governments and international development and aid organizations.

- | | |
|-----------|------------|
| (A) along | (B) to |
| (C) by | (D) beside |

Answer: (C)

Essential file 5 Order of most-tested items

1. for

The manager acted charitably when he organized an effort to raise money for the homeless.

He left for the airport to board the plane bound for New York.

The police stated that approximately 250 people were fined for disruptive behavior at the political rally.

2. throughout

Feel free to contact me with your questions any time all throughout the morning.

3. according to

According to our calculations, driving to the conference would be cheaper than flying there.

4. with

The conference begins promptly at 8:00 with a speech from the president of the organization.

5. without

Documents of a confidential nature are not to be copied without the written permission of a senior manager.

If you want to get information about our products or services without paying the price of a phone call, please use our toll-free telephone number.

6. from

Feel free to forward messages from headquarters to me as soon as you receive them.

7. instead of

Instead of hiring internally, the firm decided to utilize a headhunter to recruit new talent from elsewhere.

8. of

The construction of the new building was delayed due to a lack of funds.

9. by

Many methods of making plastics are not environmentally safe, so their practice is being discouraged by environmentalists.

10. except for

Except for a few tax forms, all of the other related paperwork has been completed by Mr. Arnold.

11. about (= as to/concerning/regarding/in[with] regard to)

You will find detailed information about the latest technological achievements in the newest issue of *International Technology Review*.

12. as

Ms. Emerson has been working as a financial consultant since 1997.

13. as to

During the meeting, Ms. Nelson offered several ideas as to what went wrong during the failed experiment.

14. through

Although videoconferencing is becoming popular these days, most business communication is still predominantly **through** face-to-face meetings.

15. toward

Both parties are working **toward** a common goal.

One of the largest shopping malls in the country is due to open **toward** the end of the year.

2 Expressions followed by prepositions

1. Verb + preposition 2. Verb + noun + preposition + noun 3. be + adjective + preposition 4. Noun + preposition
5. Prepositional phrases

1 Verb + preposition

Consumers often benefit —— the increasing competition among supermarkets, which try to attract customers by lowering their prices.

- (A) from (B) of
(C) to (D) at

Answer: (A)

Essential file 6 | Verb + preposition

□ benefit from	□ depart from
□ recover from	□ refrain from
□ resign from	□ result from
□ suffer from	
□ act as	□ emerge as
□ serve as	□ work as
□ allow for	□ apologize for
□ account for	□ wait for
□ search for	□ look for
□ put in for	□ stand in for
□ adhere to	□ commute to
□ conform to	□ listen to
□ react to	□ refer to
□ respond to	□ switch to
□ report to	
□ agree with[on]	□ check with
□ comply with	□ experiment with
□ negotiate with	□ interfere with

check in	engage in
invest in	participate in
result in	specialize in
succeed in	divide into
plunge into	
decide on	rely[depend] on
take on	work on
carry out	rank among[as]

2 Verb + noun + preposition + noun

If you are interested in receiving a research grant, you must submit your proposal _____ the vice president's office by the end of the month.

- | | |
|-----------|--------|
| (A) to | (B) by |
| (C) along | (D) on |

Answer: (A)

Essential file 7 Verb + noun + preposition + noun

submit A to B	ship A to B
provide A to B	offer A to B
send A to B	distribute A to[among] B
convey A to B	deliver A to B
return A to B	forward A to B
transfer A to B	export A to B
restore A to B	report A to B
check A for B	honor A for B
reserve A for B	ask A for B
blame A for B	allocate A for B
regard A as B	consider A as B
position A as B	choose A as B
reward A with B	replace A with B
supply A with B	provide A with B

- | | |
|--|--|
| <input type="checkbox"/> obtain A from B | <input type="checkbox"/> borrow A from B |
| <input type="checkbox"/> rent A from B | <input type="checkbox"/> compile A from B |
| <input type="checkbox"/> inform A of B | <input type="checkbox"/> notify A of B |
| <input type="checkbox"/> remind A of B | <input type="checkbox"/> assure A of B |
| <input type="checkbox"/> prohibit A from V-ing | <input type="checkbox"/> keep A from V-ing |
| <input type="checkbox"/> prevent A from V-ing | |
| <input type="checkbox"/> dedicate oneself to V-ing | <input type="checkbox"/> commit oneself to V-ing |
| <input type="checkbox"/> devote oneself to V-ing | <input type="checkbox"/> pride oneself on V-ing |

3 be + adjective + preposition

The technology seminar was especially useful _____ those individuals working in their firms' R&D departments.

- | | |
|----------|---------|
| (A) with | (B) for |
| (C) as | (D) by |

Answer: (B)

Essential file 8 | be + adjective + preposition

- | | |
|----------------------|----------------------|
| be responsible for | be eligible for |
| be ready for | be famed for |
| be well known for | be useful for |
| be aware of | be capable of |
| be cognizant of | be critical of |
| be full of | |
| be consistent with | be disappointed with |
| be familiar with | be pleased with |
| be incompatible with | |
| be emphatic about | be optimistic about |
| be subject to | be entitled to |
| be key to | |
| be good at | be absent from |
| be based on | |

4 Noun + preposition

In order to determine the solutions _____ the problem, it is first necessary to identify the causes.

- | | |
|----------|-----------|
| (A) over | (B) about |
| (C) to | (D) out |

Answer: (C)

Essential file 9 Noun + preposition

- | | |
|---------------------|-------------------------------|
| ① solution to | ② access to |
| ③ problem with | ④ decrease[drop] in |
| ⑤ increase[rise] in | ⑥ advance in |
| ⑦ change in | ⑧ effect[impact/influence] on |

5 Prepositional phrases

The company must inform workers of any layoffs or reductions in pay at least a month _____ advance.

- | | |
|---------|--------|
| (A) for | (B) to |
| (C) at | (D) in |

Answer: (D)

Essential file 10 Most-tested prepositional phrases

- at no cost[charge]
- at very reasonable prices
- at a fast rate
- in celebration of
- in the event of
- in charge of
- in observance of
- in the near future
- in the heart of
- in terms of
- in a timely manner[fashion]
- in compliance with
- in addition to
- on schedule
- on the contrary
- out of stock
- at a low cost
- at all times
- at least
- in advance
- in (the) case of
- in honor of
- in place of
- in the face of
- in the middle of
- in preparation for
- in accordance with
- in keeping with
- on behalf of
- ahead of schedule
- behind schedule
- on time
- out of order

PROGRESS TEST

1. HB HiFi has upgraded its stock from the BC50 to the new BC100, which features improved functionality — SD card slots and USB ports.
(A) plus
(B) together
(C) both
(D) though
2. The aging administrative buildings are virtually uninhabitable in both winter and summer — their primitive heating and cooling vents.
(A) in order to
(B) due to
(C) since
(D) because
3. — moving to the downtown branch last year, Ms. Taylor stays in touch with many of her old colleagues at our branch.
(A) Subsequently
(B) Meanwhile
(C) However
(D) Despite
4. — waiting for a formal incident report, the company's European head officer called the branch manager for an informal situation update.
(A) According to
(B) Further
(C) Instead of
(D) However
5. — company regulations, all employees will be considered for a yearly performance-based pay raise.
(A) In common with
(B) According to
(C) In case of
(D) On behalf of
6. In-house legal specialists and hired attorneys are always very busy — to patent infringement suits against the company.
(A) suited
(B) conducive
(C) prior
(D) forward
7. Company clients who cannot get through to an associate or senior executive due to busy phone lines may always leave a message — our team of receptionists.
(A) with
(B) off
(C) from
(D) by
8. Mr. Dumont is going to read the proposal — accuracy before it is sent to the board members.
(A) in
(B) over
(C) for
(D) from
9. Dr. Christian Nielson is renowned as a pediatrician devoted — the care of terminally ill children.
(A) that
(B) of
(C) so
(D) to
10. When owners of company products source spare parts — unregistered suppliers, their warranty may be void.
(A) over
(B) behind
(C) out of
(D) from

11. Anyone seeking further information _____ the advertising job should consult the company's website.
- (A) in
(B) so that
(C) even if
(D) about
12. BNY Infotech is a leader _____ the biggest players in the software industry.
- (A) among
(B) from
(C) into
(D) at
13. Professor Brown will return to the university when the semester resumes, _____ which time he will reply to all requests for post-graduate student mentoring.
- (A) across
(B) at
(C) on
(D) with
14. The corporation's increase in sales stood at 5.8% at the end of the last quarter, which was _____ the record rate of growth set late last year.
- (A) less
(B) below
(C) little
(D) lower
15. All departments wanting to contribute to the monthly bulletin must have their content submitted _____ the 30th of this month.
- (A) on
(B) by
(C) between
(D) except
16. _____ his time as a faculty member, Professor Michelson developed the image of a dedicated and serious researcher.
- (A) Into
(B) Upon
(C) About
(D) During
17. Mr. Hernandez has finished all of the studying required for his promotion, _____ for an accounting unit he will take during winter vacation.
- (A) except
(B) toward
(C) when
(D) instead
18. _____ some turbulent discussions, the chairman of Universal Exports eventually announced a partnership with Cyber Systems, Inc.
- (A) At
(B) Following
(C) Upon
(D) Except
19. The grand ballroom at the Interpark Hotel was reserved by Ms. Schneider _____ the company's awards ceremony.
- (A) from
(B) for
(C) onto
(D) off
20. A proposal is under consideration _____ the extension of the Mt. Hutchison dam system.
- (A) for
(B) next
(C) while
(D) onto

21. There are always openings for people —— Ms. O'Brian's caliber at our office.
- (A) by
(B) around
(C) while
(D) of
22. Due to changing trends, there was a distinct drop-off in the number —— speakers at this year's seminar.
- (A) of
(B) from
(C) with
(D) for
23. —— half of the DSY Corporation's annual profits are generated in the Middle East.
- (A) More
(B) Over
(C) Higher
(D) Further
24. Jonathan Kerr was asked to head the printing division —— the downsizing process.
- (A) behind
(B) above
(C) except
(D) through
25. The recent changes going on —— the consumer electronics industry reflect the new focus on consumer demand.
- (A) into
(B) throughout
(C) during
(D) as
26. Interest rates fell —— a level below 5.5 percent in September, marking their lowest level since late last year.
- (A) to
(B) at
(C) in
(D) on
27. Smith expects to introduce its new computerized management system —— the end of the year.
- (A) toward
(B) regarding
(C) against
(D) above
28. —— older versions, the new *Get-Around Guide to America* now features budget accommodation listings.
- (A) Before
(B) Instead
(C) Unlike
(D) Contrary
29. In the Windsor Hotel's basement, there is a fully equipped gym featuring a rock-climbing wall —— an overhang.
- (A) beside
(B) across
(C) from
(D) with
30. In order to apply to move from one department —— the company to another, employees should consult Ms. Hoskings.
- (A) among
(B) since
(C) within
(D) whereas
31. As most common stationery items are ordered in bulk, all employees must not reorder office supplies —— first consulting the office manager.
- (A) without
(B) afterward
(C) then
(D) besides

32. Peter Lawrence has been tasked with conducting online research to assist Beverly D'Angelo —— she creates her presentation.
- (A) than
(B) also
(C) moreover
(D) while
33. Anyone ordering a new MP3 player —— the end of the month will receive a free extra set of headphones.
- (A) at
(B) in
(C) upon
(D) before
34. No vehicle ownership will be officially recognized —— such time as it is registered with the state transport authority.
- (A) without
(B) until
(C) between
(D) against
35. The seminar was held so far —— the city center that buses were the only available mass-transit option.
- (A) from
(B) next
(C) on
(D) off
36. —— a sudden increase in the value of foreign currencies, the imported car market looks set to remain steady for the remaining months of the year.
- (A) Unless
(B) Because
(C) Barring
(D) Except

UNIT

5

Conjunctions

1. Subordinating conjunctions

1. Subordinating conjunctions starting an adverbial clause of time
2. Subordinating conjunctions starting an adverbial clause of concession
3. Subordinating conjunctions starting an adverbial clause of condition
4. Subordinating conjunctions starting an adverbial clause of reason
5. Subordinating conjunctions starting a noun clause
6. Subordinating conjunctions starting an adverbial clause of purpose or result

2. Correlative conjunctions, Co-ordinating conjunctions, Conjunctive adverbs

1. Correlative conjunctions
2. Co-ordinating conjunctions
3. Conjunctive adverbs

1 Subordinating conjunctions

- 1. Subordinating conjunctions starting an adverbial clause of time
- 2. Subordinating conjunctions starting an adverbial clause of concession
- 3. Subordinating conjunctions starting an adverbial clause of condition
- 4. Subordinating conjunctions starting an adverbial clause of reason
- 5. Subordinating conjunctions starting a noun clause
- 6. Subordinating conjunctions starting an adverbial clause of purpose or result

1 Subordinating conjunctions starting an adverbial clause of time

A decision on what to do will be made —— options.

- (A) as soon as
- (B) right away
- (C) promptly
- (D) in time for

we have investigated all of our possible

Answer: (A)

Essential file 1 Order of most-tested items

1. since

We have already received ten inquiries since the advertisement ran in last week's edition of the newspaper.

2. before

All contracts must be thoroughly looked over by the legal department before they are signed.

3. when

Please leave your hotel room key at the front desk when you go out.

4. after

After an employee has been employed for three months, he or she is eligible to take paid sick leave.

5. as soon as

As soon as you have finished the report, please bring it to the manager's office.

6. while

Ms. Wong suggested that I drive a company car while mine is being repaired.

2 Subordinating conjunctions starting an adverbial clause of concession

— your application is impressive, we have found someone else who is even more qualified than you are.

- (A) Until (B) Once
(C) Unless (D) Although

Answer: (D)

Essential file 2 Order of most-tested items

1. although

Although the two laptop computers are very similar in size and design, they differ in terms of their quality.

2. even though

Even though labor costs were significantly lower last quarter, Enex, Inc. still failed to show a profit.

3. though

Though originally scheduled for the last weekend in June, the conference has been postponed until the middle of July.

4. even if

Even if the items you requested are now out of stock, we will make every effort to fill your order within 10 days.

5. while

While the service was great, the bill was much higher than we had expected.

6. whether

All items, whether opened or unopened, may be refunded so long as the customer provides a receipt.

3 Subordinating conjunctions starting an adverbial clause of condition

Kevin will be promoted to senior manager ——— Mr. Stephens resigns his position next month as he is expected to.

- | | |
|-------------|-------------------|
| (A) as if | (B) whereas |
| (C) whether | (D) assuming that |

Answer: (D)

Essential file 3 Order of most-tested items

1. once

Once the advertising campaign begins, product recognition is expected to rise rapidly.

2. if

If you need additional information about our products, please feel free to contact the Customer Service Department.

3. only if

A full refund will be given only if a customer presents a receipt.

4. unless (= if ~ not)

Children under the age of ten are not permitted in the swimming pool unless they are accompanied by an adult.

5. assuming that

The preliminary research will begin next year assuming that sufficient grant funding can be obtained from the government.

6. provided that

Customers may return merchandise within 30 days of purchase provided that the original tags have not been removed.

4 Subordinating conjunctions starting an adverbial clause of reason

----- the software has been upgraded, the firm can easily use its network to communicate with its regional branches.

- (A) However (B) Whatever
(C) Because of (D) Now that

Answer: (D)

Essential file 4 Order of most-tested items

1. because

Please be sure to look over your application carefully before submitting it because we cannot accept incorrect or incomplete forms.

2. since/as

Since fewer than twenty people have signed up for the workshop by now, it will have to be canceled.

3. now that

Now that the weather is getting warmer, more people will begin taking part in outdoor activities.

5 Subordinating conjunctions starting a noun clause

Financial analysts predict ----- the construction industry will soon experience difficulties as a result of the recent decline in demand for new homes.

- (A) what (B) because
(C) while (D) that

Answer: (D)

Essential file 5 Order of most-tested items

1. that

It is clear that Reardon Metal is eager to expand its business to international markets.

→ Noun clause "that Reardon Metal is eager to expand its business to international markets" → subject of *is*.

One possible conclusion is that no one was in the laboratory when the fire started.

→ Noun clause "that no one was in the laboratory when the fire started" → complement of *is*.

Employers often find that their workers respond positively to cash bonuses.

→ Noun clause "that their workers respond positively to cash bonuses" → object of *find*.

The sign informs visitors that pets are not permitted in the hotel lobby.

→ Noun clause "that pets are not permitted in the hotel lobby" → object of *informs*.

* *That* in a noun clause vs. *that* in an adjective clause: *That* in a noun clause starts a complete sentence but *that* in an adjective clause is the subject of the subordinate clause.

RTP Consulting will retain its current name despite the fact that it is merging with a firm larger than it.

→ that in the noun clause (*the fact = that + clause*)

The executives meet once a week to go over any issues that need to be resolved.

→ *that*: relative pronoun

2. whether/if

I would like to know **whether** you will be visiting tomorrow morning or later in the afternoon.

The secretary orders copy paper and toner every Wednesday, so please let her know **if** she needs to procure a larger amount this week.

6 Subordinating conjunctions starting an adverbial clause of purpose or result

Please try to arrive at the office at least one hour before the meeting begins

we can review our presentation together.

(A) in order to

(B) so that

(C) because of

(D) just as

Answer: (B)

Essential file 6 Order of most-tested items

1. so that

James arrived one hour early **so that** he could prepare for the interview while he waited.

2. so ~ that

That author's novels are **so** exceptionally well written **that** the critics all proclaim him the best writer of his generation.

2 Correlative conjunctions, Co-ordinating conjunctions, Conjunctive adverbs

1. Correlative conjunctions 2. Co-ordinating conjunctions 3. Conjunctive adverbs

1 Correlative conjunctions

Nanotechnology has enormous potential to alter the fields of _____ manufacturing and medicine.

- | | |
|-------------|------------|
| (A) so | (B) both |
| (C) neither | (D) either |

Answer: (B)

Essential file 7 Order of most-tested items

1. either A or B

Customers can purchase tickets either at the box office or through our website.

2. both A and B

Tour buses bound for the ancient palace leave every hour from both the train station and the tourist information center.

3. neither A nor B

I regret to inform you that neither Ms. Brown nor I will be able to attend the sales conference.

4. not only A but also B

The Elite Computer Co. not only guarantees all of its products for two years but will also provide a full refund to any unsatisfied customers.

5. A as well as B

The new graphic design software program has improved the quality of the designers' work as well as their productivity.

2 Co-ordinating conjunctions

When you are moving fragile items, it is important that the packages not be shaken, ———— you run the risk of breaking the objects inside the boxes.

- | | |
|-------------|-------------------|
| (A) besides | (B) on account of |
| (C) or else | (D) either |

Answer: (C)

Essential file 8 Order of most-tested items

1. and

Every business needs to evaluate its strengths and weaknesses periodically.

Breakfast will be served in the cafeteria from six to nine, and lunch will begin at eleven in the morning.

2. but

Workers on the day shift may use any gate, but those who work evenings should use Gate C.

3. or (else)

Defective merchandise may be returned or exchanged within 30 days of purchase if accompanied by its receipt.

The outstanding balance must be paid promptly, or else we will have to close the account.

4. so

Ms. Richter feels that Mr. Bowman is highly qualified for the position, so she is going to make him an offer of employment.

3 Conjunctive adverbs

Marcus refused to accept any help in writing the report; ————, he did allow someone in the office to check it for errors.

- | | |
|--------------|-------------|
| (A) moreover | (B) however |
| (C) although | (D) whereas |

Answer: (B)

Essential file 9 Order of most-tested items

1. therefore

The economy is in a deep recession; therefore, the competition for jobs will increase dramatically.

2. however

Mr. Johnson expressed interest in a marketing job; however, the previous positions on his résumé were exclusively in accounting.

3. otherwise

You will have to leave now; otherwise, you may miss your train.



PROGRESS TEST

1. —— the employees' new details were entered into the company's records, salary payment records began arriving regularly.
 - (A) Like
 - (B) Once
 - (C) Unless
 - (D) Despite
2. McCloud Media has grown steadily at a rate of approximately five percent every year —— shares were floated a decade ago.
 - (A) if
 - (B) since
 - (C) how
 - (D) than
3. —— current city retail psychology reveals that consumers react favorably to gardens in shopping precincts, many towns are now creating attractive landscapes to attract customers.
 - (A) Since
 - (B) Despite
 - (C) Unless
 - (D) So
4. —— experience with children would be a positive; it is not regarded as essential for applicants for the job.
 - (A) Otherwise
 - (B) Despite
 - (C) Although
 - (D) Regarding
5. —— the bistro's opening was delayed, the general consensus was that the excellent menu there more than made up for it.
 - (A) Although
 - (B) Until
 - (C) Despite
 - (D) Otherwise
6. People Movers Recruitment is going ahead with its plan to open offices in regional centers —— annual returns declined in the first quarter.
 - (A) still
 - (B) however
 - (C) instead of
 - (D) even though
7. —— the erection of the Hillside Housing Complex is delayed, houses are expected to be sold rapidly.
 - (A) Therefore
 - (B) So that
 - (C) Whether
 - (D) Even if
8. Recruiters from DHC Electronics are planning to attend trade shows in Berlin and Prague —— they are not going to Warsaw.
 - (A) in spite of
 - (B) so as
 - (C) despite
 - (D) though
9. —— research for the Collins case is so complex, Mr. Harris is going to need to request help from some of the company associates.
 - (A) Because
 - (B) Moreover
 - (C) Therefore
 - (D) Nevertheless

10. Company travel policy states that executives may fly first class ——— a flight's duration is greater than ten hours.
- (A) as if
(B) only if
(C) not only
(D) as much as
11. All employee information held by Washington Mutual will be kept in confidence ——— its publication is otherwise agreed by individual employees.
- (A) whether
(B) as if
(C) except
(D) unless
12. Everything looks very positive for the company, ——— the current investors do not default on their agreements.
- (A) as if
(B) whereas
(C) whether
(D) assuming that
13. We recommend that all of our customers register their products' serial numbers online ——— they may be assured of receiving all software updates.
- (A) rather
(B) in case of
(C) as to
(D) so that
14. ——— inconvenient, all worksite visitors must wear full safety gear, including helmets and steel-toed boots.
- (A) Almost
(B) Never
(C) Seldom
(D) However
15. Telecommuter boosters will often mention ——— convenient it is for people wishing to cut down on their work hours.
- (A) how
(B) therefore
(C) only
(D) most
16. Laboratory access is restricted to those having ——— registered fingerprints or retinal scans.
- (A) both
(B) every
(C) any
(D) either
17. Neither video cameras ——— snack foods are allowed in the cinema.
- (A) or
(B) nor
(C) and
(D) either
18. Industry watchers have expressed their surprise that such a humble company not ——— prospered but also became a conglomerate.
- (A) alone
(B) over
(C) only
(D) less
19. After a solid four decades, *Wet and Wild* is the sole remaining publication catering to ——— freshwater and saltwater aquarium owners.
- (A) so
(B) neither
(C) either
(D) both

20. As the venue is now booked ——— the date agreed upon, Ms. Chen can commission the flyers for the fundraising ball.
- (A) while
(B) yet
(C) but
(D) and
21. High-level sportspeople must maintain a high level of fitness ——— run the risk of suffering injuries that cause permanent damage.
- (A) besides
(B) on account of
(C) or else
(D) either
22. The storage facility plan was due last week; ——— the manager has now granted the architects an extension.
- (A) but
(B) beyond
(C) until
(D) that
23. Stradbroke Management Optimization relies on a strong core group of consultants, and ——— the company stresses its human touch in consulting with new clients.
- (A) therefore
(B) now that
(C) in case
(D) otherwise
24. All employees are reminded to treat each other with politeness and respect ——— that we can maintain a civil atmosphere at all times.
- (A) as
(B) then
(C) so
(D) if
25. The administration requires next-of-kin details for all employees ——— family members need to be contacted during emergencies.
- (A) therefore
(B) even if
(C) in case
(D) despite
26. Under this liability plan, you are financially covered in case you damage another person's car, ——— your payments are up to date.
- (A) so as
(B) provided that
(C) depending on
(D) rather than
27. The factory's internal lights are controlled so that they are only in operation ——— workers are present.
- (A) during
(B) whereas
(C) while
(D) through
28. ——— newly hired employees have completed a trial period, they are set to receive full medical and pension plans.
- (A) Soon
(B) Then
(C) Later
(D) Once

UNIT

6

Pronouns

1. Personal pronouns

1. Possessive adjectives
2. Reflexive pronouns
3. Objective pronouns
4. Subjective pronouns
5. Possessive pronouns

2. Demonstrative pronouns, Demonstrative adjectives

1. those who + verb
2. that[those] of + noun/noun phrase

3. Indefinite pronouns

1. all/many/each/every/any
2. one/another/the other(s)/others/each other/one another

1 Personal pronouns

1. Possessive adjectives 2. Reflexive pronouns 3. Objective pronouns 4. Subjective pronouns 5. Possessive pronouns

1 Possessive adjectives

The employees participating in the time management seminar will learn how to utilize
time more efficiently at work.

- (A) they (B) them
(C) their (D) theirs

Answer: (C)

• Possessive adjectives: *my, your, his, her, its, our, their* → A possessive adjective is used as an adjective and modifies a noun or a noun phrase.

All customers who renew their subscriptions to the news magazine will be rewarded with a free
bonus issue.

2 Reflexive pronouns

Ms. Simpson decided that she would fix the copier when no one in the office
volunteered to do it.

- (A) she (B) her
(C) hers (D) herself

Answer: (D)

• Reflexive pronouns: *myself, yourself, yourselves, himself, herself, itself, ourselves, themselves*

① Reflexive pronouns are used when the object of the verb is the same as the subject. With this use, it cannot be omitted.

By closing a three-million-dollar contract, Mr. Schmidt has shown himself to be a skilled negotiator.

② The reflexive pronoun can also be used to give more emphasis to the subject or object. With this use, it can be omitted.

Except as specifically explained in this manual, do not attempt to service the printer yourself.

Essential file 1 Fixed expressions of reflexive pronouns

- by oneself (= alone)
- for oneself
- beside oneself
- enjoy oneself
- help yourself (to)
- behave oneself
- between ourselves
- say to oneself

3 Objective pronouns

Any sales staff members who have not submitted their numbers for the month should bring _____ to Ms. Wilson's office immediately.

- (A) they
- (B) their
- (C) them
- (D) themselves

Answer: (C)

Objective pronouns: *me, you, him, her, it, us, them* → An objective pronoun acts as the object of a sentence – it receives the action of the verb.

Ms. Nelson asked me to notify her of any changes to the schedule.

4 Subjective pronouns

The results of the survey show that most people are pleased with the current level of Internet service _____ receive at their places of business.

- (A) they
- (B) themselves
- (C) them
- (D) their

Answer: (A)

Subjective pronouns: *I, you, he, she, it, we, they* → A subjective pronoun acts as the subject of a sentence – it performs the action of the verb.

Because the printer weighs approximately 34kg, you should not lift or carry it alone.

5 Possessive pronouns

Because Mark already submitted his report, he offered to help Lucy finish _____.

- (A) hers
- (B) her
- (C) she
- (D) herself

Answer: (A)

Possessive pronouns: *mine, yours, his, hers, ours, theirs* → Possessive pronouns are very similar to possessive adjectives. We use possessive pronouns when we want to substitute a group of words that are indicating a possession relation. A possessive pronoun can be the subject, object, or complement in the sentence.

The main difference between **our printers** and those of our competitors is that **ours** are cheaper.
→ **ours** = **our printers**

2 Demonstrative pronouns, Demonstrative adjectives

1. those who + verb 2. that[those] of + noun/noun phrase

1 those who + verb

----- who are curious about our methods may visit the factory floor in order to see how our products are made.

- (A) Themselves (B) Whose
(C) Whichever (D) Those

Answer: (D)

• those who + verb

Those who expressed an interest in receiving additional training may apply for company funds to pay for their courses. → demonstrative pronoun

= Those people who expressed an interest in receiving additional training may apply for company funds to pay for their courses. → demonstrative adjective which modifies *people*.

• those with + noun/noun phrase

Aspirin and other medicine are available on request for those with any lingering aches and pains.
→ demonstrative pronoun

= Aspirin and other medicine are available on request for those people with any lingering aches and pains. → demonstrative adjective which modifies *people*.

2 that[those] of + noun/noun phrase

The company's most recent revenue figures are superior to ----- of its competitors.

- (A) those (B) that
(C) them (D) this

Answer: (A)

- that of + noun/noun phrase is used to avoid repeating the singular noun/noun phrase mentioned earlier.

According to a recent survey, customers recognize our customer service as being better than that of any of our competitors. → that = customer service

- those of + noun/noun phrase is used to avoid repeating the plural noun/noun phrase mentioned earlier.

Our third-quarter profits this year have decreased substantially from those of the same period last year. → those = profits

3 Indefinite pronouns

1. all/many/each/every/any 2. one/another/the other(s)/others/each other/one another

1 all/many/each/every/any

Since _____ of its workers suddenly retired, the Freehold Corporation is therefore looking to fill its losses by hiring several qualified new employees.

- | | |
|----------|----------|
| (A) many | (B) much |
| (C) so | (D) such |

Answer: (A)

- An indefinite pronoun refers to an indefinite, or general, person or thing. Indefinite pronouns include *all, any, both, each, everyone, few, many, neither, none, nothing, several, some, somebody*, etc. An indefinite pronoun + *of the/this/that/these/those*, etc.

all/most/many/some/any/a few/each/both + of the + plural noun

all/most/much/some/any/a little/little + of the + uncountable noun

Of all the applicants for the position, only three fulfilled all of the listed requirements.

→ *of* can be omitted, so the structure is: *all/both the* + plural noun

some vs. any: We use **some** in positive sentences, for both countable and uncountable nouns. We use **any** in negative sentences or questions, for both countable and uncountable nouns. Exception: We use **some** in questions when offering or requesting something that is there. In affirmatives, **any** is a quantifier meaning "one or more, no matter which".

Some of the staff members were late for the meeting because of the heavy traffic.

I would love to be of assistance, but I do not have any time right now.

Any of our employees who provide exceptional service to the company may be rewarded with a cash bonus.

2 one/another/the other(s)/others/each other/one another

Customers who purchase four paperbacks may receive lower-priced paperback for free.

- | | |
|---------------|----------------|
| (A) all other | (B) other |
| (C) another | (D) each other |

one/ones: refers to the noun which is mentioned earlier.

The latest video game released by that company is much more fun than that one which you are playing right now.

→ video game (singular) → one

These items right here are the ones that have been advertised on television.

→ items (plural) → ones

another: means "one more person or thing or an extra amount", another is used instead of "an + other".

We are planning to build one plant in Queensville and another in Yorktown.

the other: is used when there are two things or people for referring to the one that has not already been mentioned or is not already known about.

One of the two proposals is too complicated while the other is possible only if we can find a competent engineer.

the others: means the remaining out of the things or people mentioned.

Of the five new employees, only one is a man while the others are all women.

others: means "other + a plural noun". The plural form others without 'the' is the plural of the pronoun another.

Most staff members met their monthly quotas, but others barely recorded any sales during the entire four-week period.

each other vs. one another: each of two or more in reciprocal actions or relations.

The two girls looked at each other.

Although the three charity programs share the same facility, their core missions are different from one another.

Some handbooks and textbooks recommend that *each other* be restricted to reference to two and *one another* to reference to three or more. The distinction, while neat, is not observed in actual usage. *Each other* and *one another* are used interchangeably by good writers and have been used since long ago.

PROGRESS TEST

1. Due to Mr. Walker's extensive background in marketing, as well as _____ of his team, management promoted them to the customer service team.
(A) that
(B) this
(C) these
(D) those
2. The technicians were able to work faster as _____ became familiar with the new machines.
(A) themselves
(B) them
(C) their
(D) they
3. As an investment specialist, Ms. Akari will be expecting _____ to submit a client activity summary at the end of every month.
(A) your
(B) yours
(C) you
(D) yourself
4. After much deliberation, Michael and Beth Davis quit their jobs in order to start _____ company.
(A) theirs
(B) them
(C) their own
(D) themselves
5. After Mr. Sanchez found a suitable hotel, he called his airline's baggage handling staff to have his luggage delivered to _____ upon its arrival.
(A) him
(B) himself
(C) he
(D) his
6. All researchers who intend to seek funding via grants should read *Grant Application Procedures Simplified* and follow _____ carefully.
(A) it
(B) itself
(C) them
(D) themselves
7. Amanda Smith, the human resources coordinator, will contact each potential interviewee _____ in order to arrange an initial meeting.
(A) she
(B) her
(C) hers
(D) herself
8. When preparing fruits and vegetables, it is advisable not to move sharp implements toward _____.
(A) yourself
(B) your
(C) yours
(D) your own
9. In order for the staff job profiles to be completed, all staff members must fill out individual surveys by _____.
(A) herself
(B) itself
(C) themselves
(D) himself
10. Premier Foods consistently shows _____ to be a company able to provide food free of any chemical contamination.
(A) himself
(B) ours
(C) itself
(D) theirs

11. In-house company emails allow all departments to stay up to date with _____.
- (A) one another
(B) the other
(C) another
(D) other
12. The planning expert advised us that far-sighted preparations are necessary when _____ considers expanding his or her business into the global market.
- (A) it
(B) anyone
(C) yourself
(D) theirs
13. A prepaid transportation card is the most convenient rail "ticket" for commuters although _____ methods are possible.
- (A) other
(B) others
(C) the other
(D) another
14. The online movement of funds is the easiest way to send money from one person to _____.
- (A) one
(B) other
(C) one another
(D) another
15. Although much market research has been undertaken, marketers remain unsure about consumers' willingness to do _____ food shopping online.
- (A) ours
(B) theirs
(C) their
(D) ourselves
16. The employees at the Shilla Hotel are renowned for their excellent treatment of guests and _____ detailed directions to city tourist attractions.
- (A) them
(B) their
(C) they
(D) theirs
17. The accounting firm representatives have been asked to provide us with _____ dossiers regarding the merger at this afternoon's conference.
- (A) they
(B) their
(C) them
(D) themselves
18. Due to _____ excellent location and long hours of operation, the Springfield Trust Bank is able to remain at the head of the pack.
- (A) them
(B) they
(C) its
(D) itself
19. The heavy industry company completed the order on time even though _____ requirements were constantly changing.
- (A) every
(B) this
(C) each
(D) its
20. Throughout the coming season, we are going to attempt to make _____ refrigerator the number-one-selling kitchen appliance in the country.
- (A) we
(B) ours
(C) us
(D) our

UNIT

7

Relative pronouns

1. Relative pronouns

1. Relative pronouns – subjective case
2. Relative pronouns – possessive
3. Relative pronouns – objective case
4. Relative pronoun – What
5. Relative adverbs

2. Compound relative pronouns & Compound relative adverbs

1. Compound relative pronouns
2. Compound relative adverbs



1 Relative pronouns

1. Relative pronouns – subjective case 2. Relative pronouns – possessive 3. Relative pronouns – objective case
4. Relative pronoun – What 5. Relative adverbs

There are five relative pronouns: who, whom, whose, which, that

1 Relative pronouns – subjective case

Dr. Landers conducted an experiment — was meant to determine the amount of bacteria in some cells.

- (A) where (B) when
(C) which (D) who

Answer: (C)

• **Subjective case:** We use the subjective case when the following relative pronouns are the subject (initiating the action) of the dependent clause: who, which, that.

① We use **who** to replace the subject of an adjective clause (relative clause) for a person.

The staff members who have been with the company for less than six months are required to attend the training.

② **Which** is used for places, things or ideas (inanimate).

I have attached my résumé, which includes my work experience and contact information.

③ **That** can be used for people and things. That is used informally as a personal pronoun.

The product that was delivered yesterday was damaged, so we ask you to send us another.

• **Defining and non-defining relative clauses:** A defining relative clause is a clause that is essential to the understanding of the main clause, and it is not set off by commas. A non-defining relative clause is not critical to the understanding of the main clause or only gives extra information on something, but does not define it. Non-defining relative clauses are put in commas.

Jane has a brother who became a musician.

→ Jane may have several brothers, so this brother must be identified.

Jane has a brother, who became a musician.

→ "who became a musician" is not essential, which means that Jane has only one brother, and he does not need to be defined by the relative clause.

The sales staff at the store is especially friendly, which helps increase the number of repeat customers.

→ a non-defining relative clause which refers to the whole sentence. **That** cannot be used in a non-defining relative clause.

2 Relative pronouns – possessive

Sky Airlines — safety standards were considered so poor that its planes were banned in Europe in 2002 has improved greatly in recent years.

Answer: (D)

Whose can be used for the possession of persons or things.

The customer whose purchases were damaged during delivery complained to the Customer Service Department.

* whose used in indirect questions

Nobody in the office knows whose bag that is.
→ "whose bag that is" is the object of the verb *knows*.

When John asked whose responsibility the project was, he was told that it was Tina's.
→ A *whose*-clause is used as the object of such verbs as *know*, *ask*, *wonder*, etc.

3 Relative pronouns – objective case

For a nominal fee, buyers may extend the one-year warranty on any electronic appliances ----- they purchase.

Answer: (B)

- Relative pronouns – objective case: We use the objective case when the relative pronoun whom/which/that is the object (receiving the action) of the dependent clause. Whom is used for people, and is very formal, only used in written English. We can use which/that for things. All of these relative pronouns can often be left out when they are the objects of relative clauses.

The train that Dr. Smith is taking has been delayed on account of the blizzard.

= The train Dr. Smith is taking has been delayed on account of the blizzard.

* The relative clause can be reduced:

This position is ideal for someone who is interested in writing.

= This position is ideal for someone interested in writing.

4 Relative pronoun – What

The travelers had to empty _____ was in their carry-on bags when the security officers asked to look inside them.

- (A) what (B) how
(C) when (D) which

Answer: (A)

- e.g. Relative pronoun – What: what (= the thing(s) that) introduces a noun clause, so the whole clause can be the subject, object, or complement in the sentence.

What you need right now is a good sleep. → subject

They didn't believe what I told them. → object

This computer is what I want to buy. → complement

** that vs. what

Both **that** and **what** are relative pronouns, but **what** is the object of the verb in the subordinate clause while **that** forming a noun clause is the object of the verb in the main clause.

At each orientation session, a Human Resources employee explains what new employees need to know concerning their employment package. → what is the object of *know*.

Susan was happy to find out that she was going to be transferred to the company's London branch. → "that she was going to be transferred to the company's London branch" is a noun clause which is the object of *find out*.

5 Relative adverbs

Computers have revolutionized —— businesses work, people play, and the world communicates.

- (A) what (B) in which
(C) that (D) how

Answer: (D)

where, when, why, how are relative adverbs used to introduce a relative clause. They replace the more formal structure of *preposition + which* in a relative clause.

① when: time

I remember the day when Jonathan came here to be interviewed.

= I remember the day on which Jonathan came here to be interviewed.

② where: place

The conference room where the seminar will be held is located on the second floor of the building.

= The conference room **in which** the seminar will be held is located on the second floor of the building. → we can change the relative adverb **where** into preposition of place + **which**.

= The conference room that the seminar will be held in is located on the second floor of the building. → that cannot be used with a preposition before it.

③ why: reason

Economists offer several reasons why companies aren't hiring new employees.

- A *why*-clause modifies the noun *reasons*. Sometimes the relative adverb **why** is left out, and the writer substitutes **that** instead.

④ how: method

You should try not to let your problems with the boss affect how you conduct the rest of your job duties.

= You should try not to let your problems with the boss affect the way that you conduct the rest of your job duties.

= You should try not to let your problems with the boss affect the way in which you conduct the rest of your job duties.

2 Compound relative pronouns & Compound relative adverbs

1. Compound relative pronouns 2. Compound relative adverbs

1 Compound relative pronouns

— intends to attend the meeting must first get written permission from his or her supervisor.

ANSWER, 133

- Pronouns which are formed by adding ever, or soever to who, which and what are called compound relative pronouns. Examples are: *whoever*, *whichever*, *whatever*, *whosoever*, *whatsoever*, etc. They have similar meanings to 'it doesn't matter who, what, which it may be'. A word of this kind has a double function: it acts as the subject, object or adverb in its own clause; it also acts as a conjunction joining its clause to the rest of the sentence. Note that compound relative pronouns usually have no expressed antecedents.

① whoever

Whoever leaves the office last needs to make sure that the lights are off and the door is locked.

Whoever you are, you are not allowed in the room without written permission from the Security Department.

② whichever

You are permitted to use whichever computer program you are the most comfortable with.

Whichever car you rent, you will be satisfied with it.

③ whatever

He will never change his mind whatever you say.

= He will never change his mind no matter what you say.

2 Compound relative adverbs

Pocket Messenger is an instant messaging tool that will help you get in touch with people ----- you are.

- (A) whoever
(C) whatever

- (B) wherever
(D) whichever

Answer: (B)

A compound relative adverb is formed by adding ever after a relative adverb. It starts an adverbial clause.

① whenever

Please feel free to contact me for more information whenever you have the opportunity.

Whenever the president speaks, the rest of the attendees need to be silent.

② wherever

You can sit wherever you feel comfortable.

③ however

However minor it is, factory workers should report any accident occurring at the factory floor.



PROGRESS TEST

1. ——— the time of day a package is received, we strive to deliver it within 24 hours.
(A) As if
(B) Even so
(C) As though
(D) No matter
2. Amin and Sonya, both of ——— sculptures are currently on display in the Wedgewood Gallery, are both Russell School of Arts students.
(A) who
(B) their
(C) they
(D) whose
3. Avner Cohen is set to take over the reins of power from Benjamin Friedman, ——— will take time off work to be with his family.
(A) he
(B) his
(C) whose
(D) who
4. *Hansen's Business Monthly* is requesting that high-level executives complete a survey detailing ——— their main tasks consist of.
(A) what
(B) how
(C) when
(D) which
5. Mr. Johansson collected a list of employees ——— were unable to attend the official company picnic.
(A) whose
(B) who
(C) where
(D) when
6. We would appreciate it if you could acknowledge delivery of the affidavit ——— was included in our recent communication.
(A) that
(B) there
(C) any
(D) why
7. Conference attendees ——— confirm their attendance early will be eligible for pre-assigned seating.
(A) who
(B) whose
(C) what
(D) their
8. The convention center ——— our charity auction is going to be is on the outskirts of Fukuoka.
(A) where
(B) in it
(C) in that
(D) when
9. Contact details for the team leaders to ——— yearly budget estimates are easily available may be found on the office computer network.
(A) whoever
(B) whom
(C) what
(D) where
10. The retirement home, ——— has undergone extensive renovations, will reopen later this month.
(A) where
(B) when
(C) which
(D) who

11. When soliciting applications for open positions, companies often choose to interview applicants — CVs are written clearly and concisely.
- (A) that
(B) than
(C) whose
(D) which
12. With a local by-election looming, residents have to decide — aspiring politician they will cast their vote for.
- (A) about
(B) whom
(C) on
(D) which
13. Public transport in the state capital is rarely on time — there are heat waves or snowstorms.
- (A) which
(B) when
(C) in case
(D) in order that
14. Both rugs are beautifully made, so — you decide to purchase, you can be assured of its quality.
- (A) these
(B) some
(C) whichever
(D) whose
15. Laptop computers offer great convenience to consumers by allowing them to do work or to be entertained — they are.
- (A) whenever
(B) whomever
(C) whatever
(D) wherever
16. Companies should always know — their rivals are doing in the marketplace in order to stay both relevant and competitive.
- (A) that
(B) what
(C) how
(D) whether

UNIT

8

Comparisons

1. Comparative form

1. more + adjective/adverb + than
2. Adverbs modifying a comparative form

2. Superlative form

the + superlative form of an adjective/adverb

3. Comparison of equality

as + adjective/adverb + as

1 Comparative form

1. more + adjective/adverb + than 2. Adverbs modifying a comparative form

1 more + adjective/adverb + than

Fluorescent bulbs are six times ——— than incandescent bulbs.

- | | |
|----------------------|--------------------|
| (A) so efficiently | (B) more efficient |
| (C) most efficiently | (D) as efficient |

Answer: (B)

The comparative form

① Comparative of superiority

One-syllable adjectives → adj/adv + er + than

Adjectives ending in -y → adj + ier + than

Multi-syllable adjectives → more + adjective/adverb + than

Airplanes were developed more recently than cars.

The number of passengers traveling by rail last quarter was higher than previously predicted.

② Comparative of inferiority: less + adjective/adverb + than

Recycled paper is less expensive than new paper.

③ Comparisons with nouns: more/fewer/less + noun + than

The results from the latest analysis prove that the country has more oil reserves than was previously thought.

④ Of the two + plural noun, ... the + comparative form

Of the two applicants, Mr. Lewis is the better qualified to work on the project.

→ *the* is not used in the comparative form, but when comparing two things like this, *the* comes before the comparative form.

⑤ Double comparatives: *The* + comparative form ... , *the* + comparative form ...

The harder we work, the faster we will finish the work.

⑥ Expressions of comparatives without *than*

superior to

inferior to

senior to

junior to

2 Adverbs modifying a comparative form

The recently released model is selling better than had been anticipated.

- (A) such (B) very
(C) too (D) much

Answer (D)

much/even/far/still/a lot/by far + comparative form

The Henderson Building is much higher than any other skyscraper in the downtown area.

→ Out of these modifiers, ***much*** and ***even*** are tested most often.

2 Superlative form

the + superlative form of an adjective/adverb

the + superlative form of an adjective/adverb

Using a portable heater to heat a smaller area at night is probably the way to save big on your power bill.

- (A) more easily (B) easiest
(C) most easiest (D) easy

Answer: (B)

The superlative form

We use the superlative form when speaking about three or more objects to show which object is 'the most' of some quality.

- ① *the + superlative form + of + plural noun* of the objects being compared

Mr. Jones is the most highly qualified of the eight candidates.

- ② *the + superlative form + noun + in + singular noun* indicating a particular place

Digital Management is the company's strongest competitor in the consulting industry.

- ③ *the + superlative form + noun + {that} + S + have/has + p.p.*

The X10 personal computer is the most affordable model the TEC Corp. has ever produced.

- ④ *one of the + superlative form + plural noun*

Cotton is one of the most widely-used materials in the garment industry.

3 Comparison of equality

as + adjective/adverb + as

as + adjective/adverb + as

Automobile sales have never been as good as they were last quarter.

Answer: (C)

The comparison of equality

① as + adjective/adverb + as

Some people say that reporting from Internet news sources is not as reliable as that in local newspapers.

Mr. Patterson, the new director, is known for working as hard as all of the employees under his control.

② (... times) + as + many/much/few/little + count/uncount noun + as

Workers on the night shift are likely to make three times as many mistakes as their colleagues on the day shift.

③ as + adjective/adverb + as possible[one can]

Our employees take every precaution to ensure that customers receive the items they ordered as quickly as possible.

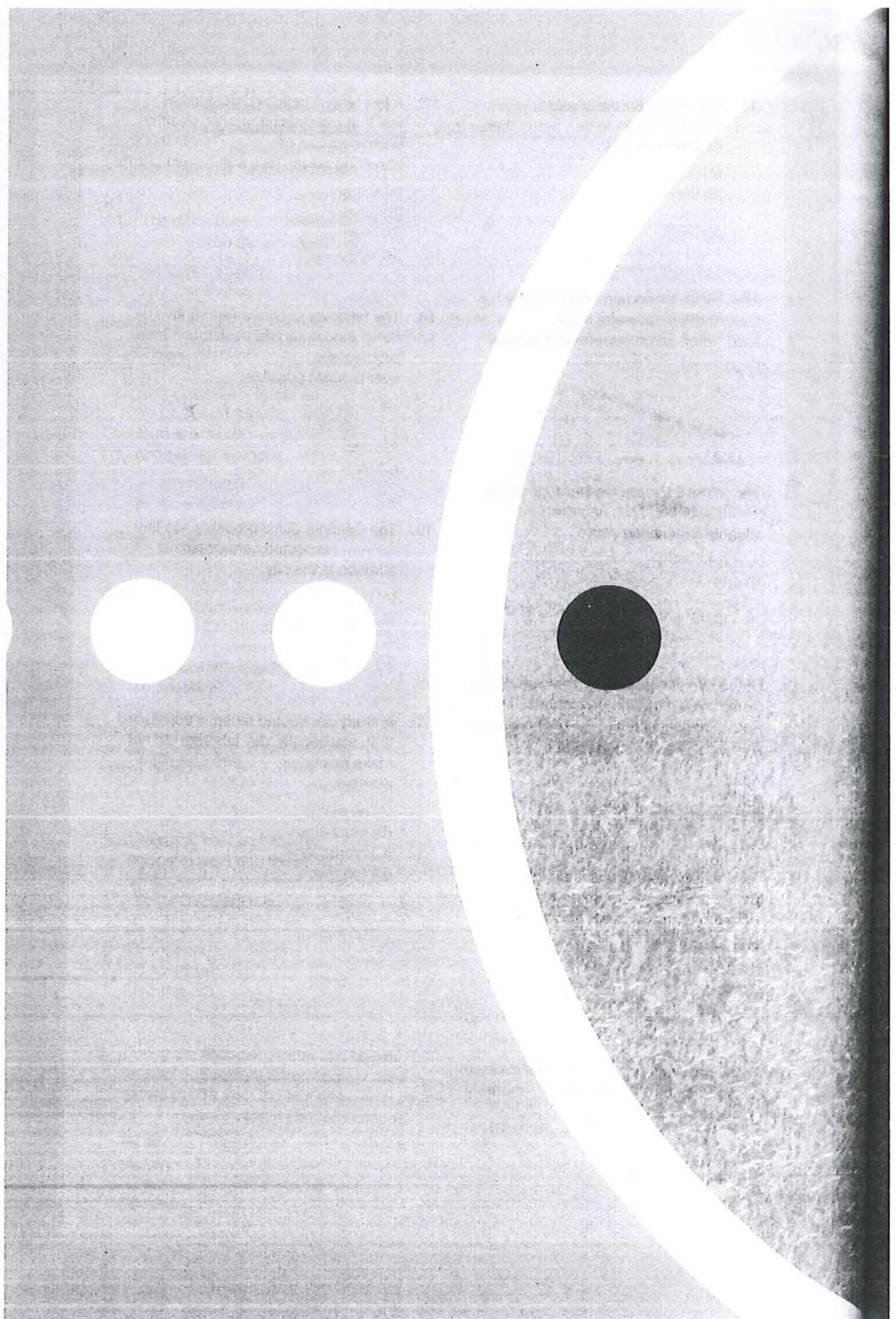
(1) *many/almost/just + as + adjective/adverb + as* → modifiers in a comparison of equality

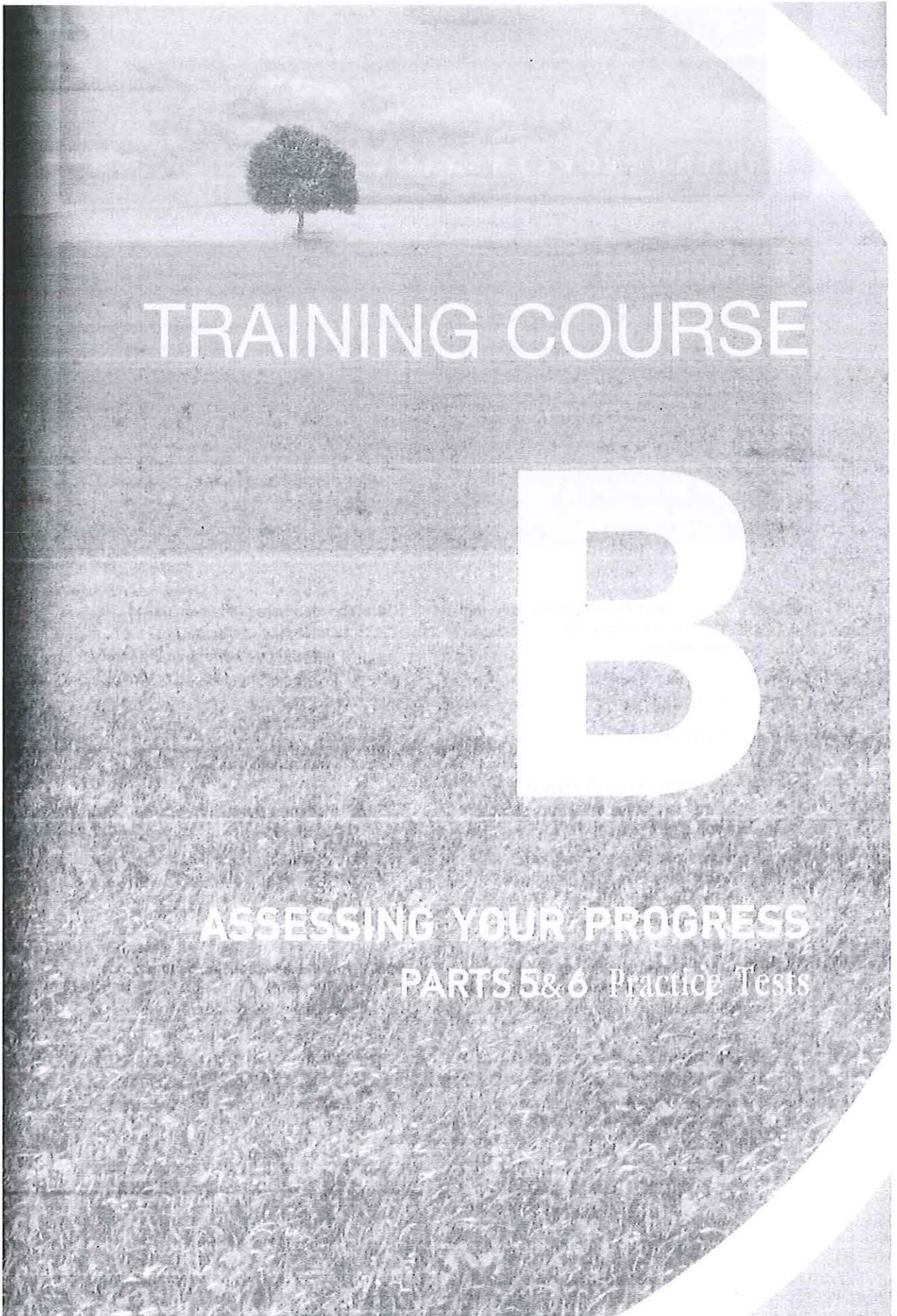
The mobile phone is just as good as others on the market.

PROGRESS TEST

1. The office copy machines malfunction ----- than the computers do.
(A) more frequent
(B) most frequent
(C) more frequently
(D) most frequently
2. At the conference, our design team was insistent that the design of our food processor was ----- than other companies' versions.
(A) so efficiently
(B) more efficient
(C) most efficiently
(D) as efficient
3. Consumers awarded Johnson and Davidson Construction the ----- ranking for quality of service at last year's Bolton's Leading Businesses Competition.
(A) higher
(B) highest
(C) more highly
(D) most highly
4. The combination of master cabinetmakers and the quality components ensure that Armstrong Interior Decoration is ----- to its rivals.
(A) better
(B) superior
(C) advanced
(D) improved
5. During the financial quarter that began on April 1, Spotlight Entertainment drew record profits from the box office and ----- greater profits from promotions.
(A) all
(B) very
(C) any
(D) even
6. Ms. Chauncey states that her products have such a high quality because the ----- judgment of them is her own.
(A) harsher
(B) harshest
(C) harshly
(D) more harshly
7. It is ----- to take subway line number 2 into the city to get within walking distance of the Matsuoka Center.
(A) more easily
(B) easiest
(C) most easily
(D) easy
8. At Builder's Trust, the mortgage application process is expedited ----- because of the lack of red tape.
(A) once
(B) never
(C) not
(D) simply
9. Designing the new bridge to span the inlet is becoming ----- than the planning team originally envisioned it would be.
(A) difficult
(B) difficulty
(C) more difficult
(D) much difficult
10. The Golden Gate Bridge is ----- longer than the Brooklyn Bridge.
(A) more
(B) so
(C) too
(D) even

11. Our report for the previous year's activities looks to be — better than its predecessors.
- (A) such
(B) very
(C) too
(D) much
12. No invention in modern history has received more coverage — the so-called "information superhighway".
- (A) yet
(B) than
(C) so
(D) through
13. Among the interviewees Mr. Jones considered, Ms. Jeon had the — valuable experience.
- (A) much
(B) such
(C) so
(D) most
14. Of the two candidates for the human resources digitization project, Mr. Robinson seems the — choice.
- (A) better
(B) much
(C) too
(D) well
15. Fans would prefer to pay for higher-priced tickets — to be turned away from the Living Legends concert.
- (A) however
(B) than
(C) so
(D) unless
16. Many products now use plastics in place of wood as they can be — more impact-resistant.
- (A) very
(B) many
(C) much
(D) as
17. A few well-established companies feel that maintaining regular, wealthy customers can be — profitable than attracting newer, less well-heeled clients.
- (A) better
(B) greater
(C) more
(D) very
18. The takeover of Draco Automotive by Sirius Industries has been much more problematic — industry watchers ever thought possible.
- (A) while
(B) whether
(C) than
(D) as
19. The Cardinia Clinic probably has the — respected cardiovascular surgeon in the city.
- (A) better
(B) favorable
(C) most
(D) high
20. A study conducted recently concluded that, statistically, day laborers did not make nearly — errors as night workers.
- (A) as many
(B) much more
(C) more than
(D) too much





TRAINING COURSE

B

ASSESSING YOUR PROGRESS PARTS 5 & 6 Practice Tests

PRACTICE TEST | 1

Reading Test

In the Reading Test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading Test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. _____ visitors are requested to register with the security guards when entering the building.
(A) All
(B) Each
(C) Every
(D) Whichever
102. Showbox, Ltd. is an internationally _____ entertainment firm with offices in Bangkok and Tokyo.
(A) recognized
(B) recognizing
(C) recognize
(D) recognizes
103. You must pay an additional fee to _____ same-day delivery of your online purchase.
(A) notice
(B) expand
(C) afford
(D) guarantee
104. The members of the nominating committee unanimously _____ K. A. Applegate's *The Secret* as the Book of the Year.
(A) selects
(B) selecting
(C) selected
(D) was selected
105. Visitors may hang their coats and jackets in the closet _____ the reception desk.
(A) between
(B) into
(C) near
(D) until
106. You will get a special identification number only _____ you have registered with Select Software.
(A) while
(B) if
(C) on
(D) yet

- 107.** After the performance reviews at the end of each year, salary —— are determined by area managers.
- (A) increases
(B) increasing
(C) increase
(D) increasingly
- 108.** Mr. Spock will —— the names of the leading regional sales representatives at next Wednesday's meeting.
- (A) announce
(B) enclose
(C) measure
(D) bargain
- 109.** Employees have been asked to become more —— with company security policies by Mr. Rathbone in Human Resources.
- (A) familiarity
(B) familiarly
(C) familiar
(D) familiarize
- 110.** —— its profits increased greatly this year, the First Bank of the World is trying to close ten existing branches across the country because of the economic crisis.
- (A) Instead of
(B) Still
(C) Even though
(D) However
- 111.** When the job market is tight, many individuals —— on their expertise in a particular area of business and hire themselves out as consultants.
- (A) seek
(B) select
(C) refer
(D) draw
- 112.** —— attending the Seoul Trade Show next week need to contact Ms. Yong to discuss flight arrangements.
- (A) Those
(B) They
(C) That
(D) Someone
- 113.** Customers who place an order for the MP3 player —— March 31 will receive a free download package from our website.
- (A) at
(B) in
(C) upon
(D) before
- 114.** The application process for loans from Myhouse Financing is faster and easier than —— because it eliminates most of the typical paperwork.
- (A) once
(B) never
(C) not
(D) ever
- 115.** —— its 50th anniversary, the company will hold a special event for all of its employees.
- (A) To celebrate
(B) In celebration
(C) Celebrates
(D) Celebration
- 116.** Revenues generated by GPC, a multinational pharmaceutical company in Korea, often reach —— \$10 million annually.
- (A) farther
(B) over
(C) aside from
(D) in addition to
- 117.** Even though the prices are rather high, the —— of exercise and athletic equipment at Ready-To-Go Sporting Goods is appreciated by its customers.
- (A) various
(B) vary
(C) variety
(D) varied
- 118.** AFC airline spokesperson announced yesterday that the new airline coupons will —— passengers to upgrade from economy class to first class for free.
- (A) encourage
(B) promote
(C) accept
(D) give

- 119.** The Sina Corporation's yearly earnings were not impressive ——— to attract more investors.
(A) fully
(B) quite
(C) enough
(D) rather
- 120.** Ms. Kang strongly suggests that the manufacturing plant replace the outdated equipment as ——— as possible.
(A) necessarily
(B) definitely
(C) rapidly
(D) predominantly
- 121.** Mr. Rouja would like to see all employees take more ——— in developing contacts with potential clients.
(A) initiative
(B) initiated
(C) initiate
(D) initiating
- 122.** CY-FRIEND Computer expects to introduce its latest product ——— the middle of the month.
(A) toward
(B) regarding
(C) against
(D) above
- 123.** The president will ——— his concerns about the budget reforms at the annual performance meeting.
(A) exclaim
(B) comment
(C) address
(D) remark
- 124.** Several computer keyboards were damaged while being delivered and will be replaced at no cost to our client.
(A) severe
(B) severely
(C) severeness
(D) severity
- 125.** A popular destination in Malaysia is beautiful Cameron National Park, ——— travelers can tour historic tea plantations and enjoy the fresh mountain air.
(A) which
(B) where
(C) what
(D) that
- 126.** Although the latest laser printer arrived this afternoon, it has not been ——— yet, so please continue using the old one until further notice.
(A) conducted
(B) installed
(C) admitted
(D) posted
- 127.** The committee that will hire the new executive director has decided that Mr. Kuo's marketing experience makes ——— highly qualified for the position.
(A) it
(B) him
(C) himself
(D) itself
- 128.** The architect is considering redesigning the building ——— the meeting rooms will be on the second and fourth floors.
(A) in order to
(B) so that
(C) because of
(D) just as
- 129.** Conducting a survey is a ——— process that includes a thorough fact-checking review.
(A) length
(B) lengthen
(C) lengthy
(D) lengthens
- 130.** Driving from the airport to the corporate headquarters takes ——— 50 minutes during rush hour.
(A) enough
(B) somewhat
(C) exceedingly
(D) approximately

- 131.** Employees of DHC Express Co. ensure that their clients receive —— delivery service.
- (A) approving
(B) outstanding
(C) magnified
(D) hopeful
- 132.** Norton Bank personnel will automatically renew customers' enrollment in the online bill-paying program each year unless instructed to do ——.
- (A) besides
(B) otherwise
(C) afterward
(D) customarily
- 133.** The final contract was drawn up in —— with the manager's instructions.
- (A) accordance
(B) accordingly
(C) according
(D) accorded
- 134.** The company will keep our employees' personal information strictly confidential —— when written permission is given for it to be released.
- (A) whether
(B) as if
(C) except
(D) unless
- 135.** The new medication has been used —— a persistent flu virus and respiratory diseases in their beginning stages.
- (A) treat
(B) to treat
(C) treating
(D) treated
- 136.** With smaller advertising ——, independent films gain little attention from audiences.
- (A) viewers
(B) fees
(C) budgets
(D) scenes
- 137.** When buying a computer, customers are strongly encouraged to compare products and prices before making —— final decision.
- (A) them
(B) theirs
(C) their
(D) themselves
- 138.** Trent Outfitters will not give cash refunds but will accept returns of unworn merchandise for store credit ——.
- (A) just
(B) only
(C) partially
(D) as well
- 139.** The newspaper says that the city plans to enact regulations that —— how much money taxi drivers may charge in a given area.
- (A) determining
(B) determines
(C) determine
(D) determiner
- 140.** To reduce operating ——, the company has decided to close several branches in regions with low customer volume.
- (A) values
(B) profits
(C) outcomes
(D) costs

Part 6

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141-143 refer to the following letter.

Great Heights Neighborhood Association

763 Brookfield Lane

Anytown, Illinois 60637

Mr. Nick Price

9975 Redwood Row

Pacific, CA 93012

Thank you for your generous gift of \$100 for the Great Heights Park Improvement Fund. Your ----- will help our organization complete the project.

141. (A) contribution

- (B) contribute
- (C) contributing
- (D) contributed

As you know, the Great Heights Neighborhood Association is working to renovate and modernize the park. The community's population is ----- a lot, which has been straining the park's

142. (A) commencing

- (B) expanding
- (C) decreasing
- (D) extending

resources for a few years now.

Donations from caring people ----- yourself will help us improve the aging recreation areas

143. (A) as to

- (B) so that
- (C) such as
- (D) besides

and playgrounds, repair sidewalks and pathways, and replace old drainage systems.

Your help is greatly appreciated. Please keep this letter for your tax records.

Sincerely,

Collin Taylor

Collin Taylor, Great Heights President

Questions 144-146 refer to the following letter.

Ms. Angela Park
Office of Quality Assurance

March 3

Dear Ms. Park,

You are already familiar with the quality of Various Training Partners' products and services, ----- we are surprised that you have not yet renewed your VTP membership. You already know

- 144.** (A) afterwards
(B) about
(C) so
(D) previously

that VTP is an organization dedicated to ----- the careers of its members. Our organization

- 145.** (A) enhanced
(B) enhancing
(C) enhance
(D) enhancement

provides excellent information and materials to help you increase your capabilities, improve your job performance, and obtain professional certification in your field. Also, we are offering a 15% discount if you renew your membership by March 15.

Don't miss this opportunity once again to ----- this outstanding professional association at a

- 146.** (A) pay
(B) earn
(C) respond
(D) join

great price.

Fill out the enclosed application form today.

Questions 147-149 refer to the following letter.

October 23

Dear Ms. Woods,

Thank you for your order, dated October 18, for five McMurry DS 400 personal computers. Unfortunately, the DS 400, which you requested, ----- and is therefore unavailable for shipment.

- 147.** (A) were not producing
(B) are not being produced
(C) having not produced
(D) is not being produced

The DS 400 has been replaced by the DS 500. The newly updated DS 500 is the most sophisticated computer, which makes it more ----- to use. The DS 500 has a list price of \$950,

- 148.** (A) powerfully
(B) powerfulness
(C) powerful
(D) power

which is \$120 more than the list price of the DS 400.

I have included some brochures that explain the ----- of the DS 500 and another for the DS

- 149.** (A) suggestions
(B) descriptions
(C) features
(D) details

400 with the differences highlighted.

If you wish to stay within the original price range, I would recommend the Storex Primo 14 C and the Ranger L 375. They have the same features as the DS 400 and are cheaper than the DS 500.

I would like you to advise me as to whether you will cancel or modify your order.

Questions 150-152 refer to the following memo.

MEMO

Date: September 17

To: All Staff

From: Office Manager

RE: New Telephone System

Our new telephone system will be installed over the coming weekend and will be operational Monday morning. Each staff member will continue to have individual voice mail, ----- callers

150. (A) allowance
(B) allow
(C) allowed
(D) allowing

to leave voice messages for you when you are not available to take a call.

Calls can still be ----- to the main switchboard if you prefer to continue to have one of the

151. (A) possessed
(B) routed
(C) made
(D) achieved

operators take messages for you instead. In addition, every telephone, not just the ones in the conference rooms, will be set up to make conference calls and long distance calls. You will still need to use your employee code to make long distance calls. If necessary, operators can arrange conference calls for you if given at least thirty minutes' notice.

There will be a twenty-minute introduction to the system offered in Conference Room 3 on Monday at 9:30 a.m., 11:00 a.m., and 1:30 p.m. Please plan to attend one of these sessions so ----- you will be able to fully utilize the features of our new phone system.

152. (A) that
(B) in case
(C) despite
(D) as to

PRACTICE TEST | 2

Reading Test

In the Reading Test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading Test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. Unfortunately, the commuter train accepts neither bus passes _____ discount tickets on its weekday morning service.
(A) no
(B) and
(C) nor
(D) or
102. The new computer manual guidelines were _____ by the Research and Development Department.
(A) revise
(B) revised
(C) revising
(D) revision
103. We are pleased to offer _____ clients a 20-percent discount on purchases of \$100 or more for the next three days.
(A) we
(B) us
(C) our
(D) ourselves
104. Although the Indian restaurant downtown has been expanded, customers still find _____ standing in line for the best Indian food.
(A) them
(B) it
(C) themselves
(D) itself
105. As of January 1, AnyMusic, the country's largest online music distributor, will reduce its _____ by 25 percent for access to its digital music files.
(A) entrance
(B) fees
(C) earnings
(D) decision
106. The model was _____ constructed by the best designers in the company.
(A) skilled
(B) skillfully
(C) skillful
(D) skill

- 107.** The guarantee on your newly purchased computer _____ on October 31.
- (A) confirms
(B) requires
(C) rotates
(D) expires
- 108.** Because the company negotiated a contract with FAE Express Shipping, it can ship all of its international items at very _____ prices.
- (A) reason
(B) reasoned
(C) reasoning
(D) reasonable
- 109.** The 3302 bus travels _____ the city and stops at Robson Street and the Convention Center.
- (A) between
(B) with
(C) next
(D) through
- 110.** The sample of the product _____ by express overnight mail this afternoon.
- (A) arriving
(B) arrived
(C) arrival
(D) to arrive
- 111.** English Bay is the largest bay of its kind and has the third largest port _____ North America.
- (A) at
(B) in
(C) under
(D) into
- 112.** Ms. Creamer stayed in Hong Kong for the last three months doing research for her _____ novel.
- (A) inward
(B) recurrent
(C) upcoming
(D) estimated
- 113.** Thanks to the efforts of its competent sales department, Canon will distribute its products to seven new companies within _____ four months.
- (A) approximate
(B) approximating
(C) approximation
(D) approximately
- 114.** The productivity of the plastics injection unit has increased so much _____ management decided to give all of the employees a special bonus.
- (A) that
(B) than
(C) although
(D) which
- 115.** In a _____ issued yesterday, the BCW Company reported a decrease in its net profits.
- (A) state
(B) stated
(C) stating
(D) statement
- 116.** Business experts believe that the Great Star Mining Corporation's growth will be much smaller than _____ expected.
- (A) completely
(B) previously
(C) positively
(D) newly
- 117.** The quotas were assigned to _____ the divisions of the ETS Corporation at the board meeting last night.
- (A) many
(B) how
(C) whom
(D) all
- 118.** Dennis Watson, the CEO of Mycareer, said that versatility and flexibility are _____ to getting a good entry-level job.
- (A) essential
(B) influential
(C) partial
(D) initial

- 119.** The BKC Company will be interviewing _____ for the superintendent position on Thursday and Friday next week.
- (A) applicants
(B) applications
(C) applied
(D) apply
- 120.** The door _____ the large conference room and the storage room should always remain closed.
- (A) involving
(B) concerning
(C) connecting
(D) placing
- 121.** Because of a computer malfunction, over 500 customers of Hi-Tech Electronics were _____ billed for orders they never made.
- (A) mistaken
(B) mistakable
(C) mistaking
(D) mistakenly
- 122.** _____ a few flaws, Ms. Shawa's proposals for the construction of a new shopping center on Spruce Street will probably be adopted.
- (A) Toward
(B) Since
(C) Despite
(D) In spite
- 123.** The _____ published by the Lake Walton Visitors' Bureau contains photographs and descriptions of all of the places that provide accommodations in the area.
- (A) textbook
(B) guideline
(C) biography
(D) brochure
- 124.** The marketing team in particular found the deal which was reached at yesterday's meeting very _____.
- (A) successful
(B) abundant
(C) inaudible
(D) reluctant
- 125.** The _____ from the latest analysis show that the Ishikawa Corporation's net profit increased by 15 percent last quarter.
- (A) results
(B) stages
(C) deductions
(D) products
- 126.** An exhibition of modern Impressionism paintings _____ in the Noyagi Gallery.
- (A) holds
(B) has held
(C) is holding
(D) is being held
- 127.** Everyone is supposed to review the agenda _____ before the conference call at 5.
- (A) readily
(B) visibly
(C) scarcely
(D) briefly
- 128.** Professor Shun Kaya stresses the importance of interpersonal communication for school administrators _____ jobs involve interacting with students, parents, and teachers.
- (A) who
(B) whom
(C) whose
(D) that
- 129.** Two _____ positions were added when L.P. Telecom restructured its shipping department.
- (A) inadmissible
(B) lengthy
(C) administrative
(D) capable
- 130.** The pine forest was cultivated by the Ministry of Interior as an _____ method aimed at reducing the damage from forest fires.
- (A) experiment
(B) experimental
(C) experiments
(D) experimented

- 131.** The Goju Company plans to develop an extremely innovative production method in order to ----- its former position in the market.
- (A) regain
(B) forward
(C) perform
(D) return
- 132.** To work ----- hours on Mondays, employees should volunteer at charitable organizations for ten or more hours each month.
- (A) reduce
(B) reduced
(C) reducing
(D) reduction
- 133.** The keynote speaker was temporarily ----- by a buzzing noise from the loudspeaker.
- (A) disengaged
(B) disinterested
(C) dispersed
(D) distracted
- 134.** The consultant who redesigned the J&J website ----- became a permanent employee at the company.
- (A) exactly
(B) consistently
(C) recently
(D) available
- 135.** Despite the recent setback, the municipal road development project is ----- on schedule.
- (A) most current
(B) more current
(C) current
(D) currently
- 136.** GuideStar, a nonprofit organization, is committed to ----- part-time job opportunities for students.
- (A) arranging
(B) arrangement
(C) arrangements
(D) arranges
- 137.** Ettokai's earnings may not look particularly impressive, but we should make ----- for the costly investments that the company has made.
- (A) reservations
(B) allowances
(C) omissions
(D) eliminations
- 138.** The Surrey City Neighbors Association is looking for local residents who are interested in providing much-needed ----- to the community.
- (A) nominations
(B) services
(C) attendance
(D) situation
- 139.** A recent study ----- that larger cities have more population growth and lower unemployment rates.
- (A) points
(B) withdraws
(C) indicates
(D) appears
- 140.** All of the articles in this volume of *Business Owner's Weekly* are the property of their ----- authors and may not be copied.
- (A) written
(B) mutual
(C) respective
(D) respectful

Part 6

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141-143 refer to the following brochure.

Alchemier

A Company You Must Know

You know that data entry is a crucial part of your business but is particularly time-consuming. Perhaps you considered outsourcing your data-entry work but did not know ----- to turn to.

141. (A) on which
(B) who
(C) which
(D) how

It's time to come and take a look at Alchemier!

We specialize in meeting the needs of consulting agencies. These agencies often have irregular work loads, making it unreasonable to employ a full-time data-entry specialist. Our clients feel confident knowing that sensitive records will be handled in a professional ----- by our

142. (A) fashion
(B) thought
(C) form
(D) intention

knowledgeable staff while using state-of-the-art software. They like that we not only enter the information but that we also double-check all data entered before we declare a job completed.

If you work with Alchemier, your account will be confidential. We never ----- your sensitive

143. (A) convince
(B) inform
(C) speak
(D) divulge

records to any other companies.

If you are ready to spend your time on what you do best, then why not let yourself do that while allowing us to help you? Call today to speak to an account representative.

We look forward to meeting you soon.

Questions 144-146 refer to the following letter.

September 1

Hi-Tech Enterprise
889 Seventh Avenue
New York, NY10106

To Whom It May Concern:

I recently received an invoice from your company, dated July 25, which shows that I have a ----- of \$150 on my account. According to the letter, the money that I owe is for a Megasonic

- 144.** (A) surplus
(B) charge
(C) credit
(D) loan

radio that I ordered from your website in July.

Please note that I received the radio in the mail at the end of July. However, I discovered that the main tuning dial -----, which made it impossible to switch between radio stations. Because

- 145.** (A) was breaking
(B) breaks
(C) will break
(D) was broken

of this defect, I immediately telephoned a customer representative, who advised me to ship the radio back to your company headquarters.

Since I have not yet received the replacement for my order, I don't think that I should be billed for this ----- . I'll be happy to remit payment for the radio once one is delivered to me in good

- 146.** (A) product
(B) production
(C) produce
(D) producing

working order.

Regards,

Karrie Webb

Questions 147-149 refer to the following letter.

2520 Vista Avenue
Olympia, Washington 98501

April 19

Mr. Greg Thomas, Personnel Manager
Importers Inc.
587 Lilly Road

Dear Mr. Thomas:

Please accept this letter as an expression of my interest in the position of Area Sales Manager. I have enclosed a copy of my résumé for you to review. I am familiar with the requirements for success in the sales profession and believe I possess the right combination of marketing and management skills.

My current position coordinating two local area sales teams has provided me with the opportunity ----- in a high-pressure team environment,

- 147.** (A) to working
(B) working
(C) to work
(D) work

----- it is essential to be able to work closely with my colleagues in order to meet sales deadlines.

- 148.** (A) where
(B) which
(C) whichever
(D) what

Thank you for your time and consideration. I would welcome the opportunity to personally discuss my ----- contributions to your company with you. Please telephone me at (360)

- 149.** (A) private
(B) affordable
(C) dependable
(D) potential

352-0259 after 4 p.m. to suggest a time that we may meet. I look forward to your reply.

Sincerely,

Arlene Travis

Enclosure: a résumé

Questions 150-152 refer to the following letter.

Lexon Corporation
92 Glendfield Avenue
Auckland

March 1

Wendy Ward
6 Linden Road
Auckland

Dear Ms. Ward,

On March 9, you will ----- your fifteenth anniversary as an employee of the Lexon Corporation.

- 150.** (A) join
(B) contain
(C) celebrate
(D) prosper

We would like to take this opportunity to thank you for these past fifteen years of loyalty to the company.

We know that the company would never have been here today without strong and exceptional staff members such as you. We recognize the ----- contribution you make in helping us

- 151.** (A) significantly
(B) signification
(C) significance
(D) significant

maintain the position we enjoy in the industry, and we hope that you will remain with us for many years to come.

Congratulations on your fifteen years of ----- service. As a token of our appreciation, your

- 152.** (A) dedicated
(B) dedicating
(C) dedication
(D) dedicate

next salary check will include a bonus equal to one week's wages.

Respectfully yours,

Jennifer Johnson
President, Lexon Corporation

PRACTICE TEST | 3

Reading Test

In the Reading Test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading Test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. Sales at the Bride Tire Company _____ severely last year because its competitors cut their prices.
(A) suffer
(B) suffering
(C) suffered
(D) suffers
102. Company executives were available for interviews after the news of _____ product launch appeared in the media.
(A) they
(B) their
(C) theirs
(D) themselves
103. A directory of all new employees will be included in our training _____.
(A) method
(B) guide
(C) role
(D) staff
104. According to the safety regulations, workers should wear gloves and helmets in the plant at _____ times.
(A) full
(B) all
(C) complete
(D) total
105. To request a transfer to another department _____ the company, employees should contact Mr. Overton in the human resources office.
(A) among
(B) whereas
(C) within
(D) since
106. The NHT Corporation _____ won the contract for the exclusive right to distribute the SF program in North America.
(A) shortly
(B) soon
(C) recently
(D) yet

- 107.** Ms. Davies described the proposed project while she ——— with the new clients.
- (A) was dining
(B) dine
(C) was dined
(D) will dine
- 108.** Twix Dairies has been thoroughly modernized, but management wanted to ——— some of its original flavors of ice cream.
- (A) retain
(B) last
(C) express
(D) undergo
- 109.** The human resources manager scheduled three training ——— to explain the company policies to the newcomers.
- (A) materials
(B) sessions
(C) expressions
(D) positions
- 110.** Because of the amount of research required, it is not possible for Ms. Lin to finish this statistical analysis by ———.
- (A) she
(B) hers
(C) her
(D) herself
- 111.** Detour signs will be ——— placed along the main route to the worksite.
- (A) observantly
(B) markedly
(C) importantly
(D) prominently
- 112.** Ms. Hull is ——— responsible for the decrease in the sales of team uniforms.
- (A) largely
(B) largest
(C) larger
(D) large
- 113.** Several different contractors submitted ——— yesterday, and Mr. Choi will select the firm that offers the best price for the project tomorrow.
- (A) estimates
(B) sponsors
(C) deliverance
(D) recollections
- 114.** ——— the Sales Department was very aggressive this quarter, our revenue significantly increased.
- (A) Due to
(B) Provided that
(C) Because
(D) Although
- 115.** When you submit your application form, a résumé which provides additional information about your background and ——— should be attached.
- (A) qualified
(B) qualify
(C) qualifications
(D) qualifies
- 116.** Mr. Moore, who was appointed the new project manager last week, will be responsible for ensuring the ——— of all new products.
- (A) procedure
(B) layer
(C) accessory
(D) quality
- 117.** The Customer Service Department received fewer complaints last year, challenging the perception ——— the quality of our software is deteriorating.
- (A) whose
(B) what
(C) that
(D) which
- 118.** To present a more professional image to its customers, the director of KEB Bank has ——— a new dress code policy for the workplace.
- (A) instituted
(B) proved
(C) decided
(D) resembled

- 119.** The pharmaceutical company NCC earned 90 million Euros in the second quarter, ----- it to fund its planned expansion.
- (A) allowing
(B) allows
(C) allowance
(D) allow
- 120.** It is essential that every staff member collaborate with one another to meet our ----- production goal.
- (A) comparative
(B) envious
(C) pleased
(D) ambitious
- 121.** The engineers were able to complete the project on time despite the fact that ----- design specifications changed several times.
- (A) every
(B) this
(C) each
(D) its
- 122.** To ----- our customers satisfied, the company requires staff at all levels to make the highest commitment.
- (A) bring
(B) help
(C) keep
(D) promote
- 123.** In recognition of Infinicorp's success in the past year, the company will reward all of its employees ----- performance bonuses.
- (A) of
(B) for
(C) with
(D) to
- 124.** Overseas Marketing Director, Jeff Klauk, celebrated his retirement at a private dinner attended ----- by his closest colleagues.
- (A) gradually
(B) nearly
(C) exclusively
(D) precisely
- 125.** When ----- technical support staff about a computer problem, remember to include the model number of your computer.
- (A) contacts
(B) being contacted
(C) contact
(D) contacting
- 126.** Aberdeen Plaza's renovated business center offers more ----- meeting rooms to accommodate the needs of business travelers.
- (A) satisfied
(B) spacious
(C) considerable
(D) capable
- 127.** ----- discounted airfare rates may seem attractive, but consumers must be sure to inquire about the conditions of each purchase.
- (A) Busily
(B) Heavily
(C) Solely
(D) Safely
- 128.** ----- he was transferred to the Radiology Department last month, Mr. Klink has maintained contact with many of his former associates in our area.
- (A) Unless
(B) However
(C) Despite
(D) Although
- 129.** Dr. Matteson sent a letter to her colleagues at Uphill Hospital expressing her ----- for their assistance with this month's grant proposal.
- (A) appreciation
(B) appreciative
(C) appreciating
(D) appreciates
- 130.** After opening her third specialty shop, Christie Kerr quickly ----- one of the most respected entrepreneurs in Kamloops.
- (A) competed
(B) became
(C) continued
(D) thought

- 131.** Dr. Thomas Aiken, the keynote speaker at this evening's banquet, —— a tireless advocate of educational policy reform since 1994.
- (A) will be
(B) is
(C) was
(D) has been
- 132.** Employees wishing to be —— for mileage need to submit travel expense forms with their time sheets.
- (A) exchanged
(B) notified
(C) reimbursed
(D) spent
- 133.** In case of an emergency, employees must vacate the building as —— as possible.
- (A) rapidness
(B) rapidly
(C) rapidity
(D) more rapid
- 134.** No matter how much manufacturers try to make cars —— friendly, they will damage the Earth in one way or another.
- (A) environmentally
(B) environmental
(C) environments
(D) environmentalists
- 135.** Before designing a new building, Ms. Lang finds it helpful to —— suggestions from her colleagues.
- (A) consult
(B) invite
(C) persuade
(D) request
- 136.** The unknown local artist has been commissioned to create some —— artworks to decorate our Banff offices.
- (A) originally
(B) original
(C) originator
(D) originality
- 137.** Mr. Westwood is still uncertain about —— he will accept the offer to transfer to a position at the company headquarters in Quebec.
- (A) which
(B) whether
(C) if
(D) that
- 138.** This letter is —— to verify that Pedro Martinez has a savings account at HSBK Savings Bank.
- (A) intend
(B) intention
(C) intends
(D) intended
- 139.** James Kelly, the president and CEO of Kikspeed, was the mastermind —— the company's brilliant marketing strategy.
- (A) below
(B) among
(C) about
(D) behind
- 140.** The number of cars sold by Ms. Domingo substantially —— the minimum required for her to receive the Outstanding Car Deal Award.
- (A) overruled
(B) exceeded
(C) attributed
(D) affirmed

Part 6

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141-143 refer to the following article.

Beverage maker Howell said its 59-year-old president and chief executive, Mr. Foley, is leaving the company at the end of the year. The company also announced some changes in its top management and other positions but did not name a(n) ----- to the president.

141. (A) arbitrator
(B) authority
(C) representative
(D) successor

The board of directors will choose the president ----- both internal and external candidates.

142. (A) about
(B) on
(C) from
(D) within

Also, Susan Pak, the head of Howell's thriving juice division, will leave the company to work with its rival, the Vintage Company.

As far back as three years ago, Mr. Foley made it known to his close associates that he wanted to spend more time on his personal interests ----- he does not rule out assuming various

143. (A) because
(B) although
(C) however
(D) despite

volunteer positions or taking part in any other public service opportunities.

Questions 144-146 refer to the following notice.

The Davis Theater

Box Office Hours

Sunday through Tuesday 12:30 PM - 5:00 PM

Wednesday through Saturday 12:00 PM - 8:30 PM

Ticket Returns

If you need to return your tickets, they can be exchanged at the box office no later than 48 hours before the performance. Tickets can be exchanged for tickets to the same show on a different date or for a cash refund. A fee will be charged for exchanging tickets. You also have the option of ———— your tickets up to 24 hours before the start of the performance. Donated

144. (A) returning
(B) donating
(C) purchasing
(D) ensuring

tickets will be given to local school students.

Other Information

All evening performances start ———— at 8:00 PM. All matinées start at 2:30 PM. Latecomers

145. (A) continually
(B) promptly
(C) relatively
(D) narrowly

will be seated so as to create the least possible disturbance. There is a chance that latecomers may not be shown to their original seats. There is no free parking at the Davis Theater. Street parking is available but is limited, so please take this into account ———— planning your

146. (A) beyond
(B) when
(C) during
(D) as to

evening at the theater.

Questions 147-149 refer to the following memorandum.

To: All Part-time Employees
From: Human Resources Department
Re: Distribution of Paycheck to Part-time Employees

Please note that we have made some important changes to our paycheck distribution policy. In the past, part-time employees ----- to pick up their paychecks directly from the Human

147. (A) required
(B) were requiring
(C) requiring
(D) were required

Resources Department, but many employees reported problems with this system.

----- this week, we will rely on department managers to distribute paychecks to part-time

148. (A) Beginning
(B) The beginning
(C) Having begun
(D) Begin to

employees within their department. -----, all paychecks will be distributed after 3 P.M.

149. (A) In addition
(B) Nevertheless
(C) Therefore
(D) Otherwise

on Friday, and all part-time employees must pick up their paychecks in person.

If you have any questions about the policy, please contact the Human Resources Department for further information.

Ryan Moore
Director of Human Resources

Questions 150-152 refer to the following advertisement.

Position Available: Economic Specialist

The Highland Group conducts marketing and financial research studies for international consulting firms. We are headquartered in Zurich, Switzerland, and have satellite offices in Paris, Frankfurt, and Madrid.

We are seeking a ----- researcher to work as a resident economic specialist at a branch of

- 150.** (A) led
(B) leading
(C) leader
(D) leads

the Highland Group in Paris, France. The position involves collecting data on and making forecasts about trends in consumer purchasing ----- in the growing economies of East Europe and

- 151.** (A) manners
(B) satisfaction
(C) power
(D) payment

East Asia.

The ideal candidate will have a degree in economics with a specialization in emerging economies. The initial appointment will be for a period of two years with the possibility of long-term employment. We offer internationally ----- compensation and excellent benefits. The starting date is

- 152.** (A) competitive
(B) comparative
(C) comprehensible
(D) probable

negotiable. Assistance with relocation may be available and is subject to negotiation.

Details of the position are on our website at <http://www.hlandresearching.com>. Interested candidates should send an application, a résumé, and a salary history to the address below.

The Highland Group

Park Allee 34

ATTN: Human Resources

PRACTICE TEST | 4

Reading Test

In the Reading Test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading Test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. Mr. Sorvino will be ----- to leave for his business trip at 4 o'clock tomorrow morning.
(A) continued
(B) expected
(C) involved
(D) presented
102. After several changes were made to the new proposals, Mr. Pampling scheduled a check-up meeting with ----- staff.
(A) his
(B) himself
(C) he
(D) him
103. Consumers will be able to choose ----- several different air purifiers that are now being introduced to the market.
(A) from
(B) at
(C) within
(D) of
104. Most of the nursing staff at Central Hospital are dedicated to being very ----- to the needs of the patients.
(A) attention
(B) attentiveness
(C) attentive
(D) attentively
105. The board of directors has reached an agreement on the ----- project.
(A) expand
(B) expanded
(C) expansion
(D) expanding
106. Entrance to the main office is strictly restricted to those holding ----- an employee identification badge or an official visitor's pass.
(A) both
(B) each
(C) any
(D) either

- 107.** Due to the increasing number of students, _____ in upper-level economics courses requires permission from your adviser.
- (A) enroll
(B) enrollment
(C) enrolled
(D) enrolls
- 108.** Mr. Harrington, the new marketing director, is known _____ his creative approach to marketing campaigns.
- (A) along
(B) for
(C) as
(D) during
- 109.** The members of the survey group were selected based on certain individual _____ such as gender, age, and household income.
- (A) characteristics
(B) symptoms
(C) appearances
(D) actions
- 110.** Since the company found your suggestion very _____, it has decided to implement it next quarter.
- (A) interested
(B) expectant
(C) useful
(D) confirmed
- 111.** Stockholders are very pleased because fourth quarter profits have _____ been higher than they are now.
- (A) none
(B) anytime
(C) never
(D) quite
- 112.** The Museum Curators' Society schedules _____ on Wednesday and Sunday evenings beginning at 8 P.M.
- (A) lectures
(B) lecturer
(C) lecture
(D) lectured
- 113.** Flight 564 for Osaka is scheduled to _____ at 11:15 A.M. despite the severe weather conditions.
- (A) raise
(B) transport
(C) vacate
(D) depart
- 114.** The town planning board is evaluating the plans for the new stadium to determine _____ can be done to provide sufficient parking.
- (A) those
(B) what
(C) whether
(D) there
- 115.** When you receive outstanding service, please fill out this card to let us know which of our employees deserves _____ recognition.
- (A) special
(B) specially
(C) specialty
(D) specification
- 116.** After receiving the invitation from the JDC Club, Dr. Wilson thanked all of the members for the _____ to join the club.
- (A) fortune
(B) situation
(C) event
(D) opportunity
- 117.** The letter of praise _____ Ms. Ochawa received from a customer has been forwarded to the Personnel Department.
- (A) that
(B) what
(C) in which
(D) of which
- 118.** _____ the market for home appliances continues to improve, we will be able to increase our production of ovens and refrigerators.
- (A) If
(B) Until
(C) That
(D) As if

119. Career consultants often advise their clients to reflect ----- on the approaches they take to job searches.
- (A) recently
(B) periodically
(C) nearly
(D) obviously
120. After having worked in the Nova Scotia branch for five years, Mr. Hanson requested a transfer to the company headquarters to be ----- to his home town.
- (A) thankful
(B) close
(C) contained
(D) regular
121. Before the new company can start renting the business space, the old franchise must ----- the premises.
- (A) vacancy
(B) vacate
(C) vacant
(D) be vacated
122. During the -----, the inspector in the Sanitation Department found some serious safety violations at the Huntington facility.
- (A) investigate
(B) investigation
(C) investigated
(D) investigative
123. Lecturers should be prepared to speak ----- as the acoustics in Johnson Auditorium are poor.
- (A) clearness
(B) clearing
(C) clear
(D) clearly
124. Because the Sales Department is still making the charts for the presentation, tomorrow's meeting will be ----- until Friday.
- (A) postponed
(B) proceeded
(C) remained
(D) taken
125. Mr. Hoffman, the programmer in the technical support division, will be ----- of updating the database.
- (A) management
(B) in place
(C) leadership
(D) in charge
126. In December, the growth rate of the company fell ----- 0.4 percent, its lowest level since the beginning of the year.
- (A) to
(B) at
(C) in
(D) on
127. CJH Advertising is currently preparing a ----- financial report to submit to the board of directors.
- (A) detail
(B) details
(C) detailed
(D) detailing
128. Mr. Sabatini decided that some of the projected costs for next quarter were not ----- estimated.
- (A) evidently
(B) indecently
(C) accurately
(D) utterly
129. One of the biggest ----- travelers make is to ignore the locals' advice on road conditions.
- (A) mistakes
(B) mistake
(C) mistaking
(D) mistaken
130. Due to a ----- in his schedule, the director was late for the annual performance meeting.
- (A) combination
(B) preservation
(C) following
(D) conflict

131. Please confirm with Mr. Allenby and Ms. Yang that their schedules will still ----- the meeting next week.
- (A) accommodate
(B) acknowledge
(C) answer
(D) agree
132. By purchasing our new luxurious sedan, you will be able to get the four-year ----- on your car without any additional fees.
- (A) warranty
(B) subscription
(C) expiration
(D) supply
133. The NewsCom Co. has two editorial positions that the company hopes to ----- by the middle of the month.
- (A) fill
(B) create
(C) make
(D) inform
134. The provision of top-quality products is the central focus of ----- organization.
- (A) most
(B) this
(C) all
(D) others
135. The drought ----- affected crops in the north, leading to higher prices for grapes, strawberries, and other fruits.
- (A) valuably
(B) strenuously
(C) adversely
(D) exactly
136. Even though most of the printing companies offer good services, Tara Printing's services better ----- our business needs.
- (A) suit
(B) suits
(C) suitable
(D) suitably
137. The purpose of this inspection is to ensure ----- with safety precautions in our factory.
- (A) rise
(B) compliance
(C) accumulation
(D) probability
138. Compared to last quarter's disappointing earnings, the figures for this month indicate an ----- trend.
- (A) encouraging
(B) enveloping
(C) available
(D) approving
139. Big Brother Industry suffered ----- in revenue last quarter due to the increased prices of raw materials.
- (A) lose
(B) lost
(C) losses
(D) losing
140. The accounting manager mistakenly ----- that this quarter's budget would be sufficient to finance the R&D Department.
- (A) anticipated
(B) collected
(C) sponsored
(D) selected

Part 6

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141-143 refer to the following memorandum.

To: Purchasing Department and Shipping Department
From: Chang-Min Lee, General Manager
Date: March 25
Subject: Loading Area

This is a reminder that, beginning Monday, our regular B1 loading area will be closed while construction crews make improvements to the basement of the building. Construction will continue until approximately April 6.

While the ----- is taking place, all trucks must be routed to the first floor loading area, which is

- 141.** (A) inquiry
(B) payment
(C) renovation
(D) appraisal

located at the western side of the building. This ----- all trucks that are to be loaded or unloaded

- 142.** (A) was to include
(B) to include
(C) include
(D) includes

during this period. The loading area on the first floor can accommodate three trucks at a time.

The construction is under the supervision of Mr. Lee Casey. Please direct any questions you might have to -----.

- 143.** (A) these
(B) him
(C) them
(D) which

Questions 144-146 refer to the following letter.

Dear Mr. Choi,

It has been our policy in the past to supply ice to our customers when their ice machine has broken down. Because we have many customers who are paying later and later, we are forced to set stronger company policies. Our new policy will go ----- effect August 3, and is as follows:

- 144.** (A) in
(B) into
(C) for
(D) from

If the customer is more than 15 days late with the monthly payment and the machine is not working, we will not supply any ice. We will repair the machine, and the number of days which the machine was not in service will ----- to the customer's account.

- 145.** (A) credit
(B) be credit
(C) be credited
(D) be crediting

At the time of our service call, we will expect payment in full of any unpaid balance that is due to us. There will be a surcharge on accounts that have fallen more than 30 days behind in payment.

While I am sorry that we must go to such extremes as those outlined above, I am afraid that there is no ----- . Our company policy is, and always has been, to provide the best service

- 146.** (A) resource
(B) technique
(C) alternative
(D) requirement

available to our customers. We can only continue to do this with our customers' cooperation. If there are any questions regarding our new policy, please give me a call.

Questions 147-149 refer to the following email.

To: Angela McPherson <amphera@gmail.com>
From: Davis Damian <asscc@navier.com>

Hello Angela,

Thank you for sending me the results of the consumer marketing survey. After reviewing the survey's results, I think that it gives us a lot of insight into ----- marketing trends. I'm sure the

- 147.** (A) lately
(B) now
(C) able
(D) recent

sales team will take advantage of the ----- before it launches the new marketing campaigns

- 148.** (A) data
(B) funds
(C) time
(D) offer

for our latest products.

Furthermore, I have some questions which need to be explained. Would you mind ----- with me

- 149.** (A) meet
(B) to meet
(C) meeting
(D) having met

one afternoon on Tuesday?

Thanks for your hard work.

Davis

Questions 150-152 refer to the following letter.

Sung-Wook Park
101 Sylvan Ave. Apt. 28
Miller Place, NY 11764

Re: KA MOHAVE QV 300

Dear Mr. Park,

Your original manufacturer's warranty on your vehicle may have expired or is about to expire. Did you know that 90% of ----- mechanical breakdowns occur after the original manufacturer's

- 150.** (A) much
(B) every
(C) most
(D) almost

warranty expires?

Eventually, a component or major system on your vehicle is going to break down and need ----- or replaced. It's impossible to predict when, and, all too often, it happens at the worst

- 151.** (A) repaired
(B) to have repaired
(C) to be repaired
(D) repair

possible time.

Take advantage of our extended ----- now and avoid paying thousands in unexpected repair

- 152.** (A) to cover
(B) covering
(C) coverage
(D) cover

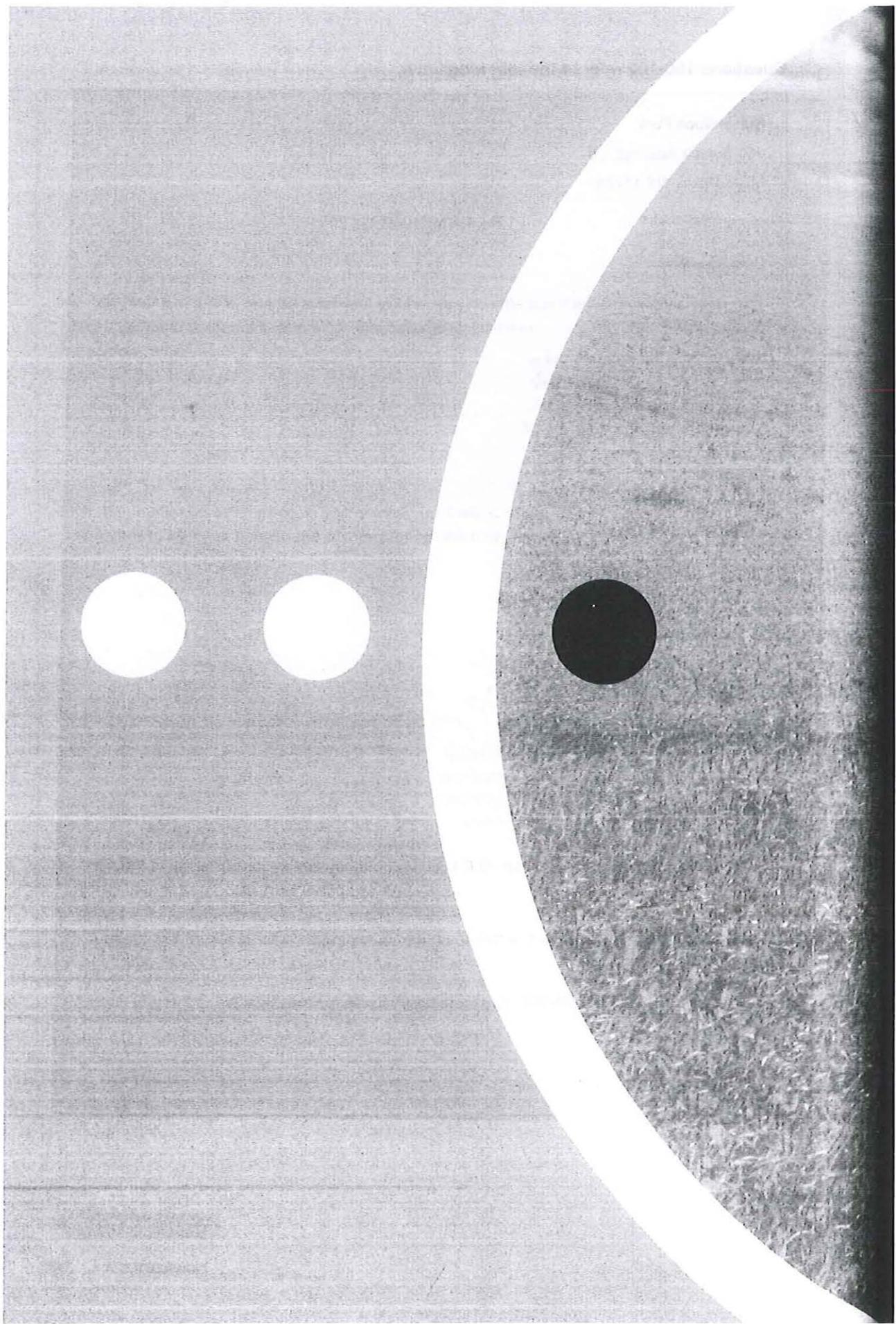
bills. If your vehicle has fewer than 75,000 miles, you may qualify for our extended protection program. Program benefits include up to 5 years of additional protection and interest-free payment plans on all programs. Due to the age of your vehicle, we can make this offer available for a limited time. You must act before the program expiration date to secure this program for your vehicle.

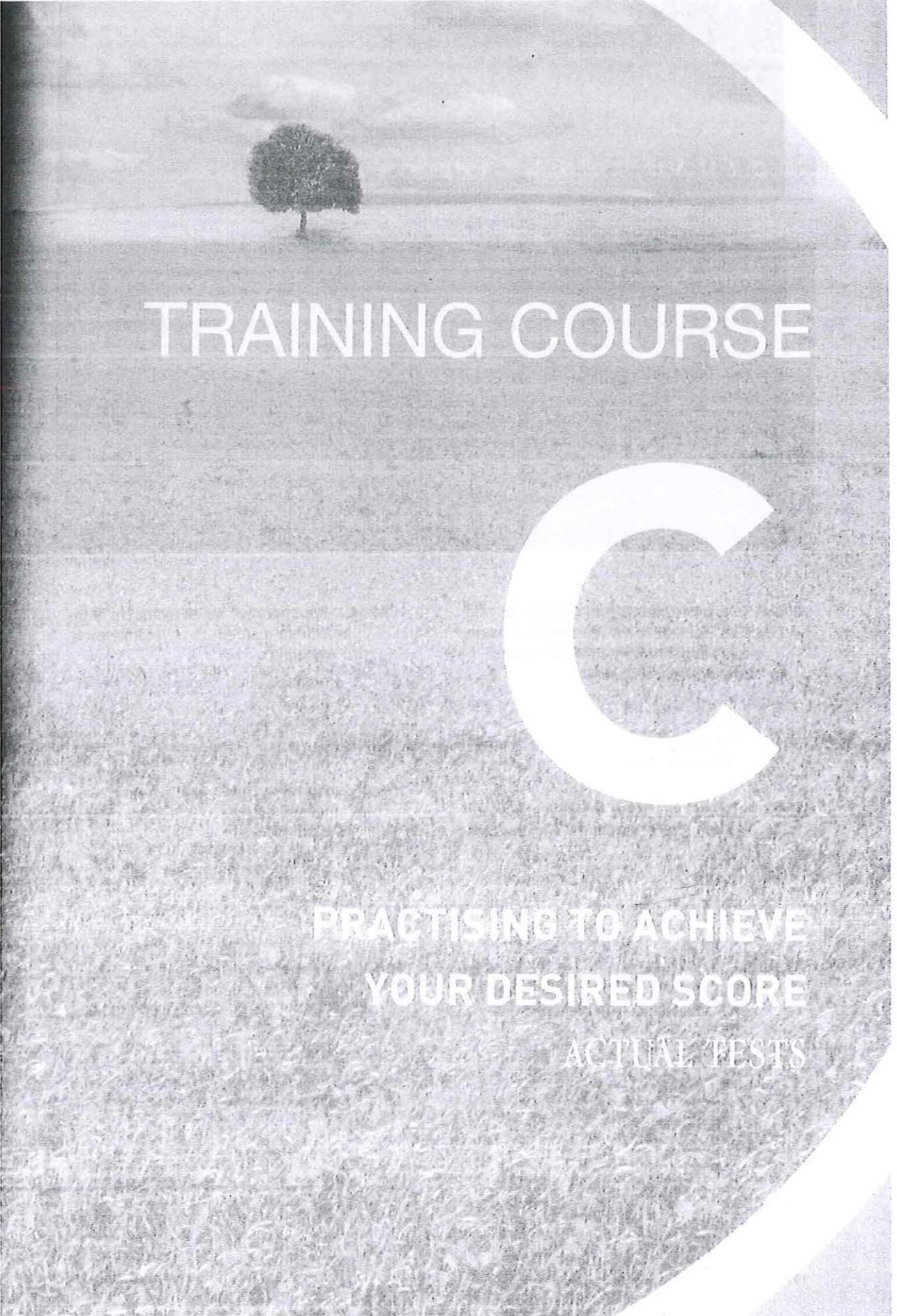
Call us toll free at 1-888-650-6856 to secure this program for your vehicle.

Sincerely,

Dae-Jin Kim

GO ON TO THE NEXT PAGE





TRAINING COURSE



PRACTISING TO ACHIEVE
YOUR DESIRED SCORE

ACTUAL TESTS

A C T U A L T E S T | 1

Reading Test

In the Reading Test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading Test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. The Internet service company asked some members of the public to answer a survey about how often they use computers each week.
- (A) their
(B) they
(C) them
(D) themselves
102. You can purchase tickets for the outdoor concert either online — by phone.
- (A) but
(B) yet
(C) and
(D) or
103. Catriona Matthew — many business strategies for a number of newspapers and magazines until her retirement in 2006.
- (A) writes
(B) writing
(C) wrote
(D) written
104. It is important for all members of the project team to — tomorrow's meeting.
- (A) attend
(B) commit
(C) belong
(D) arrive
105. During his business trip next week, James will be — checking his e-mail from the hotel.
- (A) exactly
(B) regularly
(C) timely
(D) evenly
106. Many applicants strongly responded to the announcement of some career — in the Marketing Department.
- (A) occurrences
(B) occasions
(C) actions
(D) opportunities

- 107.** Dr. Hopkins will be ----- some research on nutritional supplements and general health in the elderly.
- (A) conducting
(B) behaving
(C) accompanying
(D) processing
- 108.** Arranging for AV equipment in all conference rooms is the ----- of the event organizers.
- (A) responsible
(B) responsibly
(C) responsibility
(D) irresponsibility
- 109.** ----- searching for an outside course to take to learn the new software, the director decided to train everyone himself.
- (A) Despite
(B) As soon as
(C) Provided
(D) Instead of
- 110.** The service improvement campaign at KE, Inc. held during the past year was ----- because of comments made by investors and customers.
- (A) start
(B) starting
(C) started
(D) starts
- 111.** One of the important requirements for the position of research manager is ----- laboratory experience.
- (A) extend
(B) extensive
(C) extensions
(D) extending
- 112.** The position of sales director is open only to ----- who have worked for the company for three or more years.
- (A) employment
(B) employ
(C) employees
(D) employed
- 113.** ----- did the monitors arrive three days late, but they were also badly damaged.
- (A) Not only
(B) In addition
(C) Over and above
(D) Nevertheless
- 114.** When making a decision about ----- a company, job seekers should try to find out about the organization's long-term growth prospects.
- (A) to join
(B) joining
(C) joins
(D) joined
- 115.** The North African Business Association hopes to have its new website ----- by the end of next week.
- (A) operation
(B) operational
(C) operationally
(D) operate
- 116.** ----- yellow sand season is coming, it is important to remember to keep doors and windows shut.
- (A) However
(B) Whatever
(C) Because of
(D) Now that
- 117.** Eric Hogge's ----- in both marketing and sales make him the perfect candidate to lead the new project.
- (A) stronger
(B) strengthen
(C) strong
(D) strengths
- 118.** When the quarterly report is -----, the director will make a presentation for the board of directors.
- (A) complete
(B) completion
(C) completeness
(D) completely

119. ----- the final sales figures have not yet been confirmed, there are indications that the new product line of soaps is successful.
- (A) Even though
(B) If
(C) As
(D) Regarding
120. The new plant which was built in Nagoya last month uses the ----- technology and environmentally friendly materials.
- (A) latest
(B) immediate
(C) shortest
(D) constant
121. The construction industry in the city of Edmonton is experiencing a tremendous boom ----- the arrival of a large number of new residents.
- (A) in that
(B) as for
(C) due to
(D) even so
122. Employees and their families are invited to ----- the annual company outing this Friday.
- (A) participate
(B) connect
(C) associate
(D) attend
123. Now that loan interest rates have dropped, the prices of houses have once again become ----- for most people.
- (A) capable
(B) affordable
(C) predictable
(D) comparable
124. Users' responses to the updated software program have been ----- positive.
- (A) overwhelming
(B) overwhelmingly
(C) overwhelmed
(D) overwhelm
125. In their advertisements, most companies emphasize the strength and ----- of their products.
- (A) confidence
(B) obligation
(C) determination
(D) reliability
126. ----- employee interested in participating in the workshop should contact Nick Watney in the Human Resources Department.
- (A) Any
(B) Few
(C) All
(D) Both
127. All superintendents are required to ----- to the safety regulations stated in the manual when working in the factory.
- (A) approve
(B) instruct
(C) adhere
(D) follow
128. You will receive a final invoice showing the total cost of your holiday ----- ten weeks before your departure.
- (A) approximate
(B) approximately
(C) approximated
(D) approximating
129. Sales of Nurian monitors decreased ----- after the manufacturer raised the price by 15 percent.
- (A) expressively
(B) dramatically
(C) eagerly
(D) accidentally
130. The social housing authority has finally decided to offer first-time home buyers limited financial ----- from next year.
- (A) division
(B) statement
(C) assistance
(D) association

131. Before ----- a new marketing campaign, the marketing director thoroughly questions staff members about potential problems.
- (A) relocating
(B) condensing
(C) launching
(D) convening
132. Nowadays, most companies ----- staff members from using the Internet for personal business during working hours.
- (A) imply
(B) detect
(C) pretend
(D) prevent
133. The Compton Company is expecting an overall decline in tourism this year ----- plans to host an international soccer tournament, which will attract thousands.
- (A) despite
(B) unless
(C) according
(D) whenever
134. The staff members who have their security pass cards are ----- to use all of the facilities in this room.
- (A) permitted
(B) associated
(C) decided
(D) written
135. The New Frontier Group Limited is involved in the manufacture, sale, and ----- of its own electronic products.
- (A) solution
(B) distribution
(C) exception
(D) repetition
136. The figures in the annual financial report have ----- the investors disappointed because they have decreased for three consecutive years.
- (A) become
(B) made
(C) brought
(D) given
137. The opening performance of the Royal Theater's play was received ----- by critics than the producers had originally anticipated.
- (A) enthusiastic
(B) enthusiastically
(C) enthusiasm
(D) more enthusiastically
138. The marketing team had to delay the marketing project after the initial plan was ----- by the director.
- (A) rejected
(B) escaped
(C) objected
(D) exempted
139. After Ted Bishop ----- the skills for his job, his supervisor asked him to help organize next year's convention plan.
- (A) is mastering
(B) has mastered
(C) masters
(D) had mastered
140. Many pharmaceutical companies think that the search for a new vaccine takes ----- over all other medical research.
- (A) precedence
(B) standard
(C) resolve
(D) credit

Part 6

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141-143 refer to the following email.

From: mallen@gishopping.com

To: garystone@pasky.com

Date: Aug 24

Subject: Out of Stock

Concerning your order made August 23, I am sorry to inform you that the mouse you are interested in purchasing is currently out of stock. However, we will be able to order the mouse for you from the manufacturer ----- the next week.

141. (A) until
(B) between
(C) within
(D) since

If you are interested in this -----, please reply to this email and provide your telephone

142. (A) moment
(B) author
(C) advantage
(D) option

number. We will ----- you when the item becomes available for delivery.

143. (A) notify
(B) notice
(C) notification
(D) note

I look forward to your response.

Regards,

Mary Allen

Customer Service

GI Shopping Mall

Questions 144-146 refer to the following email.

To: Dr. Javier Macalabe [jmdoc@note.com]
From: Dr. Jean Firma [jnfirm@uphillhos.com]
Subject: Last Night's Seminar

Last night, some of our doctors attended the seminar ----- at the Regal Resort and organized

- 144.** (A) will hold
(B) held
(C) holds
(D) being held

by the Health Services Group. As you requested, I am sending you a few lines reporting on the event.

Most of the doctors from this center who attended the event enjoyed the speakers and were satisfied with the fact that ----- they learned will help them to provide our patients with better

- 145.** (A) on which
(B) what
(C) why
(D) which

service. However, we must say that the representatives from the medical insurance company were a bit disappointing as they were unable to answer some important questions we asked.

Next month's seminar will be held at the Diamond Hotel, and the Health Services Group is expecting over 300 participants. Two of the largest pharmaceutical companies in the country will talk about their research on new drugs.

The Health Services Group has held these types of seminars as well as training courses for 20 years and has a good reputation among the professionals in the field. However, for future seminars, we should look more ----- at the seminar topics and the presenters.

- 146.** (A) adversely
(B) easily
(C) closely
(D) exclusively

Jean Firma

Questions 147-149 refer to the following article.

Yesterday at its annual shareholders' meeting, ABA Shipping said that it would centralize its freight control operations near its headquarters in Hong Kong. -----, it operated several

- 147.** (A) Moderately
(B) Diversely
(C) Previously
(D) Directly

localized freight control centers.

However, improvements in communications technology and increasingly competitive marketplaces have ----- the company to centralize its operations.

- 148.** (A) devoted
(B) committed
(C) motivated
(D) promoted

The headquarters will utilize state-of-the-art technology to ----- the locations of shipments

- 149.** (A) keep
(B) collaborate
(C) track
(D) enroll

and to manage the company's numerous shipping schedules. The operations staff will be able to check on weather conditions and alternate shipping routes using this new technology.

An ABA Shipping spokesperson said that, with this strategy, the company will not only increase its market share but will also improve customer satisfaction. ABA Shipping anticipates that its earnings will increase 10% this year.

Questions 150-152 refer to the following letter.

August 12

Mr. Roger Chang
Senior Buyer
T-Office Furnishings, Inc.
4830 Kimbark Ave.
Chicago, IL 60635

Dear Mr. Chang:

The purpose of this letter is to briefly introduce myself as Dynamic's new sales representative for business accounts. I very recently joined the company and am ----- your account from

- 150.** (A) accomplishing
(B) taking over
(C) putting off
(D) counting on

Ami Noguchi, who has moved on to other challenges in this industry.

I have just completed Dynamic's management orientation program and am now keen to meet face-to-face with all of my key customers. Accordingly, as the first step in my customer familiarization process, I would like to meet with you personally, for about an hour or so, to discuss T-Office's needs and concerns. At the same time, I would also like to take that opportunity to briefly review Dynamic's latest offering of products and services.

----- up a meeting at your convenience, I propose to call your office by the end of this week.

- 151.** (A) Setting
(B) To set
(C) Set
(D) Being set

It is my hope that we will be able to arrange to meet at your office before the end of the month. As your new business account representative, I believe that my paramount concern is -----

- 152.** (A) how
(B) when
(C) which
(D) why

both Dynamic, Inc. and I can better serve T-Office Furnishings, Inc.

I look forward to meeting you and learning more about your company in the near future.

Sincerely,

Susan Henderson
Senior Sales Representative

Part 7

Directions: In this part you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 153-154 refer to the following information.

LEDEREN'S RESTAURANT

Monday – Saturday

Lunch: 11 a.m. – 5 p.m.
Dinner: 5 p.m. – 10 p.m.

Sunday

Breakfast: 9 a.m. – 3 p.m.
Dinner: 3 p.m. – 9 p.m.

In addition to our regular menu, we offer the following daily specials just for \$10.99:

Monday: Pasta Primavera
Tuesday: Vegetables Stir-fry
Wednesday: Seafood Stew
Thursday: Lasagna
Friday: Fish and Chips

We have live entertainment on Wednesday and Thursday evenings.
Making a reservation is suggested for Friday and Saturday evenings.

153. When does dinner start on Tuesdays?

- (A) At 3 p.m.
- (B) At 4 p.m.
- (C) At 5 p.m.
- (D) At 6 p.m.

154. What is mentioned about Thursdays?

- (A) There is live entertainment.
- (B) Breakfast is available starting at 9 a.m.
- (C) Seafood stew is special for the day.
- (D) Having a reservation is recommended.

Questions 155-156 refer to the following notice.

Upton Medical Supply Company
Staff Welcome Lunch
May 9
From 11:30 A.M. to 1:30 P.M.
Third Floor Cafeteria

Every staff member at Upton is invited to a lunch that will welcome all of our recently hired employees. Employees who plan to attend should contact Maria Gray in the Staff Training Office by no later than noon on May 8. Food will be provided free of charge.

155. What is the purpose of the event?

- (A) To meet the new staff members
- (B) To publicize some new products
- (C) To recruit some people for the company
- (D) To celebrate the opening of a new facility

156. According to the passage, what will happen on May 9?

- (A) The Upton Medical Supply Company will be closed.
- (B) Maria Gray will begin working at the Upton Medical Supply Company.
- (C) Employees at the Upton Medical Supply Company will eat together.
- (D) A training program will take place at the Upton Medical Supply Company.

Questions 157-158 refer to the following job advertisement.

Job Opening

The Newville Weekly, the community newspaper, has a need for a full-time manager in the Advertising Department. A successful candidate will be outgoing and organized as well as familiar with the Newville area. A minimum of five years of experience in selling advertisements is preferred. We are offering a highly competitive salary and benefits package. Interested candidates should send their résumé along with a cover letter and a list of three references to Tricia Mead, Managing Editor at *The Newville Weekly*, at triciamead@newvilletimes.org.

157. What position is being advertised?

- (A) Editor
- (B) Journalist
- (C) Advertising Manager
- (D) Managing Editor

158. Which of the following is mentioned as a requirement for the job?

- (A) A university degree
- (B) A willingness to travel
- (C) Management experience
- (D) Organizational skills

Questions 159-161 refer to the following press release.

Montgomery City Public Pools to Reopen in June

May 15 – The Montgomery City Department of Health is pleased to announce that the renovations on two of the city's public swimming pools are now completed. Both pools are scheduled to reopen in June.

After failing its quarterly water inspection last year, the pool at Phillips Center was shut down by city employees. During the course of its renovations, the pool's water filtering system was entirely replaced, so it is no longer considered a hazard to the public. The pool will be available for use by the public on June 15. Additionally, the expansion of the pool facilities at Freemont Center is now complete. The expansion was made possible when the city purchased an abandoned lot adjacent to the center. It is now the home of a 50-meter outdoor swimming pool. Meanwhile, the indoor pool had all of its tiles replaced while both a cafeteria and fitness center were constructed in the center. Patrons will be able to use the facilities starting June 20.

The city's three other recreation centers – Fountain, Thomas, and Highland View – are due to undergo renovations next year.

159. What is the main topic of the press release?

- (A) The repairing of some city facilities
- (B) The scheduling of swimming lessons
- (C) Some revised health regulations
- (D) The construction of a new fitness center

160. Which of the following is NOT new at Freemont Center?

- (A) The indoor pool
- (B) The cafeteria
- (C) The outdoor pool
- (D) The fitness center

161. What was the problem at Phillips Center?

- (A) There was a leak in the roof.
- (B) The water was not properly filtered.
- (C) The building was not big enough.
- (D) It lacked an outdoor swimming pool.

Questions 162-164 refer to the following article.

New Restaurant to Open

By David Lewis – Centerville Regional Times Staff Writer

CENTERVILLE – Giovanni's Bistro will open its doors on Friday, April 23. Giovanni's is a welcome addition to the many fine dining establishments in Centerville's riverfront district. Head chef and owner Umberto Giovanni said, "Giovanni's specializes in the cuisine typical of the region around Venice in northeast Italy. This delicious yet fairly unfamiliar cuisine is what sets us apart from neighboring restaurants. Customers can expect to enjoy the highest quality meats, fish, and seasonal vegetables. Our goal is to make our customers happy and to keep them coming back on a regular basis."

Giovanni, formerly the head chef at Lago's, began making a plan to open his own restaurant in Centerville three years ago. He looked at several properties around the area but was set on a riverfront location. He purchased a former textile warehouse building and had it repaired. Giovanni said, "I worked with designers and restoration experts to make sure that many of the original construction elements were preserved in order to pay homage to the great history of this area."

Giovanni's is beautiful inside and out. It remains to be seen whether the food will resonate with Centerville's residents though. Giovanni's Bistro will be open for lunch and dinner every week from Tuesday to Sunday. The menu will offer customers good value: The average price of a dinner is below that of meals at comparable restaurants in the district.

162. What is the purpose of the article?

- (A) To recruit staff for a restaurant
- (B) To review a certain type of food
- (C) To publicize a new restaurant
- (D) To advertise a property for sale

163. What is NOT mentioned about Giovanni's Bistro?

- (A) It is less expensive than its neighboring restaurants.
- (B) It can be found next to Lago's.
- (C) It is near several other restaurants.
- (D) It is located in a converted building.

164. What is suggested about Mr. Lewis?

- (A) He has spoken with Giovanni.
- (B) He is a chef.
- (C) He enjoys Venetian cuisine.
- (D) He specializes in restoring buildings.

Questions 165-167 refer to the following email.

From: Melanie Davis <mdavis@mlindustries.com>
Sent: Monday, October 9, 12:48 P.M.
To: Steven Alvarez <salvarez@mlindustries.com>
Subject: Tomorrow

Steven,

I know that we have a meeting scheduled for Tuesday where we're planning to discuss the company's recent sales numbers, but I'm afraid I'm going to have to cancel on you. Something else has come up. You remember Leslie Prescott from the Detroit office, don't you? She just informed us that she's visiting tomorrow to talk about next year's advertising campaign. It's an all-day affair, so there is simply no way we can meet. In addition, I've got a marketing conference to attend in New York on Wednesday and a budget meeting in Philadelphia on Thursday. So, how does Friday look for you? I'll be back in Chicago by then. If you're not available on that day, then let me know about your availability for the following week, and I'll see if we can find the soonest mutually acceptable time for us to meet. I'm terribly sorry about notifying you at the last moment, but I just found out about tomorrow's visit a short time ago.

Melanie

165. What's the purpose of the email?

- (A) To make some changes to the budget
- (B) To ask about the upcoming budget
- (C) To cancel some travel arrangements
- (D) To postpone a scheduled meeting

166. When will Melanie Davis meet with Leslie Prescott?

- (A) On Monday
- (B) On Tuesday
- (C) On Wednesday
- (D) On Thursday

167. Where does Steven Alvarez most likely work?

- (A) In Chicago
- (B) In Detroit
- (C) In New York
- (D) In Philadelphia

Questions 168-171 refer to the following letter.

The Sunshine Hotel
7765 Powderhouse Road
Houston, TX 77654

January 15

Eduardo Martinez
7789 Lakeview Point
Houston, TX 77654

Dear Mr. Martinez:

The purpose of this letter is to confirm your reservation of the Regency Ballroom at the Sunshine Hotel. The room is booked for you on Wednesday, April 14, from 6 P.M. to 9 P.M. When you made the reservation, you indicated that approximately 125 people would be in attendance at the retirement banquet you are holding. I have made a note of this in our records. However, I request that you provide me with a definite number of attendees no later than April 7.

In order to secure your reservation, we require that you submit a \$500 deposit by February 1. We accept cash, checks, and credit cards. Should you pay the deposit by check, we ask that you make it payable to the Sunshine Hotel. If your preference is to use a credit card, call me anytime during regular office hours, and I can process your payment over the telephone.

Our head chef is in the process of creating a new menu for special events. I will send it to you upon its completion in a couple of weeks. Once you receive the menu, all you have to do is select the meals you want served at the banquet, note how many of each you will need, and then return the menu to me.

We look forward to having you and your party as our special guests in April. If there is anything I can do to make sure that your event goes as smoothly as possible, do not hesitate to call me at 1-888-7659-0998, extension 5455.

Sincerely,

Mai Chung
Banquet Service Manager
The Sunshine Hotel

- 168.** What is the purpose of this letter?
- (A) To reserve a hotel suite
 - (B) To confirm some plans
 - (C) To mention a problem
 - (D) To announce an upcoming party
- 169.** By which date does Ms. Chung need to know the number of guests who will attend the event?
- (A) January 15
 - (B) February 1
 - (C) April 7
 - (D) April 14
- 170.** What does Ms. Chung promise to send to Mr. Martinez?
- (A) A room deposit
 - (B) A dinner menu
 - (C) A list of the attendees
 - (D) A reservation form
- 171.** What is NOT included in the letter?
- (A) The fax number for the Sunshine Hotel
 - (B) The date the event will be held
 - (C) Mr. Martinez's address
 - (D) Ms. Chung's contact information

Questions 172-176 refer to the following article.

It was a mere one month ago that Witold Taszeki was, to the surprise of virtually everyone, selected as the recipient of the Fenway Prize. He was awarded his prize last night. During his acceptance speech, the Polish writer, who had previously been little-known outside of his homeland, claimed to have been as shocked as everyone else when he was announced as the winner. "I will probably remain in shock for the rest of my life," he joked to the 800 members of the audience. Yet, he swiftly added, "This is an honor I will always cherish."

Despite having authored more than thirty novels, the sixty-five-year-old writer has not enjoyed fame for the majority of his life. When he wrote his first book at the age of 25, he claimed, "I would have been pleased even if it had only sold a single book." During the first 25 years of his career as an author, he worked at night while supporting his family as a legal clerk during the day. It was his time at this job that prompted him to explore the dual themes of social justice and compassion. These two elements dominate much of his work. "Because my works tend to be philosophical in nature and lack action scenes, the market for them is fairly small," he noted. Yet this is going to change soon. Ever since he was announced as the winner of the Fenway Prize, he has received numerous offers to translate his works into English and other languages. He has already signed a contract to translate his latest work, *The Trials of Alexander*, into four languages.

The Fenway Prize is an annual award given to authors who have created works of artistic achievement which are concerned with social issues. The prize is named for Arthur Fenway, a federal judge from Boston who established the International Justice Foundation in 1952 to address various issues of global inequality.

172. Which of the following is correct about Witold Taszeki?

- (A) He has always been a full-time writer.
- (B) He currently lives in Boston.
- (C) He did not expect to win the award.
- (D) Most of his books are filled with action.

173. The word "enjoyed" in paragraph 2, line 2 is closest in meaning to

- (A) preferred
- (B) experienced
- (C) participated
- (D) satisfied

174. How old was Mr. Taszeki when he published his first book?

- (A) 20
- (B) 25
- (C) 30
- (D) 65

175. Which of the following is a requirement for the Fenway Prize?

- (A) The winner must write about social issues.
- (B) The winner must be involved in the legal profession.
- (C) The winner must be fluent in several languages.
- (D) The winner must submit an application to the International Justice Foundation.

176. What is suggested about the books Mr. Taszeki has written?

- (A) They are mostly about his family.
- (B) They have influenced the legal system in Poland.
- (C) They have been translated into many languages.
- (D) They have not been widely read.

Questions 177-180 refer to the following email.

From	Marcus Tan <mtan@wos_singapore.com>
To	Worldwide Office Solutions Singapore Team <employees@wos_singapore.com>
Subject	Prototype Testing
Date	August 12, 08:35:43

My name is Marcus Tan, and I am the Senior Project Manager in the Research and Development Department. Currently, one of my teams is in the process of developing ergonomic office supplies for left-handers. As you are no doubt aware, the large majority of office supplies on the market have been designed with right-handed individuals in mind. Unfortunately, this makes it difficult for the approximately 5% of the population who are left-handed to both write and carry out certain tasks, even simple ones like using scissors. While there are some left-handed products available, there is most certainly a lack of them, and there is definitely a market for more creative and high-quality products.

At present, we have three prototypes which have reached the testing phase: a pair of scissors, a notebook, and a computer mouse. Prior to having these products undergo formal testing, we would prefer to conduct an internal pretest right here at the company. We would appreciate it if any employees – particularly our left-handed ones – volunteered to participate in a one-hour testing session to be held during the week beginning on August 23. The testing sessions will take place in the Product Research Department, which is located on the third floor. We hope that our volunteers will be able to provide input as to the comfort and ease of use of each item. We are also curious as to whether or not our products provide an advantage over those which are already on the market.

Employees willing to volunteer should call Joyce Lau, Product Research Coordinator, at extension 203 to schedule a testing session.

Thank you,

Marcus Tan
Research and Development Department

177. What is the main purpose of the email?

- (A) To recruit employees to conduct some tests
- (B) To ask for opinions about some new products
- (C) To share the results of some recent product tests
- (D) To survey employees about some company policies

178. According to the email, what does the market need?

- (A) New procedures to improve testing methods
- (B) A greater variety of products for left-handed people
- (C) An affordable line of ergonomic office supplies
- (D) More creative packaging of office supply products

179. What does Marcus Tan wish to receive information about?

- (A) The availability of the product testing facility
- (B) The uniqueness of some new prototypes
- (C) The durability of the company's office supplies
- (D) The prices of the company's latest products

180. What are interested people asked to do?

- (A) Read some information
- (B) Fill out a questionnaire
- (C) Make a call
- (D) Send an email

Questions 181-185 refer to the following letter and email.

Frances Batnag
Arco Music Magazine
Calmoro Avenue 1603
Philippines

April 12

Dear Ms. Batnag,

Per our discussion, I attended the International Gujarat Violin Competition yesterday and took several photographs that I feel are appropriate for publication in your magazine.

I have enclosed the pictures I took and have labeled each one with a name as well as a brief description of the scene it depicts. For your convenience, the information is summarized below:

Picture Name	Picture Description
Finalist	The finalists in the competition
Laury-1	The winner, Christine Laury, playing her last concerto
Laury-2	Ms. Laury at the awards ceremony
Laury-3	Ms. Laury shaking hands with the competition director, Anton Gupta
Judges	The judges discussing a performance

I hope that you will see fit to include at least one of these photographs in your upcoming article on the competition.

Regards,

Elsa Rocamora

Elsa Rocamora
Freelance Photographer
photographer@rocamoraphotos.com

From: Frances Batnag <fbatnag@arcomusic.com>
To: Elsa Rocamora <photographer@rocamoraphotos.com>
Date: April 14, 13:05:40

Dear Ms. Rocamora,

Thank you for your recent submission of photographs from the International Gujarat Violin Competition. Upon a review of your photographs with the rest of our editors, we decided that "Laury-3" would be perfect for our front page. Additionally, we are going to feature "Laury-1" and "Judges" in the article about the competition which one of our reporters is currently writing.

We would like to offer you our standard payment of \$220 per picture. Please contact me to let me know if the financial compensation is satisfactory. Upon your acceptance, I will send a contract to you to sign.

Best regards,

Frances Batnag
Arco Music Magazine
Calmoro Avenue 1603
Philippines

- 181.** Why did Ms. Rocamora contact Ms. Batnag?
- (A) To enter a musical contest
 - (B) To subscribe to a magazine
 - (C) To have her picture taken
 - (D) To offer some items for sale
- 182.** What did Ms. Rocamora send with her letter?
- (A) Some samples of her recent work
 - (B) Contact information for a musician
 - (C) A list of the participants in a contest
 - (D) A brochure from an international competition
- 183.** What does Ms. Batnag want to publish on the front page?
- (A) A picture of Ms. Laury playing a concerto
 - (B) A picture of the judges in the competition
 - (C) A picture of Ms. Laury with Mr. Gupta
 - (D) A picture of the finalists in the competition
- 184.** What does the email suggest about Ms. Batnag?
- (A) She is writing an article about the competition.
 - (B) She works with a team of editors.
 - (C) She was one of the judges at the competition.
 - (D) She is a new employee at Arco Music Magazine.
- 185.** What does Ms. Batnag probably want Ms. Rocamora to do next?
- (A) Agree to a price
 - (B) Contact an editor
 - (C) Interview a musician
 - (D) Take some photographs

Questions 186-190 refer to the following email and its response.

REVIEW HELP BACK NEXT

Date: June 15
To: Amy Foster
From: Ako Nakata
Subject: Your Schedule

As we discussed earlier, your schedule for the trip to our headquarters and research laboratory is as follows:

June 22 – Headquarters, Kobe

9:00 – 10:00 AM Meeting with Ms. Endo, Chief Financial Officer
10:15 – 11:30 AM "Strategic Planning for the New Century," presented by Ms. Nari, Assistant Director
Noon – 1:00 PM Luncheon
1:30 – 3:30 PM Board Meeting
4:30 – 6:30 PM Transportation by car from Kobe to Osaka

June 23 – Research Laboratory, Osaka

1:30 – 3:30 PM Workshop for product development, hosted by Dr. Duke
3:45 – 4:45 PM Meeting with Mr. Musine, Senior Manager for Research and Development
6:30 – 8:00 PM Dinner hosted by Mr. Ashina, Vice President

Please let me know when your flight will be arriving. I will personally pick you up at Itami Airport and then drive you to Kobe. If you have any questions, feel free to get in touch with me.

I wish you a safe and pleasant trip.

Ako Nakata

Date: June 18, 9:21 AM
To: Ako Nakata
From: Amy Foster
Subject: [RE] Your Schedule

Dear Ms. Nakata,

Thank you for forwarding my planned schedule. As for my travel arrangements, I am arriving on Flight JK173 at 6:05 PM on Monday, June 21. I will be returning to Los Angeles on June 25. The schedule looks fine, but I wonder if there will be time for me to meet Dr. Jane Martin in Osaka on June 23. We are collaborating on a project, and I need some time to speak with her in person. If you can consult with her and then add her to my schedule, I would appreciate it. Thank you for all of your help. I look forward to meeting you next week.

Amy Foster

- 186.** What is the purpose of the first email?
- (A) To reserve a table at a restaurant
 - (B) To request that an airplane ticket be refunded
 - (C) To provide the details of a business trip
 - (D) To explain some changes in the schedule
- 187.** What is Ms. Foster NOT scheduled to do?
- (A) Take a flight
 - (B) Attend a presentation
 - (C) Participate in a workshop
 - (D) Meet with Jane Martin
- 188.** How will Ms. Foster travel to Osaka?
- (A) By bus
 - (B) By car
 - (C) By train
 - (D) By airplane
- 189.** When will Ms. Foster arrive at Itami Airport?
- (A) June 15
 - (B) June 18
 - (C) June 21
 - (D) June 25
- 190.** Who will Ms. Foster see in the evening on Monday?
- (A) Ms. Nakata
 - (B) Mr. Mufine
 - (C) Dr. Duke
 - (D) Mr. Ashina

Questions 191-195 refer to the following article and letter.

ROME, ITALY – Last Tuesday, April 23, was a landmark occasion for the numerous university students all across Europe interested in living and working in Italy after they graduate. The reason was that the first Jobs in Italy Career Fair was held in Rome on that day.

The event attracted more than fifty companies. Many of their representatives, particularly those from firms in the science and technology sectors, were eagerly recruiting some of the talented individuals who attended.

The fair, a one-day event, began at 9 AM and ended at 5 PM. More than 300 students attended, and many of them, in addition to being able to submit their résumés, were interviewed on site. The fair organizers proclaimed it a success and stated that they expected approximately 100 of the attendees would be offered jobs. The organizers further stated that they intended to hold a second fair in Verona on May 10 thanks to the success of this event.

Sanders Laboratories * Via Oriana * Rome, 187 * Italy

Ms. Anne Craig
189 Imperial Road
Southampton
SO14 2BT
England

May 23

Dear Ms. Craig,

After considering your application and subsequent interview at the Jobs in Italy Career Fair in Rome last month, it pleases me to offer you a position as a junior researcher at Sanders Laboratories' Rome office. Should you accept our offer, you will receive a competitive salary and our standard benefits package, which includes health insurance, five weeks of vacation a year, and ten days of paid sick leave.

As a medical researcher, you will be responsible for working on the development of various vaccines. After your first year of employment, your position will be reevaluated. Subsequently, we shall determine whether you should remain at the Rome laboratory or be transferred to one of our offices abroad.

We would like for you to begin work on July 15. Accordingly, we need a response from you by June 15.

In closing, please allow me to write that I truly enjoyed meeting and speaking with you at the job fair last month. I hope that you will accept our offer of employment. I look forward to hearing from you soon.

Sincerely,

Alexi D'Ambrosio

Alexi D'Ambrosio
Senior Researcher

- 191.** According to the article, what is NOT correct about the career fair?
- (A) It was mainly attended by students.
(B) It is held every year.
(C) It had many jobs available in science and technology.
(D) It took place in Rome.
- 192.** In the article, the word "landmark" in paragraph 1, line 1 is closest in meaning to
- (A) typical
(B) objective
(C) important
(D) boundary
- 193.** Which of the following does Mr. D'Ambrosio indicate?
- (A) He plans to visit England on June 15.
(B) Ms. Craig will organize the upcoming career fair in Verona.
(C) The position he is offering Ms. Craig is for five years.
(D) Sanders Laboratories has offices in other countries.
- 194.** On which date did Ms. Craig and Mr. D'Ambrosio most likely first meet?
- (A) April 10
(B) April 23
(C) May 10
(D) May 13
- 195.** What does Mr. D'Ambrosio ask Ms. Craig to do?
- (A) Visit him in Rome
(B) Change her interview time
(C) Move to Verona
(D) Respond to his letter

Questions 196-200 refer to the following report and email.

SCHNEIDER HOME TECHNOLOGIES
EMPLOYEE TRAVEL EXPENSE REPORT

Employee: Mark Carr

Purpose: At my supervisor's request, I conducted a product demonstration for some store owners interested in selling our products.

Date(s) of Trip: May 19-21

Type of Expense	Amount	Notes
Plane	\$430	
Hotel	none	Paid for by client
Daily meals	\$250	
Taxi	\$45	
Total	\$725	

Signature: *Mark Carr*

Supervisor's signature: *Ruth Bernstein*

Comments:

I have attached the receipts from my business trip to Miami. I am aware of the fact that I should have submitted my expense report by the May 26 deadline. I apologize for not doing so. However, my supervisor was out of the office all week long while attending a conference last week, so I could not get her to sign my report until this morning. I hope you can reimburse me for the funds I spent as soon as possible. Both Ms. Bernstein and I are in our offices all day long today, so you can feel free to contact either of us should you have any questions.



Date: May 28, 11:20 AM
From: Shelly Wallace <swallace@accounting.schneiderhometech.com>
To: Mark Carr <cm_carr@marketing.schneiderhometech.com>
Cc: Kyle Riley <k_riley@accounting.schneiderhometech.com>
Subject: Business Expenses

Mr. Carr,

Thank you for submitting your expense report, along with all of your receipts, this morning. There is no need to be concerned about having missed the deadline. Ms. Bernstein had already alerted me of her plans to be away from the office from May 21-27, so I was not expecting your report until sometime this week. I am actually pleased that you got it to me first thing in the morning.

Everything in your report looks to be in order with one minor exception. You failed to provide a receipt for the last item which was listed on your report. I'm sure this was just an oversight on your part. Please get me this receipt as soon as you can. Otherwise, I will not be able to pay you back any of the money until the next reimbursement period, which occurs at the end of July.

Please note that, as of tomorrow, I will be out of town for the next two weeks. If you need any assistance while I am away, you can call Kyle Riley at extension 2186.

Regards,

Shelly Wallace

- 196.** Why did Mr. Carr submit the report?
- (A) To request repayment for expenses
 - (B) To obtain approval for some items he wants to purchase
 - (C) To provide details of an upcoming trip
 - (D) To inform a customer of some available products
- 197.** What did Mr. Carr's supervisor ask him to do in Miami?
- (A) Interview applicants for sales positions
 - (B) Make a presentation to some potential clients
 - (C) Attend a training seminar for sales professionals
 - (D) Conduct research for a new line of products
- 198.** Why was Mr. Carr unable to submit his report by May 26?
- (A) He improperly filled out a form.
 - (B) He could not obtain a signature.
 - (C) He returned from Miami after that time.
 - (D) He could not locate all of his receipts.
- 199.** Which item in the report requires additional documentation?
- (A) The hotel stay
 - (B) The plane ticket
 - (C) Taxi expenses
 - (D) Daily meals
- 200.** What is indicated in the email?
- (A) Ms. Bernstein and Ms. Wallace talked in May.
 - (B) Ms. Wallace is Ms. Bernstein's immediate supervisor.
 - (C) Mr. Carr contacted Mr. Riley to obtain a form.
 - (D) Ms. Wallace recently hired a new assistant.

A C T U A L T E S T | 2

Reading Test

In the Reading Test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading Test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. The advisory board _____ handled residents' concerns about the new office complex project.
- (A) effectively
(B) effect
(C) effective
(D) effectiveness
102. It is difficult both to speak _____ to write foreign languages fluently.
- (A) such
(B) if
(C) but
(D) and
103. Mr. Gomez _____ print paper from the Zinco Corporation every Friday, so please inform him of your needs by Thursday.
- (A) orders
(B) ordered
(C) order
(D) to order
104. The newcomers are expected to be on time _____ tomorrow's new employee orientation.
- (A) across
(B) under
(C) for
(D) down
105. Last night's AV equipment shipment was too heavy for Mr. Duke and Ms. Peterson to move by _____.
- (A) theirs
(B) themselves
(C) them
(D) their own
106. Many people choose to attend graduate school as a temporary _____ to seeking employment when their local job markets are in decline.
- (A) difference
(B) alternative
(C) equivalent
(D) distinction

107. Ms. Kerr is supposed to replace Ms. Pressel _____ the new director of the Accounting Department at the end of the month.
- (A) about
(B) as
(C) like
(D) out
108. The reorganization is likely not only to be expensive but also to leave the company heavily _____ on overseas financing.
- (A) dependent
(B) defensive
(C) deliberate
(D) attributed
109. Ever since the company started offering an unconditional guarantee on _____ of its products, the company's sales have increased dramatically.
- (A) any
(B) each
(C) all
(D) every
110. _____ the take-out coffee shop is located near the university, it attracts many students.
- (A) After
(B) Since
(C) Despite
(D) Therefore
111. Because the number of people registering for the convention was _____ estimated, the organizers reserved a larger venue than what they actually needed.
- (A) inaccuracy
(B) inaccurately
(C) inaccurate
(D) inaccuracies
112. We need to make sure that Ms. Lindley has thoroughly examined the first draft before we send _____ the final version.
- (A) she
(B) her
(C) hers
(D) herself
113. The rates of West Portal Hotel are _____ to the room availability and may change without notice.
- (A) public
(B) popular
(C) subject
(D) general
114. Mr. Cabrera was _____ to accept your invitation to give a speech at Waseda University in Tokyo.
- (A) pleasure
(B) pleasing
(C) pleased
(D) please
115. A recent study indicates _____ the elderly population has been increasing throughout the world.
- (A) that
(B) which
(C) what
(D) those
116. In an unparalleled _____ of generosity, Mr. Davis announced he will donate 80 percent of his fortune to charity.
- (A) chance
(B) progress
(C) act
(D) number
117. Ms. Montague comes to our office _____ recommended by her previous employers.
- (A) high
(B) highly
(C) higher
(D) highest
118. Test the batteries in your microphone _____ to ensure that you don't have any trouble during your lectures.
- (A) avoidably
(B) lately
(C) regularly
(D) highly

- 119.** The _____ of the staff manager is required to get personal time off from work.
- (A) approvingly
(B) approval
(C) approve
(D) approves
- 120.** The company recently decided to extend the _____ for submitting applications for transferring to headquarters.
- (A) calendar
(B) intention
(C) deadline
(D) admission
- 121.** The vice president says he is unable to _____ the additional funding the Research Department is requesting.
- (A) distract
(B) dismount
(C) provide
(D) reside
- 122.** One of our restaurant attendants _____ glad to assist you with your seat.
- (A) have been
(B) would be
(C) are being
(D) is being
- 123.** Because of a last-minute scheduling conflict, the vice president will _____ the quarterly quality control meeting until next Friday.
- (A) direct
(B) present
(C) propose
(D) postpone
- 124.** There are three distinct business units _____ the CMA Computing Firm, each providing expert technical support in regional customer service centers.
- (A) as for
(B) between
(C) within
(D) because
- 125.** A leadership training course will be offered to _____ hired engineers during the first week of July.
- (A) recently
(B) approximately
(C) exactly
(D) comparatively
- 126.** The Fuji Tech Company has a number of new state-of-the-art cameras that are available _____ black and titanium colors.
- (A) of
(B) in
(C) at
(D) to
- 127.** When _____ online, the client should provide contact information like a telephone number and a mailing address.
- (A) registration
(B) registering
(C) registered
(D) register
- 128.** The company has high _____ that the candidates it is recruiting will have good communication skills and extensive knowledge of their fields.
- (A) expecting
(B) expected
(C) expectedly
(D) expectations
- 129.** It is important that managers stay attentive to comply with safety regulations _____ to ensure overall productivity.
- (A) as well as
(B) even though
(C) in order to
(D) whether
- 130.** Take the Shuto Expressway for _____ twenty kilometers and then follow the exit for Hamamatsucho.
- (A) besides
(B) between
(C) along
(D) about

- 131.** All employees are invited to attend the 20th ----- of the founding of Prince Syscom, Ltd. at the Marriot Hotel in Boston.
- (A) inception
(B) anniversary
(C) origin
(D) date
- 132.** It is still to be determined ----- in the department will be responsible for writing the annual budget report.
- (A) who
(B) in which
(C) why
(D) whom
- 133.** Even though we received many applications, we cannot find any ----- candidates for this job.
- (A) conditional
(B) requisite
(C) secured
(D) qualified
- 134.** Fast and Quality Warehouse guarantees overnight delivery ----- an order is placed by noon.
- (A) over
(B) even
(C) while
(D) when
- 135.** Vicboss manufactures the highest quality microphones which are ----- to keep your voice clear and loud.
- (A) relied
(B) designed
(C) notified
(D) progressed
- 136.** The conference room door must remain locked at all times when the room is not in -----.
- (A) using
(B) use
(C) used
(D) usage
- 137.** It is important that no machines on the assembly line remain ----- for long.
- (A) idle
(B) spare
(C) void
(D) null
- 138.** A spokesperson for Highland Technologies said the company decided to renew its partnership contract with Viacom ----- developing the new wireless technology.
- (A) in spite of
(B) except that
(C) concerning
(D) in case
- 139.** Speed-Net wishes to apologize to its customers for the recent ----- in Internet service caused by technical problems.
- (A) irritation
(B) outbreak
(C) controversy
(D) disruption
- 140.** Given that the global economy will improve from next year, the company will probably aggressively increase the number of ----- branches in Europe.
- (A) our
(B) his
(C) your
(D) its

Part 6

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141-143 refer to the following letter.

Dear Mr. Appleby,

The Whitney Museum cordially invites you, as one of its most ----- donors, to a reception

141. (A) informative
(B) beneficial
(C) generous
(D) various

to celebrate its 15th anniversary. The reception will be held in the main hall of the museum on the evening of Tuesday, October 22, from 7 P.M. to 9 P.M. We are happy to present Professor Natasha Grabowski as our speaker at the reception.

----- at the reception is open only to invited guests. Please note that preregistration is required

142. (A) Attendant
(B) Attendance
(C) Attendee
(D) Attended

for this reception. ----- you plan to attend the reception, please complete the enclosed

143. (A) As to
(B) Therefore
(C) If
(D) Despite

registration form. The return envelope is provided for your convenience; we must receive a reply no later than October 10.

We look forward to seeing you at the reception.

Sincerely,

Ben Curtis

Chief Public Relations Officer

Whitney Museum

Questions 144-146 refer to the following letter.

Imperial Inn

Pet Perez
619 N Grand Ave.
Chicago, IL 60608

February 12

Dear Mr. Perez,

I'm writing ----- the Human Resources Department of the Imperial Inn to notify you formally

- 144.** (A) in respect of
(B) on behalf of
(C) in spite of
(D) a solution to

of our offer of a temporary assignment at our Nova Scotia branch. You are one of the first people we hired when the company was founded, and we've always been ----- with your contributions.

- 145.** (A) impression
(B) impressed
(C) impressive
(D) impressively

In fact, we believe that your involvement in the opening of our Nova Scotia branch made it possible for it to become one of the largest inns in the area. We're happy to offer you the position of executive manager at the Nova Scotia branch for nine months.

If you accept the position, we expect you to reside in Nova Scotia during the nine-month period. There is a good chance that, at the end of the period, you'll be offered a similar position at one of the new inns currently ----- planned for the Asian market.

- 146.** (A) is
(B) be
(C) to be
(D) being

Sincerely,

Henrik Stenson
Chief Executive Officer

Questions 147-149 refer to the following email.

To: Jack Welsh (jwelsh@goodgear.com)
From: Alex Collins (rmtis2@goodgear.com)
Re: Internal Transfer
Date: December 3

I am pleased to inform you that your request to transfer to the Quality Department at our electronic materials plant in Edmonton has been -----.

- 147.** (A) cancelled
(B) interrupted
(C) appreciated
(D) approved

As of January 1, you will be in charge of the Quality Department in Edmonton, and your main responsibility will be to ensure that all of our products meet the quality standards set by the federal government. Also, you have to make sure that all employees ----- with the safety

- 148.** (A) attribute
(B) comply
(C) provide
(D) register

regulations when they are on the assembly line.

Please contact Daniel Tang, the manager of the Edmonton plant, as soon as possible to discuss the next steps you must take. In addition, I encourage you to complete any unfinished business at your current job and to help train your ----- before you leave your position at the end of

- 149.** (A) recipient
(B) occupant
(C) replacement
(D) attendant

the year.

Congratulations. I wish you all the best.

Regards,

Alex Collins

Questions 150-152 refer to the following letter.

June 28

Ms. Rebecca Winston
2595 Dewdrop Circle
Unit No. 29
Birmingham, AL 35233

Dear Ms. Winston:

The purpose of this letter is to convey to you my sincere apologies for any inconveniences you may have experienced last month with respect to the installation of your Internet high-speed service.

I just returned from vacation this week and found your file in my in-basket. As soon as I reviewed your case, it was clear that your May 20 request for a change in service had ----- slipped

- 150.** (A) already
(B) even
(C) somehow
(D) yet

through the cracks.

The only possible explanation I can give is that we have recently had a number of key staff changes which might have resulted in your letter being overlooked.

-----, I have directed our installation group to contact you by the end of this week to set up a

- 151.** (A) Relatively
(B) Correspondently
(C) Consequently
(D) Alternatively

time convenient to you when they can go to your house and install your new router and make the necessary adjustments to your software.

Because of this serious oversight and as a testament to our appreciation of you as our customer, we are going to provide you with your first three months of high-speed service free of charge. Therefore, your account will not be ----- until October of this year.

- 152.** (A) balanced
(B) billed
(C) calculated
(D) estimated

We continue to be committed to providing you and all of our customers with the highest standards of service in the industry.

If you have any questions, please don't hesitate to call me at 754-9785.

Sincerely,

Robert Karlson
Mega Speed, Inc.

Part 7

Directions: In this part you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 153-154 refer to the following announcement.

ANNOUNCING Murata's Books

A new bookshop with an exceptional inventory

Located on 12th Street between 1st and 2nd Avenues

We are open from 9 A.M. to 6 P.M. from Monday to Friday,
from 10 A.M. to 4 P.M. on Saturday, and from 11 A.M. to 2 P.M. on Sunday.

We specialize in rare items, used books, beloved classics, first editions,
and signed books. All of our books are in excellent condition.

Present this announcement to receive a 5% discount on one item of your choice.

153. What is being announced?

- (A) A change in a company's business hours
- (B) A weeklong sale
- (C) The opening of a new store
- (D) A book-signing event

154. What time does Murata's Books open on Saturday?

- (A) 9 A.M.
- (B) 10 A.M.
- (C) 11 A.M.
- (D) 2 P.M.

Questions 155-156 refer to the following announcement.

THE WAYFARER BOAT COMPANY

The Wayfarer Boat Company is pleased to announce some changes in its ferry services from Batam Island to Singapore. We are confident that the changes will be an improvement and will satisfy our many customers. As of August 1 of this year:

- There will be 25 daily departures from Batam Island, an improvement from the original 15.
- There will be more frequent departures during rush hour times in the morning and evening.
- There will be two new ferries helping to transport passengers.
- Both new ferries have a seating capacity of 200 passengers, not 150 like the old ferries.
- Both new ferries will have larger snack bars, better seating, and several suites.

We would like everyone to know that, for the rest of the year, individual fares will remain unchanged. Our hours of operation will also remain from 6 A.M. to 9 P.M. every day. Please check our website anytime after July 1 for the new ferry schedule.

155. What is the subject of the announcement?

- (A) The opening of a new ferry company
- (B) Changes in the ferry departure times
- (C) Improvements in the ferry service
- (D) The lowering of prices for the ferry

156. Which of the following is NOT true about the ferries?

- (A) They are all the same size.
- (B) They run every day.
- (C) They travel between Batam and Singapore.
- (D) They have places to purchase food.

Questions 157-159 refer to the following information.

The Wide Ocean Corporation

Shipping and Return Policy

Shipping: The Wide Ocean Corporation now ships its high-quality fishing gear everywhere in the world. Customers can choose many delivery options, including overnight, two-day, and Saturday delivery. Contact a sales representative for more information on our rates. Or shop at our online store and have your shipping rate automatically calculated and charged along with your payment at the time of your purchase.

Return: Customers may return most items for a full refund within 90 days of purchasing them. However, we do not refund items without a receipt. In addition, customers can return items purchased at one store to a different one. Purchases made by telephone or online can be returned to any store or may simply be mailed back to the company. Please note that items specially wrapped will only be refunded in full if they are still in their original packaging. Also, we will not refund customers the shipping costs involved in sending them items.

157. What does the Wide Ocean Corporation do?

- (A) It sells fishing products.
- (B) It transports packages by ship.
- (C) It processes seafood.
- (D) It constructs ships.

158. What delivery option is NOT mentioned?

- (A) Overnight delivery
- (B) Two-day delivery
- (C) Saturday delivery
- (D) Same-day delivery

159. Which of the following is a part of the Wide Ocean Corporation's return policy?

- (A) Customers returning items for a refund do not need their receipt.
- (B) Refunds will not cover the cost of delivering an item.
- (C) Items bought on the Internet can only be returned through the mail.
- (D) The company will not refund any item once it has been opened.

Questions 160-161 refer to the following notice.

Attention Alasdair Inn Guests

On account of our upcoming renovations, there may be changes that will affect you during your stay with us. To begin with, from July 10 to 12, the main lobby will be closed. You must go to the secondary lobby on the west side of the building (the Elm Street entrance) in order to get access to front desk, concierge, and other lobby services. During the week of July 10, there will be periodic shutdowns of the hotel's elevators because of upgrades being made to them. More specific information on them will be posted throughout the hotel. In case an elevator is not operational, you may search for another nearby one to take or simply use the stairs. Finally, on July 12, there will be no hot water from 2 A.M. until 4 A.M.

Please do not hesitate to talk to the concierge if you have any questions or concerns about our renovations. We will be posting extra hotel employees throughout the hotel to assist you with anything you need. We will also be offering free porter services while the elevators are being worked on.

We apologize in advance for any inconveniences you might suffer, but please understand that we are merely trying to upgrade and beautify our facilities to better serve our guests.

160. What will be available for use at all times?

- (A) The elevators
- (B) The stairs
- (C) Hot water
- (D) The main lobby

161. What is the purpose of the notice?

- (A) To alert guests about some upcoming construction
- (B) To explain how the hotel is going to be repaired
- (C) To advertise the newest services available at the hotel
- (D) To notify guests of how the hotel will provide various free services

Questions 162-164 refer to the following email.



To: Brad Franklin
From: Arnold Westin
Date: Tuesday, December 12 9:18 AM
Subject: Purchase Order #77624 – Sentinel Business Machines

I'm writing with regard to an order that I recently placed with Sentinel Business Machines. Unfortunately, the Shipping and Receiving Department improperly handled my order. One week ago, I made an order (#77624) with your company for both a facsimile machine and a computer monitor. You can find the exact details by checking the order number on your records. I requested that both items be delivered to Mr. Tim Powell's office, which is on the third floor of my building. When the order arrived, the deliveryman brought a computer printer, which I did not order. I alerted your company to the mistake, but no one has come to pick up the printer yet. This is the second time I have told someone at your company about what has happened. Until someone from your firm comes to pick up the printer, it will remain in Mr. Powell's office.

In addition, Mr. Powell has not received either the facsimile machine or the computer monitor which I ordered. I contacted your company to find out if the items had been shipped, and Ms. Sally Wilson in the Shipping and Receiving Department assured me they had both left the warehouse. She stated that they had both been removed from the warehouse on Friday, December 8, at 10 AM. The confirmation number she gave me is #475064. I have no idea why the package has not arrived yet when it was supposed to be shipped next-day air.

I would like for you to investigate why the items have not arrived. For your convenience, I have attached a copy of the original purchase order along with the delivery instructions. I hope that we can quickly solve this problem.

Arnold Westin
Administrative Assistant
Accounting Department

162. What is the purpose of the email?

- (A) To order some office supply equipment
- (B) To complain about a delivery problem
- (C) To explain a new shipping policy
- (D) To cancel a recent purchase

163. According to the email, where is the printer currently?

- (A) In Mr. Westin's office
- (B) In Sentinel Business Machines' warehouse
- (C) In Mr. Powell's office
- (D) In the Shipping and Receiving Department

164. What does Mr. Westin request that Mr. Franklin do?

- (A) Apologize to Sentinel Business Machines for the error
- (B) Confirm that the order was shipped to Mr. Powell's office
- (C) Provide a full refund on the items that never arrived
- (D) Have the ordered items delivered to Mr. Powell

Questions 165-168 refer to the following advertisement.

**Do you spend too much of your day driving to work?
Are you tired of being held up in traffic every day?**

Wheelies Bicycle Shop has the perfect solution: a bicycle.

From now until July 15, all of our models are being offered for 20% off their regular prices. We are also offering bicycle equipment and tools at discounts of 40%. Finally, get the finest name brands in biking apparel for 50% off and purchase tires and bicycle seats for 60% off their sticker prices.

Wheelies has been in the business of selling bicycles for over 30 years. It was our founder's belief that "There's no better way to get there than on a bicycle."

Wheelies makes sure to hire only the most knowledgeable staff members. Our employees are here to serve your needs. Thanks to our loyal customers, we're the most popular bicycle shop in the state. Come down to 142 Berkeley Street and check us out. We'll find the perfect bike for you in no time.

At Wheelies, you're guaranteed a good set of wheels!

165. What advantage of bicycling is mentioned in this advertisement?

- (A) Having shorter commuting time
- (B) Becoming healthier
- (C) Being able to enjoy nature
- (D) Saving money by not driving

166. The phrase "held up" in line 2 is closest in meaning to

- (A) raised
- (B) advanced
- (C) delayed
- (D) examined

167. What is stated about Wheelies Bicycle Shop?

- (A) It has a convenient location downtown.
- (B) It has just opened a store in a new location.
- (C) It always sells its products at discounted prices.
- (D) Its employees know much about their products.

168. How much of a discount is being offered on clothing?

- (A) 20%
- (B) 40%
- (C) 50%
- (D) 60%

Questions 169-171 refer to the following letter.

Satron Industries

Ms. Claudia Ramirez
238 Carton Boulevard
Spring Harbor, DE 05421

November 13

Ms. Ramirez:

Thank you for your recent interest in applying for a job at Satron Industries. I would like to confirm my receipt of your résumé, cover letter, and list of references. Unfortunately, I regret to inform you that the computer analyst position which you applied for was filled earlier in the week.

I must admit that I was quite impressed by your credentials. I firmly believe you are well qualified for a website designer position that Satron is going to advertise for next week. Your extensive experience in creating websites makes you an ideal candidate for that position. If you do not mind, I would like to forward your application to Richard Stanton, the Information Systems Supervisor, and suggest to him that he invite you for an interview. Let me advise you that you will need to bring a portfolio of your work to the interview. If you do not already have one, please create one immediately.

I will wait to contact Mr. Stanton until I hear from you first. You can call me or send me an email at anytime you like. Let me know whether or not you are interested in the alternative position and would like to meet Mr. Stanton.

Sincerely,

Debora Metzger
Director of Personnel
Satron Industries

169. What can be inferred from the letter?

- (A) Ms. Metzger is going to hire several new employees.
- (B) Ms. Ramirez has already interviewed at Satron Industries.
- (C) Ms. Ramirez has a background in website design.
- (D) Mr. Stanton has reviewed Ms. Ramirez's résumé.

170. What position did Ms. Ramirez apply for?

- (A) Graphic designer
- (B) Computer analyst
- (C) Website designer
- (D) Director of personnel

171. Which of the following did Ms. Ramirez NOT send to Ms. Metzger?

- (A) Her portfolio
- (B) Her résumé
- (C) A cover letter
- (D) A list of references

Questions 172-175 refer to the following notice.

Highland Villa Apartments

From: Hee Jin Kim

To: Irina Danilova

Dear Ms. Danilova,

I am writing this letter because of your recent conversation with me in which you decided to vacate your apartment. This is to confirm that you will leave your unit, Apartment 7G, by no later than 9 A.M. on September 1.

As soon as you turn in both sets of keys to your apartment, signaling that you have completely moved out, I will conduct a thorough inspection of it. By September 3, I will send you a detailed description of the condition in which I found your apartment by registered mail. You must sign this report and return it to me whenever you have the opportunity. If I find no problems with your apartment and it is left in a clean and satisfactory state, I will return to you in full your security deposit. However, per your request to have your check sent to you by express mail, I will deduct \$10 from your \$1,000 security deposit.

If you sign and return the inspection report to me within one day, I guarantee that you will receive your check before September 15, the date you are planning to depart Los Angeles.

On a personal note, I would like to add that you have been a model tenant, and I wish you the best of luck at your new job in Vladivostok.

Best regards,

Hee Jin Kim

Hee Jin Kim, Manager

Highland Villa Apartments

172. Why was this notice written?

- (A) To inform the tenant of a rent increase
- (B) To advertise a new cleaning service
- (C) To report a change in the apartment's management
- (D) To confirm how a tenant's departure will be handled

173. On what date will Ms. Kim inspect the apartment?

- (A) August 8
- (B) September 1
- (C) September 3
- (D) September 15

174. Why will the tenant NOT receive a full refund?

- (A) She did not give advance notice of her intention to move.
- (B) She is having her check sent by express mail.
- (C) She must pay for the damage she did to the apartment.
- (D) She failed to clean her apartment well enough.

175. What is suggested about Ms. Danilova?

- (A) She is leaving her apartment because of her work.
- (B) She has lived at Highland Villa Apartments for several years.
- (C) She will continue to live in Los Angeles.
- (D) She will move into her new apartment before September 15.

Questions 176-180 refer to the following advertisement.

Bondham International

Bondham International, one of the world's leading real estate firms, has been in the business of buying and selling properties for over half a century. At first, we specialized almost exclusively in selling residential properties, most of which were in Australia. However, over the years, we have expanded so that now we have a global presence and also rent properties and provide management services. We currently rent or manage over 15,000 commercial and residential properties in a number of different countries, including Australia, Canada, England, Kenya, and Mexico. Our outstanding business practices have garnered numerous awards in the industry, and the World Association of Property Management recently named us one of the top ten real estate agencies in the world.

Our goal as a company is to provide our clients with the best possible service. One way we do that is by investing heavily in staff training. Every staff member goes through a rigorous course before he or she can work with our customers. And our employees constantly take classes to improve their knowledge. As a result, our agents can dispense practical advice which our clients know they can rely upon. In addition, we make use of market research, customer satisfaction surveys, and client interviews to determine how we can better serve the needs of our clients.

If you are interested in buying, selling, or renting a house or commercial property, or if you simply want to learn about the real estate market, then please visit our website at www.bondhaminternational.or.au.

- 176.** What is the purpose of the advertisement?
- (A) To explain how the company became a global leader
 - (B) To describe the services a company provides
 - (C) To announce the company's intention to hire more agents
 - (D) To explain why the company's agents sell so many properties
- 177.** What is stated about Bondham International?
- (A) Its prices are the lowest worldwide.
 - (B) Its staff works only in Australia.
 - (C) It makes excessive use of the Internet.
 - (D) It has expanded over the years.
- 178.** The word "dispense" in paragraph 2, line 5 is closest in meaning to
- (A) portray
 - (B) provide
 - (C) choose
 - (D) determine
- 179.** What is NOT something that Bondham International does?
- (A) It conducts research.
 - (B) It manages properties.
 - (C) It offers expert advice.
 - (D) It constructs private houses.
- 180.** What does the advertisement encourage people to do?
- (A) Obtain information online
 - (B) Visit a local office
 - (C) Have an interview with an agent
 - (D) Fill out one of the company's surveys

Questions 181-185 refer to the following memo and email.

To: The Fiji Office Building Tenants
From: Ms. Eileen Hales, Corwin Hill Company
Date: March 1

The Corwin Hill Company is pleased to announce that, as of today, we have assumed the management of the Fiji Office Building. We look forward to working with all of you and addressing any problems, complaints, or suggestions that you may have.

The following is a list of important contacts in our company.

Legal Department
Administrative Assistant, Mr. Damian Perry <dperry@corwin.com>

Building Maintenance
Maintenance Coordinator, Ms. Callie Waller <cwaller@corwin.com>
(For problems with telephone lines and Internet access, please contact Mr. Zack Laurel of Beam Wire & Cable directly at laurel@beamwire.com.)

General Management
Office Manager, Ms. Eileen Hales <ehales@corwin.com>

Corwin Hill Company
209-555-0234



From: Nancy Abbot <abbot@quigley.com>
To: Callie Waller <cwaller@corwin.com>
Date: March 31
Subject: Lock Installation

My name is Nancy Abbot, and I work at Quigley Consulting, which is located on the second floor of the Fiji Office Building. Due to the number of break-ins that have been occurring in this building and in others nearby, we are concerned about our company's security. We therefore request that you install an additional lock on the front door of the office. As there are five employees here, we will need that many keys as well as the original. I would appreciate your sending me an estimate of how much this will cost before the end of the business week.

Sincerely,

Nancy Abbot

181. What kind of business is the Corwin Hill Company?

- (A) A property management company
- (B) A security firm
- (C) An Internet access provider
- (D) A law firm

182. What is indicated in the memo?

- (A) The Fiji Office Building is recruiting new tenants.
- (B) The building's telephone lines will be repaired soon.
- (C) The Corwin Hill Company will hire new staff members.
- (D) Various individuals may be contacted for assistance.

183. To what office did Ms. Abbot send her email?

- (A) The Legal Department
- (B) The Building Maintenance Department
- (C) The Technical Support Department
- (D) The General Management Department

184. What is the purpose of Ms. Abbot's email?

- (A) To notify the company that she has lost her key
- (B) To determine how much a new lock will cost
- (C) To get advice on how to make her company more secure
- (D) To request information on how to lease an office

185. In the memo, the word "assumed" in paragraph 1, line 1 is closest in meaning to

- (A) contacted
- (B) supposed
- (C) taken over
- (D) decided against

Questions 186-190 refer to the following email and its response.

To: Aiko Mori <aiko@planet.net>
From: Ben Hugh <ben@travelpromonthly.com>
Subject: Acknowledgement
Date: February 2

This is to acknowledge receipt for the following submissions, which we intend to publish in the next four issues of *Travel Professional Monthly*. Please note that the amount you will be paid – which we have already agreed upon – is indicated below. You will receive a check for each article no later than two weeks from the date of publication of the article.

Title	Amount	Date
Online Resources for Planning Tours	\$180	March 5
Family-friendly Destinations	\$165	April 5
Understanding Airfare Pricing	\$220	May 5
Tips for Choosing the Best Hotel	\$190	June 5

I would like to thank you for your writing contributions. Our publication is widely read primarily by professionals involved in all aspects of the tourism industry. We have been in print continuously for over two decades. Thanks to writers like yourself, you have enabled our continued success. In the future, please feel free to submit proposals for any future articles you would like to write. We accept proposals both by post and email. You may also contact me at any time with questions about a proposal you are working on.

Sincerely,

Ben Hugh, Assistant Editor
Travel Professional Monthly www.travelpromonthly.com 1-800-555-5656

To: Ben Hugh <ben@travelpromonthly.com>
From: Aiko Mori <aiko@planet.net>
Subject: Payment
Date: April 18

Ben,

I regret writing this email, but nearly two weeks have passed since the publication of your April 5 issue, yet I have still not received payment for my article which appeared in that magazine. Would you please check on what is happening and then let me know when I can expect to be paid?

Thank you.

Aiko Mori

- 186.** What did Mr. Hugh receive from Ms. Mori?
- (A) Some receipts
 - (B) Some magazines
 - (C) Some articles
 - (D) Some proposals
- 187.** What is indicated about *Travel Professional Monthly*?
- (A) It is translated into several foreign languages.
 - (B) It has been published for 20 years.
 - (C) It is written exclusively for tourists.
 - (D) It does not accept submissions from freelance writers.
- 188.** The word "primarily" in paragraph 2, line 1 of the first email is closest in meaning to
- (A) solely
 - (B) regularly
 - (C) mainly
 - (D) originally
- 189.** What is the purpose of the second email?
- (A) To request a refund
 - (B) To cancel a subscription
 - (C) To ask about an offered price
 - (D) To inquire about a missing payment
- 190.** What amount of money does Ms. Mori request?
- (A) \$165
 - (B) \$180
 - (C) \$190
 - (D) \$220

Questions 191-195 refer to the following business card and email.

Heinrich Public Relations Company
Dmitri Mandelker
Vice President

Heine Building
Goutae Strasse
10924 Dusseldorf
Germany

Phone: 49 211 527056
E-mail: mandelker@info.de
Web: www.heinrich.de

From Nan Ying <nanying@schuylerbiz.com>
To Dmitri Mandelker <mandelker@info.de>
Subject My Information
Date January 12

It was a pleasure meeting you at the media conference in Geneva, Switzerland, on January 8. Thank you for informing me about the opening for an international media liaison at your company. I strongly believe I am an ideal candidate for the position. I am currently employed as the public relations director of the Schuyler Business School in New York City. At my job, I work very closely with journalists from print, broadcast, and online media outlets. During the course of my job duties, I provide news leads and also answer numerous questions. I also have a second job: I am the technology director at Schuyler's student radio station. My work there has enabled me to attain a certain level of expertise in radio.

As you can see on my résumé, I spent several years living in Berlin. I first lived there when I was studying marketing at Lang Polytechnic University, and then I later worked at the Berlin Media Relation Group as an intern. Both institutions trained me quite thoroughly, and I also was able to become fluent in German while living there. I have focused very much on languages, so I am now fluent in German as well as English, French and Mandarin Chinese. I find that my language skills have helped me in communicating with international media.

Please find attached both my résumé and several writing samples, as you requested. I will be visiting your city next month and can arrange to go to your office for an interview if you are available and wish to speak with me further.

I look forward to hearing from you.

Sincerely,

Nan Ying
120-555-1456
<nanying@schuylerbiz.com>

191. Why was the email written?

- (A) To follow up on a previous conversation
- (B) To recommend a colleague for a job
- (C) To let someone know about a job position
- (D) To confirm an appointment for an interview

192. What is indicated about Mr. Mandelker?

- (A) He has worked for several different media corporations.
- (B) He recently attended a conference in Geneva.
- (C) He has never met Ms. Ying in person.
- (D) He currently works in New York City.

193. What does Ms. Ying express an interest in doing?

- (A) Teaching at Lang Polytechnic University
- (B) Directing the Schuyler radio broadcast
- (C) Training at the Berlin Media Relation Group
- (D) Working for the Heinrich Public Relations Company

194. What is NOT mentioned as one of Ms. Ying's strengths?

- (A) Fluency in foreign languages
- (B) Expertise in media technology
- (C) Experience as a print journalist
- (D) Training on media relations

195. In which country does Ms. Ying want to meet Mr. Mandelker?

- (A) The United States
- (B) Germany
- (C) Switzerland
- (D) China

Questions 196-200 refer to the following memorandum and table.

MEMO

From: Ann Heller
To: Marketing Division
Date: May 8
Re: Advertising Campaign

During our next meeting, we need to discuss in which magazines we plan to place advertisements for Aromaxima Coffee. As you should all know, we considered promoting Aromaxima on both radio and outdoor billboards, but we ultimately decided to abandon them in favor of purchasing ads in magazines. To prepare for the meeting, I would like for you all to look at the list of five magazines I have attached. I initially considered 26 magazines. However, I eliminated 10 because of their limited circulation and disqualified another 11 because their advertising rates are too excessive. Please consider the information on the chart, which I feel is crucial to helping us make our final selection.

Since coffee is not a niche product, we are not interested in appealing to just one or two segments of the population. As a result, all 5 of these magazines have a broad readership. Some have suggested that we choose the second least expensive option. While its circulation of 45,000 is less than most of the other magazines, it limits how many inserts appear in each issue. Thus, should we choose that magazine, our ad will not have to compete with many other inserts to get the readers' attention.

Magazine	Circulation	Frequency	Maximum Number of Inserts	Rates	Additional Notes
<i>Flash World</i>	120,000	Quarterly	No limit	\$131,150	Complimentary magazine on five large air carriers
<i>Euro Summer</i>	80,000	Monthly	No limit	\$125,000	
<i>Light Speed</i>	50,000	Monthly	No limit	\$135,850	Targets upscale consumers
<i>Revved Up</i>	45,000	Monthly	3	\$85,000	
<i>Family Traveler</i>	35,000	Quarterly	2	\$75,135	Aimed at families with children

- 196.** What does the memo discuss?
- (A) Changing the date of a meeting
 - (B) Increasing the circulation of a magazine
 - (C) Purchasing advertising space
 - (D) Subscribing to a magazine
- 197.** How many magazines did the company originally consider?
- (A) 5
 - (B) 10
 - (C) 11
 - (D) 26
- 198.** According to Ms. Heller, what information will be of limited use in selecting a magazine?
- (A) Its target audience
 - (B) Its total circulation
 - (C) Its price
 - (D) Its frequency of publication
- 199.** Which magazine is recommended in the memo?
- (A) *Euro Summer*
 - (B) *Light Speed*
 - (C) *Revved Up*
 - (D) *Family Traveler*
- 200.** What is indicated about *Flash World* magazine?
- (A) Advertisements for Aromaxima Coffee have previously appeared in it.
 - (B) It limits the number of advertising inserts in each issue.
 - (C) It publishes two issues per month.
 - (D) It is available for free on some airline flights.

A C T U A L T E S T | 3

Reading Test

In the Reading Test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading Test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

Part 5

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. This new laptop computer is much larger ——— the other one.
(A) at
(B) than
(C) of
(D) with
102. All employees are always encouraged to wear their identification badges ——— on duty.
(A) when
(B) while
(C) during
(D) for
103. Tickets sold at this station carry no ——— of a seat on any particular train.
(A) assurance
(B) acceptance
(C) location
(D) confidence
104. Both Ms. Hurst ——— Ms. Lewis are attending the international technology conference in Sweden next month.
(A) either
(B) or
(C) and
(D) nor
105. Due to unexpectedly high shipping costs, the company has decided to ——— the prices of its products.
(A) increase
(B) remain
(C) comment
(D) construct
106. As a DDS Club member, you may have indicated your special meal ——— to us on the registration form.
(A) prefers
(B) preferences
(C) preferring
(D) preferential

107. Children will only be admitted into the stadium if accompanied _____ an adult.
- (A) by
(B) for
(C) in
(D) along
108. For a _____ time only, new customers can receive a 10-percent-off discount coupon when they purchase our products.
- (A) limit
(B) limits
(C) limited
(D) limitation
109. Read the instruction manual _____ when installing the new laser printer.
- (A) carefully
(B) harmlessly
(C) extremely
(D) hardly
110. On Friday, a major advertising campaign will begin in the United States for *The Firm*, a highly _____ new novel from Britain.
- (A) anxious
(B) introduced
(C) renewable
(D) anticipated
111. ComTex Computer _____ added some interesting features to its CC2 line of computers.
- (A) more recent
(B) recently
(C) recent
(D) recentness
112. Several leading companies have joined together _____ the enforcement of online security laws.
- (A) promote
(B) promoted
(C) to promote
(D) promotes
113. _____ the national holiday, our store will be closed on Friday.
- (A) According to
(B) Due to
(C) However
(D) Therefore
114. Without the _____ of the exceptional designer Shihō Oyama, the last-minute problems with the design of the new air conditioner could not have been solved.
- (A) contributions
(B) contribute
(C) contributed
(D) contributes
115. BB Brothers Restaurant has just added several new items to its _____ popular breakfast menu.
- (A) along
(B) already
(C) before
(D) yet
116. Joe Durant won his fifth _____ international tennis tournament by defeating Greg Kraft last Sunday.
- (A) constant
(B) following
(C) consecutive
(D) immediate
117. Managers on each shift should refer to the safety checklist to ensure that _____ steps have been carried out appropriately.
- (A) most of
(B) all
(C) much
(D) almost
118. As _____ in our service contract, our dedicated staff will handle all service requests within 24 hours.
- (A) note
(B) notation
(C) noted
(D) notes

- 119.** ----- you have finished calculating your travel expenses, please notify Ms. Wallace by phone.
- (A) In addition to
(B) Nevertheless
(C) As well as
(D) After
- 120.** Incoming shipments from overseas must be stored ----- workers can find some extra space.
- (A) whoever
(B) wherever
(C) whatever
(D) whichever
- 121.** A number of unexpected obstacles are ----- the merger with the Boston Telecom Corporation from taking place.
- (A) withholding
(B) preventing
(C) interfering
(D) decreasing
- 122.** Mr. Axley's flight from Singapore was delayed for ----- two hours.
- (A) now that
(B) within
(C) more than
(D) still
- 123.** The business development office will accept ideas for any new projects you would like to ----- for next year.
- (A) propose
(B) acquaint
(C) practice
(D) employ
- 124.** The computer technicians at our pharmaceutical company ----- sales representatives with detailed instructions for accessing the client database.
- (A) offer
(B) arrange
(C) contribute
(D) provide
- 125.** One of the important duties of the quality assurance team is to ----- monitor all manufacturing processes.
- (A) approximately
(B) finally
(C) closely
(D) nearly
- 126.** Instead of buying the main parts, which are extremely expensive, from Japan, the Co-way Company decided to produce parts of -----.
- (A) their
(B) they
(C) their own
(D) themselves
- 127.** Because of our ----- advertisements, our latest digital music players have sold a record number of units this year.
- (A) loyal
(B) amazed
(C) entertaining
(D) recreational
- 128.** The North American and Asian markets have grown ----- stronger since the company's launch a year ago.
- (A) consideration
(B) considerate
(C) considerable
(D) considerably
- 129.** Salary increases will be five percent ----- to just one percent last year.
- (A) related
(B) compared
(C) referred
(D) solved
- 130.** The apartment on Robson Street has been ----- for three months due to a delay in construction work.
- (A) vacantly
(B) vacant
(C) vacancy
(D) vacating

- 131.** The media coverage surrounding the appointment of Verimax's new chief executive officer is ----- in the history of this city.
(A) impenetrable
(B) immovable
(C) unprecedented
(D) unimpressed
- 132.** The Maxten graphics software has a new feature ----- users to include up to seven animated elements in a presentation.
(A) demonstrating
(B) concerning
(C) allowing
(D) preventing
- 133.** By approving the partnership agreement, Jim Furick, the senior vice president, expressed his full ----- to our organization.
(A) assessment
(B) reference
(C) selection
(D) commitment
- 134.** Employees ----- have worked for the company for three or more years are entitled to apply for the position of sales manager.
(A) who
(B) whose
(C) which
(D) what
- 135.** The managerial position will offer ----- flexibility in scheduling and a higher salary.
(A) fixed
(B) multiple
(C) hopeful
(D) additional
- 136.** Job seekers taking courses in the Manaus training program are convinced that their employment prospects are more ----- than before.
(A) applicable
(B) promising
(C) obtained
(D) submissive
- 137.** Questions ----- to medical insurance should be directed to the Human Resources Department.
(A) pertained
(B) pertain
(C) pertaining
(D) pertains
- 138.** -----, the company expected customers to take advantage of its extended customer service hours, but it discovered that most people actually preferred to use the service before noon.
(A) At first
(B) Although
(C) In light of
(D) Despite
- 139.** Despite the economic crisis, Best Academy Ltd. recently released figures showing a budget ----- during the last quarter.
(A) surplus
(B) reward
(C) price
(D) substitute
- 140.** Mr. Norman, a famous computer programmer, has been ----- with updating our new security system.
(A) appointed
(B) hired
(C) obligated
(D) charged

Part 6

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. Four answer choices are given below each of the sentences. Select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141-143 refer to the following memorandum.

To: All New Employees

This memo is to let you know that the orientation for new employees ----- on Thursday,

141. (A) holds
(B) was held
(C) will be held
(D) is holding

September 11. All recently hired employees are ----- to attend unless they have made other

142. (A) encouraged
(B) favored
(C) included
(D) reported

arrangements. The orientation will ----- topics such as medical benefits, the performance

143. (A) speak
(B) account
(C) talk
(D) address

appraisal process, and safety precautions.

Please come to Conference Room 10 on the tenth floor in the BCC building by 9 A.M. Be sure to bring a copy of the employee handbook to the session.

Sincerely,

Katherine Sears

Human Resources

Questions 144-146 refer to the following memorandum.

To: Ryan Moore
From: Brian Gay
Date: Wednesday, September 19
Subject: Phone Question

Dear Mr. Moore,

I'm writing to notify you of my recent move to Room 405. I've taken over Nicholas Thompson's old office and phone number ----- he just left the company a week ago.

- 144.** (A) because of
(B) however
(C) as
(D) although

Unfortunately, his customers were not informed ----- this, so, consequently, I have received,

- 145.** (A) to
(B) of
(C) for
(D) in

on average, over fifteen calls a day for him. I think the reason why I get a lot of calls for him is that the employee directory has not yet been changed. It's so time-consuming and ----- to

- 146.** (A) distract
(B) distracting
(C) distracted
(D) distraction

have to take so many calls that are not intended for me.

Would it be possible to change the extension number or connect my old extension number, 3-6655, to Room 405?

I would greatly appreciate your help. Thank you very much.

Brian Gay

Questions 147-149 refer to the following letter.

Dear Mr. Glover,

Having broken sales records and ----- sales quotas in all of my previous positions and having

- 147.** (A) exceed
(B) exceeding
(C) exceeded
(D) have exceeded

recently received my MBA in marketing from the Stern School of Managerial Leadership at Florida State University, I am an ideal candidate for the regional sales manager position at Dream Vacation Club International.

As the leading sales representative at Destiny Vacation Club, I developed key sales material, trained new sales representatives, and reinvented the way club memberships are sold. My team's ----- was more than double the average for the entire operation. The vacation club

- 148.** (A) revenue
(B) money
(C) charge
(D) fund

industry is a dynamic and growing industry, and I am convinced I can help Dream Vacation Club International improve its reputation and dominant position in the industry.

We should meet to discuss the position. I will contact you within the next 10 days to arrange an interview.

----- you have any questions regarding my qualifications, don't hesitate to call me at

- 149.** (A) Did
(B) Should
(C) Had
(D) Could

904-555-2341 or email me. Thank you for your time and consideration.

Cordially,

Webb Simpson

Questions 150-152 refer to the following email.

Date: Wednesday, June 6

Re: Good News

Dear Dustin,

We are so pleased to say that we won the account for the city complex building project starting in September. We could not have been _____ without your exceptional support and _____

150. (A) succeed
(B) successfully
(C) successful
(D) success

contribution to the project.

Your suggestion to make a large public garden on the top of the building was particularly outstanding among all of the _____ and made it possible for us to win the bid.

151. (A) submissions
(B) submits
(C) submitting
(D) submitted

To celebrate our success, we will have a reception at the WY Hotel on Friday, August 10. The hotel is easy to find. Its address is 789 Robson Street, and it is located _____ a post office

152. (A) for
(B) about
(C) between
(D) into

and department store.

We hope to see you there. If you have any questions, please call me at 654-0979.

Sincerely,

Steve Wilson

Part 7

Directions: In this part you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 153-154 refer to the following document.

MISSION STATEMENT

Our mission is to provide our customers with electricity and natural gas in a manner that is safe, reliable, efficient, and environmentally sound. We intend to be the leader in the power supply industry. In order to do so, we are committed to achieving high levels of operational excellence and customer satisfaction as well as attaining a significant return on investment for our shareholders.

Elenga Incorporated

153. What is Elenga Incorporated?

- (A) A consulting firm
- (B) A power company
- (C) An accounting firm
- (D) An investment bank

154. Which of the following is NOT indicated as a goal of Elenga Incorporated?

- (A) Expanding into international markets
- (B) Making its customers happy
- (C) Taking care of the environment
- (D) Making profits for its investors

Questions 155-156 refer to the following advertisement.

**THE WEATHER'S TOO WARM TO COOK!
SO LET LUNA'S DO YOUR COOKING FOR YOU!**

Luna's Mexican Grill has opened a new restaurant in Robertsville
across the street from the university bookstore.

Mention this ad when you eat at Luna's and receive 10% off the price of your total
purchase.*

ENJOY AUTHENTIC MEXICAN FOOD TODAY!

***OFFER GOOD ONLY AT OUR ROBERTSVILLE LOCATION.**

Luna's Mexican Grill
1525 West Lowry Street
Mesa, AZ, 85202

155. What is indicated about Luna's Mexican Grill?

- (A) It is located next to a bookstore.
- (B) It does not require reservations.
- (C) It has recently hired a new chef.
- (D) It has more than one restaurant.

156. What can customers receive at the restaurant?

- (A) A free cookbook
- (B) A discount on food
- (C) A complimentary dessert
- (D) A coupon for free delivery

Questions 157-158 refer to the following email.

To: Sanjay Kumar
From: Megan Savino
Subject: Position at the Hallington Hotel

Thank you for the application you recently submitted. From the looks of your résumé, it seems that you are an ideal candidate for the position of head chef at the Hallington Hotel. We would therefore like for you to come in for an interview with us. We have scheduled you for an interview on Wednesday, June 18, at 10:30 a.m. in room 213. We request that you bring all relevant documents, including letters of recommendation from your previous employers, along with you to the hotel.

I have included directions to the hotel down below. Should you have any questions or should you need to reschedule your interview time, please feel free to contact me at (312) 500-0123.

Megan Savino
Personnel Manager
Hallington Hotel

Directions to the Hallington Hotel: Take Route 75 north to Redtree Boulevard, and then turn right. Proceed 1.5 miles, and then turn left onto Tamsworth Avenue. (The Ashton Footwear store will be on your right.) Proceed 3 miles, going past the University of Hallington on your right, until you get to Beaver Road, where you should take a left. Go straight three blocks, and you will see the hotel on your left, just across from Elmer's Breads and Pastries.

157. Why is Ms. Savino writing to Mr. Kumar?

- (A) To invite him to a job interview
- (B) To ask him to submit his résumé
- (C) To request he send her a letter of recommendation
- (D) To apply for a job as a cook

158. What is NOT mentioned in the directions?

- (A) A bakery
- (B) A public park
- (C) An educational institute
- (D) A shoe store

Questions 159-161 refer to the following notice.

The Novotrack Biotechnology Company

Please read the following.

As an employee of the Novotrack Biotechnology Company, you qualify to subscribe to a large number of various trade publications at highly discounted rates. Many of these publications are ones which can help you in your career, as they are filled with numerous educational articles and other valuable information.

We invite you to take a look at the list of journals below. If any of them appeal to you, simply check the box on the order form which has been attached to this notice. Then, submit the order form to Susan Sadler in the Human Resources Department. Susan will collectively turn in all of our orders on May 15. After that date, you can still subscribe to the journals at the discounted rates, but you will have to do all of the paperwork by yourself. If you choose to subscribe by yourself, you must contact Ms. Sadler for the company code that enables you to subscribe to the journals at the discounted rates. We hope that many of you will take the opportunity to subscribe to some of these journals. Doing so will improve your knowledge base and let you perform your jobs better.

	Regular Price	Discounted Price
<i>Journal of Biotechnology</i>	\$135/year	\$106/year
<i>Biotech Weekly</i>	\$118/year	\$86/year
<i>Biotechnology Magazine</i>	\$56/year	\$48/year
<i>The Bio Talk Review</i>	\$56/year	\$48/year
<i>Quality Control</i>	\$48/year	\$36/year
<i>Applied Biotechnology</i>	\$36/year	\$24/year

159. What is the purpose of the notice?

- (A) To extend an offer to the company's employees
- (B) To remind the employees of their required reading
- (C) To explain a brand-new company policy
- (D) To announce the publishing of some new journals

160. How can an employee receive a discount when individually ordering journals?

- (A) By sending the order form to Ms. Sadler
- (B) By ordering two or more journals from the list
- (C) By placing an order over the telephone
- (D) By obtaining a special code for the company

161. How much will a Novotrack employee most likely pay for a subscription to The Bio Talk Review?

- (A) \$36
- (B) \$48
- (C) \$56
- (D) \$58

Questions 162-164 refer to the following email.

The image shows a simulated email interface with a light gray header bar containing four circular icons labeled 'REVIEW', 'HELP', 'BACK', and 'NEXT'. Below this is a white message area with a dark gray vertical scroll bar on the right side. The message is as follows:

To: Barry Weinstein (bweinstein@celgar.com)
From: Andrew Kim (akim@celgar.com)
Subject: Next Month
Date: August 3

Barry,

I'd like to thank you once again for the work you did in arranging the videoconference last week. You did a truly magnificent job.

By the way, Maxine Dawson, the person managing the Johnson Company account, just told me that our next product trial is going to be held on September 8. It's going to be at the Johnson Company's production plant in Denver. Maxine wants me to fly there with her to watch the trial. But don't worry, I'm still going to attend the Society of Electrical Engineers' awards dinner in San Francisco on September 9. I've cleared it with Maxine, and I've already booked my flight there. I'll be arriving in the morning. Let me know when you're getting there, and perhaps we can arrange to meet before the event starts.

I can't wait to see you get honored in San Francisco. You really deserve it!

Regards,

Andrew Kim
Celgar Associates

162. What is the purpose of the email?

- (A) To announce the winner of an award
- (B) To request some help in dealing with a colleague
- (C) To propose a meeting in Denver
- (D) To describe some travel plans

163. Who is Maxine Dawson?

- (A) An employee at Celgar Associates
- (B) A manager at the Johnson Company
- (C) Mr. Kim's travel agent
- (D) A presenter at an awards ceremony

164. What is the purpose of Mr. Weinstein's trip to San Francisco?

- (A) He is going to celebrate his promotion.
- (B) He is transferring to a new office there.
- (C) He is going to receive an award.
- (D) He is attending a product trial.

Mr. Weinstein, president of Celgar Associates, needs to go to San Francisco. He has been invited to speak at a product trial there. He will be staying at the Hotel California in San Francisco. He will be meeting with Maxine Dawson, his travel agent, to make arrangements for his stay. He will be staying at the Hotel California in San Francisco. He will be meeting with Maxine Dawson, his travel agent, to make arrangements for his stay.

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Questions 165-167 refer to the following letter.

Hongliang Manufacturing
88/F Lujin Plaza
Shanghai 200011, PRS

July 1

Ms. Janaliyah Bakar
9 Nanais Road
93400 Kuching
Malaysia

Dear Ms. Bakar:

Hongliang Manufacturing is pleased to offer you a position of employment at our plant in Shanghai. If you choose to accept our offer, you will be employed as a senior vehicle technician, and you will directly report to John Wiener, the plant's manager of operations. We would like for you to begin working on August 5 although you may start at a later date if you desire. You will work a standard 6 a.m. to 8 p.m. shift, and you will be paid biweekly at the salary we mentioned at your interview. You will not immediately be eligible for time off, but you will get two weeks of paid vacation as soon as you begin your sixth month of employment with us. You will also receive our standard employee package with regard to medical care and retirement benefits.

If you agree to the above-stated terms, sign the enclosed contract and send it by registered mail to Mr. Liang Jin, my administrative assistant, by July 15. We have enclosed an addressed envelope for your convenience. We request that you make a photocopy of the contract for your personal files before sending it to us.

Please be aware of the fact that our company does not cover its employees' housing expenses. However, we have a relocation specialist, Ms. Mei Xu, who will not only help you find affordable housing but will also assist you in getting comfortable in your new environment. You may contact Ms. Xu at m.xu@hongliang.cn if you have any questions or concerns about moving to a new country.

Finally, if you are curious about any of the terms of your employment, please call me anytime at (86) 25-5972-8888, and I will do my best to provide you with answers.

We look forward to having you work with us and contributing to the success of our company.

Sincerely,

Jianning Wang

Jianning Wang
Director of Human Resources

165. Why was the letter written?

- (A) To instruct Ms. Bakar that she must contact Ms. Xu
- (B) To ease Ms. Bakar's concerns about living in a foreign country
- (C) To make an offer of employment to Ms. Bakar
- (D) To confirm when Ms. Bakar will have her interview

166. What does Mr. Wang recommend that Ms. Bakar do?

- (A) Keep a copy of all of her documents
- (B) Schedule an appointment with Mr. Wiener
- (C) Take a tour of the plant in Shanghai
- (D) Tell him how much she expects to get paid

167. What is suggested about Ms. Xu?

- (A) She is Mr. Wiener's administrative assistant.
- (B) She is not directly employed by Hongliang Manufacturing.
- (C) She is familiar with the housing market in Shanghai.
- (D) She pays for the moving expenses of the company's new employees.

Questions 168-172 refer to the following guidelines.

Making a Successful Presentation

✓ Know Your Audience

As you are writing your presentation, imagine that you will be sitting in the audience. Consider what you, as an attendee at the presentation, would like to learn from it. By thinking about the needs and desires of your audience, you will be able to craft an effective and memorable presentation.

✓ Prepare Yourself

Be sure to rehearse your presentation at least a couple of times. It is always helpful to record your voice and then listen to it while you are practicing. This should help you determine if you are speaking too quickly or too slowly, and you can also figure out where and for how long you should pause at certain points.

✓ Relax

Take a deep breath to relax right before you give your presentation. Do some stretches to get rid of unwanted tension. Try to focus on what you are going to do and say. And always make sure you have a glass of water that you can sip from for those times when your mouth starts to get dry.

✓ Be Self-assured

Be confident in your ability to give your presentation in the best possible manner. You should not only feel confident but look confident as well: Stand up straight, keep your shoulders back, and hold your head up high. Don't slouch or mumble when you speak. The audience responds much more positively to secure presenters than to ones who look shy, nervous, or even frightened.

✓ Be Aware of Body Language

Remember that more than half of all interpersonal communication is of the nonverbal type. Accordingly, your body language – particularly your gestures and facial expressions – needs to reflect your feelings for your topic. You can improve your body language by practicing your presentation in front of a mirror. Also, practice your body language in front of your coworkers, who can give you feedback as to which gestures and expressions are effective and which are not.

- 168.** What is the topic of the guidelines?
- (A) How to learn a foreign language
 - (B) How to interview a job candidate
 - (C) How to make a speech in public
 - (D) How to be an effective team member
- 169.** Which technique is NOT mentioned in the guidelines?
- (A) Making lists
 - (B) Rehearsing
 - (C) Deep breathing
 - (D) Stretching
- 170.** For what problem is practicing recommended as a solution?
- (A) The malfunctioning of audio equipment
 - (B) Speaking at an inappropriate speed
 - (C) The inability to focus one's attention
 - (D) A lack of participation by the audience
- 171.** The word "secure" in paragraph 4, line 4 is closest in meaning to
- (A) confident
 - (B) safe
 - (C) attached
 - (D) quiet
- 172.** What is indicated about nonverbal communication?
- (A) It is crucial when speaking to other people.
 - (B) It is less effective when speaking to large audiences.
 - (C) It is not often used when speaking a foreign language.
 - (D) It is something that cannot be improved with practice.

Questions 173-176 refer to the following information.

<p>Cascade Falls Aquatic Club</p> <p>Membership Information</p> <p>Welcome to the Cascade Falls Aquatic Club. This leaflet explains many of the policies that you, as a member, should know about.</p> <p>We are a nonprofit organization located on the campus of Cascade Falls University. We enable members of the local community to gain access to two of the school's three swimming pools.</p> <p>Thanks to the services that we provide, we are able to effectively promote both good fitness and aquatic education for the Cascade Falls community.</p>	<p>General Information</p> <p><i>Swimming Pools</i> Tuesday – Friday 6 a.m. ~ 7 p.m. Saturday – Sunday 1 p.m. ~ 5 p.m. Closed every Monday</p> <p><i>Office Hours</i> Monday – Friday 9 a.m. ~ 5 p.m.</p> <p><i>Extensions</i> Ext. 110 for hours and closures Ext. 111 for the club office Ext. 112 for the swimming school Ext. 113 for prerecorded general information</p> <p>We periodically hold lifeguard certification classes. The times depend upon the schedules of the instructors. Contact the club office to learn when classes are being held and also to register for the classes.</p>
--	--

173. For whom is the document intended?

- (A) Swimming instructors
- (B) Employees of the club
- (C) New club members
- (D) Cascade Falls University students

174. Which extension should a person call to register for lifeguard training?

- (A) 110
- (B) 111
- (C) 112
- (D) 113

175. The word "promote" in paragraph 3, line 2 is closest in meaning to

- (A) advance
- (B) command
- (C) advertise
- (D) disturb

176. What is NOT mentioned about the swimming pools in the leaflet?

- (A) Members may use them six days a week.
- (B) There are changing rooms next to them.
- (C) Special classes are sometimes held in them.
- (D) There are three of them at the university.

Questions 177-180 refer to the following memorandum.

From: Mike Thereaux, Director of Operations
To: Ballard Corporation Construction Managers
Date: January 22

Because of several reports I have received lately, I have rewritten parts of the company's quality and safety standards. I have done so in order to clarify certain aspects of them. You and the employees under your supervision need to become familiar with them and follow them to the letter. I have included the changes below, but I will also send copies of them to all employees by the end of the month. Please remember that it is your responsibility to ensure that the regulations are followed so that Ballard can continue making high-quality cement in as safe a manner as possible.

The following are the amended passages:

Storage: To ensure that the quality of the cement remains high, the cement should be fresh, not dried, which will allow it to dry smoothly and be of high quality. Cement bags should remain unopened until immediately prior to being used.

Safety: All employees should wear protective gloves and boots as well as long-sleeved shirts and pants at all times whenever they are working with wet cement. Employees should wear masks when they are working with dry cement. Whenever an exposed part of an employee's body comes into contact with wet cement, the employee must immediately wash the area with soap and warm water in order to prevent any harm from occurring to him or herself.

177. Why was the memo sent?

- (A) To announce some upcoming safety inspections
- (B) To recommend a new course on safety procedures
- (C) To show some revisions in the company's guidelines
- (D) To explain the company's current position in the market

178. What is suggested about the Ballard Corporation?

- (A) It recently hired several construction managers.
- (B) It is making plans to change its suppliers.
- (C) It manufactures storage containers.
- (D) It has had problems with the quality of its cement.

179. Which of the following practices is NOT mentioned?

- (A) Avoiding the usage of cement that is dry
- (B) Using cement that has not aged beyond a certain time
- (C) Keeping bags closed until they are ready to be used
- (D) Limiting the time that the cement remains in bags

180. What safety precaution is discussed in the memo?

- (A) Avoiding injuries when pouring cement
- (B) Wearing the proper clothes
- (C) Disposing of paper bags
- (D) How to handle cement with one's bare hands

Questions 181-185 refer to the following advertisement and catalog pages.

ARISTA'S GARDEN

40 Cloverdale Road, Augusta, GA 30101

(705) 555-0132

Happy New Year! Even though it's winter now, it's time for you to begin thinking about what you're going to plant this spring and summer. At Arista's Garden, we try to provide you with the biggest selection of plants and flowers in the city. So we've added a wide selection of plants from Holland, France, Greece, and Spain for you to plant in your garden. We have two new types of roses – Blue Rio and Palau Queen – which, thanks to their wonderful aromas, are sure to delight every gardener. We've also got Royal Red strawberries and seedless grapes that we've imported from Spain. Take a look at page 2 of our newest catalog to learn how you can take advantage of our early bird promotion. All of the plants listed there will be sold at 15% discounts for the first two months after they become available.

Arista's Garden Winter Catalog

Upcoming additions to our selection of plants

Bulbs

daffodils

watermelons

Sunset Glow tulips

Roses

Blue Rio

Borussia

Palau Queen

Meillandine

*More upcoming additions appear
on the next page.*

Arista's Garden Winter Catalog

Fruits

seedless grapes

Royal Red strawberries

Herbs

basil

thyme

Shrubs

witch hazel

viburnums

Page 2

Page 3

181. What is mentioned in this advertisement?

- (A) A delivery service
- (B) New plant varieties
- (C) Gardening seminars
- (D) Landscape maintenance

182. What is suggested about the roses?

- (A) They are somewhat rare.
- (B) They come in many different colors.
- (C) They have a pleasant scent.
- (D) They are from France.

183. From what country do the fruit plants come?

- (A) Holland
- (B) France
- (C) Greece
- (D) Spain

184. Which of the following will be offered at a discount?

- (A) Royal Red strawberries
- (B) Basil
- (C) Lilacs
- (D) Daffodils

185. What is indicated about some of the items in the catalog?

- (A) They are not yet available for delivery.
- (B) They can only be shipped to local destinations.
- (C) They cannot be ordered in large quantities.
- (D) They must be planted in the winter.

Questions 186-190 refer to the following flight itinerary and email.

Kirby Air
Flight Itinerary January 11
Reservation Code: GHG 26276

Title	First Name	Last Name
Mr.	KENNETH	EVANS

Flight No.	Departing	Cabin	Departure Time	Arriving	Arrival Time
WD159	Overre	COACH	Feb. 24, 1:00 p.m.	Rio Pallatio	Feb. 24, 2:50 p.m.
Flight Connecting layover of 40 minutes					
WD236	Rio Pallatio	COACH	Feb. 24, 3:30 p.m.	Nasanta	Feb. 24, 4:30 p.m.
WD472	Nasanta	COACH	Mar. 3, 3:00 p.m.	Rio Pallatio	Mar. 3, 4:50 p.m.
Flight Connecting layover of 40 minutes					
WD845	Rio Pallatio	COACH	Mar. 3, 5:30 p.m.	Overre	Mar. 3, 6:30 p.m.

This itinerary is confirmation of your reservation. Please print this document and present it to the employee at the check-in counter.

Notice: The passenger must pay a \$50 processing fee for any changes made to this itinerary by the passenger. Additionally, as of January 1 of this year, Kirby Air has implemented a \$25 fee per bag for all passengers checking in more than one piece of luggage. There is a 20-kg weight limit on each bag. Passengers must pay \$10 per kilogram for exceeding the weight limit.

To: kevans@ert.org
From: eandrews@kirbyair.com
Date: February 3
Subject: Flight to Nasanta

Dear Mr. Evans,

I am writing to inform you that your flight from Overre, which is set to depart on February 24 at 1 p.m., will now depart at 3 p.m. instead. This has you leaving two hours after you were previously scheduled to depart. However, your new flight will take you directly to Nasanta, so you will not have a layover in Rio Pallatio. The reason for this change is that the connecting flight from Rio Pallatio to Nasanta has been canceled for that day. Please note that your arrival time in Nasanta remains the same and that your return flight home remains unchanged.

Please respond to this email as soon as you get the opportunity so that you may confirm your acceptance of this change. If I do not hear from you within 24 hours of sending this email, I will attempt to contact you by telephone. I want to make sure we can receive your approval for these changes and then finalize your travel plans. On behalf of Kirby Air, I apologize for any inconvenience this may cause you.

Sincerely,

Erica Andrews
Kirby Air Customer Service Representative

186. At what time is Mr. Evans scheduled to arrive in Nasanta?

- (A) 2:50
- (B) 3:30
- (C) 4:30
- (D) 4:50

187. What is the basic fee to check in a second piece of luggage?

- (A) \$10
- (B) \$20
- (C) \$25
- (D) \$50

188. Why did Ms. Andrews send an email to Mr. Evans?

- (A) To notify him of a schedule change
- (B) To apologize for an error on his ticket
- (C) To find out if he received his updated itinerary
- (D) To remind him to make a copy of his itinerary

189. Which flight was canceled?

- (A) WD159
- (B) WD236
- (C) WD472
- (D) WD845

190. What does Ms. Andrews ask Mr. Evans to do?

- (A) Select another flight to Owerre
- (B) Inform her of his telephone number
- (C) Pay an additional fee
- (D) Acknowledge receiving the email

Questions 191-195 refer to the following letter and information.

Dear Ms. Cohen,

Your former colleague, Dinah Smithers, suggested that I should get in contact with you regarding an exhibit which I shall be in charge of at the New York Fashion Museum. I am sure you are well aware that Dinah is the curator at the museum. She is helping me categorize and display the various items in my exhibit. The main features will be costumes worn by actors in movies from around the world during the 1970's.

It is for this reason that I am contacting you. I am a huge fan of the movie *The Secret Life of Eileen Davis*, which was released by the Coastal Film Studio in 1978 and which won an award for the best costume design at the International Movie Awards that same year. If it is acceptable to you, I would love to include in the exhibit an outfit worn by the leading actress. If you consent, I can arrange to have the outfit picked up by courier. I will make sure to display the costume in the proper conditions so that no harm comes to it. At the end of the exhibition's three-month period, I will have the outfit cleaned by a professional and then returned to you.

Please let me know your opinion regarding this matter. I look forward to a favorable response.

With best regards,

David Alexander

David Alexander

Glitz and Glamour: Movie Costumes from around the World in the Seventies. p. 23

The costume shown in the photo was worn by actress Stacy Smith in the 1978 blockbuster film *The Secret Life of Eileen Davis*. This handmade embroidered outfit was made by Susan Cohen, who was responsible for film costumes for the Coastal Film Studio for two decades. While retired from making costumes, she continues to work for the studio as a consultant. For this outfit, she embellished a traditionally styled blouse with glittery silver embroidery. The wide-legged trousers added a modern touch to the ensemble – perfect for Ms. Smith, who danced the night away in the movie.

- 191.** Why was the letter written?
- (A) To promote some new exhibits at a museum
 - (B) To praise a film from the 1970's
 - (C) To inquire about an actor's availability
 - (D) To ask to borrow an item
- 192.** Who will help Mr. Alexander arrange the exhibit?
- (A) Stacy Smith
 - (B) Dinah Smithers
 - (C) Susan Cohen
 - (D) Eileen Davis
- 193.** What does Mr. Alexander offer to do?
- (A) Provide more information about the exhibit
 - (B) Pay Ms. Cohen to create an identical outfit
 - (C) Ensure that the outfit is carefully cleaned
 - (D) Arrange for Ms. Cohen to visit the exhibit
- 194.** Which of the following is NOT indicated about *The Secret Life of Eileen Davis*?
- (A) It won an award.
 - (B) It will be shown at the museum.
 - (C) It made a lot of money.
 - (D) Its outfits were designed by Ms. Cohen.
- 195.** What is indicated about Ms. Cohen?
- (A) She has been associated with the Coastal Film Studio for a long time.
 - (B) She stopped making movie costumes during the 1970s.
 - (C) She is the owner of the Coastal Film Studio.
 - (D) She made an appearance in *The Secret Life of Eileen Davis*.

Questions 196-200 refer to the following advertisement and email.

WC WESTVIEW CENTER

Situated on a hill overlooking the ocean, the Westview Center combines the luxuries that you expect at a world-class resort with all of the professional services you need to conduct business. Not only do we have three conference rooms that can handle large groups of people, but the Dolphin Room and Sand Castle Room have all of the necessary amenities for groups of up to fifteen. The Westview Center also has a formal dining room as well as a more relaxed café. Our one-and two-bedroom suites are equipped with wireless Internet, and we have both fax machines and coffeemakers in every room. We have indoor and outdoor swimming pools and a state-of-the-art fitness center that all of our guests are welcome to use. For reservations or more information, contact danielpleet@westviewcenter.com, or call us at 555-2000.

TO: Martha Jackson <mtjackson@goldmail.net>
FROM: Daniel Pleet <danielpleet@westviewcenter.com>
DATE: January 17
SUBJECT: Reservation

Dear Ms. Jackson:

I would like to confirm receipt of your deposit in the amount of \$225. You have reserved a one-bedroom suite for the nights of March 15 and 16. In addition, we have reserved the Dolphin Room for you from 11 AM to 4 PM for your March 16 meeting. However, you must pay a deposit of \$300 by February 1, or we will not be able to guarantee you access to the room on that date.

When you submit your deposit, please let me know what kind of equipment you require for the presentation. This will enable us to prepare the room in a manner that best serves your needs and ensures that your meeting flows as smoothly as possible.

Finally, you indicated that you wanted us to provide a buffet luncheon for your group. Please contact Janet Philips, our catering manager, at 555-2000, extension 444, and she will be able to handle whatever requests you make of her.

Sincerely,

Daniel Pleet
Reservations Manager, Westview Center

196. For whom is the advertisement most likely intended?
- (A) Families
 - (B) Hotel managers
 - (C) Students
 - (D) Business professionals
197. Which of the following is NOT mentioned as a feature of the Westview Center?
- (A) Exercise paths
 - (B) Restaurants
 - (C) An indoor pool
 - (D) Facsimile machines
198. What is suggested about Ms. Jackson?
- (A) She is the president of her company.
 - (B) She has stayed at the Westview Center before.
 - (C) She is going to host an event.
 - (D) She is getting a discount on her room rate.
199. Which of the following is correct about the meeting?
- (A) Partial payment for the meeting space has been made.
 - (B) No more than fifteen people are going to attend it.
 - (C) Participants will receive a discount on their hotel rooms.
 - (D) It will take place on February 1.
200. What will Ms. Jackson ask Ms. Philips to do?
- (A) Provide her with a refund
 - (B) Change her room assignment
 - (C) Arrange for food service
 - (D) Make a deposit

