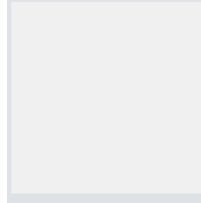


Question 1

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

1. Jin finally called me back yesterday afternoon, but I gone home by that time.



called me back



but



gone



by that time

Feedback

Your answer is correct.

Ans: Gone

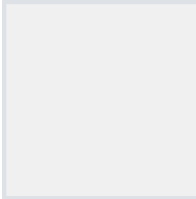
Had gone – past perfect tense should be used, as two actions are in the past.

The correct answer is: gone

Question **2**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

2. I know I should be happy with my current position; however, I keep to look for better opportunities.



a.

should



b.

be happy



c.

however



d.

to look

Feedback

Your answer is correct.

Ans: to look.

Continued action- keep looking, means continued action

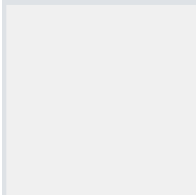
The correct answer is:

to look

Question **3**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

3.

A: Did you hear that Monica finally fired Sam?

B: Yes, I heard, and I think she really should have _____ more about his background before she hired him



a.

found out



b.

fixed up



c.

looked out



d.

looked at

Feedback

Your answer is correct.

Ans: Found out.

Here should is a modal verb and it is used as a past tense. Should have takes v3.

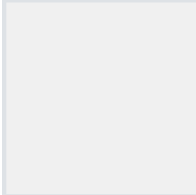
The correct answer is:

found out

Question **4**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

4. I expect _____ this project by tomorrow afternoon.



a.

finish



b.

to finish



c.

have finished

 d.

finishing

Feedback

Your answer is correct.

Ans: to finish.

Use Simple Future tense. To + v1 is used for planned action

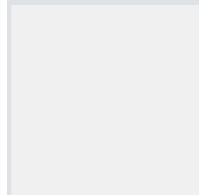
The correct answer is:

to finish

Question **5**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

5. Unfortunately, our Brazilian clients _____ by a foreign competitors.



a.

have stolen



b.

have been stolen



c.

did steal



d.

are stealing

Feedback

Your answer is correct.

Ans: have been stolen.

Shows recent occurrence, still true – present perfect + passive voice

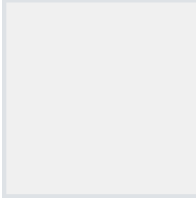
The correct answer is:

have been stolen

Question **6**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

6. The new CFO asked me to catch up on all this paper work as soon as possible.



a.

catch up



b.

all this



c.

paper work



d.

as soon as possible

Feedback

Your answer is correct.

Ans: all this

"The" instead of this, as it is specifying

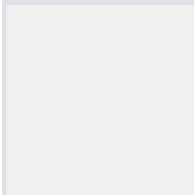
The correct answer is:

all this

Question **7**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option.

7. _____ has Jerome brought in several new accounts lately, but all of his clients are very pleased with his work.



a.

Not only



b.

Never

☒ c.

Neither

☐ d.

Not ever

Feedback

Your answer is correct.

Ans: Not only.

Not only-but are conjunctions used in pairs. Both are positive sentences.

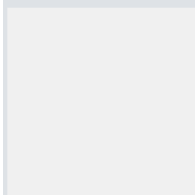
The correct answer is:

Not only

Question **8**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

8. After he received his second promotion, John was the most happy employee in the world.

☐ a.

after

☐ b.

received

☒ c.

most happy

☐ d.

in

Feedback

Your answer is correct.

Ans: Most happy.

We use the superlative degree while comparing more than two . More and most is used for double stressed syllables like wonderful, beautiful.

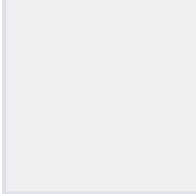
The correct answer is:

most happy

Question 9

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

9. I am not sure where ____ this year, but Maria should know



a.

the conference it is



b.

it is conference



c.

is the conference



d.

the conference is

Feedback

Your answer is incorrect.

Ans: The conference is.

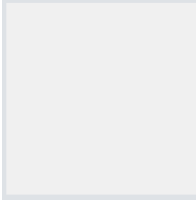
The correct answer is:

the conference is

Question **10**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

10.

A: Did Janelle lose the O'Donnell account?

B: I don't know what happened because Janelle doesn't want to _____ it.



a.

talk with



b.

talk to



c.

talk about



d.

talk over

Feedback

Your answer is correct.

Ans: talk about.

About is a preposition, which talks about the subject.

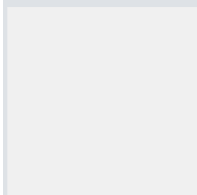
The correct answer is:

talk about

Question **11**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

11. Our boss has _____ any employees since she was transferred here.

☐ a.

just fired

☒ b.

never fired

☐ c.

ever fired

☐ d.

already fired

Feedback

Your answer is correct.

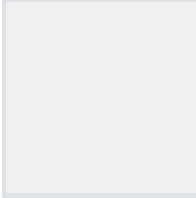
The correct answer is:

never fired

Question **12**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

12. We really want to move forward on this deal _____ the functional risk.



a.

despite



b.

nevertheless



c.

nonetheless



d.

in spite

Feedback

Your answer is correct.

Ans: despite.

Although, even though, in spite of and despite are all used to link two contrasting ideas or show that one fact makes the other fact surprising. They can all be used at the beginning or in the middle of the sentence.

Example: Despite the rain, we enjoyed the festival.

"In spite" in option D does not have "of", so not the correct option.

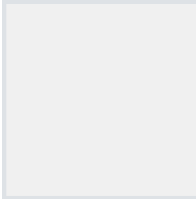
The correct answer is:

despite

Question 13

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

13. I just gave a very successful presentation _____ in part by my assistant.



a.

it was prepared



b.

it is prepared



c.

that was prepared



d.

has been prepared

Feedback

Your answer is correct.

Ans: that was prepared.

"It is prepared and "has been prepared" can be used for present tense. As the statement is in past tense which can be identified by the verb gave (V2) Past Perfect Tense should be used.

The correct answer is:

that was prepared

Question **14**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blank with the correct option:

14. You can return Mr.Ojeda's call ___ you get back to the office.

☒ a.

ever

☐ b.

while

☐ c.

once

☐ d.

during

Feedback

Your answer is correct.

Ans: once.

Conjunction "once" denotes point of time.

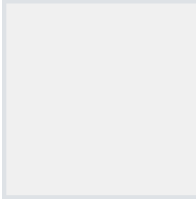
The correct answer is:

once

Question **15**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

15. Please have your manager _____ me at his or her earliest convenience.



a.

calling



b.

call



c.

to call

 d.

will call

Feedback

Your answer is incorrect.

Ans: call

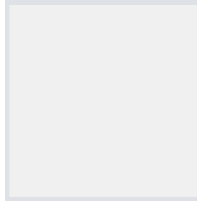
The correct answer is:

call

Question **16**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

16. Jim told me that we might needed to hire more engineers if that new project had been approved.



a.

needed



b.

to hire



c.

if



d.

had been approved.

Feedback

Your answer is correct.

Ans: Needed.

Simple Present Tense to be used "need", need doesn't change its form.

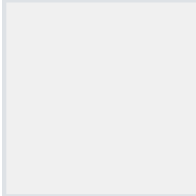
The correct answer is:

needed

Question **17**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

17. I am relieved that I _____ present our data to the group because I don't like public speaking.



a.

won't have to



b.

must not have



c.

should have to not



d.

couldn't have to

Feedback

Your answer is correct.

Ans: won't have to.

Future event – use would not.

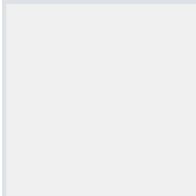
The correct answer is:

won't have to

Question 18

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

18. I doubt our customers would object for our generous return policy.

☐ a.

doubt

☐ b.

would



c.

object for



d.

generous

Feedback

Your answer is correct.

Ans: object for.

The difference between 'of' and 'for' is that the word 'of' is used to show ownership or a distance from something or a result coming from something.

On the other hand, the word 'for' is used to show a purpose, a destination or an amount of something.

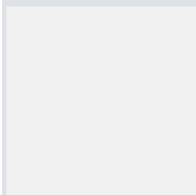
The correct answer is:

object for

Question **19**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

19. Please introduce me to the man _____ standing by the door when you have a chance.

☐ a.

which is

☒ b.

who is

☐ c.

what is

☐ d.

where is

Feedback

Your answer is correct.

Ans: Who is.

Talks about a person, who is used for persons

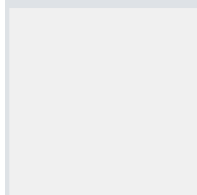
The correct answer is:

who is

Question **20**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

20. Steven and Maja _____ our North American factories for the last three weeks.



a.

had visited



b.

have been visiting



c.

are visiting

 d.

visit

Feedback

Your answer is correct.

Ans: have been visiting.

The action had started and still continues(present perfect continuous)

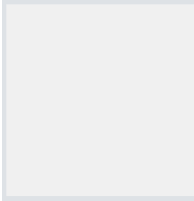
The correct answer is:

have been visiting

Question **21**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

21. Our newest clothing line _____ by Armand Mias.

 a.

wouldn't be

☐ b.

won't have been

☐ c.

weren't

☐ d.

shouldn't have been

Feedback

Your answer is correct.

Ans: wouldn't be

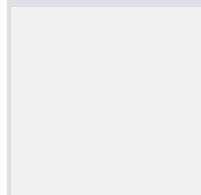
The correct answer is:

wouldn't be

Question **22**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

22. All of these invoices _____ by the billing department already.



a.

have designed



b.

had designed



c.

were designed



d.

was designed

Feedback

Your answer is correct.

Ans: were designed.

Passive voice simple past

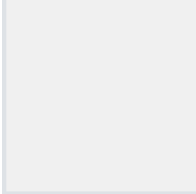
The correct answer is:

were designed

Question **23**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

23. _____ the webinar twice already because it has so much information.



a.

I'll listen to



b.

I was listening to



c.

I listen to



d.

I have listened to

Feedback

Your answer is correct.

Ans: I have listened to.

Already shows action is done so present perfect.

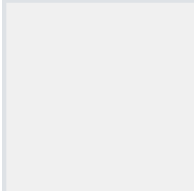
The correct answer is:

I have listened to

Question **24**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

24. ____ I gave Mr. Vincini my phone number, he realized that my office is located in Los Angeles.



a.

During

☐ b.

Meanwhile

☒ c.

Once

☐ d.

Until

Feedback

Your answer is correct.

Ans: Once.

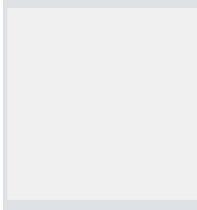
The correct answer is:

Once

Question **25**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

25. While most of the employees at this company are new, Martin ____ here for over ten years.



a.

has worked



b.

have worked



c.

works



d.

has work

Feedback

Your answer is correct.

Ans: Has worked.

Present perfect – has worked and still works.

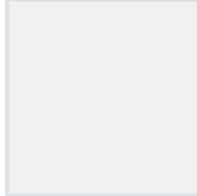
The correct answer is:

has worked

Question **26**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

There are many things to consider when choosing a credit card. It is best to take the time to look at the possible financial risks before you apply for any card. You must first decide how you will pay off what you owe. Will you be able to pay your bill in full each month? If you are not planning to pay your credit card bill in full every month, you'll have to look at the Annual Percentage Rate. This is the interest applied to your debt after the grace period. A higher Annual Percentage Rate will result in higher finance charges on your bill. If you are a good customer and you have a great credit history, the credit card company may offer you a prime rate. This interest rate is lower than the interest rate given to most customers, which can help you pay your debt sooner.

Some cards may offer rewards, and customers can benefit from these programs. Before you make your move and decide on a credit card company, find out all you can about it. Can you rely on the credit card company to answer all your questions? Will you get a lower interest rate when your credit improves? This may help you avoid penalties and prevent serious financial problems that can be difficult to recover from.

1. According to this magazine article, what should you consider when choosing a credit card?



a.

financial risks for the bank



b.

the best way to pay your debt sooner



c.

the rate of interest charged



d.

the highest interest rate you will be charged

Feedback

Your answer is correct.

The correct answer is:

the rate of interest charged

Question **27**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

There are many things to consider when choosing a credit card. It is best to take the time to look at the possible financial risks before you apply for any card. You must first decide how you will pay off what you owe. Will you be able to pay your bill in full each month? If you are not planning to pay your credit card bill in full every month, you'll have to look at the Annual Percentage Rate. This is the interest applied to your debt after the grace period. A higher Annual Percentage Rate will result in higher finance charges on your bill. If you are a good customer and you have a great credit history, the credit card company may offer you a prime rate. This interest rate is lower than the interest rate given to most customers, which can help you pay your debt sooner.

Some cards may offer rewards, and customers can benefit from these programs. Before you **make your move** and decide on a credit card company, find out all you can about it. Can you rely on the credit card company to answer all your questions? Will you get a lower interest rate when your credit improves? This may help you avoid penalties and prevent serious financial problems that can be difficult to recover from.

In this article, what does the phrase make your move mean?



a.

call a credit card company



b.

go forward with a choice



c.

change your address



d.

cancel of credit cards

Feedback

Your answer is correct.

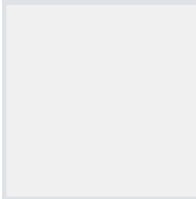
The correct answer is:

go forward with a choice

Question **28**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Memo

To: Managers of all Utah and California locations

From: Richard Garcia

CC: Jacob Harding

Date: July 23

Re: \$3000 Debit Transactions

I have been going over our records for this year and last. I just realized that our system is not generating reports for transactions that meet or exceed \$3000. We need to fix this issue immediately. As you already know, we run the risk of an audit if we don't implement a solution to this problem quickly. We have until the end of June to bring our records up to date.

I am sure I can count on you to print a list of all transactions that are over the reporting threshold for this year. Another option would be to ask Jacob Harding to find outside **resources** that can help you with this task. I understand your availability is limited. Let me know if you feel overwhelmed by this responsibility.

If you need additional client information, please tell me immediately. I may have access to that information in our archives. We have been gathering a lot of details on our customers via email.

We will need to take some time after we fix this problem to talk to our software developer. He can help us design an application that will allow us to keep track of transactions that are over a certain limit.

After you complete those reports, please notify me and then have them sent to Maria Sanchez. As always, if you have any questions, contact me at my extension.

3. According to the memo, what should managers do immediately to bring their records up-to-date?



a.

print a report of all transactions which are below the \$3000 reporting threshold amount



b.

Speak with the software developer about designing a new updated system



c.

Identify and contact outside resources that can help design a new application



d.

Generate a list of all transactions that are above the reporting threshold for that year.

Feedback

Your answer is correct.

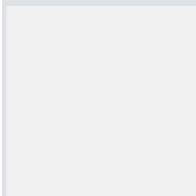
The correct answer is:

generate a list of all transactions that are above the reporting threshold for that year.

Question **29**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Memo

To: Managers of all Utah and California locations

From: Richard Garcia

CC: Jacob Harding

Date: July 23

Re: \$3000 Debit Transactions

I have been going over our records for this year and last. I just realized that our system is not generating reports for transactions that meet or exceed \$3000. We need to fix this issue immediately. As you already know, we run the risk of an audit if we don't implement a solution to this problem quickly. We have until the end of June to bring our records up to date.

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If you need additional client information, please tell me immediately. I may have access to that information in our archives. We have been gathering a lot of details on our customers via email.

We will need to take some time after we fix this problem to talk to our software developer. He can help us design an application that will allow us to keep track of transactions that are over a certain limit.

After you complete those reports, please notify me and then have them send to Maria Sanchez. As always, if you have any questions, contact me at my extension.

4. In this memo, what does the word resources refer to?



a.

help or support



b.

the collective wealth of a company



c.

anything or place from which something comes



d.

raw materials

Feedback

Your answer is correct.

The correct answer is:

help or support

Question **30**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

Solar-Roofs

Solar-Roofs, Inc. may bring a much-needed boost to Halley City's economy. The company, known by some as a cutthroat business, has recently developed solar roof panels that are 25 percent more efficient than panels made by competing companies. In order to keep up with increasing consumer demand, Solar-Roofs, Inc. plans to hire more than 2500 new employees within the next six months.

The company is the leader in its field but didn't get **There** without its share of struggles. During the 1990s, Solar-Roofs was a subsidiary of Sol-E Industries, a British global-energy company with headquarters in London. CEOs from both companies didn't agree on a solution that would take Solar-Roof out of the slump it had been in for over three years. In the end, Rob Miller, Solar Roof's President, quit after Sol-E laid off one-third of Solar-Roofs workforce. Eventually, Solar-Roofs was sold to PBB Solar.

Under the new parent company, Rob Miller agreed to come back to Solar-Roofs, Inc. as the new CEO. Miller implemented new processes that turned his company into a gold mine within two years. With a new source of funding, Solar-Roofs began manufacturing new panels using the newest technologies available. Their sales increased 200 percent within the first three months.

5. What happened when Rob Miller became CEO of Solar-Roofs?



a.

He decided to lay off one-third of Solar-Roofs' workforce.



b.

He sold the company to PBB Solar immediately.



c.

He turned the company into a successful one.



d.

He began producing new technologies within three months.

Feedback

Your answer is correct.

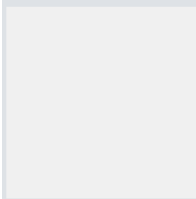
The correct answer is:

He turned the company into a successful one.

Question **31**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Solar-Roofs

Solar-Roofs, Inc. may bring a much-needed boost to Halley City's economy. The company, known by some as a cutthroat business, has recently developed solar roof panels that are 25 percent more efficient than panels made by competing companies. In order to keep up with increasing consumer demand, Solar-Roofs, Inc. plans to hire more than 2500 new employees within the next six months.

The company is the leader in its field but didn't get. **There** without its share of struggles. During the 1990s, Solar-Roofs was a subsidiary of Sol-E Industries, a British global-energy company with headquarters in London. CEOs from both companies didn't agree on a solution that would take Solar-Roof out of the slump it had been in for over three years. In the end, Rob Miller, Solar Roof's President, quit after Sol-E laid off one-third of Solar-Roofs workforce. Eventually, Solar-Roofs was sold to PBB Solar.

Under the new parent company, Rob Miller agreed to come back to Solar-Roofs, Inc. as the new CEO. Miller implemented new processes that turned his company into a gold mine within two years. With a new source of funding. Solar-Roofs began manufacturing new panels using the newest technologies available. Their sales increased 200 percent within the first three months.

6. In the magazine article, what does the pronoun 'Their' refer to?



a.

PBB Solar



b.

Technologies



c.

Solar-Roofs



d.

New processes

Feedback

Your answer is correct.

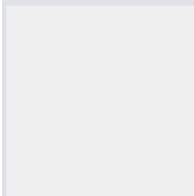
The correct answer is:

Solar-Roofs

Question **32**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Outdoor workers protect themselves when temperatures are high Hot summer months can be a problem for outdoor workers. You must protect yourself from the heat and the harmful rays of the sun. Both employers and employees should know the possible dangers and how to manage these dangers.

Sun

Being in the sun can cause wrinkles and damage to your skin. It can possibly lead to cancer. Here's how to block those harmful rays:

- Cover up. Wear long pants and long-sleeve shirts.
- Wear a hat to protect your neck, ears, eyes, forehead, and nose.
- Use sunscreen with a sun protection factor of at least 30. Be sure to follow application directions on the bottle.
- Wear sunglasses (eye protection). Sunglasses don't have to be expensive, but they should block 99-100 percent of the sun's harmful rays. Limit exposure. Sun rays are strongest between 10 a.m. and 4 p.m.

7. According to the fact sheet, what is needed for sunglasses to work well?



a.

They should have a protection factor of at least 30.



b.

They should stop almost all damaging rays.



c.

They should entirely cover the eyes.



d.

They should cost a lot of money.

Your answer is correct.

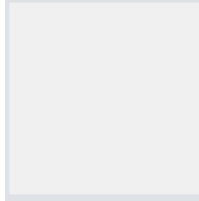
The correct answer is:

They should stop almost all damaging rays.

Question **33**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Outdoor workers protect themselves when temperatures are high. Hot summer months can be a problem for outdoor workers. You must protect yourself from the heat and the harmful rays of the sun. Both employers and employees should know the possible dangers and how to manage these dangers.

Sun

Being in the sun can cause wrinkles and damage to your skin. It can possibly lead to cancer. Here's how to block those harmful rays:

- Cover up. Wear long pants and long-sleeve shirts.
- Wear a hat to protect your neck, ears, eyes, forehead, and nose.
- Use sunscreen with a sun protection factor of at least 30. Be sure to follow application directions on the bottle.

- Wear sunglasses (eye protection). Sunglasses don't have to be expensive, but they should block 99–100 percent of the sun's harmful rays. Limit exposure. Sun rays are strongest between 10 a.m. and 4 p.m.

8. What does the fact sheet suggest?



a.

Companies should purchase sun protection for their employees.



b.

Working long hours in the sun has several health benefits.



c.

Too much exposure to sun and heat can be dangerous.



d.

There is no way to protect workers from the sun's harmful rays

Feedback

Your answer is correct.

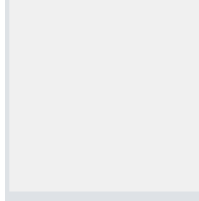
The correct answer is:

Too much exposure to sun and heat can be dangerous.

Question **34**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Spax, Inc

Branch closure Report

September

As part of our ongoing effort to consolidate our various customer service centres, our Midtown New York branch has been closed and incorporated into our Newark service and distribution centre. Because of the proximity of the new location and the ease of transit connection, we expected to retain at least 75% of the personnel from the closed location. However, out of thirty-six employees from the New York branch, only twenty-two remain with us here in New York.

We were successful in keeping several of our most experienced employees in mid-and upper-level management. Nevertheless, the loss of a few key employees has been felt by the department as a whole and has created some difficulty during the move. We have worked with the HR department to come up with a plan for filling the vacant positions with new talent.

The first step of the recruitment process is to identify people within the company who could advance into these positions. If we're not able to successfully fill the positions internally, we will be contacting recruiters through our current network.

We're concerned that two of the specialized technology management positions will require additional searching. So, if the positions are not filled by late November, we have proposed, and HR has agreed to offer a referral bonus of \$1000 to our employees.

Aside from personnel issues, the physical move proceeded smoothly. The office-moving company recommended by the local trade association did their work smoothly and effectively. The New York and Newark offices have been running the same IT systems for than 2 years now, so after the move, rebuilding the IT infrastructure was a snap. **We** have been up and running without missing a beat. Management feels that, in spite of the challenges, closing our New York office was a step in the right direction.

9. According to the report, what made the move difficult for the New York branch employees?



a.

There was a lack of help from Human Resources to recruit new employees.



b.

There was a need to identify key personnel as soon as the branched were merged.



c.

The offices had been running the same IT systems for too long.



d.

The company lost more important employees than anticipated.

Feedback

Your answer is correct.

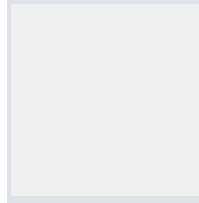
The correct answer is:

The company lost more important employees than anticipated.

Question **35**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Spax, Inc

Branch closure Report

September

As part of our ongoing effort to consolidate our various customer service centres, our Midtown New York branch has been closed and incorporated into our Newark service and distribution centre. Because of the proximity of the new location and the ease of transit connection, we expected to retain at least 75% of the personnel from the closed location. However, out of thirty-six employees from the New York branch, only twenty-two remain with us here in New York.

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difficulty during the move. We have worked with the HR department to come up with a plan for filling the vacant positions with new talent.

The first step of the recruitment process is to identify people within the company who could advance into these positions. If we're not able to successfully fill the positions internally, we will be contacting recruiters through our current network.

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Management feels that, in spite of the challenges, closing our New York office was a step in the right direction.

10. In the report, what does the pronoun We refer to in paragraph ?



a.

the retained personnel from the closed location



b.

mid-and upper-level management



c.

the candidates that were recruited



d.

the combined personnel in New York

Feedback

Your answer is correct.

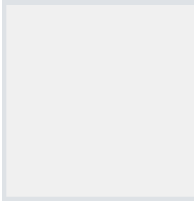
The correct answer is:

the combined personnel in New York

Question 36

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the questions given below:

To: Mariam de Grange

From: Chris Wang

Subject: Interview for documentary

Hi! I just want to follow up on our plans to interview Jason Carrington for the documentary about craftsmanship. I think we can use some of the ideas below. Let me know what you think. First of all, he is a very interesting character and my impression is that we could emphasize his distinctive work in the film. He is certainly on the cutting edge of furniture design, and he's also a very charismatic person.

His furniture is sleek and sophisticated. Carrington seems to blend an unconventional approach with respect for Asian and Eastern European heritage in his designs. His skill and imagination flow from a certain nostalgia for the past, but he somehow manages to put a new twist on conventional concepts. He is not so much revolutionary as a subtle innovator.

According to Carrington's Web site, there has been a dramatic rise in the popularity of his designs. The distribution of the products especially the living room ensembles and executive office suite furnishings—is primarily in the luxury market, but he caters more to business than to individuals buying furniture for their homes. In fact, several multinational companies have commissioned Carrington to design furniture for their major global offices. He says his primary goal is to blend form and function, using locally grown or produced materials to provide a distinctive style that respects the historical heritage of a culture while looking toward its future.

I wouldn't say his furniture has universal appeal—it's too unconventional for some tastes—but he is a **pacesetter** in the design world. A champagne company recently had Carrington design four sofas to be used in a marketing campaign. He showed me the mock-ups: Each photo features a woman with a champagne glass. The models are dressed in gowns that draw on the style of the couches. The overall impression is one of elegant simplicity.

This guy definitely thinks outside the box. I think his state-of-the-art designs will impress our viewers, but I'd like to hear what you think before I schedule another appointment. In the meantime, he's sending us the permission-to-film contract this week. He wanted to have his attorney review the specifics first.

11. According to this email, furniture designer Jason Carrington displays _____.



a.

a strong commitment to traditional local designs



b.

a blend of traditional and modern elements



c.

universal appeal in the design of his office suites



d.

a totally futuristic design sense in his furniture

Feedback

Your answer is correct.

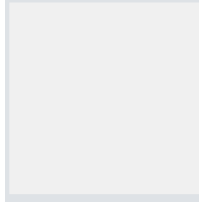
The correct answer is:

a blend of traditional and modern elements

Question **37**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

To: Mariam de Grange

From: Chris Wang

Subject: Interview for documentary

Hi! I just want to follow up on our plans to interview Jason Carrington for the documentary about craftsmanship. I think we can use some of the ideas below. Let me know what you think. First of all, he is a very interesting character and my impression is that we could emphasize his distinctive work in the film. He is certainly on the cutting edge of furniture design, and he's also a very charismatic person.

His furniture is sleek and sophisticated. Carrington seems to blend an unconventional approach with respect for Asian and Eastern European heritage in his designs. His skill and imagination flow from a certain nostalgia for the past, but he somehow manages to put a new twist on conventional concepts. He is not so much revolutionary as a subtle innovator.

According to Carrington's Web site, there has been a dramatic rise in the popularity of his designs. The distribution of the products especially the living room ensembles and executive office suite furnishings—is primarily in the luxury market, but he caters more to business than to individuals buying furniture for their homes. In fact, several multinational companies have commissioned Carrington to design furniture for their major global offices. He says his primary goal is to blend form and function, using locally grown or produced materials to provide a distinctive style that respects the historical heritage of a culture while looking toward its future.

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This guy definitely thinks outside the box. I think his state-of-the art designs will impress our viewers, but I'd like to hear what you think before I schedule another appointment. In the meantime, he's sending us the permission -to-film contract this week. He wanted to have his attorney review the specifics first.

12. In the email above, the word **pacesetter** means that Carrington ---



a.

is on the cutting edge of design.



b.

is similar to other designers.



c.

is unpopular among designers.



d.

is commercially successful.

Feedback

Your answer is correct.

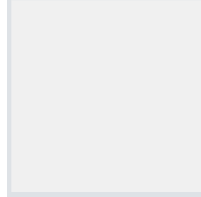
The correct answer is:

is on the cutting edge of design.

Question 1

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with correct option:

I have been focusing on finishing this sales report; _____, I haven't had time to finish the proposal yet.



a.

due to



b.

because



c.

because of



d.

therefore

Feedback

Your answer is correct.

Ans: Therefore' is a conjunctive adverb that means for that reason or cause, thus, or consequently.

For example, 'The water in the pot is boiling, so therefore the water must be very hot.'

'Therefore' is not a conjunction, like 'and,' 'but,' 'or,' and 'so.'

To fix a run-on sentence with 'therefore', you should use a semi-colon or a conjunction or separate the clauses into two different sentences

The correct answer is:

therefore

Question **2**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blank with the correct option:

The library is ____ from the post office.



a.
behind



b.
across



c.

between

☒ d.
next

Feedback

Your answer is correct.

Ans: The phrase "**across from**" is used to express things which are opposite to each other.

The correct answer is: across

Question **3**

Correct

Mark 1.00 out of 1.00

[Flag question](#)

Question text

Fill in the blanks with the correction option:

___ _ candidate do you think we should hire?

☒ a.
what

☐ b.
which

☐ c.
why

☐ d.
who

Feedback

Your answer is correct.

Ans: Interrogative pronoun '**which**' is used to seek information about people.

There are a limited number of job candidates. '**Which**' candidate out of them.

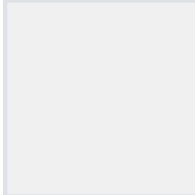
The correct answer is:

which

Question **4**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error

I think I can to complete this project by the deadline.

☐ a.

think



b.

to complete



c.

this



d.

the

Feedback

Your answer is correct.

Ans: To Complete.

After the auxiliary verb “**can**”, use the base/root form of the verb (i.e. 'complete', not 'to complete').

All **modal verbs** (can, could etc) must be followed by a main verb in the base form except for **ought** which is followed by an infinitive.

The correct answer is:

to complete

Question **5**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error

I want to finishing this report by tomorrow morning.



a.
want



b.
to finishing



c.
this



d.
by

Feedback

Your answer is correct.

Ans: To finish – infinitive is always followed by base form of verb.

With 'want' always use an infinitive (to finish), not a gerund (finishing).

The correct answer is:

to finishing

Question 6

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blank with the correct option:

Mary, your department is _____ the other departments in this company. We need to work on increasing employee motivation and minimizing delays.



a.

not efficient



b.

not as efficient



c.

no more efficient



d.

not as efficient as

Feedback

Your answer is correct.

Ans: **Efficient** is a comparative adjective and hence uses "**when**" comparing quality of Mary's department with others.

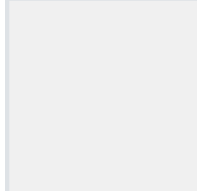
The correct answer is:

not as efficient as

Question **7**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

I don't recall to see your fax. Would it be possible for you to send it again when you have time?



a.
recall



b.
to see



c.

send

☒ d.
have

Feedback

Your answer is correct.

Ans: **Recall seeing** - Seeing is a gerund (complement) used after the verb recall.

There are some common verbs like **recall**, recollect, resume etc. which are followed by a gerund (ing). With the verb 'recall', we need to use a gerund (seeing), and not an infinitive (to see)

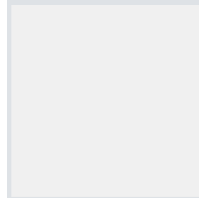
The correct answer is:

to see

Question **8**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

After listing carefully to your argument, we will consider to use more environmentally friendly manufacturing process.

☒ a.

listing



b.

will consider



c.

to use



d.

more

Feedback

Your answer is correct.

Ans: Using.

With the verb 'consider', we need to use a gerund (using), not an infinitive (to use)

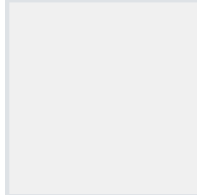
The correct answer is:

to use

Question **9**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

Early morning is the time _____ my best work.



a.

when i do



b.

I had done



c.

I am doing



d.

which I do

Feedback

Your answer is correct.

Ans: **When** is used as a conjunction denoting time. Here we need the subordinating conjunction '**when**' to join two separate clauses (a sentence with a subject and a verb).

The correct answer is:

when i do

Question **10**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blank with the correct option:

A: How are the interviews going?

B: Well, we're having trouble determining _____ will be the best candidate.



a.
why



b.
who



c.
whose



d.
what

Feedback

Your answer is correct.

Ans: The **interrogative pronoun who** is used primarily to refer to persons.

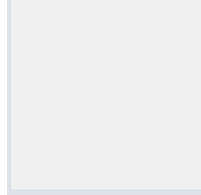
Who is a pronoun used as a subject to refer to people (**subjective pronoun**).

The correct answer is: who

Question 11

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

Our new training program _____ employee retention significantly over the next year.



a.
improves



b.
has improved



c.
is going to improve



d.
is improving

Feedback

Your answer is correct.

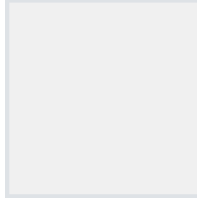
Ans: "Going to " indicates prediction. Over the next year' means future. So 'is going to' is the right option. It means 'being certain or expecting to happen in the future'

The correct answer is:
is going to improve

Question **12**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

A lot of people are coming to the conference, we _____ need more chairs.



a.
would've



b.
might



c.
may be



d.
can

Feedback

Your answer is correct.

Ans: Might.

Might indicates possibility.

The correct answer is:
might

Question **13**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option:

While Sara was giving her presentation, she had a problem with her computer
---- a problem with the sound system.



a.
additionally



b.
moreover



c.

also



d.

in addition to

Feedback

Your answer is correct.

Ans: In addition to.

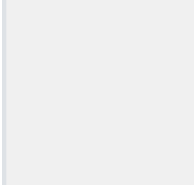
Conjunctive phrase '**in addition to**' is used to indicate an additional event. You can use conjunction 'in addition to' when you want to add something parallel with the information given before. Moreover and additionally are used to connect a sentence to a related one that has already been said.

The correct answer is: in addition to

Question 14

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

If Franz _____ to the office later today, he will be able to answer all of our questions



a.

comes



b.

was coming



c.

had been coming



d.

came

Feedback

Your answer is correct.

Ans: Comes.

First Conditional Sentence- We use the simple present tense in the if-clause and simple future tense in the main clause.

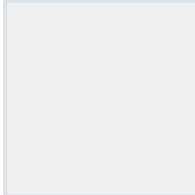
The correct answer is:

comes

Question **15**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

Marisol, you aren't still working on the Anderson case, _____ ?



a.

do you



b.

have you



c.

are you



d.

aren't you

Feedback

Your answer is correct.

Ans: are you

Positive statements have **negative question tag** and a **negative statements** have a **positive question tag**. Use the 'helping verb' from the sentence.

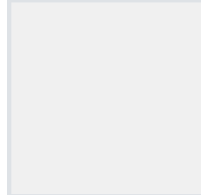
The correct answer is:

are you

Question **16**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

It seems as Alica doesn't want to go to the company party this year.

☐ a.
seems

☒ b.
as

☐ c.
want

☐ d.
to go

Feedback

Your answer is correct.

Ans: as.

Verb **seems** is not followed by **as**. The correct usage is '**It seems that**'.

The correct answer is:

as

Question **17**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

While our entire trip to Hong Kong, we never had time to go sightseeing.

☒ a.
while

☐ b.
never

☐ c.
had

☐ d.
to go

Feedback

Your answer is correct.

Ans: "On our trip".

While is an **adverb clause** used to **indicate time**. **On**' should be used instead of '**while**'.

The word '**while**' is generally followed by a clause e.g. While we were eating, we saw it.

The correct answer is:
while

Question **18**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Answer the question from the options given below:

What type of loss is the statement talking about?

A: How is the company doing financially?

B: Well, unfortunately, we took a small loss this year.



a.
fiscal



b.
money



c.
economy



d.
profit

Feedback

Your answer is correct.

The correct answer is:

fiscal

Question **19**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option.

A: I'm just not sure how to proceed from here.

B: Well, if we ____ some thorough market research on the new largest demographic, we should be able to make a good plan of action.



a.
getting



b.
will get



c.
got



d.
get

Feedback

Your answer is correct.

Ans: Conditional sentence - verb - tense coherence to be maintained. The If-Clause is in the future, so this is First Conditional Sentence. So we use the simple present tense in the if-clause and simple future tense in the main clause

The correct answer is:
get

Question **20**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

The team leader made us to stay late on Friday so we would finish preparing for our client meeting Monday morning.



a.

made us



b.

to stay



c.

preparing



d.

for

Feedback

Your answer is correct.

Ans: Bare infinitive – stay.

With Causative made, we will use the base form of the verb (without to).

e.g. 'make someone do something' not 'make someone to do' something.

The correct answer is:
to stay

Question **21**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option:

We really _____ our latest kid's fashion line earlier in the year to take fullest advantage of back-to-school shopping.



a.

would have released



b.

can have released



c.

should have released



d.

will have released

Feedback

Your answer is correct.

Ans: C) **should have released**

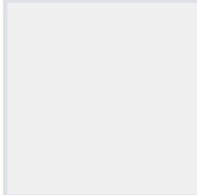
Present perfect tense – action occurred in past but has effect continuing to present. We use should have + past participle (v3 form of Verb).

The correct answer is:
should have released

Question **22**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

The customer service representatives _____ were hired last year are outperforming the more experienced employees.



a.

which

☐ b.
what

☐ c.
they

☒ d.
who

Feedback

Your answer is correct.

Ans: D) who

Who is used as a relative pronoun referring to an adjoining clause. The pronoun '**who**' should be used to provide additional details regarding people.

The correct answer is:
who

Question **23**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blank with the correct option:

_____ extensive communication throughout each stage of the project, we still had several misunderstandings with the client.



a.

despite



b.

because of



c.

due to



d.

as a result of

Feedback

Your answer is correct.

Ans: A) **despite**

Statements indicating contradiction ask for prepositions like despite or inspite of.

Despite is a preposition that shows contrast.

Despite is never followed by 'of'. Don't say 'despite of something', say despite something:

The correct answer is:

despite

Question **24**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option:

A: Do you travel a lot for your job?

B: Yez, I do. Actually, I _____ to three different countries over the next month



a.

would be travelling



b.

will be travelling



c.

would travel



d.

must have travelled

Feedback

Your answer is correct.

Ans: F) **Will be travelling**

Future continuous tense “**will**” is used for real possibilities while “**would**” is used for imagined situations in the future.

The correct answer is:

will be travelling

Question **25**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blank with the correct option:

If we didn't work in the same department, we _____ assigned to the same team for so many projects.



a.

wouldn't be



b.

won't have been



c.

weren't



d.

shouldn't have been

Feedback

Your answer is correct.

Ans: A) **Wouldn't be**

The If-Clause is in Past Simple, that means it is Second Conditional. So we use **If + past simple, would/wouldn't + verb.**

The correct answer is:
wouldn't be

Question **26**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the following passage carefully and answer the question that follows:

Tips for Travel:

How to Beat Jet Lag

Business travelers must fly all around the world in today's global economy. One day you're at a meeting in Beijing and the next day you must attend a presentation in Sydney. To be at your best when you arrive, you must learn to travel well.

When you change time zones, your body has to physically adjust to a new location. You might feel slow and fatigued or be unable to get a good night's rest when you arrive at your destination. Called "jet lag" this is what you feel when your body is adjusting to a new time zone. A business traveler can't miss a day to recover from jet lag. The following advice may help you make a better transition from one time zone to another:

Exercise before you depart on your trip. In the airport, take the stairs and walk to your departure gate. This helps you feel tired and will allow you to rest on the airplane.

Drink plenty of water during the flight. Try to avoid alcohol, coffee, and tea until you arrive at your destination.

Walk around the cabin during the flight, or stand up and stretch. Dress in comfortable clothes for the flight. Bring a pillow, earplugs, and an eye mask to help you sleep or rest.

Everyone gets jet lag, even pilots and flight attendants. The most important thing is to find a solution so it doesn't interfere with your performance during your travel. Of course, if you can **upgrade** your ticket to business class to ensure a comfortable and more restful trip.

Question No 1: According to this article, what can help with Jet lag?



a.

drink a lot caffeine in flight



b.

drink a lot of water in flight



c.

sleep as soon as you arrive at your destination



d.

exercise when you arrive at your destination

Feedback

Your answer is correct.

The correct answer is:

drink a lot of water in flight

Question **27**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the following passage carefully and answer the question that follows:

Tips for Travel:

How to Beat Jet Lag

Business travelers must fly all around the world in today's global economy. One day you're at a meeting in Beijing and the next day you must attend a presentation in Sydney. To be at your best when you arrive, you must learn to travel well.

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Walk around the cabin during the flight, or stand up and stretch. Dress in comfortable clothes for the flight. Bring a pillow, earplugs, and an eye mask to help you sleep or rest.

Everyone gets jet lag, even pilots and flight attendants. The most important thing is to find a solution so it doesn't interfere with your performance during your travel. Of course, if you can **upgrade** your ticket to business class to ensure a comfortable and more restful trip.

Question No 2. *In this article, what does the term upgrade mean?*



a.
improve



b.
replace



c.
reissue



d.
update

Feedback

Your answer is correct.

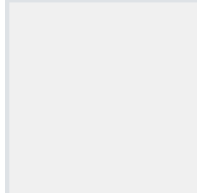
The correct answer is:

improve

Question **28**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the following passage carefully and answer the question that follows:

To: Suzie Upton

From: Shirley Atkins

Subject: Weekly Sales Numbers

Suzie.

We were reviewing your store sales and weekly numbers and noticed they are decreasing. This email gives you a few ideas on how to generate more revenue this coming year. I hope you understand that these few simple **tactics** can go a long way.

We received a negative report on your store cleanliness. We want our stores to look inviting to customers as this has an impact on their opinion about our company. You can look into hiring a cleaning service or delegate this responsibility to your staff.

You also need to be more sensitive to our clients who call you with their problems. You need to use polite phrases such as, "Thank you for calling Simple Loan. This is Shirley, how may I help you?"

Transaction with clients need to be quick. You have reported in the past that your cash register is slow. We are putting in order for a new cash register system for your store. You must hold a training session for both your new and experienced cashiers.

Question No 3: What does the author of this email want Suzie to do?



a.

take steps to Improve the business



b.

train new employees



c.

book a flight for Monday morning



d.

discuss negative reports

Feedback

Your answer is correct.

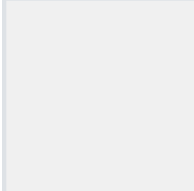
The correct answer is:

take steps to Improve the business

Question **29**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the following *passage* carefully and *answer the question* that follows:

To: Suzie Upton

From: Shirley Atkins

Subject: Weekly Sales Numbers

Suzie.

We were reviewing your store sales and weekly numbers and noticed they are

decreasing. This email gives you a few ideas on how to generate more revenue this coming year. I hope you understand that these few simple **tactics** can go a long way.

We received a negative report on your store cleanliness. We want our stores to look inviting to customers as this has an impact on their opinion about our company. You can look into hiring a cleaning service or delegate this responsibility to your staff.

You also need to be more sensitive to our clients who call you with their problems. You need to use polite phrases such as, "Thank you for calling Simple Loan. This is Shirley, how may I help you?"

Transaction with clients need to be quick. You have reported in the past that your cash register is slow. We are putting in order for a new cash register system for your store. You must hold a training session for both your new and experienced cashiers.

Question No 4: In this email, what does the term tactics mean?



a.

complaints from customers



b.

steps for improvement



c.

business transactions



d.

fewer employees

Feedback

Your answer is correct.

The correct answer is:

steps for improvement

Question **30**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the following passage carefully and answer the question that follows:

What Makes a Company Successful?

by Elizabeth Franks

We asked fifteen of the most innovative and well-known leaders in business today about what made their companies so successful. They **all** agreed that a truly competitive and fast-growing company must have the following qualities.

Leadership: No one person today is smart enough to be in total control of all the parts of a company. The role of today's company leaders is to teach, encourage creativity and help produce other leaders in each level of an organization.

Innovation: The ability to invent new products, processes, and possibilities is what innovation is all about. In an economy led by change and speed, every company needs leaders who can motivate workers to be innovative.

Learning: Competition today means that the knowledge that an organization gathers is more important than the number of branches.

Question No 5. Why is learning an important part of a successful company?



a.

It will develop essential qualities in management personnel.

It will develop essential qualities in management personnel.

I develop essential qualities in management personnel.



b.

It will give the employees in a company a chance to change jobs more quickly.



c.

It will help a company to open new branch offices.



d.

It will help a company to grow quickly in a competitive world.

Feedback

Your answer is correct.

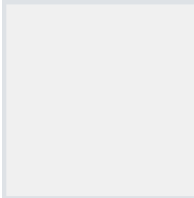
The correct answer is:

It will help a company to grow quickly in a competitive world.

Question **31**

Correct

Mark 1.00 out of 1.00



Flag question

Read the passage and answer the question that follows:

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Innovation: The ability to invent new products, processes, and possibilities is what innovation is all about. In an economy led by change and speed, every company needs leaders who can motivate workers to be innovative.

Learning: Competition today means that the knowledge that an organization gathers is more important than the number of branches.

Question No 6. Look at the word "All" in the article. What or who does "All" refer to?



a.

those in management and the employees in the company.



b.

the essential and successful qualities of business.



c.

the various companies in business today.



d.

the organization and its branch offices.

Feedback

Your answer is correct.

The correct answer is:

the various companies in business today.

Question **32**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question that follows:

Progress Report

Date: September 28

From: Leslie Peterson

To: Dr. Jersey

Subject: Progress on Training Project for European Sales Team

Work completed:

Training materials have been developed and they are now in the final editing phase. Graphics and images will be included next week. Printing of all materials is scheduled for October 17.

Greg Stephens has been attending training sessions with Michael Rogers. They will both be the new instructors for the group in Germany. Greg and Michael bring with them many years of experience in finance.

Three hundred sales representatives have signed up for the complete training series so far. If more representatives continue to sign up, the conference hall may not be large enough to hold the conference. However, the Park Hotel nearby could be a **potential** alternative.

Work schedule:

There are a few more things that I need to do:

1. Call Mel Andrews about hotel arrangements for attendees.
2. Find out if all regional managers will be attending the training.
3. Send reminders to the branch managers to invite them to the training.

Questions for you:

Will your office be responsible for giving the materials a final review and approval?

1. Has your secretary been giving you Dr. Sharp's messages about the budget for printing the training materials? When do you expect to approve the budget?
2. Will you or Tim make the opening comments and introductions for the training conference?

Final comments:

I think the training sessions for our sales force in Europe will be very successful.

Preparations are going very well and I feel confident that we will finish the assigned tasks on time.

Please let me know if you need my assistance with anything.

Leslie Peterson

Question No 7: In this report, what is Leslie unsure of?



a.

how many regional managers will attend



b.

who will send reminders to the branch managers



c.

what happened to the training materials



d.

who will be the new instructors

Feedback

Your answer is correct.

The correct answer is:

how many regional managers will attend

Question **33**

Correct

Mark 1.00 out of 1.00

Flag question

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Preparations are going very well and I feel confident that we will finish the assigned tasks on time.

Please let me know if you need my assistance with anything.

Leslie Peterson

Question No 8. In this magazine article, what does the word potential mean?



a.
flexible



b.
welcome



c.
possible



d.
impossible

Feedback

Your answer is correct.

The correct answer is:

possible

Question **34**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question that follows:

Market Blooms on flower line

Flower Line, Inc., (Nasdaq: FLIN), the nation's second-largest online florist, posted third-quarter profits of \$12 million today, beating analyst expectations by more than 2¢ per share.

Karen Trillum, asset manager at Bank West, explained that FlowerLine has taken advantage of the bear market to snap up weaker competitors and add them to its network.

In the midst of market turmoil last April that saw several companies either postpone or cancel planned IPOs, FlowerLine went ahead with its highly publicized public offering.

City Century's Chief of Online Markets, Dave Chan, said that FlowerLine's IPO was the first step in a string of successes for the company and that the balance between solid fiscal management and calculated risk-taking was the key to the company's steady growth.

"It was widely considered risky to take the company public at that time, but the company's management pulled it off," he said. "If the IPO had fallen through, Flower Line would not have been able to purchase the Flower Me and GetFlowers.com brands which have been so central to the company's success. To their credit, they capitalized on the situation and are now reaping the rewards for sound policies."

In the acquisition of Flower Me, Flower Line drew on its existing trade network to nurture the brand and move it from a niche market into the mainstream, and built the designer label into a cornerstone of Flower Line's online presence.

Question No 9. What did Dave Chan say was one critical ingredient to flower line's Steady growth?



a.

sound financial decision making



b.

The purchase of city centuries online market



c.

The company's ability to avoid the market slump



d.

The companies' credit rating.

Feedback

Your answer is correct.

The correct answer is:

sound financial decision making

Question **35**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

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GetFlowers.com brands which have been so central to the company's success. To their credit, they capitalized on the situation and are now reaping the rewards for sound policies."

In the acquisition of FlowerMe, FlowerLine drew on its existing trade network to nurture the brand and move it from a niche market into the mainstream, and built the designer label into a cornerstone of FlowerLine's online presence.

Question No 10: In this magazine article, what does the pronoun 'it' refer to?



a.

The company's steady growth



b.

The set of sound policies flower line implemented



c.

The purchase of Flowersme and Getflowers



d.

The decision to become a publicly traded company.

Feedback

Your answer is correct.

The correct answer is:

The decision to become a publicly traded company.

Question **36**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question that follows:

Nigela Chave

June 10

Re: Advertising Director

Anthony Row-ley

Numbers Made Easy, Inc

9700 Windy peak road

Rest-hart, Wy 78455

Dear Anthony:

I would Like to apply for the Advertising Director's position in your company. I have

extensive experience in advertising. I also possess the qualities and characteristics you have outlined in the job description. I have been working entirely for commissions for over twenty years and I like the challenges of such positions. I also have ample experience managing company finances And I am capable of allocating funds intelligently and responsibly.

I have given presentations to hundreds of prospective clients over the years using the latest advertising techniques. Those who know me and have worked with me can attest to my charismatic and strong character. I am also the type of individual who is always looking for cutting-edge Ideas to increase revenues where possible.

As you will see in my resume. I have an MBA with a minor in Advertising. I have worked as the Advertising Manager for two companies in FORTUNE magazine's "100 Best companies to work for". I have broad experience in producing different types of analysis reports. These include customer and product retention reports average product penetration and estimated customer spending.

As an employee of your company, my primary goals would be to meet and exceed your expectations and to increase revenues. The companies I have worked for in the past have seen dramatic increase in their overall revenues. I know I have the work ethic that you are looking for. Please feel free to contact me at any time. I am available at your convenience. Thank you for your Consideration. I look forward to meeting you soon.

Sincerely,

Nigela Chave

Advertising Manager

Enclosures:4

Cc: Mandy Taylor- Randall

Question No 11. What does the letter say About Nigela Chave?



a.

Nigela has extensive experience in managing company spending and giving presentations.



b.

Nigela has worked entirely for commissions but enjoys a more cooperative work environment.



c.

Nigela has a degree in Business Administration and is pursuing another in Advertising



d.

Nigela has the work ethic needed to increase revenue and has worked for FORTUNE magazine.

Feedback

Your answer is correct.

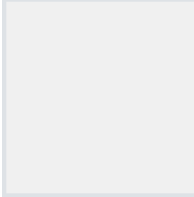
The correct answer is:

Nigela has extensive experience in managing company spending and giving presentations.

Question **37**

Correct

Mark 1.00 out of 1.00



Flag question

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Sincerely,

Nigela Chave

Advertising Manager

Enclosures:4

Cc: Mandy Taylor- Randall

Question No 12: In this letter, what does term allocating mean?



a.

Donating



b.

Withholding



c.

Securing



d.

Assigning

Feedback

Your answer is correct.

The correct answer is:

Assigning

Question **38**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question that follows:

Brent Snodgrass

Money, when you're looking for a job, that's what you want. You can't clamber up the corporate Ladder with the attitude that each new employer is going to add on 10% to your existing salary. I'm sorry to say that these days money doesn't grow on corporate trees.

This means that, unless you can capitalize on your number-one product yourself—you're out of Luck. Wake up and smell the coffee! You're going to have to do some serious negotiation and that takes some know-how. Employers advising taking a number of steps before making demands that might leave you high and dry in the current economic climate.

"Salaries have been on a roller-coaster ride" acknowledges Abu Baquir, CEO at Martinson and Shift management consultants. "It's very difficult to predict what a complete compensation Package will include these days. "You really have to look at what is on offer for your job and accept that compromise is key.

Before anything else, job candidates can find out what they're worth by investigating, Baquir added. "The strategy is to find the salaries and benefits of your high-profile peers right on the Internet". There are several easily accessible web sites that have sophisticated search engines. You type in your job title or

description and your region. The web site will give you a range of possible salaries compensation and benefits they receive. If you know people in your industry, you can also talk to them the key is to do your research before you begin looking.

Once you've discovered what you're worth, it's time to start looking at job postings. Remember through you want to be properly compensated an enormous salary may not be the only alternative. Stop to think about the different compensation packages you might accept and what a company might accept and what a company might be willing to offer.

One angle to consider is supplementing your expected salary with cash stocks or bonuses according to Sara Greenwald. A career architect at job build Magazine.

"Go into the salary negotiation expecting to adjust the equation and present alternate scenarios." Greenwald suggested." For example, ask for 40% in salary and 60% in stocks and bonuses that will be based on your performances. Make the pitch that you will show them what you're made of before They have to pay you".

Question No 13: This article advises employees who are considering moving to a new company to -----to make the most of their move?



a.

Compare companies and choose the one that offers the highest salary



b.

Research complete compensation packages for their job in a variety of companies



c.

Think about compensation that is based solely on their job performance



d.

Request 10% more money when they start a new position

Feedback

Your answer is correct.

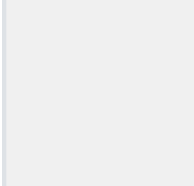
The correct answer is:

Research complete compensation packages for their job in a variety of companies

Question **39**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question that follows:

Know What You're Worth

Brent Snodgrass

Money, when you're looking for a job, that's what you want. You can't clamber up the corporate Ladder with the attitude that each new employer is going to add on 10% to your existing salary. I'm sorry to say that these days money doesn't grow on corporate trees.

This means that, unless you can capitalize on your number-one product yourself—you're out of Luck. Wake up and smell the coffee! You're going to have to do some serious negotiation and that takes some know-how. Employers advising taking a number of steps before making demands that Might leave you high and dry in the current economic climate.

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**Question No 14. In the beginning of the article, the word this refers to -----
-----.**



a.

Less money available for salaries in corporations



b.

What compensation you want as a job candidate



c.

Trying to find a new and better job these days



d.

Taking advantage of your number one product

Feedback

Your answer is correct.

The correct answer is:

What compensation you want as a job candidate

Question **40**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question that follows:

Marketing analysis

The main point I wanted to brainstorm on is advertising as it is evident from the graph. Our advertising approach needs to be investigated and conclusions drawn. Our company spent over \$8.3 Million Dollars in advertising last year through billboards, commercials, and radio as the graph indicates, only 12% of our customers came through these sources. We are concerned that the billboards, commercials and radio **announcements** are not as effective as we had hoped. We would like to have a meeting next week to discuss how we can improve this advertising Concept.

The next issue I want to introduce is the improvement of the referral program. As the graph Exhibits, only 11% of our customers are referrals. We would like to setup a meeting next month to discuss new cutting-edge referral program ideas to boost our numbers in that area.

Overall, we anticipate that once we study the situation with great care. We will be able to figure out the best advertising solutions and allocate funds to them. We will hopefully see an increase in the number of clients that come through the referral program once the proper program is launched and announced to our customers. We shall set up future meetings to discuss other proposals further.

Question No 15: Which conclusion can be drawn from the marketing analysis?



a.

The revenue from the billboards, commercials and radio **announcements** are as expected.



b.

The sales from the new referral program have increased from the previous year.



c.

The distribution of funds has helped the company advertise more effectively.



d.

The advertising strategy of the company needs to be thoroughly evaluated.

Feedback

Your answer is correct.

The correct answer is:

The advertising strategy of the company needs to be thoroughly evaluated.

Question **41**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question that follows:

Marketing analysis

The main point I wanted to brainstorm on is advertising as it is evident from the graph. Our advertising approach needs to be investigated and conclusions drawn. Our company spent over \$8.3 Million Dollars in advertising last year through billboards, commercials, and radio as the graph indicates, only 12% of

our customers came through these sources. We are concerned that the billboards, commercials and radio [announcements](#) are not as effective as we had hoped. We would like to have a meeting next week to discuss how we can improve this advertising Concept.

The next issue I want to introduce is the improvement of the referral program. As the graph Exhibits, only 11% of our customers are referrals. We would like to setup a meeting next month to discuss new cutting-edge referral program ideas to boost our numbers in that area.

Overall, we anticipate that once we study the situation with great care. We will be able to figure out the best advertising solutions and allocate funds to them. We will hopefully see an increase in the number of clients that come through the referral program once the proper program is launched and announced to our customers. We shall set up future meetings to discuss other proposals further.

Question No 16. What is one way the company plans to improve its strategy?



a.

Spend more money in market research



b.

Enhance the referral program



c.

Increase the amount invested on billboards, radio [announcements](#) and commercials



d.

Allocate 8.3 million dollars to billboards, commercials and radio [announcements](#)

Feedback

Your answer is correct.

The correct answer is:

Enhance the referral program

Question 1

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option.

A: Did Marcela say she could get those invoices to us tomorrow?

B: Yes, but _____ should be reviewed by her supervisor first

☐ a.

if

☐ b.

he

☒ c.
they

☐ d.
were

Feedback

Your answer is correct.

c) **they**

Ans: "They" acts as a pronoun for "Invoices".

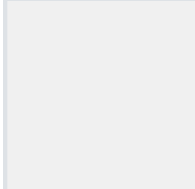
The correct answer is:

they

Question **2**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

We had started to relocate to a beginner building, but then we learned that the building was not equipped to service an earthquake, so we decided moving back to our old location.

☐ a.
to relocate

☐ b.
learned



c.

to service



d.

moving

Feedback

Your answer is correct.

D) **moving**

Ans: To move. "Move" is used when we refer to "Change in place".

To move (Infinite Verb) should be used because with certain verbs like agree, decide, promise - which show 'the intention of the doer' , we use infinitive verb (i.e. add 'to' before the verb). Hence To move is correct

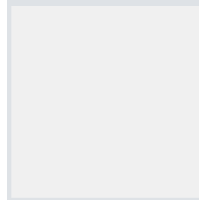
The correct answer is:

moving

Question **3**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

A: Mandeep said he _____ you the sales reports yesterday. Have you received them yet?

B: Yes, I did. Thanks for following up on that.

☐ a.
would give

☐ b.
is giving

☒ c.
has given

☐ d.
can give

Feedback

Your answer is correct.

c) **has given**

Ans: Present perfect tense should be used as it describes an event that happened at a time earlier than the present time.

"Present perfect" is used for recently finished work, 'Has +V3'.

The correct answer is:
has given

Question **4**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

Esra told me that our last product shipment deliver ahead of schedule by the shipping company.

☐ a.
that

☒ b.
deliver

☐ c.
by

☐ d.
the

Feedback

Your answer is correct.

B) **deliver**

Ans: "Was delivered" Past tense should be used as it has already happened. 'Was delivered' is the correct answer since we are talking about an

event in the past, our last product is a highlighter in the statement to denote past tense.

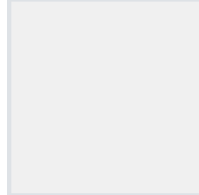
The correct answer is:

deliver

Question **5**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

I have call Mei several times today, but I have gotten her voice mail each time.



a.

have call



b.

times



c.

but



d.

time

Feedback

Your answer is correct.

A) **have call**

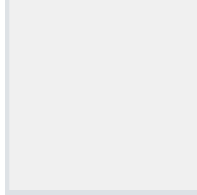
Ans: Have called. "Called" should be used with have to make it Present. We should use Present Perfect tense here because the 'action of calling' was done and completed recently

The correct answer is:
have call

Question 6

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

A: How many maternity leave do women at your company get when they have a baby?

B: Well, ___ government regulation, women can take up to six weeks of paid family leave.



a.

since



b.

because



c.

due to



d.

therefore

Feedback

Your answer is correct.

c) **due to**

Ans: "Due to" is used to present the reason. eg. I could not travel due to bad weather

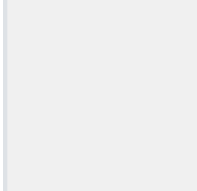
The correct answer is:

due to

Question **7**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option

I wouldn't buy designer suits If I _____ to save money.

☐ a.
will be trying

☐ b.
should be trying

☒ c.
were trying

☐ d.
am trying

Feedback

Your answer is correct.

c) **were trying**

Conditional Sentence. 'Were' is used with I when we talk about a remote possibility.

Eg I would travel the world if I were a rich person

The correct answer is:

were trying

Question **8**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option:

My boss asked me _____ coming in late.

☐ a.
stop

☒ b.
to stop

☐ c.
stopping

☐ d.
will stop

Feedback

Your answer is correct.

B) **to stop**

Ans: Infinitive verb will be used with 'asked'

Eg: My father asked me to help him.

Our teacher asked us to make notes.

The correct answer is:

to stop

Question 9

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option:

A: How was the conference in Berlin?

B: Great! I really enjoyed _____ so many interesting people.



a.

to meet



b.

meeting



c.

have met



d.

was meeting

Feedback

Your answer is correct.

B) **meeting**

Ans: The verb enjoys is always followed by a verb in a gerund form.

Eg. We enjoy running and not "enjoy to run".

Meeting (Gerund or Verb + ing) should be used after verbs that express feeling/emotions like; love, enjoy, dislike, hate etc.

For example:

1. I enjoy walking in the lawn.
2. I don't enjoy talking to strangers.
3. I love eating biryani.
4. I hate studying Physics.

The correct answer is:

meeting

Question **10**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option:

_____ we were flying to Rome on business, Esteban told me about his current project.



a.

Simultaneously



b.

During



c.

As



d.

Meanwhile

Feedback

Your answer is correct.

C) **As**

Ans: "As" is a time conjunction and used when one event happens while another is in progress.

As is a conjunction which connects two sentences and clauses.

The correct answer is:

As

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option:

You haven't assigned a team leader for our new project yet, _____?



a.

don't you



b.

aren't you



c.

have you



d.

haven't you

Feedback

Your answer is correct.

c) **have you**

Ans: "Question Tag" is used with "Negative statement" and negative question tags for positive statements.

For example:

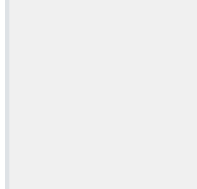
- You haven't broken the glass, have you?
- You broke the glass, didn't you?
- You won't go away, will you?
- You will go away, won't you?

The correct answer is: have you

Question **12**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

A: Could we postpone the meeting until after all the data has been analyzed?

B: I think _____ would be a great idea.



a.

that



b.

those

☒ c.

this

☐ d.

these

Feedback

Your answer is correct.

A) **that**

Ans: That is used to indicate a specific object, person item etc

"That" is used for distant time.

That is used for a singular person, thing, place which is far.

Eg: That is a beautiful picture .

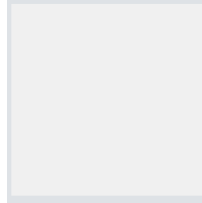
The correct answer is:

that

Question **13**

Correct

Mark 1.00 out of 1.00

 Flag question

Question text

Fill in the blanks with the correct option:

A: We need to collect more data on our new demographic.

B: I agree. The data ____ by our accounting department.



a.

will be processed



b.

are processing



c.

will process



d.

have processed

Feedback

Your answer is correct.

A) **will be processed**

Ans: Will Be + V3 'will be' is correct because the act of processing data will happen in the future.

The correct answer is:

will be processed

Question **14**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

Since we now have all the information we need, we are ready to implement proposed changes, are we?



a.

we now have



b.

we need



c.

we are



d.

are we

Feedback

Your answer is correct.

D) are we

Ans: Since the statement is positive we use a negative question tag. Negative "Question Tag" is used with "Positive statement" and vice versa.

Eg.

- We have all the information. Don't we?
- You broke the glass, didn't you?

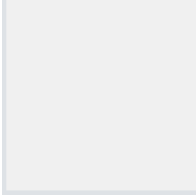
The correct answer is:

are we

Question **15**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

I really need to go to office early tomorrow morning to prepare for the budget meeting.



a.
really



b.
to go



c.
office



d.
for

Feedback

Your answer is correct.

A) **really**

Ans: Really is an empty filler therefore not required. The word “need” sufficiently expresses urgency.

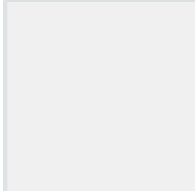
The correct answer is:

really

Question 16

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

I was reading emails since I arrived at the office this morning and got started.



a.
was reading



b.
since

☐ c.
arrived

☐ d.
got

Feedback

Your answer is correct.

A) **was reading**

Ans: We should use "Past Perfect" with "Simple Past" when we talk about two actions of past.

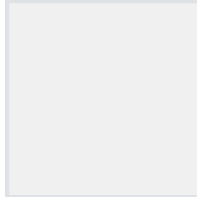
Correct answer should be 'had been reading'.

The correct answer is:
was reading

Question 17

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

Carl asked me why I order such a large shipment of office supplies when we have so many already.

☐ a.
asked me

☐ b.
why

☒ c.
I order

☐ d.
such a

Feedback

Your answer is correct.

c) **I order**

Ans: Ordered.

Order" changes to "Ordered" in Indirect speech.

The correct answer is:

I order

Question **18**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option:

Araon came into my office while I _____ to important client.

☒ a.
were talking

☐ b.
talk

☐ c.
am talking

☒ d.
was talking

Feedback

Your answer is correct.

D) **was talking**

Ans: Past continuous should be used. While has been used as a conjunction here showing something was being done during or at the same time.

The past continuous is often used together with the simple past to show that one thing happened while another thing was in progress.

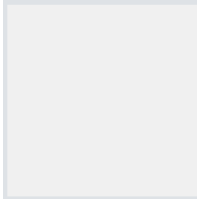
The correct answer is:

was talking

Question **19**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

You already finished your part of the project, so you ____ work late, with us tonight.



a.

shouldn't have



b.

wouldn't have



c.

don't need to



d.

might not

Feedback

Your answer is correct.

c) **don't need to**

Ans: It shows that something is not required

"Don't need" is used while giving permission to someone not to do something in near future."

"Need" is a modal verb which expresses permission or obligation.

You need to work now.

'Do not need' is used while giving the permission to not do something.

Eg:

- You don't need to work so late.
- You don't need to cook today.

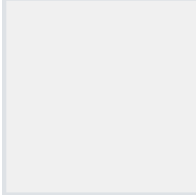
The correct answer is:

don't need to

Question **20**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

If Luz, _____ today I will tell her that we need her input on the proposal right away.



a.

had called



b.

called



c.

calls



d.

most call

Feedback

Your answer is correct.

c) **calls**

Ans: 1st Conditional sentence. If + Present simple + will +verb.

Simple present tense will be used with 'if' and 'today'

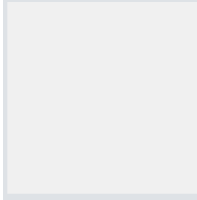
The correct answer is:

calls

Question **21**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

She's not my first choice for this project _____ she has a lot of experience in this field.



a.

in spite of

☐ b.
despite

☒ c.
however

☐ d.
whereas

Feedback

Your answer is correct.

C) **however**

Ans: However is a conjunctive adverb , but , nevertheless are sentence connectors and emphasize the fact that the second point contradicts the first.
Eg: I went to the railway station however I could not get the ticket.

The correct answer is:
however

Question **22**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option:

If we work closely with the Research and Development Department we can create a product _____ is completely original.

☒ a.

that

☐ b.

who

☐ c.

what

☐ d.

this

Feedback

Your answer is correct.

A) **that**

Ans: That is used to indicate a specific object , person, item etc. who is always used for people.

The correct answer is:

that

Question **23**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

If Lawan works harder on her communication skills, she would be offered promotions more often.

☐ a.
works

☒ b.
harder

☐ c.
would

☐ d.
more often

Feedback

Your answer is correct.

B) **harder**

Ans: Harder is the second degree of the word and is used for comparing two things.

The correct answer is:
harder

Question **24**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

Aleksandra has already met with the board of directors when I bought him the documents he needed.

☒ a.

has

☐ b.

met

☐ c.

when

☐ d.

bought

Feedback

Your answer is correct.

A) **has**

Ans: The past perfect is used to describe one action that happened before another action in the past.

We should use "Past Perfect" with "Simple Past" when we talk about two actions of past.

The correct answer is:

has

Question **25**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

Due to our current fiscal situation, additional funds _____ from our investors.



a.

are being acquired



b.

are acquiring



c.

have acquired



d.

we acquire

Feedback

Your answer is correct.

A) **are being acquired**

Use present progressive tense. In Passive voice the present progressive tense is created with the present tense of the verb + being + V3.

The correct answer is:
are being acquired

Question **26**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the questions given below:

Global business travel

Global business travel is a successful industry these days. Business air travelers make up a large part of ticket sales on major **carriers**. These frequent fliers know how to book the best fares. They can work with flight schedules. They have ways to recover from jet lag. Many of them can even work well during flights. Laptops are now the most common piece of carry-on luggage.

There are good reasons for companies to have their employees travel overseas. Sending staff members to a new country means they can meet with clients face to face. They can generate fresh ideas and find answers to questions. They can also create ties in other countries. A dinner with client can create a valuable bond. These relationships help firms expand their global networks.

But business travel has its downsides too. It costs money, and there's a business toll as well. The problems include burnout and exposure to disease. Then there's the lost tune and lost luggage. Never mind the frayed nerves and hours spent waiting in airports.

What does the future hold for business travel? Airlines are nervous. Email and other electronic systems may soon make 15-hour trips for 3-hour meetings things of the past. The video conference could replace air travel as the main means of long-distance communication within the next decade. Companies will soon invest more in video equipment than in airfares. It's not a certainty, but it is likely. Unpack your bags and open your laptop.

Question No 1: In this article, "*carriers*" refer to----



a.

a luggage handler.



b.

people who fly frequently



c.

people infected with disease.



d.

airline companies

Feedback

Your answer is correct.

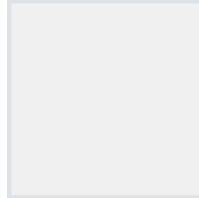
The correct answer is:

airline companies

Question **27**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the questions given below:

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Question No 2: The trend for the future, according to the article, will probably be-----



a.

increased video communications



b.

more international air travel



c.

business travelers being nervous



d.

more in person meeting with clients.

Feedback

Your answer is correct.

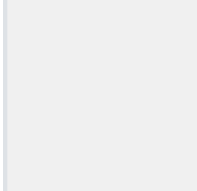
The correct answer is:

increased video communications

Question **28**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the questions below:

Meeting the Needs of Global Employers

As the trend of globalization continues, more companies are deciding to expand into overseas markets each year. One of the many challenges that companies face when entering a new foreign market is the possibility of a language barrier between upper management at company headquarters and workers at a foreign branch. A solution to this problem is to use a lingua franca--a commonly spoken language for business communication in the workplace. This solution is

often chosen even if the lingua franca is not the native language of country in which the company is based or that of its foreign branches.

There are many lingua francas in use around the world today, but according to Dr. Mei Zhang, Dean of California University's School of International Business, English is the most commonly used lingua franca in the business world. "Many companies choose to conduct their business in English because they assume that a large number of their employees around the world already know some English from school or through the media," Zhang said. Indeed, a command of English is expected by many global companies and is thus vital to many jobs in today's market.

Many business people are considering **this** as they plan their careers. Studying English while in college or in your free time after work can help make you a more desirable candidate for jobs that require communication with customers or coworkers in other countries. A fluent command of English can also help you advance your career with a global company, making you eligible for promotions and prepared for possible overseas assignments.

Question No 3: According to the article, employees should -----



a.

learn to speak English



b.

work for a global firm



c.

look for jobs overseas



d.

go to business school

Feedback

Your answer is correct.

The correct answer is: learn to speak English

Question **29**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

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coworkers in other countries. A fluent command of English can also help you advance your career with a global company, making you eligible for promotions and prepared for possible overseas assignments.

Question No 4: In this article, the word this refer to the -----



a.

large numbers of modern lingua francas



b.

importance of college education



c.

demand for English in the modern world



d.

increase of globalization

Feedback

Your answer is correct.

The correct answer is:

demand for English in the modern world

Question **30**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the Passage and answer the question below:

From: John Hayworth, CEO of Crusade for Help

To: Marlin Redland, Redland–Stone Financial

Subject: Help to Businesses in Haiti

In response to the hurricane crisis in Haiti, Crusade for Help has decided to dedicate additional resources and coordinate the distribution of donations to non-profit organizations already working in that area. The vast destruction is monumental, yet instead of the short-term help that makes headlines, we need to shift our attention to long-term solutions.

The **instantaneous** response has been instrumental in getting help to where it is needed most. However, we must recognize that aid alone cannot turn around the fortunes of an entire country. Instead, individuals, organizations, and communities must develop and flourish on their own.

Small entrepreneurs are critical to creating this kind of sustainable economy in Haiti over the long run. Currently, many small entrepreneurs in Haiti need help raising capital to launch and sustain their businesses. Since most banks and lending institutions are having a hard time getting back on their feet in the wake of the disaster, we think the best way to empower citizens is with an infusion of capital in the form of microloans. Microloans are distributed as seed capital to small entrepreneurs who manufacture or produce goods for the local or even international market. We've seen indications that small farmers and resellers can achieve much with very little investment. We are in the process of training local leaders, enabling them to build their own microcredit funds, and enabling their further self-sufficiency. A handful of our employees, many of whom have knowledge and experience in this field, are heading this effort. To their credit, they have done a superb job under the present circumstances.

However, we could use additional professionals who can share their talents and expertise with our Haitian businesses. We are in special need of experts in finance and entrepreneurship. Any expertise in microlending would be an incredible asset. If there's someone in your group who has experience in any of these areas and is willing to volunteer two weeks in Haiti, we would really appreciate the help.

Question No 5: Why would small loans be considered great help in the small entrepreneurial firms in Haiti?



a.

They need help getting funds to support their business.



b.

The fees they get from banks and lending institutions are too high.



c.

Loans are only offered to those who manufacture or produce goods



d.

Their leaders and employees need immediate training

Feedback

Your answer is correct.

The correct answer is:

They need help getting funds to support their business.

Question **31**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

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To: Marlin Redland, Redland-Stone Financial

Subject: Help to Businesses in Haiti

In response to the hurricane crisis in Haiti, Crusade for Help has decided to dedicate additional resources and coordinate the distribution of donations to non-profit organizations already working in that area. The vast destruction is monumental, yet instead of the short-term help that makes headlines, we need to shift our attention to long-term solutions.

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However, we could use additional professionals who can share their talents and expertise with our Haitian businesses. We are in special need of experts in finance

and entrepreneurship. Any expertise in micro lending would be an incredible asset. If there's someone in your group who has experience in any of these areas and is willing to volunteer two weeks in Haiti, we would really appreciate the help.

Question No 6: In this email, what does the term instantaneous refer:

☐ a.
overwhelming

☐ b.
short-term

☐ c.
spontaneous

☒ d.
immediate

Feedback

Your answer is correct.

The correct answer is:

immediate

Question **32**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

Tip selects Chadwick and sons

Tip of New York, the five-star restaurant owned by the Atlantic Gold Corporation announced yesterday that Chadwick and sons of New York, a division of the Globe Com Group, is taking over the creative side of its branding initiatives. The tip account had been handled by Reverse in Los Angeles, part of the Cascades Group.

Tip's costs in this deal are thought to be close to US\$500,000

"Our primary goal is to work towards reestablishing consistency in Tip's local and national branding" said Galena Felt on. Vice president of Public Relations and Branding at Chadwick and sons. "Tip is an icon of purity in the preparation and presentation of fine foods. We will capitalize **that** to Reinforce their image of quality, excellent service, and luxury".

Ms. Chadwick said that clients should remember eating at Tip as a "healthful and seductive experience. The new branding campaign will accomplish that goal. "she said.

Chadwick and Sons holds accounts with more than 20 major restaurants in the New England and Mid-Atlantic regions.

Tip opened in 1967 and was owned privately by Chef Remi St. Jean until 1987, when it was sold to the Atlantic Gold Corporation for US\$2.7 million. Rumors have circulated for years that Atlantic Gold intended to open new Tip restaurants in several major U.S. cities. The move to Chadwick and Sons is seen by some restaurant industry insiders as an obvious first step in that direction.

Question No 7: According to the article, Chadwick and sons' main aim is to:



a.

Take over every aspect of the branding initiatives



b.

Reduce costs in the deal.



c.

Send the same message in all of their branding



d.

Change their image

Feedback

Your answer is correct.

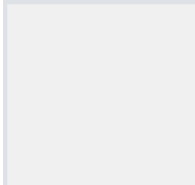
The correct answer is:

Change their image

Question **33**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the following passage and answer the question given below:

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Tip of New York, the five-star restaurant owned by the Atlantic Gold Corporation announced yesterday that Chadwick and sons of New York, a division of the Globe Com Group, is taking over the creative side of its branding initiatives. The tip account had been handled by Reverse in Los Angeles, part of the Cascades Group.

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Question No 8: In the article that refers to:



a.

Tip's local and national branding



b.

An impression branding consistency



c.

Reestablishing branding consistency



d.

Being a symbol of purity in food service

Feedback

Your answer is correct.

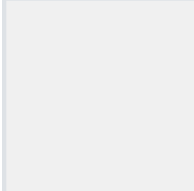
The correct answer is:

Being a symbol of purity in food service

Question **34**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

High tech gazette

Stock: Not a Dream come true

Penelope Lope

Why do we never learn?

People get hurt financially by not following simple investing advice from financial advisors. Take the case of investing only in stock. This unfortunate habit goes against the first basic rule of investing: spread your risk over many types of investments in order to avoid disaster during economic downturns.

The worst cases are those of ordinary people who believe that they can research companies and pick a few that are going to do well. Even professional investment managers have trouble predicting which companies will prosper and which will stumble and fall. Investing in a few individual companies is like gambling. You may get lucky in the short term, but over your lifetime, you will have some big losses.

A second stock trap that individual investors fall into is investing heavily in their own companies. Many employees are able to buy stock from their own companies at a discount. Instead of selling some of it to diversify their holdings, they keep the stock, believing that their companies will prosper. In many cases, the companies do poorly and employees lose their jobs and their investments. What can you do to avoid

these problems? In a word, diversify! Make a variety of investments, like real estate, mutual funds, and bonds. Don't keep more than 25 percent of your money invested in your company.

Mutual funds are a particularly attractive option. The big advantage of mutual funds is that the managers of the funds buy shares of a large range of companies. This means that if one or two of the companies have a bad year, or even go bankrupt, it doesn't hurt the fund very much. Some mutual funds have a mix of domestic and international stocks and bonds. Some invest in real estate or mortgages. Mutual funds are a far less risky option than investing in individual stocks or in your company's stock. The professional fund managers are more aware of market conditions and can react quickly to changing economic situations than individual investors. Diversifying can save you a lot of agony down the road.

Question No 9: What would be another good title for this article?



a.

Choosing a Financial Advisor



b.

Mutual Funds: Pros and Cons



c.

Why You Should Buy Your Company's Stock



d.

Diversifying: A Key Investment Strategy

Feedback

Your answer is correct.

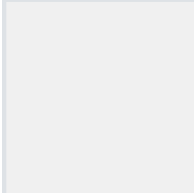
The correct answer is:

Diversifying: A Key Investment Strategy

Question **35**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

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High tech gazette

Stock: Not a Dream come true

Penelope Lope

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The worst cases are those of ordinary people who believe that they can research companies and pick a few that are going to do well. Even professional investment managers have trouble predicting which companies will **prosper** and which will stumble and fall. Investing in a few individual companies is like gambling. You may get lucky in the short term, but over your lifetime, you will have some big losses.

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Mutual funds are a particularly attractive option. The big advantage of mutual funds is that the managers of the funds buy shares of a large range of companies. This means that if one or two of the companies have a bad year, or even go bankrupt, it doesn't hurt the fund very much. Some mutual funds have a mix of domestic and international stocks and bonds. Some invest in real estate or mortgages. Mutual funds are a far less risky option than investing in individual stocks or in your company's stock. The professional fund managers are more aware of market conditions and can react quickly to changing economic situations than individual investors. Diversifying can save you a lot of agony down the road.

Question No 10: In this article, prosper means?

☐ a.
go bankrupt or fail

☒ b.
increase in value

☐ c.
make a guess

☐ d.
be very lucky

Feedback

Your answer is correct.

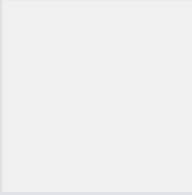
The correct answer is:

increase in value

Question **36**

Correct

Mark 1.00 out of 1.00

 Flag question

Question text

Read the passage and answer the question given below"

Can Your Company Reach the Top Without Advertising?

The importance of advertising in today's market By Ally Smith-Gardner

How important is advertising for your company to be successful? Is it a vital aspect of making it to the top? These are imperative questions to ask when establishing a business. Many companies are constantly trying to capitalize their gain by investing their money wisely. Some of them even spend thousands or even millions of dollars each year towards advertising. Is it worth it? Charles E. Conner, the Chairman and CEO of Travel Smart, believes that advertising is a necessary move. "I spent many years conjuring up a company that has universal appeal. Once established, I acknowledged that we needed to get the word out. We all know that advertising can cost a pretty penny. But it's well worth **it**. At times it can be difficult to uncover the magnitude of success advertising can have for each company; however, I know for Travel Smart it's been a wise investment. Sometimes one needs to spend the pretty penny to make the big bucks."

Question No 11: In this magazine article, what does the pronoun 'it' refer to?



a.

capitalizing gain through investing in funds



b.

spending a large sum of money on advertising



c.

investing money wisely in the right company



d.

personal preferences regarding investment strategy

Feedback

Your answer is correct.

The correct answer is:

spending a large sum of money on advertising

Question **37**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

Can Your Company Reach the Top Without Advertising?

The importance of advertising in today's market By Ally Smith-Gardner

How important is advertising for your company to be successful? Is it a vital aspect of making it to the top? These are imperative questions to ask when establishing a business. Many companies are constantly trying to capitalize their gain by investing their money wisely. Some of them even spend thousands or even millions of dollars each year towards advertising. Is it worth it? Charles E. Conner, the Chairman and CEO of Travel Smart, believes that advertising is a necessary move. "I spent many years conjuring up a company that has universal appeal. Once established, I acknowledged that we needed to get the word out. We all know that advertising can cost a pretty penny. But it's well worth **it**. At times it can be difficult to uncover the magnitude of success advertising can have for each company; however, I know for Travel Smart it's been a wise investment. Sometimes one needs to spend the pretty penny to make the big bucks."

Question No 12: Which conclusion does the author reach regarding advertising in Today's market?



a.

Advertising is not as effective as the word-of-mouth approach.



b.

Advertising can be expensive but it's well worth it for every company.



c.

The success of advertising depends on a company's particular goals.



d.

The success of advertising is dependent on the market and target audience.

Feedback

Your answer is correct.

The correct answer is:

Advertising can be expensive but it's well worth it for every company.

Question **1**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

1) The safety procedures what we had to follow when I started working here are very different from the ones that we follow now.



a.

what



b.

when



c.

form



d.

that

Feedback

Your answer is correct.

Ans:

a) **what**

That' will be used in place of what. 'That' is a relative pronoun which is used for people and things. The safety procedures that we had to follow is a relative clause.

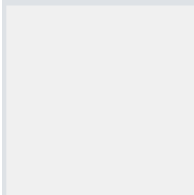
The correct answer is:

what

Question 2

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

2. Ariane's sales numbers have increased because she has really improved her communication skills in contrast, Johanna's numbers have also risen recently.

☐ a.

because

☐ b.

really



c.

in contrast



d.

recently

Feedback

Your answer is correct.

Ans: **in contrast**

In contrast' is used for two different ideas.

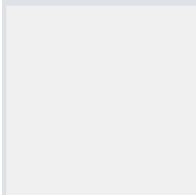
The correct answer is:

in contrast

Question **3**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

3. If I _____ more responsibility in my current position, I wouldn't be so bored at work these days.



a.

had



b.

will have



c.

am having



d.

have

Feedback

Your answer is correct.

Ans: **had**

This is type 2 conditional sentence, which is used for impractical situations.

In 'If clause' we use simple past tense in such sentences. (If + simple past, would (not) + infinitive)

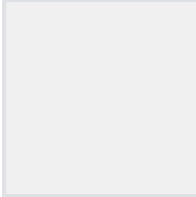
The correct answer is:

had

Question **4**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

4.

A: Hi Roger, how are you liking your new position?

B: Good morning, Ms. Hoffman. I am really enjoying my new position so far. _____ my old position, I have more opportunities to learn about our manufacturing process now



a.

likewise



b.

on the other hand



c.

in contrast to



d.

similar to

Feedback

Your answer is correct.

Ans: **in contrast to**

The person has more opportunities now as compared to his previous job. We have two dissimilar ideas here, so 'in contrast to' will be appropriate.

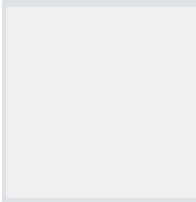
The correct answer is:

in contrast to

Question **5**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

5. I finally _____ reading all of those documents last night.



a.

had finished



b.

finished



c.

am finishing



d.

finish

Feedback

Your answer is correct.

Ans: Finished

Past time signal word (last night) is mentioned, so simple past is used in this case.

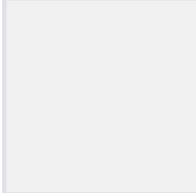
The correct answer is:

finished

Question **6**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

6. I will never hire anybody from that agency again. Their workers have _____ work habits I have never seen.



a.

so bad



b.

such bad



c.

the worst



d.

even worse

Feedback

Your answer is correct.

Ans: the worst

Superlative form is used to express the highest degree of quality. In this case "the worst" is used to describe the quality of workers among all the others.

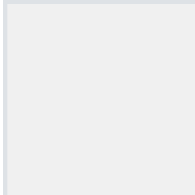
The correct answer is:

the worst

Question **7**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

7. Our new computer program has streamlined our data entry significantly since it ____ by the company, last month.



a.

purchased



b.

was purchased



c.

had purchased



d.

has purchased

Feedback

Your answer is correct.

And: **was purchased**

Simple past passive voice (the company purchased it (Active voice); it was purchased by the company (passive voice))

The correct answer is:

was purchased

Question **8**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option:

8. The new work schedule _____ released yesterday.

☐ a.

is

☒ b.

was

☐ c.

should be

☐ d.

could be

Feedback

Your answer is correct.

Ans: **was**

Simple past Tense will be used since we have 'yesterday' here.

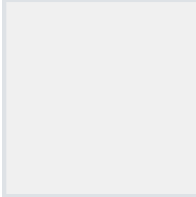
The correct answer is:

was

Question 9

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

9. After a lengthy discussion, we agreed continuing with our current marketing strategies.



a.

after



b.

lengthy



c.

continuing



d.

current

Feedback

Your answer is correct.

Ans: **continuing**

Right answer is "to continue" Agree is followed by infinitive verb.

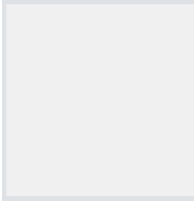
The correct answer is:

continuing

Question **10**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

10. I'm sorry I missed your call. I _____ a presentation so my phone was turned off.



a.

was attending



b.

attend



c.

have attended



d.

could attend

Feedback

Your answer is correct.

Ans: **was attending**

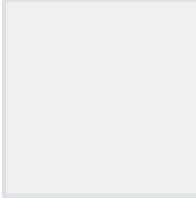
Simple Past is used with Continuous Past to show a past action interrupted during an ongoing past action.

The correct answer is:

was attending

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

11. I hope we can get the printer rush our order so we will have everything we need in time for the presentation tomorrow.



a.

can



b.

rush



c.

will have



d.

need

Feedback

Your answer is correct.

Ans: **rush**

"To rush" will be used in place of "rush" Infinitive form is to be used.

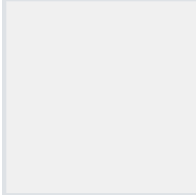
The correct answer is:

rush

Question **12**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

12. If I were CEO of this company, I _____ diversify immediately.



a.

will



b.

have



c.

can



d.

would

Feedback

Your answer is correct.

Ans: **would**

Type 2nd conditional should be used in this case as it is an imaginary situation. (If + simple past, would (not) + infinitive)

Note: Were is used instead of was.

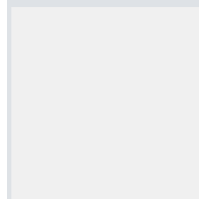
The correct answer is:

would

Question **13**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

13. I _____ with clients in seven different countries by the time this year ends.



a.

would have met



b.

have met



c.

am meeting



d.

will have met

Feedback

Your answer is correct.

Ans: **will have met**

Future perfect tense (will have + v3) will be used here because something will be completed before a time in the future. Future perfect tense is used for events that are to happen at a point of time in the future.

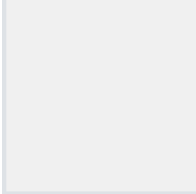
The correct answer is:

will have met

Question **14**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

14. I had already answered all my emails before I _____ at the office this morning.



a.

have arrived



b.

arrived



c.

was arriving

 d.

arrive

Feedback

Your answer is correct.

Ans: **arrived**

We have past perfect tense in the first clause, which shows sequence of actions in the past so the other action will be taken into simple past tense. The first action is in past perfect and the 2nd action in sequence is in simple past.

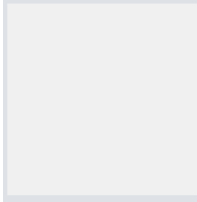
The correct answer is:

arrived

Question **15**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

15.

A: Why was Ariana so tired this morning?

B: Her supervisor made her _____ last night to finish analyzing the sales data from last quarter.



a.

work late



b.

working late



c.

to work late



d.

worked late

Feedback

Your answer is correct.

Ans: **Work late.**

Made is followed by an object and bare infinitive (verb without to)

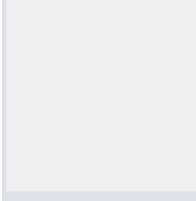
The correct answer is:

work late

Question **16**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

16. The parts department just told me they ordered more of those metal, small tools that they need for assembling our expensive new engines.



a.

parts department



b.

metal, small



c.

that



d.

expensive new

Feedback

Your answer is correct.

Ans: **metal, small**

"Small metal tools" is right. While putting adjectives in order, size precedes material.

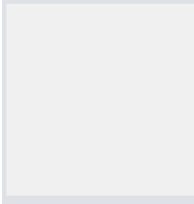
The correct answer is:

metal, small

Question 17

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

17. Immediately after we were leaving the conference, I realized that I had forgotten my briefcase.



a.

immediately after



b.

were leaving



c.

realized



d.

had forgotten

Feedback

Your answer is correct.

Ans: **were leaving**

"Were leaving" should be replaced by "left" (completed action in past)

The right answer is "Immediately after we left the conference", sequence of actions.

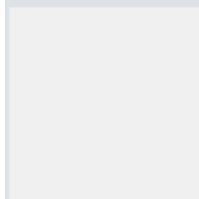
The correct answer is:

were leaving

Question **18**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify if any error in the statements given below:

18.

A: When did you get back from your business trip?

B: I actually never left! I got sick the day before my flight was schedule to depart.



a.

got sick



b.

before my flight



c.

was schedule to



d.

to depart

Feedback

Your answer is correct.

Ans: **was schedule to:**

It should be "was scheduled to depart". The action is in the past, schedule is V1 (Base) form of verb not used for past tense.

The correct answer is:

was schedule to

Question **19**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

19. Roger wants presenting his work to the team, so we have been gathering a list of questions to ask, regarding the sales forecasts.



a.

presenting



b.

have been gathering



c.

to ask



d.

regarding

Feedback

Your answer is correct.

Ans: **presenting**

The right answer should be "to present" as an infinitive shows purpose. Moreover, want is followed by an infinitive.

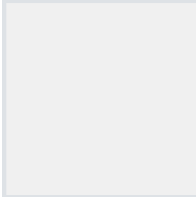
The correct answer is:

presenting

Question **20**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

20. I'll be able to leave work early tomorrow if I _____ all this work today.



a.

will finish



b.

had finished



c.

should finish



d.

finish

Feedback

Your answer is correct.

Ans: **finish**

The structure used in these sentences is: If + simple present+ simple future. This is used to talk about a possible outcome of a certain action.

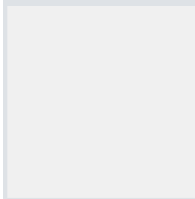
The correct answer is:

finish

Question 21

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

21. ____ my recent performance evaluation was so positive; I got another raise.

☐ a.

Therefore

☐ b.

Because

☒ c.

Because of

☐ d.

Due to

Feedback

Your answer is correct.

Ans: Because of

"Because" is used to give reason or show cause.

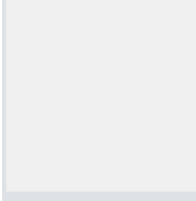
The correct answer is:

Because of

Question **22**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

22. I think this last case was my ____ difficult assignment yet.



a.

best



b.

very



c.

most



d.

more

Feedback

Your answer is correct.

Ans: **Most**

Superlative form is used to point out one assignment among all others. "Most different" is the superlative form of the adjective different.

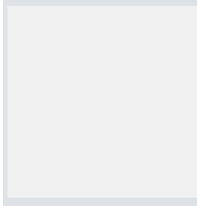
The correct answer is:

most

Question **23**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

23. We started this company _____ an economic downturn.



a.

during



b.

since

☒ c.

while

☐ d.

as

Feedback

Your answer is correct.

Ans: **during**

The preposition "during" is always followed by a noun and shows us when something happened.

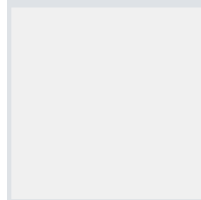
The correct answer is:

during

Question **24**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

24. I almost fell asleep in the conference room because the meeting was enough boring!



a.

almost



b.

fell asleep



c.

because



d.

enough boring

Feedback

Your answer is correct.

Ans: **enough boring**

Right answer would be "very boring or boring enough, "enough" is used as an adverb here.

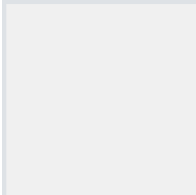
The correct answer is:

enough boring

Question **25**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

25. After a lengthy discussion, we agreed continuing with our current marketing strategies.



a.

After



b.

lengthy



c.

continuing



d.

current

Feedback

Your answer is correct.

Ans: **continuing**

Right answer is "to continue" Agree is followed by infinitive verb.

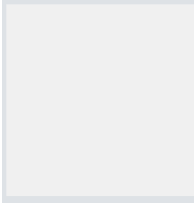
The correct answer is:

continuing

Question **26**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Named for its chief, Andre Dupont, the restaurant is decorated in the colors and images of the South Pacific. "I love the Orient and the tropics", comments Dupont, who is in charge of the menu as well as the décor and the art work. A multi-

talented man, he also selects all the wines for the restaurants impressive wine list.

The menu features a French-Asian blend of **innovative** dishes. You can start with a tropical cocktail and a wide range of appetizers including spring rolls, soups, salads and sea foods. I had the cabbage, rice, noodle, and chicken salad served with crushed peanuts and fresh mint. For the entire, I ordered the salmon wrapped in banana leaves with a coconut-ginger sauce. Finally, for dessert, I tried the Green Tea Crème-Brulee. All were amazing. Andre's specialty is fish, and he prepares it in a variety of ways grilled, sautéed, steamed or roasted. The sauces can be prepared from mild to spicy, as you prefer. "I like to experiment", says Dupont, "New food combination are fun and exciting. It is my vision to combine Traditional French seafood recipes with tropical fruits and the spices of Asia".

And at Andre's a stylish meal doesn't have to be expensive. The prices are very reasonable, so be sure to call ahead to book a table.

**1. According to the review, at this restaurant, Andre Dupont-----
---**



a.

is the manager as well as the owner and decorator.



b.

prefers to eat fish sautéed, grilled, or steamed



c.

combines some spices with banana and strawberries.



d.

likes to experiment with new of combination of food.

Feedback

Your answer is correct.

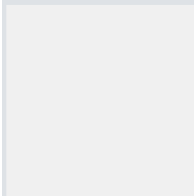
The correct answer is:

likes to experiment with new of combination of food.

Question 27

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below"

Named for its chief, Andre Dupont, the restaurant is decorated in the colors and images of the South Pacific. "I love the Orient and the tropics", comments Dupont, who is in charge of the menu as well as the décor and the art work. A multi-talented man, he also selects all the wines for the restaurants impressive wine list.

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And at Andre's a stylish meal doesn't have to be expensive. The prices are very reasonable, so be sure to call ahead to book a table.

2. In this article, innovative means



a.

traditional



b.

tropical



c.

expensive



d.

original

Feedback

Your answer is correct.

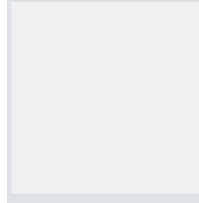
The correct answer is:

original

Question **28**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

A brief look at the key trait that screams, "SUCCESS"

We're all aware that it's not always easy to be successful in this cut-throat business world. Nevertheless, countless executives succeed and make millions, some even billions. What's their secret? We interviewed several business leaders to discover the key element to their effectiveness. Here is the one response **they** all had in common:

Be positive: Seems pretty straightforward, right? But sometimes it's not as simple as it seems to keep smiling when stocks are down or profit are lower than usual. However, we found that with every successful individual we interviewed positivity was a shared trait.

Mark Wales Chairman of Cool United said, I had never had much trouble being an optimist. In this industry, I have suffered many setbacks. Yes, I didn't let myself get discouraged. You have to keep giving your best effort. With a positive attitude, you will find the success you're hoping for.

Another financial expert, Darren Alwood, the CEO of Ride Zoo explained, "In the past I found myself at times in a pessimistic state of mind. We all tend to have experiences that make us feel over whelmed and worried. During these moments, I leaned that it is best to work hard to change your thinking. See the good in life and in your situation. Positivity is the key."

So, when you hit a stumbling block in your business, just remember what these successful individuals recommend. Stay positive.

3. What is one specific piece of advice that the financial experts interviewed give on keeping a positive attitude?



a.

Do not allow yourself to get upset if stocks are down or profits are lower than usual.



b.

Do not become discouraged if your business endeavors fail on your paycheck is short.



c.

Adjust your way of thinking and see the good in your life and in your situation.



d.

Focus your thinking on your successes and forget about all your negative experiences.

Feedback

Your answer is correct.

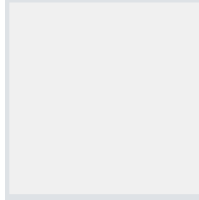
The correct answer is:

Adjust your way of thinking and see the good in your life and in your situation.

Question **29**

Correct

Mark 1.00 out of 1.00



Flag question

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So, when you hit a stumbling block in your business, just remember what these successful individuals recommend. Stay positive.

4. In this article, what does the pronoun they refer to?



a.

the leaders in the industry



b.

key elements



c.

team-members



d.

the business world

Feedback

Your answer is correct.

The correct answer is:

the leaders in the industry

Question **30**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

Employee Relations Committee Meeting Summary

By Chris Gonzalez, Director, Human Resources

I am writing this summary of the Employee Relations Committee meeting that was held on Thursday, May 27. The union representatives for the six area offices and the company managers from those same regions were present all the meeting. All attendees received a copy of the agenda before the meeting. The meeting went well, and all agenda items were covered. We discussed the employees concerns at length. Here is a list of the issues and the points of consensus that we reached. These are the ideas the committee would like to put forward:

- Employees with children are paying a higher percentage of healthcare costs. Management agrees to offer subsidized day-care options for employees with young children to help balance the increased cost of healthcare.
- Employees know that no merit raises are possible at this time. Management agrees to a 30% cost of living increase across the board.
- Management agrees to work with employees to develop more schedule options including the 40-hour, 4-day work week. Job sharing might also be possible if two employees can work out a weekly schedule between them.

As the Director of Human Resources, my goal is to promote understating and fair decisions. I am happy with these suggestions. All present at the meeting worked hard to compromise, and the discussions were constructive. I am optimistic about the future of our company and am hopeful about relations between employees and management.

I will prepare the formal **minutes** of the meeting next week. After you read them, please feel free to contact me with any questions. I am always happy to talk with you.

5. The person who wrote this report-----



a.

is very worried about the company's future.



b.

thinks that the union is being unreasonable



c.

represents one of the six regional offices



d.

is pleased with the outcome of the meeting.

Feedback

Your answer is correct.

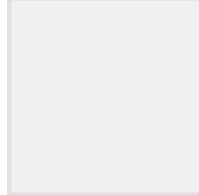
The correct answer is:

is pleased with the outcome of the meeting.

Question **31**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

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6. In the report above, the word minutes means-----



a.

a unit of time (60 seconds)



b.

a written record of a meeting



c.

time passing in a meeting



d.

a written agenda for a meeting

Feedback

Your answer is correct.

The correct answer is:

a written record of a meeting

Question **32**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

Market Blooms on flower line

FlowerLine, Inc., (Nasdaq: FLIN), the nation's second-largest online florist, posted third-quarter profits of \$12 million today, beating analyst expectations by more than 2¢ per share.

Karen Trillum, asset manager at Bank West, explained that FlowerLine has taken advantage of the bear market to snap up weaker competitors and add them to its network. In the midst of market turmoil last April that saw several companies either postpone or cancel planned IPOs, FlowerLine went ahead with its highly publicized public offering.

City Century's Chief of Online Markets, Dave Chan, said that FlowerLine's IPO was the first step in a string of successes for the company and that the balance between solid fiscal management and calculated risk-taking was the key to the company's steady growth.

"It was widely considered risky to take the company public at that time, but the company's management pulled it off," he said. "If the IPO had fallen through, FlowerLine would not have been able to purchase the FlowerMe and GetFlowers.com brands which have been so central to the company's success. To their credit, they capitalized on the situation and are now reaping the rewards for sound policies."

In the acquisition of FlowerMe, FlowerLine drew on its existing trade network to nurture the brand and move it from a niche market into the mainstream, and built the designer label into a cornerstone of FlowerLine's online presence.

7. What did Dave Chan say was one critical ingredient to flower line's Steady growth?



a.

Sound financial decision making



b.

The purchase of city centuries online market

☒ c.

The company's ability to avoid the market slump

☐ d.

The companies' credit rating

Feedback

Your answer is correct.

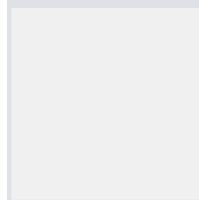
The correct answer is:

Sound financial decision making

Question **33**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

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In the acquisition of FlowerMe, FlowerLine drew on its existing trade network to nurture the brand and move it from a niche market into the mainstream, and built the designer label into a cornerstone of FlowerLine's online presence.

8. In this magazine article, what does the pronoun 'it' refer to?



a.

The company's steady growth



b.

The set of sound policies flower line implemented



c.

The purchase of flowers me and get flowers



d.

The decision to become a publicly traded company

Feedback

Your answer is correct.

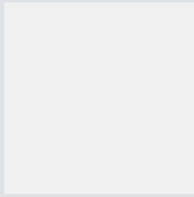
The correct answer is:

The decision to become a publicly traded company

Question **34**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Nigela Chave | June 10

Re: Advertising Director

Anthony Row-ley

Numbers Made Easy, Inc

9700 Windy peak road

Rest-hart, Wy 78455

Dear Anthony:

I would Like to apply for the Advertising Director's position in your company. I have extensive experience in advertising. I also possess the qualities and characteristics you have outlined in the job description. I have been working entirely for commissions for over twenty years and I like the challenges of such

positions. I also have ample experience managing company finances And I am capable of **allocating** funds intelligently and responsibly.

I have given presentations to hundreds of prospective clients over the years using the latest advertising techniques. Those who know me and have worked with me can attest to my charismatic and strong character. I am also the type of individual who is always looking for cutting-edge Ideas to increase revenues where possible.

As you will see in my resume. I have an MBA with a minor in Advertising. I have worked as the Advertising Manager for two companies in FORTUNE magazine's "100 Best companies to work for". I have broad experience in producing different types of analysis reports. These include customer and product retention reports average product penetration and estimated customer spending.

As an employee of your company, my primary goals would be to meet and exceed your expectations and to increase revenues. The companies I have worked for in the past have seen dramatic increase in their overall revenues. I know I have the work ethic that you are looking for. Please feel free to contact me at any time. I am available at your convenience. Thank you for your Consideration. I look forward to meeting you soon.

Sincerely,

Nigela Chave | Advertising Manager | Enclosures:4

Cc: Mandy Taylor- Randall

9. What does the letter say About Nigela Chave?



a.

Nigela has extensive experience in managing company spending and giving presentations



b.

Nigela has worked entirely for commissions but enjoys a more cooperative work environment



c.

Nigela has a degree in Business Administration and is pursuing another in advertising

 d.

Nigela has the work ethic needed to increase revenue and has worked for FORTUNE magazine

Feedback

Your answer is correct.

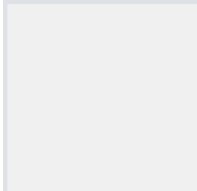
The correct answer is:

Nigela has extensive experience in managing company spending and giving presentations

Question **35**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

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June 10

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Sincerely,

Nigela Chave | Advertising Manager | Enclosures:4

Cc: Mandy Taylor- Randall

10. In this letter, what does term allocating mean?



a.

Donating

☒ b.

Withholding

☐ c.

Securing

☐ d.

Assigning

Feedback

Your answer is correct.

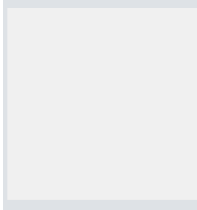
The correct answer is:

Assigning

Question **36**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question that follows:

Know What You're Worth

Brent Snodgrass

Money, when you're looking for a job, that's what you want. You can't clamber up the corporate Ladder with the attitude that each new employer is going to add on 10% to your existing salary. I'm sorry to say that these days money doesn't grow on corporate trees.

This means that, unless you can capitalize on your number-one product yourself—you're out of Luck. Wake up and smell the coffee! You're going to have to do some serious negotiation and that takes some know-how. Employers advising taking a number of steps before making demands that Might leave you high and dry in the current economic climate.

"Salaries have been on a roller-coaster ride" acknowledges Abu Baquir, CEO at Martinson and Shift management consultants. "It's very difficult to predict what a complete compensation Package will include these days. "You really have to look at what is on offer for your job and accept that compromise is key.

Before anything else, job candidates can find out what they're worth by investigating, Baquir added. "The strategy is to find the salaries and benefits of your high-profile peers right on the Internet". There are several easily accessible web sites that have sophisticated search engines. You type in your job title or description and your region. The web site will give you a range of possible salaries compensation and benefits they receive. If you know people in your industry, you can also talk to them the key is to do your research before you begin looking.

Once you've discovered what you're worth, it's time to start looking at job postings. Remember through you want to be properly compensated an enormous salary may not be the only alternative. Stop to think about the different compensation packages you might accept and what a company might accept and what a company might be willing to offer.

One angle to consider is supplementing your expected salary with cash stocks or bonuses according to Sara Greenwald. A career architect at job build Magazine.

“Go into the salary negotiation expecting to adjust the equation and present alternate scenarios.” Greenwald suggested.” For example, ask for 40% in salary and 60% in stocks and bonuses that will be based on your performances. Make the pitch that you will show them what you’re made of before They have to pay you”.

11. This article advises employees who are considering moving to a new company to -----to make the most of their move?



a.

Compare companies and choose the one that offers the highest salary



b.

Research complete compensation packages for their job in a variety of companies



c.

Think about compensation that is based solely on their job performance



d.

Request 10% more money when they start a new position

Feedback

Your answer is correct.

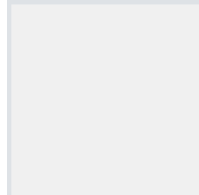
The correct answer is:

Research complete compensation packages for their job in a variety of companies

Question **37**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

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Know What You're Worth

Brent Snodgrass

Money, when you're looking for a job, that's what you want. You can't clamber up the corporate Ladder with the attitude that each new employer is going to add on 10% to your existing salary. I'm sorry to say that these days money doesn't grow on corporate trees.

This means that, unless you can capitalize on your number-one product yourself—you're out of Luck. Wake up and smell the coffee! You're going to have to do some serious negotiation and that takes some know-how. Employers advising taking a number of steps before making demands that Might leave you high and dry in the current economic climate.

“Salaries have been on a roller-coaster ride” acknowledges Abu Baquir, CEO at Martinson and Shift management consultants. “It’s very difficult to predict what a complete compensation Package will include these days. “You really have to look at what is on offer for your job and accept that compromise is key.

Before anything else, job candidates can find out what they’re worth by investigating, Baquir added. “The strategy is to find the salaries and benefits of your high-profile peers right on the Internet”. There are several easily accessible web sites that have sophisticated search engines. You type in your job title or description and your region. The web site will give you a range of possible salaries compensation and benefits they receive. If you know people in your industry, you can also talk to them the key is to do your research before you begin looking.

Once you’ve discovered what you’re worth, it’s time to start looking at job postings. Remember through you want to be properly compensated an enormous salary may not be the only alternative. Stop to think about the different compensation packages you might accept and what a company might accept and what a company might be willing to offer.

One angle to consider is supplementing your expected salary with cash stocks or bonuses according to Sara Greenwald. A career architect at job build Magazine.

“Go into the salary negotiation expecting to adjust the equation and present alternate scenarios.” Greenwald suggested.” For example, ask for 40% in salary and 60% in stocks and bonuses that will be based on your performances. Make the pitch that you will show them what you’re made of before They have to pay you”.

12. In the beginning of the article, the word this refers to -----.



Less money available for salaries in corporations



b.

What compensation you want as a job candidate



c.

Trying to find a new and better job these days



d.

Taking advantage of your number one product

Feedback

Your answer is correct.

The correct answer is:

What compensation you want as a job candidate

Question **1**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

1. Jin finally called me back yesterday afternoon, but I gone home by that time.

☐ a.

called me back

☐ b.

but

☒ c.

gone

☐ d.

by that time

Feedback

Your answer is correct.

Ans: Gone

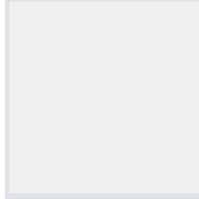
Had gone – past perfect tense should be used, as two actions are in the past.

The correct answer is: gone

Question **2**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

2. I know I should be happy with my current position; however, I keep to look for better opportunities.



a.

should



b.

be happy



c.

however



d.

to look

Feedback

Your answer is correct.

Ans: to look.

Continued action- keep looking, means continued action

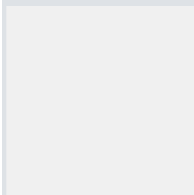
The correct answer is:

to look

Question **3**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option:

3.

A: Did you hear that Monica finally fired Sam?

B: Yes, I heard, and I think she really should have _____ more about his background before she hired him



a.

found out



b.

fixed up



c.

looked out



d.

looked at

Feedback

Your answer is correct.

Ans: Found out.

Here should is a module verb and it is used as a past tense. Should have takes v3.

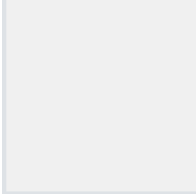
The correct answer is:

found out

Question **4**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

4. I expect _____ this project by tomorrow afternoon.



a.

finish



b.

to finish



c.

have finished



d.

finishing

Feedback

Your answer is correct.

Ans: to finish.

Use Simple Future tense. To + v1 is used for planned action

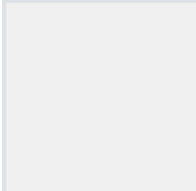
The correct answer is:

to finish

Question **5**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

5. Unfortunately, our Brazilian clients _____ by a foreign competitors.



a.

have stolen



b.

have been stolen



c.

did steal



d.

are stealing

Feedback

Your answer is correct.

Ans: have been stolen.

Shows recent occurrence, still true – present perfect + passive voice

The correct answer is:

have been stolen

Question **6**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify which part of the statement has an error.

6. The new CFO asked me to catch up on all this paper work as soon as possible.

☐ a.

catch up

☒ b.

all this

☐ c.

paper work

☐ d.

as soon as possible

Feedback

Your answer is correct.

Ans: all this

"The" instead of this, as it is specifying

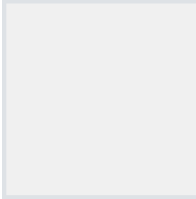
The correct answer is:

all this

Question **7**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option.

7. _____ has Jerome brought in several new accounts lately, but all of his clients are very pleased with his work.



a.

Not only



b.

Never

☐ c.

Neither

☐ d.

Not ever

Feedback

Your answer is correct.

Ans: Not only.

Not only-but are conjunctions used in pairs. Both are positive sentences.

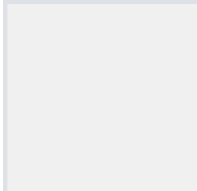
The correct answer is:

Not only

Question **8**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

8. After he received his second promotion, John was the most happy employee in the world.

☐ a.

after

☐ b.

received

☒ c.

most happy

☐ d.

in

Feedback

Your answer is correct.

Ans: Most happy.

We use the superlative degree while comparing more than two . More and most is used for double stressed syllables like wonderful, beautiful.

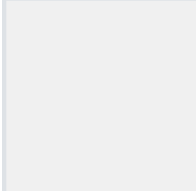
The correct answer is:

most happy

Question **9**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

9. I am not sure where ____ this year, but Maria should know



a.

the conference it is



b.

it is conference



c.

is the conference



d.

the conference is

Feedback

Your answer is incorrect.

Ans: The conference is.

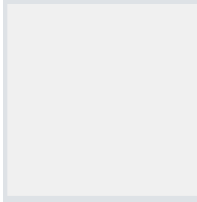
The correct answer is:

the conference is

Question **10**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

10.

A: Did Janelle lose the O'Donnell account?

B: I don't know what happened because Janelle doesn't want to _____ it.



a.

talk with



b.

talk to



c.

talk about



d.

talk over

Feedback

Your answer is correct.

Ans: talk about.

About is a preposition, which talks about the subject.

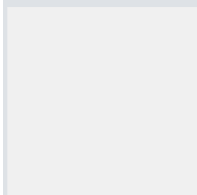
The correct answer is:

talk about

Question **11**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

11. Our boss has _____ any employees since she was transferred here.

☐ a.

just fired

☒ b.

never fired

☐ c.

ever fired

☐ d.

already fired

Feedback

Your answer is correct.

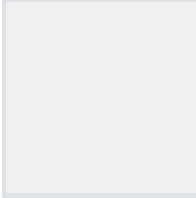
The correct answer is:

never fired

Question **12**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

12. We really want to move forward on this deal _____ the functional risk.



a.

despite



b.

nevertheless



c.

nonetheless



d.

in spite

Feedback

Your answer is correct.

Ans: despite.

Although, even though, in spite of and despite are all used to link two contrasting ideas or show that one fact makes the other fact surprising. They can all be used at the beginning or in the middle of the sentence.

Example: Despite the rain, we enjoyed the festival.

"In spite" in option D does not have "of", so not the correct option.

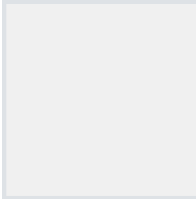
The correct answer is:

despite

Question 13

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

13. I just gave a very successful presentation _____ in part by my assistant.



a.

it was prepared



b.

it is prepared



c.

that was prepared



d.

has been prepared

Feedback

Your answer is correct.

Ans: that was prepared.

"It is prepared and "has been prepared" can be used for present tense. As the statement is in past tense which can be identified by the verb gave (V2) Past Perfect Tense should be used.

The correct answer is:

that was prepared

Question **14**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blank with the correct option:

14. You can return Mr.Ojeda's call ___ you get back to the office.

☒ a.

ever

☐ b.

while

☐ c.

once

☐ d.

during

Feedback

Your answer is correct.

Ans: once.

Conjunction "once" denotes point of time.

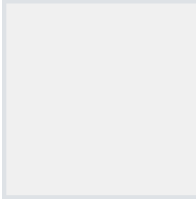
The correct answer is:

once

Question **15**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

15. Please have your manager _____ me at his or her earliest convenience.



a.

calling



b.

call



c.

to call

 d.

will call

Feedback

Your answer is incorrect.

Ans: call

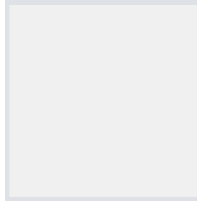
The correct answer is:

call

Question **16**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

16. Jim told me that we might needed to hire more engineers if that new project had been approved.



a.

needed



b.

to hire



c.

if



d.

had been approved.

Feedback

Your answer is correct.

Ans: Needed.

Simple Present Tense to be used "need", need doesn't change its form.

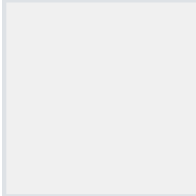
The correct answer is:

needed

Question **17**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

17. I am relieved that I _____ present our data to the group because I don't like public speaking.



a.

won't have to



b.

must not have



c.

should have to not



d.

couldn't have to

Feedback

Your answer is correct.

Ans: won't have to.

Future event – use would not.

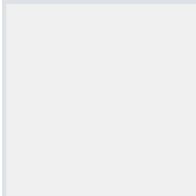
The correct answer is:

won't have to

Question 18

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify which part of the statement has an error.

18. I doubt our customers would object for our generous return policy.

☐ a.

doubt

☐ b.

would



c.

object for



d.

generous

Feedback

Your answer is correct.

Ans: object for.

The difference between 'of' and 'for' is that the word 'of' is used to show ownership or a distance from something or a result coming from something.

On the other hand, the word 'for' is used to show a purpose, a destination or an amount of something.

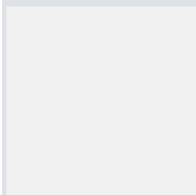
The correct answer is:

object for

Question **19**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

19. Please introduce me to the man _____ standing by the door when you have a chance.



a.

which is



b.

who is



c.

what is



d.

where is

Feedback

Your answer is correct.

Ans: Who is.

Talks about a person, who is used for persons

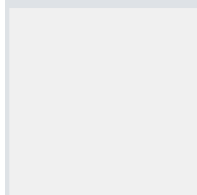
The correct answer is:

who is

Question **20**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

20. Steven and Maja _____ our North American factories for the last three weeks.



a.

had visited



b.

have been visiting



c.

are visiting

 d.

visit

Feedback

Your answer is correct.

Ans: have been visiting.

The action had started and still continues(present perfect continuous)

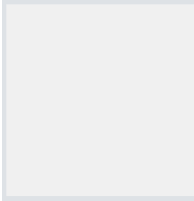
The correct answer is:

have been visiting

Question **21**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

21. Our newest clothing line _____ by Armand Mias.

 a.

wouldn't be

☐ b.

won't have been

☐ c.

weren't

☐ d.

shouldn't have been

Feedback

Your answer is correct.

Ans: wouldn't be

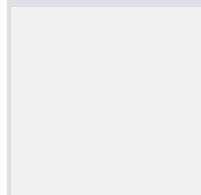
The correct answer is:

wouldn't be

Question **22**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

22. All of these invoices _____ by the billing department already.



a.

have designed



b.

had designed



c.

were designed



d.

was designed

Feedback

Your answer is correct.

Ans: were designed.

Passive voice simple past

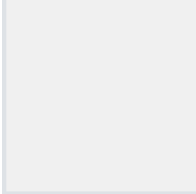
The correct answer is:

were designed

Question **23**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

23. _____ the webinar twice already because it has so much information.



a.

I'll listen to



b.

I was listening to



c.

I listen to



d.

I have listened to

Feedback

Your answer is correct.

Ans: I have listened to.

Already shows action is done so present perfect.

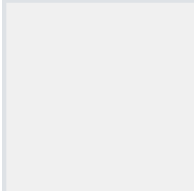
The correct answer is:

I have listened to

Question **24**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

24. ____ I gave Mr. Vincini my phone number, he realized that my office is located in Los Angeles.



a.

During

☐ b.

Meanwhile

☒ c.

Once

☐ d.

Until

Feedback

Your answer is correct.

Ans: Once.

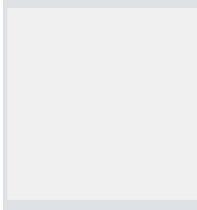
The correct answer is:

Once

Question **25**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blank with the correct option:

25. While most of the employees at this company are new, Martin ____ here for over ten years.



a.

has worked



b.

have worked



c.

works



d.

has work

Feedback

Your answer is correct.

Ans: Has worked.

Present perfect – has worked and still works.

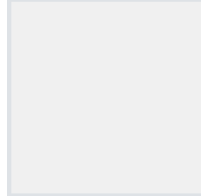
The correct answer is:

has worked

Question **26**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

There are many things to consider when choosing a credit card. It is best to take the time to look at the possible financial risks before you apply for any card. You must first decide how you will pay off what you owe. Will you be able to pay your bill in full each month? If you are not planning to pay your credit card bill in full every month, you'll have to look at the Annual Percentage Rate. This is the interest applied to your debt after the grace period. A higher Annual Percentage Rate will result in higher finance charges on your bill. If you are a good customer and you have a great credit history, the credit card company may offer you a prime rate. This interest rate is lower than the interest rate given to most customers, which can help you pay your debt sooner.

Some cards may offer rewards, and customers can benefit from these programs. Before you make your move and decide on a credit card company, find out all you can about it. Can you rely on the credit card company to answer all your questions? Will you get a lower interest rate when your credit improves? This may help you avoid penalties and prevent serious financial problems that can be difficult to recover from.

1. According to this magazine article, what should you consider when choosing a credit card?



a.

financial risks for the bank



b.

the best way to pay your debt sooner



c.

the rate of interest charged



d.

the highest interest rate you will be charged

Feedback

Your answer is correct.

The correct answer is:

the rate of interest charged

Question **27**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

There are many things to consider when choosing a credit card. It is best to take the time to look at the possible financial risks before you apply for any card. You must first decide how you will pay off what you owe. Will you be able to pay your bill in full each month? If you are not planning to pay your credit card bill in full every month, you'll have to look at the Annual Percentage Rate. This is the interest applied to your debt after the grace period. A higher Annual Percentage Rate will result in higher finance charges on your bill. If you are a good customer and you have a great credit history, the credit card company may offer you a prime rate. This interest rate is lower than the interest rate given to most customers, which can help you pay your debt sooner.

Some cards may offer rewards, and customers can benefit from these programs. Before you **make your move** and decide on a credit card company, find out all you can about it. Can you rely on the credit card company to answer all your questions? Will you get a lower interest rate when your credit improves? This may help you avoid penalties and prevent serious financial problems that can be difficult to recover from.

In this article, what does the phrase make your move mean?



a.

call a credit card company



b.

go forward with a choice



c.

change your address



d.

cancel of credit cards

Feedback

Your answer is correct.

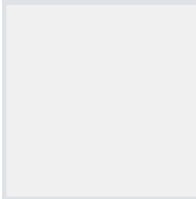
The correct answer is:

go forward with a choice

Question **28**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Memo

To: Managers of all Utah and California locations

From: Richard Garcia

CC: Jacob Harding

Date: July 23

Re: \$3000 Debit Transactions

I have been going over our records for this year and last. I just realized that our system is not generating reports for transactions that meet or exceed \$3000. We need to fix this issue immediately. As you already know, we run the risk of an audit if we don't implement a solution to this problem quickly. We have until the end of June to bring our records up to date.

I am sure I can count on you to print a list of all transactions that are over the reporting threshold for this year. Another option would be to ask Jacob Harding to find outside **resources** that can help you with this task. I understand your availability is limited. Let me know if you feel overwhelmed by this responsibility.

If you need additional client information, please tell me immediately. I may have access to that information in our archives. We have been gathering a lot of details on our customers via email.

We will need to take some time after we fix this problem to talk to our software developer. He can help us design an application that will allow us to keep track of transactions that are over a certain limit.

After you complete those reports, please notify me and then have them sent to Maria Sanchez. As always, if you have any questions, contact me at my extension.

3. According to the memo, what should managers do immediately to bring their records up-to-date?



a.

print a report of all transactions which are below the \$3000 reporting threshold amount



b.

Speak with the software developer about designing a new updated system



c.

Identify and contact outside resources that can help design a new application



d.

Generate a list of all transactions that are above the reporting threshold for that year.

Feedback

Your answer is correct.

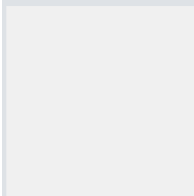
The correct answer is:

generate a list of all transactions that are above the reporting threshold for that year.

Question **29**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Memo

To: Managers of all Utah and California locations

From: Richard Garcia

CC: Jacob Harding

Date: July 23

Re: \$3000 Debit Transactions

I have been going over our records for this year and last. I just realized that our system is not generating reports for transactions that meet or exceed \$3000. We need to fix this issue immediately. As you already know, we run the risk of an audit if we don't implement a solution to this problem quickly. We have until the end of June to bring our records up to date.

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We will need to take some time after we fix this problem to talk to our software developer. He can help us design an application that will allow us to keep track of transactions that are over a certain limit.

After you complete those reports, please notify me and then have them send to Maria Sanchez. As always, if you have any questions, contact me at my extension.

4. In this memo, what does the word resources refer to?



a.

help or support



b.

the collective wealth of a company



c.

anything or place from which something comes



d.

raw materials

Feedback

Your answer is correct.

The correct answer is:

help or support

Question **30**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

Solar-Roofs

Solar-Roofs, Inc. may bring a much-needed boost to Halley City's economy. The company, known by some as a cutthroat business, has recently developed solar roof panels that are 25 percent more efficient than panels made by competing companies. In order to keep up with increasing consumer demand, Solar-Roofs, Inc. plans to hire more than 2500 new employees within the next six months.

The company is the leader in its field but didn't get **There** without its share of struggles. During the 1990s, Solar-Roofs was a subsidiary of Sol-E Industries, a British global-energy company with headquarters in London. CEOs from both companies didn't agree on a solution that would take Solar-Roof out of the slump it had been in for over three years. In the end, Rob Miller, Solar Roof's President, quit after Sol-E laid off one-third of Solar-Roofs workforce. Eventually, Solar-Roofs was sold to PBB Solar.

Under the new parent company, Rob Miller agreed to come back to Solar-Roofs, Inc. as the new CEO. Miller implemented new processes that turned his company into a gold mine within two years. With a new source of funding, Solar-Roofs began manufacturing new panels using the newest technologies available. Their sales increased 200 percent within the first three months.

5. What happened when Rob Miller became CEO of Solar-Roofs?



a.

He decided to lay off one-third of Solar-Roofs' workforce.



b.

He sold the company to PBB Solar immediately.



c.

He turned the company into a successful one.



d.

He began producing new technologies within three months.

Feedback

Your answer is correct.

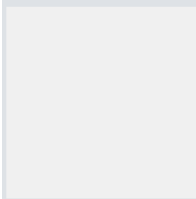
The correct answer is:

He turned the company into a successful one.

Question **31**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Solar-Roofs

Solar-Roofs, Inc. may bring a much-needed boost to Halley City's economy. The company, known by some as a cutthroat business, has recently developed solar roof panels that are 25 percent more efficient than panels made by competing companies. In order to keep up with increasing consumer demand, Solar-Roofs, Inc. plans to hire more than 2500 new employees within the next six months.

The company is the leader in its field but didn't get. **There** without its share of struggles. During the 1990s, Solar-Roofs was a subsidiary of Sol-E Industries, a British global-energy company with headquarters in London. CEOs from both companies didn't agree on a solution that would take Solar-Roof out of the slump it had been in for over three years. In the end, Rob Miller, Solar Roof's President, quit after Sol-E laid off one-third of Solar-Roofs workforce. Eventually, Solar-Roofs was sold to PBB Solar.

Under the new parent company, Rob Miller agreed to come back to Solar-Roofs, Inc. as the new CEO. Miller implemented new processes that turned his company into a gold mine within two years. With a new source of funding. Solar-Roofs began manufacturing new panels using the newest technologies available. Their sales increased 200 percent within the first three months.

6. In the magazine article, what does the pronoun 'Their' refer to?



a.

PBB Solar



b.

Technologies



c.

Solar-Roofs



d.

New processes

Feedback

Your answer is correct.

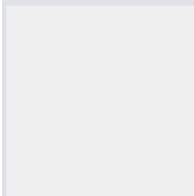
The correct answer is:

Solar-Roofs

Question **32**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Outdoor workers protect themselves when temperatures are high Hot summer months can be a problem for outdoor workers. You must protect yourself from the heat and the harmful rays of the sun. Both employers and employees should know the possible dangers and how to manage these dangers.

Sun

Being in the sun can cause wrinkles and damage to your skin. It can possibly lead to cancer. Here's how to block those harmful rays:

- Cover up. Wear long pants and long-sleeve shirts.
- Wear a hat to protect your neck, ears, eyes, forehead, and nose.
- Use sunscreen with a sun protection factor of at least 30. Be sure to follow application directions on the bottle.
- Wear sunglasses (eye protection). Sunglasses don't have to be expensive, but they should block 99-100 percent of the sun's harmful rays. Limit exposure. Sun rays are strongest between 10 a.m. and 4 p.m.

7. According to the fact sheet, what is needed for sunglasses to work well?



a.

They should have a protection factor of at least 30.



b.

They should stop almost all damaging rays.



c.

They should entirely cover the eyes.



d.

They should cost a lot of money.

Your answer is correct.

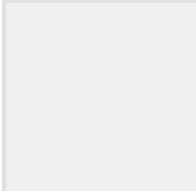
The correct answer is:

They should stop almost all damaging rays.

Question **33**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Outdoor workers protect themselves when temperatures are high. Hot summer months can be a problem for outdoor workers. You must protect yourself from the heat and the harmful rays of the sun. Both employers and employees should know the possible dangers and how to manage these dangers.

Sun

Being in the sun can cause wrinkles and damage to your skin. It can possibly lead to cancer. Here's how to block those harmful rays:

- Cover up. Wear long pants and long-sleeve shirts.
- Wear a hat to protect your neck, ears, eyes, forehead, and nose.
- Use sunscreen with a sun protection factor of at least 30. Be sure to follow application directions on the bottle.

- Wear sunglasses (eye protection). Sunglasses don't have to be expensive, but they should block 99–100 percent of the sun's harmful rays. Limit exposure. Sun rays are strongest between 10 a.m. and 4 p.m.

8. What does the fact sheet suggest?



a.

Companies should purchase sun protection for their employees.



b.

Working long hours in the sun has several health benefits.



c.

Too much exposure to sun and heat can be dangerous.



d.

There is no way to protect workers from the sun's harmful rays

Feedback

Your answer is correct.

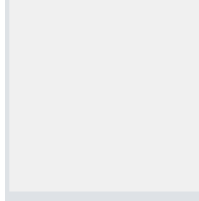
The correct answer is:

Too much exposure to sun and heat can be dangerous.

Question **34**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Spax, Inc

Branch closure Report

September

As part of our ongoing effort to consolidate our various customer service centres, our Midtown New York branch has been closed and incorporated into our Newark service and distribution centre. Because of the proximity of the new location and the ease of transit connection, we expected to retain at least 75% of the personnel from the closed location. However, out of thirty-six employees from the New York branch, only twenty-two remain with us here in New York.

We were successful in keeping several of our most experienced employees in mid-and upper-level management. Nevertheless, the loss of a few key employees has been felt by the department as a whole and has created some difficulty during the move. We have worked with the HR department to come up with a plan for filling the vacant positions with new talent.

The first step of the recruitment process is to identify people within the company who could advance into these positions. If we're not able to successfully fill the positions internally, we will be contacting recruiters through our current network.

We're concerned that two of the specialized technology management positions will require additional searching. So, if the positions are not filled by late November, we have proposed, and HR has agreed to offer a referral bonus of \$1000 to our employees.

Aside from personnel issues, the physical move proceeded smoothly. The office-moving company recommended by the local trade association did their work smoothly and effectively. The New York and Newark offices have been running the same IT systems for than 2 years now, so after the move, rebuilding the IT infrastructure was a snap. **We** have been up and running without missing a beat. Management feels that, in spite of the challenges, closing our New York office was a step in the right direction.

9. According to the report, what made the move difficult for the New York branch employees?



a.

There was a lack of help from Human Resources to recruit new employees.



b.

There was a need to identify key personnel as soon as the branched were merged.



c.

The offices had been running the same IT systems for too long.



d.

The company lost more important employees than anticipated.

Feedback

Your answer is correct.

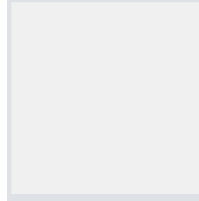
The correct answer is:

The company lost more important employees than anticipated.

Question **35**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Spax, Inc

Branch closure Report

September

As part of our ongoing effort to consolidate our various customer service centres, our Midtown New York branch has been closed and incorporated into our Newark service and distribution centre. Because of the proximity of the new location and the ease of transit connection, we expected to retain at least 75% of the personnel from the closed location. However, out of thirty-six employees from the New York branch, only twenty-two remain with us here in New York.

We were successful in keeping several of our most experienced employees in mid-and upper-level management. Nevertheless, the loss of a few key employees has been felt by the department as a whole and has created some

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The first step of the recruitment process is to identify people within the company who could advance into these positions. If we're not able to successfully fill the positions internally, we will be contacting recruiters through our current network.

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Management feels that, in spite of the challenges, closing our New York office was a step in the right direction.

10. In the report, what does the pronoun We refer to in paragraph ?



a.

the retained personnel from the closed location



b.

mid-and upper-level management



c.

the candidates that were recruited



d.

the combined personnel in New York

Feedback

Your answer is correct.

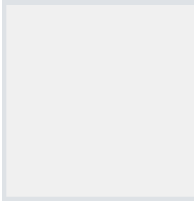
The correct answer is:

the combined personnel in New York

Question **36**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the questions given below:

To: Mariam de Grange

From: Chris Wang

Subject: Interview for documentary

Hi! I just want to follow up on our plans to interview Jason Carrington for the documentary about craftsmanship. I think we can use some of the ideas below. Let me know what you think. First of all, he is a very interesting character and my impression is that we could emphasize his distinctive work in the film. He is certainly on the cutting edge of furniture design, and he's also a very charismatic person.

His furniture is sleek and sophisticated. Carrington seems to blend an unconventional approach with respect for Asian and Eastern European heritage in his designs. His skill and imagination flow from a certain nostalgia for the past, but he somehow manages to put a new twist on conventional concepts. He is not so much revolutionary as a subtle innovator.

According to Carrington's Web site, there has been a dramatic rise in the popularity of his designs. The distribution of the products especially the living room ensembles and executive office suite furnishings—is primarily in the luxury market, but he caters more to business than to individuals buying furniture for their homes. In fact, several multinational companies have commissioned Carrington to design furniture for their major global offices. He says his primary goal is to blend form and function, using locally grown or produced materials to provide a distinctive style that respects the historical heritage of a culture while looking toward its future.

I wouldn't say his furniture has universal appeal—it's too unconventional for some tastes—but he is a **pacesetter** in the design world. A champagne company recently had Carrington design four sofas to be used in a marketing campaign. He showed me the mock-ups: Each photo features a woman with a champagne glass. The models are dressed in gowns that draw on the style of the couches. The overall impression is one of elegant simplicity.

This guy definitely thinks outside the box. I think his state-of-the-art designs will impress our viewers, but I'd like to hear what you think before I schedule another appointment. In the meantime, he's sending us the permission-to-film contract this week. He wanted to have his attorney review the specifics first.

11. According to this email, furniture designer Jason Carrington displays _____.



a.

a strong commitment to traditional local designs



b.

a blend of traditional and modern elements



c.

universal appeal in the design of his office suites



d.

a totally futuristic design sense in his furniture

Feedback

Your answer is correct.

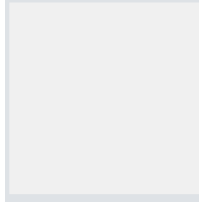
The correct answer is:

a blend of traditional and modern elements

Question **37**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

To: Mariam de Grange

From: Chris Wang

Subject: Interview for documentary

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His furniture is sleek and sophisticated. Carrington seems to blend an unconventional approach with respect for Asian and Eastern European heritage in his designs. His skill and imagination flow from a certain nostalgia for the past, but he somehow manages to put a new twist on conventional concepts. He is not so much revolutionary as a subtle innovator.

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This guy definitely thinks outside the box. I think his state-of-the art designs will impress our viewers, but I'd like to hear what you think before I schedule another appointment. In the meantime, he's sending us the permission -to-film contract this week. He wanted to have his attorney review the specifics first.

12. In the email above, the word **pacesetter** means that Carrington ---



a.

is on the cutting edge of design.



b.

is similar to other designers.



c.

is unpopular among designers.



d.

is commercially successful.

Feedback

Your answer is correct.

The correct answer is:

is on the cutting edge of design.

Identify if any error in the statement

Arik told me that the documents we sent to his company have arrived yet.



a.
told



b.
the



c.
sent



d.
yet

Feedback

Your answer is correct.

Ans: Yet. It should be have not arrived without yet.

Yet is used at the end of a sentence to make it negative.

Yet is used to indicate an action that didn't happen. We use 'yet' mostly in negative statements or questions in the present perfect.

This is a positive sentence, so shouldn't use 'yet'.

The correct answer is:

yet

Question **2**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify if any error in the statement.

He enjoys to meet new people, so he is excited about the chance to talk people from other companies at the conference and ask questions during the presentations.



a.

to meet



b.

is



c.

to talk

 d.
ask

Feedback

Your answer is correct.

Ans: To meet

Replace ' to meet ' with meeting

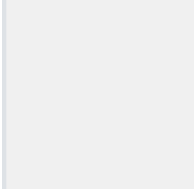
Singular verb 'enjoys' should be followed by gerund not infinitive.

The correct answer is:
to meet

Question **3**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

I _____ the CEO of this company several times already.

 a.
meet



b.

to have met



c.

have been met



d.

have met

Feedback

Your answer is correct.

Ans: Have met

- Present perfect tense is used.
- The word already indicates present perfect tense.
- Present perfect tense. repetitive event indicates that the effect of such action is continuing.
- The adverb 'already' is used with the present perfect tense.

The correct answer is:

have met

Question **4**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option.

On my next business trip to Florida, I plan to go to the beach _____ visit an amusement park.



a.

in addition



b.

as well as



c.

also



d.

furthermore

Feedback

Your answer is correct.

Ans: · As well as will be used.

· The conjunction "as well as" means in addition to.

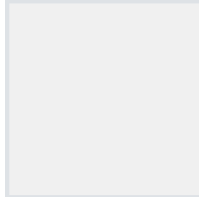
The correct answer is:

as well as

Question **5**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

The deadline for the job application is today, so you really _____ finish filling out all the forms right away.

☐ a.
need

☒ b.
must

☐ c.
could

☐ d.
would

Feedback

Your answer is correct.

Ans: Must

- Must is used to show the necessity.
- The modal verb "must" indicate obligation or compulsion.
- Must is used to give a strong recommendation.

The correct answer is:

must

Question **6**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option.

Adrian did a great job! I think he is the _____ employee we have.



a.
most talented



b.
more talented



c.
best talented



d.
very talented

Feedback

Your answer is correct.

Ans: Most talented.

Superlative degree is used when we are comparing more than two persons or things.

The correct answer is:

most talented

Question **7**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify if any error in the statement

Due the recent decline in sales, we are planning to create a new advertising campaign.



a.

due



b.

are planning



c.

to create



d.

a

Feedback

Your answer is correct.

Ans: Due

- Due is followed by to " due to" and it means because of or "as a result of".
- Phrase 'due to' is used to express reason for an action.
- Due to' is a subordinating conjunction that show cause-and-effect relationship.

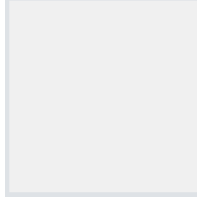
The correct answer is:

due

Question 8

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify if any error in the statement

Keiko is not experienced as Angelo, who has been doing this kind of work for ten years



a.

is



b.

experienced



c.

as Angelo



d.

has been doing

Feedback

Your answer is correct.

Ans: Experienced.

As is used to show comparison between 2 things that are not equal

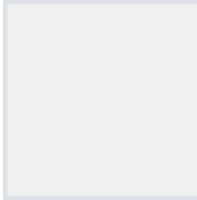
The correct answer is:

experienced

Question 9

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

Mandy doesn't like commuting to work and I _____



a.

don't either



b.

don't neither



c.

don't nor



d.

so don't

Feedback

Your answer is correct.

Ans: don't either

· When we have two options, we use either or neither. Either means none of the two.

· If sentence is positive, we should use neither – nor

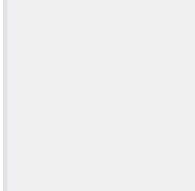
The correct answer is:

don't either

Question **10**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

Try calling her cell phone. That is the _____ way to get in touch with her.



a.
more quickly



b.
quickest



c.
most quicker



d.
so quick

Feedback

Your answer is correct.

Ans: quickest

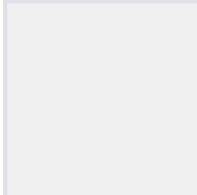
- The definite article 'the' to be followed by superlative degree.
- Superlative of 'quick' is 'quickest'.

The correct answer is:
quickest

Question **11**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

Until this morning, I _____ late to work.



a.

should not have been



b.

will never be



c.

am never



d.

had never been

Feedback

Your answer is correct.

Ans: Had never been

- Past perfect tense must be used.
- Past perfect tense is used to describe an action that never happened before.
- Until means 'up to the event mentioned' (here, 'this morning').
- The past perfect 'had never been' means never 'before this morning'.

The correct answer is:

had never been

Question **12**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option.

The break room is the kind of place _____ you can really be yourself around your co-workers



a.
where



b.
which



c.
that



d.
whom

Feedback

Your answer is correct.

Ans: Where

Relative pronoun where is used to denote location.

The correct answer is:

where

Question **13**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option.

Phil is a fast typist, so I think he ____ write the proposal in one afternoon.



a.
has



b.
can



c.
need



d.
ought

Feedback

Your answer is correct.

Modal verb “can” is used to express ability, opportunity, a request, to grant permission,

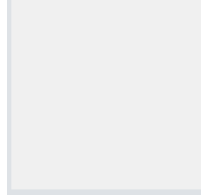
The correct answer is:

can

Question **14**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

If Hyun _____ his portion of the report today, we can send the final draft to Marjorie tomorrow morning.



a.

finishes



b.

ought to finish



c.

had finished



d.

was finishing

Feedback

Your answer is correct.

· Ans: finishes.

If + simple present is a conditional sentence (possible condition) therefore it is followed by can.

- A conditional sentence calls for simple present tense (for proposed action and result)
- First conditional sentences are used to express situations in which the outcome is likely (but not guaranteed) to happen in the future.
- We use the Simple Present tense in the if-clause and simple future tense in the main clause

The correct answer is:
finishes

Question **15**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify if any error in the statement

I'll let you know for as long as I hear back from our investors: Until then, let's keep analyzing the data and start preparing the report.



a.

for as long as



b.

until



c.

and



d.

start preparing

Feedback

Your answer is correct.

Ans: As soon as.

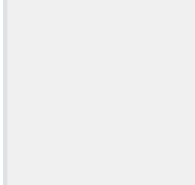
- For as long as is incorrect – on the other hand "as soon as" which also means "provided that" would be grammatically correct.
- "For" and "as long as" are not used together.

The correct answer is:
for as long as

Question 16

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

_____ a total lack of preparation, Bahar gave a great presentation yesterday.



a.

Although



b.

Despite



c.

Regardless



d.

However

Feedback

Your answer is correct.

Ans: Despite

- Despite should be used. As there is a contrast between two sentences.
- Despite is followed by a noun.

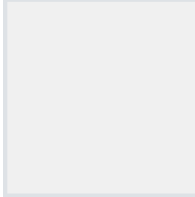
The correct answer is:

Despite

Question **17**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

I thought you said _____ have that paperwork done before our quarterly budget meeting.



a.

You'll

☐ b.
You're

☐ c.
You

☒ d.
You'd

Feedback

Your answer is correct.

Ans: You'd (you would) is the right answer.

Reporting verb is in the past.

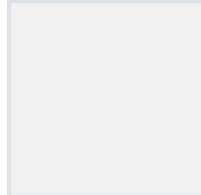
The correct answer is:

You'd

Question **18**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Identify if any error in the statement

I think Davut was used to drive to work, but now he takes the train.

☐ a.
think

☒ b.
was used

☐ c.
to

☐ d.
takes

Feedback

Your answer is correct.

Ans: Was used

- Remove 'was' in the sentence.
- We use 'used to' when we refer to things in the past which are no longer true.

The correct answer is:
was used

Question **19**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option.

Did your clients _____ relieved when you told them about your progress on their project?



a.

look



b.

resemble



c.

experience



d.

sense

Feedback

Your answer is correct.

Ans: Look.

Use 'look' when describing the appearance of a person or thing or the impression that they give.

The correct answer is:

look

Question **20**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks with the correct option.

Our boss company _____ such a financial loss last quarter if we hadn't assumed so much risk.



a.

wouldn't have taken



b.

might not be taken



c.

must have taken



d.

wouldn't be taking

Feedback

Your answer is correct.

Ans: wouldn't have taken

In the third conditional, we use, If + past perfect, would/wouldn't have + past participle

The correct answer is:
wouldn't have taken

Question **21**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Identify if any error in the statement

If you need to get in touch with Sanjeev immediately, try calling his cell phone. He should be checking in at the airport by now, but his flight doesn't take over until 4:00.

☐ a.
get in touch

☐ b.
try calling

☐ c.
checking in

☐ d.

take over

Feedback

Your answer is correct.

Ans: Take over.

Take over means to acquire or take control. The departure of a flight is referred to as "take off" should be the correct phrase.

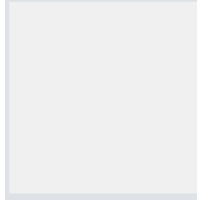
The correct answer is:

take over

Question 22

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

If we expanded into the Asian market, I think our profits _____ substantially



a.
was increased



b.
will increase



c.
has increased



d.

would increase

Feedback

Your answer is correct.

Ans: Would increase.

For Second Conditional, we use- If + past simple, would/wouldn't + verb. It is used for situations/actions in the present or future which are imaginary or hypothetical.

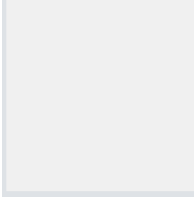
The correct answer is:

would increase

Question **23**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

I was okay to take that out-of-town job, but the commute would be ____ long.



a.

about



b.

enough



c.
such



d.
too

Feedback

Your answer is correct.

Ans: Too.

Too' is used to show excessiveness or higher degree (long distance).

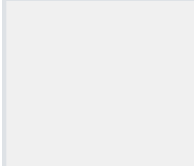
The correct answer is:

too

Question **24**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Weekly Employment Review

How Employees Rank Their Jobs

by Glen Conway

Today the economy is stronger than it has been for several years and there are many job opportunities in the labor market. It is not surprising then that workers expectations and requirements are high as they search for the perfect job. The position, salary, and conditions of a job must meet the workers' prerequisites.

In a recent survey commissioned by the Labor Department, fifty thousand employees throughout the country were asked to rank the desirability of 250 jobs in today's market. The criteria used to rank these jobs were environment, income, security, stress, and physical demands. Four of the five top-ranked jobs were connected to the high-tech industry, namely Web site manager, computer systems analyst, software engineer, and computer programmer. Meanwhile, jobs involving difficult working conditions, like long hours, heavy lifting, or an element of danger, were ranked toward the bottom of the list the bottom five were taxi-driver, dancer, cowboy, construction worker, and fisherman. Some critics argue that other criteria should have been included in this list. However, the results of the survey indicate that more and more people see jobs related to computers and the Internet as the way to go in their employment search.

4. The article says that:



a.

people are interested only in computer- and Internet-related jobs



b.

the economy is responsible for the limited number of job opportunities



c.

experts agree on the criteria for ranking jobs



d.

many of the most popular jobs were high-tech

Feedback

Your answer is correct.

The correct answer is:

many of the most popular jobs were high-tech

Question **25**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

The Food and Travel Review

Business Travel:

Ordering Wine in a Restaurant

By Dorothy Gold

Trying to order anything in a foreign language at a restaurant can be difficult and confusing. Ordering a bottle of wine is worse because you have to read a long list of strange names on the wine menu. The waiter is standing there waiting to take your order, and your business client is looking thirsty.

Below are some suggestions to help you get the right kind of wine at a good price. They are not intended to be a complete list, but they should get you started.

- o Decide how much you want to spend. Don't let the waiter sell you anything too expensive. The best guys on a wine list tend to fall between \$18 and \$35.
- o Decide on the food you're going to order and discuss your choices with the wine waiter. If everyone is eating varied food, order an all-purpose light red wine that complements assorted dishes, a couple of different half bottles, or order individual wines by the glass. Remember that when a few people want the same wine, it is cheaper to order a full bottle.

Enjoy your wine, and cheers!

1. When should you order a full bottle of wine ?



a.

when it is the cheapest wine on the menu



b.

when everyone is eating different kinds of food



c.

when more than one person wants the same wine



d.

when the waiter suggests it

Feedback

Your answer is correct.

The correct answer is:

when more than one person wants the same wine

Question **26**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

The Food and Travel Review

Business Travel:

Ordering Wine in a Restaurant

By Dorothy Gold

Trying to order anything in a foreign language at a restaurant can be difficult and confusing. Ordering a bottle of wine is worse because you have to read a long list of strange names on the wine menu. The waiter is standing there waiting to take your order, and your business client is looking thirsty.

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o Decide on the food you're going to order and discuss your choices with the wine waiter. If everyone is eating varied food, order an **all-purpose** light red wine that complements assorted dishes, a couple of different half bottles, or order individual wines by the glass. Remember that when a few people want the same wine, it is cheaper to order a full bottle.

Enjoy your wine, and cheers!

2. Look at the word 'all-purpose' in the article. Which words or phrases mean the same thing as all-purpose in this article?



a.

delicious with wine



b.

useful for all types of situations



c.

appropriate when ordering food



d.

cheap or inexpensive

Feedback

Your answer is correct.

The correct answer is:

useful for all types of situations

Question **27**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

The Food and Travel Review

Business Travel:

Ordering Wine in a Restaurant

By Dorothy Gold

Trying to order anything in a foreign language at a restaurant can be difficult and confusing. Ordering a bottle of wine is worse because you have to read a long list of strange names on the wine menu. The waiter is standing there waiting to take your order, and your business client is looking thirsty.

Below are some suggestions to help you get the right kind of wine at a good price. **They** are not intended to be a complete list, but they should get you started.

- o Decide how much you want to spend. Don't let the waiter sell you anything too expensive. The best guys on a wine list tend to fall between \$18 and \$35.
- o Decide on the food you're going to order and discuss your choices with the wine waiter. If everyone is eating varied food, order an all-purpose light red wine that complements assorted dishes, a couple of different half bottles, or order individual wines by the glass. Remember that when a few people want the same wine, it is cheaper to order a full bottle.

Enjoy your wine, and cheers!

3. Look at the word 'they' in the article. What does the word they refer to in the previous sentence?



a.

suggestions

- ☐ b.
good wines
- ☐ c.
the right kinds
- ☐ d.
good prices

Feedback

Your answer is correct.

The correct answer is:
suggestions

Question **28**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

Weekly Employment Review

How Employees Rank Their Jobs

by Glen Conway

Today the economy is stronger than it has been for several years and there are many job opportunities in the labor market. It is not surprising then that workers expectations and requirements are high as they search for the perfect job. The position, salary, and conditions of a job must meet the workers' **prerequisites**.

In a recent survey commissioned by the Labor Department, fifty thousand employees throughout the country were asked to rank the desirability of 250 jobs in today's market. The criteria used to rank these jobs were environment, income, security, stress, and physical demands. Four of the five top-ranked jobs were connected to the high-tech industry, namely Web site manager, computer systems analyst, software engineer, and computer programmer. Meanwhile, jobs

involving difficult working conditions, like long hours, heavy lifting, or an element of danger, were ranked toward the bottom of the list the bottom five were taxi-driver, dancer, cowboy, construction worker, and fisherman. Some critics argue that other criteria should have been included in this list. However, the results of the survey indicate that more and more people see jobs related to computers and the Internet as the way to go in their employment search.

5. Look at the word prerequisites in the article. Which phrases mean the same thing as prerequisites?



a.

jobs related to the high-tech industry



b.

different working conditions



c.

things that people want in a workplace



d.

the criteria used for ranking jobs

Feedback

Your answer is correct.

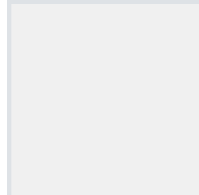
The correct answer is:

things that people want in a workplace

Question **29**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

CRUNCHY COOKIE & CRACKER COMPANY

Memo To: All company managers

From: Luc Nanh, company nurse

DATE: October 10

Re: Recent sickness in our workplace

Seven employees suddenly became ill last week. These people had many symptoms, including fever and headache. They were all very thirsty and very tired. All of them had body aches. I am very worried. We don't know exactly what the sickness is. It may be some kind of infection like the flu.

This illness could be spreading through the air. Please tell everyone in your department that we must all:

- • Cover our noses and mouths before sneezing or coughing
- • Wash our hands several times a day

If you have any questions, call me. I can also give you some information from the city hospital.

The best thing to do right now is to watch all of our employees closely. Send any worker with any of the above symptoms to the nurse's office. We will take them to the hospital for medicine. These people should not make cookies or crackers now. They need to rest. They should not travel to and from work by public transportation. In fact, they should stay home for at least three days. This problem is very serious. Please be careful.

6. In this memo, the company nurse says that



a.

the company managers must look for sick workers



b.

the company had a small health problem last week



c.

there is no medicine to help with these symptoms



d.

sick people should rest several times a day

Feedback

Your answer is correct.

The correct answer is:

the company managers must look for sick workers

Question **30**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

CRUNCHY COOKIE & CRACKER COMPANY

Memo To: All company managers

From: Luc Nanh, company nurse

DATE: October 10

Re: Recent sickness in our workplace

Seven employees suddenly became ill last week. These people had many symptoms, including fever and headache. They were all very thirsty and very tired. All of them had body aches. I am very worried. We don't know exactly what the sickness is. It may be some kind of infection like the flu.

This illness could be spreading through the air. Please tell everyone in your department that we must all:

- Cover our noses and mouths before sneezing or coughing
- Wash our hands several times a day

If you have any questions, call me. I can also give you some information from the city hospital.

The best thing to do right now is to watch all of our employees closely. Send any worker with any of the above symptoms to the nurse's office. We will take them to

the hospital for medicine. These people should not make cookies or crackers now. They need to rest. They should not travel to and from work by public transportation. In fact, they should stay home for at least three days. his problem is very serious. Please be careful.

7. What is one of the symptoms described in the memo?

- ☒ a.
medicine
- ☐ b.
an infection
- ☐ c.
body aches
- ☐ d.
the flu

Feedback

Your answer is correct.

The correct answer is: body aches

Question 31

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the survey and answer the question given below:

SATISFACTION SURVEY

Thank you for helping us. Your opinions are very valuable.

Name: Garcia, Amelia

(Last name, first name)

Nationality: Mexican City

Flight Number: 4675
From: Mexico City
To: Dallas
Date of Flight: April 19

Rate your flight from 1 to 5.

1 = excellent 2=very good 3=good 4 = poor 5 = very poor

Friendliness of Staff

1 2 3 4 5

Seat Comfort

1 2 3 4 5

Cleanliness of Airplane

1 2 3 4 5

Food

1 2 3 4 5

8. Ms. Garcia said the food was



a.
excellent



b.
very good



c.
good



d.
very poor

Feedback

Your answer is correct.

The correct answer is:
very poor

Question **32**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the survey and answer the question given below:

SATISFACTION SURVEY

Thank you for helping us. Your opinions are very valuable.

Name: Garcia, Amelia

(Last name, first name)

Nationality: Mexican City

Flight Number: 4675

From: Mexico City

To: Dallas

Date of Flight: April 19

Rate your flight from 1 to 5.

1 = excellent 2=very good 3=good 4 = poor 5 = very poor

Friendliness of Staff

1 2 3 4 5

Seat Comfort

1 2 3 4 5

Cleanliness of Airplane

1 2 3 4 5

Food

1 2 3 4 5

9. What country is Ms. Garcia from?



a.

Dallas



b.

United States



c.

Mexico



d.

Mexican City

Feedback

Your answer is correct.

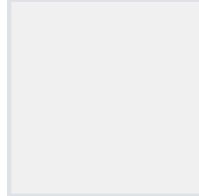
The correct answer is:

Mexico

Question **33**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read the passage and answer the question given below:

Business Company

Memo

To: All ABC Employees

From: Amelia Wen, Director of Human Resources

CC: Martine Warner, Hugo Ruiz, John Phillips

Date: April 24, 2012

Subject: Dress Code Reminder

Please remember that we have clients visiting our office every day. It is important that all employees dress professionally

Men: Please wear a business suit or nice pants and a jacket. We would like all men to wear white shirts and a tie.

Women: Please wear pants or a skirt with a jacket and blouse. Women can also wear dresses that are appropriate for a professional workplace. Please do not wear sandals or sweaters.

All Staff: Please do not wear jeans or sport shoes to work. Also, remember to keep your work area neat and clean. Thank you for following these rules. If you have any questions, please contact me.

Amelia Wen

10. What is one thing men wear to work?



a.

suits



b.

sweaters



c.

pants



d.

jeans

Feedback

Your answer is correct.

The correct answer is:
suits

Question **34**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the passage and answer the question given below:

American Business Company

Memo

To: All ABC Employees

From: Amelia Wen. Director of Human Resources

CC: Martine Warner, Hugo Ruiz, John Phillips

Date: April 24, 2012

Subject: Dress Code Reminder

Please remember that we have clients visiting our office every day. It is important that all employees dress professionally

Men: Please wear a business suit or nice pants and a jacket. We would like all men to wear white shirts and a tie.

Women: Please wear pants or a skirt with a jacket and blouse. Women can also wear dresses that are appropriate for a professional workplace. Please do not wear sandals or sweaters.

All Staff: Please do not wear jeans or sport shoes to work. Also, remember to keep your work area neat and clean. Thank you for following these rules. If you have any questions, please contact me.

Amelia Wen

11. What is one thing women wear to work?

- ☐ a.
Sandals
- ☐ b.
Sweaters
- ☒ c.
Pants
- ☐ d.
Jeans

Feedback

Your answer is correct.

The correct answer is:

Pants

Question **35**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Read the information and answer the question given below:

The Purple Cup

Restaurant, Bar, and Coffee House

1. We love to serve our guests beautiful meals that taste great.
2. We buy our food fresh from the market, and we use it to make different dishes each day:

3. Order a three-course meal, or just come in with a friend for coffee and dessert.
4. Would you like to use our restaurant for a party? Call us for details.

TODAY'S MENU

APPETIZERS

1. Soup of the Day (hot potato soup or cold cucumber soup)
2. Garden Salad

MAIN COURSE

1. Vegetable Pizza (You should try this)
2. Grilled Fish with Brown Rice (A healthy choice.)
3. Spicy Chicken with Noodles (You can also order a vegetarian alternative.)

DESSERTS

1. Apple Tart
2. Cheese Plate (no-sugar option)

12. What does the menu say about the restaurant?



a.

You should always order a three-course meal.



b.

You can reserve the restaurant for special events



c.

The restaurant serves the same delicious meals every day



d.

The restaurant offers four sweet desserts to enjoy with your coffee

Feedback

Your answer is correct.

The correct answer is:

You can reserve the restaurant for special events

Question **36**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

The Purple Cup Restaurant, Bar, and Coffee House

1. We love to serve our guests beautiful meals that taste great.
2. We buy our food fresh from the market, and we use **it** to make different dishes each day:
3. Order a three-course meal, or just come in with a friend for coffee and dessert.
4. Would you like to use our restaurant for a party? Call us for details.

TODAY'S MENU

APPETIZERS

1. Soup of the Day (hot potato soup or cold cucumber soup)
2. Garden Salad

MAIN COURSE

1. Vegetable Pizza (You should try this)
2. Grilled Fish with Brown Rice (A healthy choice.)
3. Spicy Chicken with Noodles (You can also order a vegetarian alternative.)

DESSERTS

1. Apple Tart
2. Cheese Plate (no-sugar option)

13. On this menu, what does the pronoun it refer to?

- ☒ a.
food
- ☐ b.
fresh
- ☐ c.
market
- ☐ d.
meal

Feedback

Your answer is correct.

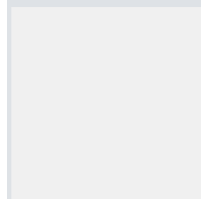
The correct answer is:

food

Question 1

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read each sentence in the options to find out whether there is any grammatical error in it. The error, if any will be in one part of the sentence. The option

containing that part is the answer. If there is no error, the answer is 'D'. (Ignore the errors of punctuation, if any)



a.

As much as I admire him for his sterling qualities.



b.

I cannot excuse him for



c.

being unfair to his friends.



d.

No error

Feedback

Your answer is correct.

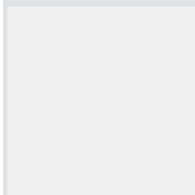
The correct answer is:

As much as I admire him for his sterling qualities.

Question 2

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Employee Relations Committee Meeting Summary by Chris Gonzalez,
Ombudsman The Employee Relations Committee meeting was held on Thursday.
The union representatives for the six area offices and the company managers
from those same regions were present at the meeting. I sent out a copy of the
agenda before the meeting. We discussed all the items on the agenda. I am
writing this summary in my official role as the company ombudsman. The

meeting went well. We discussed the employees' concerns at length. Here is a list of the issues and the points of consensus that we reached. These are the ideas the committee would like to put forward: Employees know that healthcare costs are rising. Management agrees to provide more day-care options for employees' children if employees pay a higher percentage of healthcare costs. Employees know that no merit raises are possible at this time. Management agrees to a 3% cost-of-living increase across the board. Management agrees to work with employees to develop more schedule options. These will include the 40-hour, 4-day work week. Job sharing might also be possible if two employees can work out a weekly schedule between them.

Questions 1) The person who wrote this report _ _ _ _ _



a.

is very worried about the company's future



b.

thinks that the union is being unreasonable



c.

represents one of the six regional offices



d.

is pleased with the outcome of the meeting

Feedback

Your answer is correct.

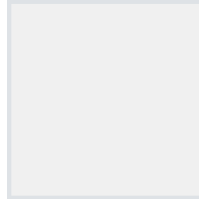
The correct answer is:

is pleased with the outcome of the meeting

Question 3

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Don't Let Your Computer Send You to the Doctor by Samuel Berger Doctors report that the number of computer-related health problems continue to increase. Computer users frequently suffer from finger, hand, forearm, eye, neck, and back problems. Let's discuss a few ways to avoid some of these problems. The good news is that there are ways to stop the pain of using a computer. Here are some easy things you can do. Every fifteen to twenty minutes, you should look away from the computer screen. Focus your eyes on something far away for a minute or two. You can also lessen eye stress by closing your eyes and using your fingers to press gently on your eyelids for five seconds. To relieve stress in your back and neck, get up and stretch your body. Lift your hands and arms up and reach for the sky! Try to get up and walk around for five minutes every hour. If your eyes, neck, or back continue to hurt, you may provide the answer. The field of ergonomics refers to the effect that the design of equipment, like computers or furniture, has on job performance. For example, you can experiment with raising or lowering your chair or moving the computer screen to a higher or lower position to relieve pain. These suggestions may not stop all the aches and pain you have, but try them before you call the doctor.

Look at the word in the article. Which phrase means the same thing as ?



a.

the study of redesigning or moving equipment



b.

the study of medical problems



c.

the study of computer movement and design



d.

the study of how equipment design affects people's ability to work

Feedback

Your answer is incorrect.

The correct answer is:

the study of redesigning or moving equipment

Question **4**

Incorrect

Mark 0.00 out of 1.00

Flag question

Question text

Eighty-Year-Old Entrepreneur Some people believe that senior citizens should retire, enjoy their free time, make baby clothes for their grandchildren, and play mah-jong or checkers in the park. If you're eighty years old, you've certainly earned the right to relax and do nothing. Well, don't tell that to Nathaniel Hendersen. This octogenarian has more energy than a team of adolescent soccer players. And he has been in on the ground floor of more than 200 important inventions in the plastics industry. What's the secret of his success? Janice Aldridge, head of Luxury Lifestyles, a customized office furnishings company based in Manhattan, says Hendersen's genius resides in his innovative designs. "Nathaniel is a pioneer in plastics," she reported. "He once told me that he loved imagining solutions to problems and challenges and then making them happen in his design studio." Hendersen's long-time business partner, Olivier Despuits, would agree. He says Hendersen's contributions to plastics design stem from his unique ability to think outside the box. "Nathaniel is one of the most innovative, creative thinkers I have ever known. His designs for ergonomic keyboards transformed the industry almost overnight." K.L. Wong is a venture capitalist who had the foresight to invest millions in Hendersen's ideas. From his corner office on the thirty-second floor, Wong gazes out the window and contemplates the far-reaching impact of Hendersen's inventions. "You asked me what makes Nathaniel so special. Look out there. He has influenced daily life in thousands of offices. Millions of employees are using equipment for which Nathaniel holds the patent." It was Wong who supplied the infusion of seed capital that catapulted Hendersen's designs into the global spotlight. What does Hendersen himself think? For him, fame and financial success are almost irrelevant. What matters to him is doing what he enjoys. "I love thinking freely!" he exclaims. "My talent is looking at a product that people use on the job and figuring out how to improve it. Fortunately for me," he adds, "that's a talent with wide applicability. And it's fun!" With his white hair and bristling eyebrows, the diminutive Hendersen is more energetic than many people half his age. Whatever his secret, he is a vital starter whose mission in life is to solve problems through innovative designs. You certainly won't find this creative eighty-year-old playing checkers in the park.

Question 11. The author of this article probably believes that Nathaniel Hendersen _____.



a.

should take more time to rest and relax



b.

is proud of his fame and financial success

☐ c.

has not significantly affected office workers

☐ d.

has made a good decision to keep working

Feedback

Your answer is incorrect.

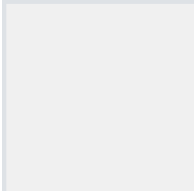
The correct answer is:

has made a good decision to keep working

Question **5**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Eighty-Year-Old Entrepreneur Some people believe that senior citizens should retire, enjoy their free time, make baby clothes for their grandchildren, and play mah-jong or checkers in the park. If you're eighty years old, you've certainly earned the right to relax and do nothing. Well, don't tell that to Nathaniel Hendersen. This octogenarian has more energy than a team of adolescent soccer players. And he has been in on the ground floor of more than 200 important inventions in the plastics industry. What's the secret of his success? Janice Aldridge, head of Luxury Lifestyles, a customized office furnishings company based in Manhattan, says Hendersen's genius resides in his innovative designs. "Nathaniel is a pioneer in plastics," she reported. "He once told me that he loved imagining solutions to problems and challenges and then making them happen in his design studio." Hendersen's long-time business partner, Olivier Despuits, would agree. He says Hendersen's contributions to plastics design stem from his unique ability to think outside the box. "Nathaniel is one of the most innovative, creative thinkers I have ever known. His designs for ergonomic keyboards transformed the industry almost overnight." K.L. Wong is a venture capitalist who had the foresight to invest millions in Hendersen's ideas. From his corner office on the thirty-second floor, Wong gazes out the window and contemplates the far-reaching impact of Hendersen's inventions. "You asked me what makes Nathaniel so special. Look out there. He has influenced daily life in thousands of offices. Millions of employees are using equipment for which Nathaniel holds the patent." It was Wong who supplied the infusion of seed capital that catapulted Hendersen's designs into the global spotlight. What does Hendersen himself think? For him, fame and financial success are almost irrelevant. What matters to him is doing what he enjoys. "I love thinking freely!" he exclaims. "My talent is looking at a product that people use on the job and figuring out how to improve it. Fortunately for me," he adds, "that's a talent with wide applicability. And it's fun!" With his white hair and bristling eyebrows, the diminutive Hendersen is more energetic than many people half his age. Whatever his secret, he is a vital starter whose mission in life is to solve problems through innovative designs. You certainly won't find this creative eighty-year-old playing checkers in the park.

In this article, the word **them** refers to _____.



a.

solutions



b.

challenges



c.

problems

 d.

designs

Feedback

Your answer is incorrect.

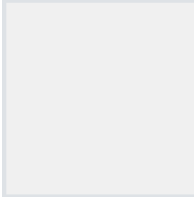
The correct answer is:

designs

Question 6

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Memo – Subject: Departmental Restructuring

From: President Hiram Beeker

To: All members of the Department of Information Technology and Management

Subject: Departmental Restructuring

It is with great regret that I announce the retirement of the department's dean, Dr. Martin Johnston. He has served the department with great distinction for 25 years and we will always remember his vast contributions. Based on suggestions from department members, we will be restructuring the Department of Information Technology and Management. Dr. Herbert Laveson, currently a senior professor of information management, will assume the post of dean. Dr. Laveson will now oversee the splitting of the department into two major divisions: the education branch, under its new director, Dr. Ahn; and a new research and development branch, under the internationally known researcher, Dr. C.S. Choudhury, whom we have recruited from the Institute of Technology of Bangalore. Dr. Choudhury's area of expertise is the development

new technological platforms that enable businesses to handle larger amounts of data more efficiently. Aiding businesses in their quest to handle information is an area which we hope will prove to be a lucrative source of funding for our educational mission. Details of our new department structure are provided in the chart below. For the near future, we will maintain our existing structure in the education branch. In the coming year, however, Dr. Laveson will be soliciting recommendations for departmental evolution that will allow us to meet the challenges of the 21st century.

Organizational Chart: University of the Cascades Department of Information Technology and Management

Questions 13 . According to the memo and organizational chart, which people will be changing positions?



a.

Dr. Choudhury, Dr. Ahn, and Dr. Laveson



b.

Dr. Johnston, Dr. Beeker, and Dr. Wang



c.

Dr. Takacs, Dr. Lopez, and Dr. Laveson



d.

Dr. Wang, Dr. Takacs, and Dr. Lopez

Feedback

Your answer is correct.

The correct answer is:

Dr. Choudhury, Dr. Ahn, and Dr. Laveson

Question 7

Incorrect

Mark 0.00 out of 1.00

Flag question

Question text

Memo – Subject: Departmental Restructuring From: President Hiram Beeker To: All members of the Department of Information Technology and Management Subject: Departmental Restructuring It is with great regret that I announce the retirement of the department's dean, Dr. Martin Johnston. He has served the department with great distinction for 25 years and we will always remember his vast contributions. Based on suggestions from department members, we will be restructuring the Department of Information Technology and Management. Dr. Herbert Laveson, currently a senior professor of information management, will assume the post of dean. Dr. Laveson will now oversee the splitting of the department into two major divisions: the education branch, under its new director, Dr. M.S. Ahn; and a new research and development branch, under the internationally known researcher, Dr. C.S. Choudhury, whom we have recruited from the Institute of Technology of Bangalore. Dr. Choudhury's area of expertise is the development of new technological platforms that enable businesses to handle larger amounts of data more efficiently. Aiding businesses in their quest to handle information is an area which we hope will prove to be a lucrative source of funding for our educational mission. Details of our new department structure are provided in the chart below. For the near future, we will maintain our existing structure in the education branch. In the coming year, however, Dr. Laveson will be soliciting recommendations for departmental evolution that will allow us to meet the challenges of the 21st century. Organizational Chart: University of the Cascades Department of Information Technology and Management

Based on the memo and organizational chart, which of the following statements is true?

☐ a.

Dr. Choudhury is currently a professor in the department.



b.

A new program has been created in the education branch.



c.

Dr. Laveson is replacing Dr. Johnston as department dean.



d.

The education branch will be working with businesses.

Feedback

Your answer is incorrect.

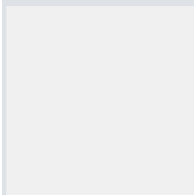
The correct answer is:

Dr. Laveson is replacing Dr. Johnston as department dean.

Question 8

Correct

Mark 1.00 out of 1.00



Flag question

Question text

My Trip to San Francisco

To: Geraldo Limon, San Francisco Office

From: Jasmine Farhady, London Office

Re: My Trip to San Francisco Number of pages (including this one): 1

Geraldo, As you know, I am coming to San Francisco on the 21st or 22nd to meet with the sales team. I would rather arrive on the 21st so I can recover from jet lag before the meeting. Would that be possible, given your schedule? If so, please make a reservation for me at any convenient hotel. I don't want to rent a car or take public transportation, so I'd prefer to have a hotel within walking distance of the office. Thanks. I'd like to prepare you a bit for the meeting itself. I am extremely frustrated with the slow sales so far this year. We need to expand our markets globally in order to increase our profits. That means that we must persuade the sales team to take some initiative and move into new international markets. We can't diversify the product line now, so we have to increase sales for the existing products. I am relying on you to prepare the sales team for this meeting. The bottom line is that if sales don't turn around, we will have to look into replacing some of the members of our sales team, starting at the top. I don't want to interfere with how you manage your office, but the situation is critical. You must find a way to energize the sales team. We must avoid another quarter of poor sales.

Questions 15. Ms. Farhady wants Mr. Limon to _____.



a.

make a reservation for her airline ticket



b.

think about how to motivate the sales team



c.

make a reservation for her at a luxury hotel



d.

diversify the product line of the company

Feedback

Your answer is correct.

The correct answer is:

think about how to motivate the sales team

Question 9

Incorrect

Mark 0.00 out of 1.00

Flag question

Question text

Employee Relations Committee Meeting Summary by Chris Gonzalez, Ombudsman

The Employee Relations Committee meeting was held on Thursday. The union representatives for the six area offices and the company managers from those same regions were present at the meeting. I sent out a copy of the agenda before the meeting. We discussed all the items on the agenda. I am writing this minutes of meeting in my official role as the company ombudsman. The meeting went well. We discussed the employees' concerns at length. Here is a list of the issues and the points of consensus that we reached. These are the ideas the committee would like to put forward: Employees know that healthcare costs are rising. Management agrees to provide more day-care options for employees' children if employees agree to a higher percentage of healthcare costs. Employees know that no merit raises are possible at this time. Management agrees to a 3% cost-of-living increase across the board. Management agrees to work with employees to develop more schedule options. These will include the 40-hour, 4-day work week. Job sharing might also be possible if two employees can work a weekly schedule between them.

In the report above, the word minutes means _____.



a.

a unit of time (60 seconds)



b.

a written record of a meeting



c.

time passing in a meeting



d.

a written agenda for a meeting

Feedback

Your answer is incorrect.

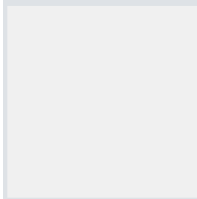
The correct answer is:

a written record of a meeting

Question 10

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Layoffs May Be Looming! Are you feeling worried? Anxious? Even overwhelmed? Are you concerned that you may be laid off? What if the rumors about a takeover are true? Well your worries may be justified. Statistics show that even well-trained, senior workers can't count on guaranteed employment these days. The corporate world is volatile- even cut-throat. Downsizing is rampant. Says Mitch Jones, head of Future Alternatives, inc., "Workforces everywhere are being reduced. Even skilled employees run the risk of losing their jobs, and possibly their careers, if they are not flexible." Could this happen to you? If you are over 30, you are a prime target for being laid off. If you haven't been keeping your skills current

you also could be in serious danger.

Questions 3. According to this article, employees should _____.



a.

be cut-throat on the job.



b.

be flexible in job choices.



c.

cash their paychecks.



d.

pursue one career option

Feedback

Your answer is incorrect.

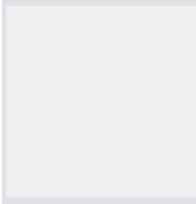
The correct answer is:

be flexible in job choices.

Question 11

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Layoffs May Be Looming! Are you feeling worried? Anxious? Even overwhelmed? Are you concerned that you may be laid off? What if the rumors about a takeover are true? Well your worries may be justified. Statistics show that even well-trained, senior workers can't count on guaranteed employment these days. The corporate world is volatile- even cut-throat. Downsizing is rampant. Says Mitch Jones, head of Future Alternatives, inc., "Workforce everywhere are being reduced. Less skilled employees run the risk of losing their jobs, and possibly their careers, if they are not flexible." Could this happen to you? If you are over 30, you are a prime target for being laid off. If you haven't been keeping your skills current, you also could be in serious danger.

Questions 4. According to this article, the author speaks about workers_____.



a.

not being flexible at work



b.

Workers losing their jobs



c.

Continuing Employment



d.

getting a good education

Feedback

Your answer is incorrect.

The correct answer is:

Workers losing their jobs

Question 12

Correct

Mark 1.00 out of 1.00

Flag question

Question text

What Makes a Company Successful? by Elizabeth Franks We asked fifteen of the most innovative and well-known leaders in business today about what made their companies so successful. They all agreed that a truly competitive and fast-growing company must have the following qualities. Leadership: No one person today is smart enough to be in total control of all parts of a company. The role of today's company leaders is to teach, encourage creativity, and help produce other leaders at each level of an organization. Innovation: The ability to invent new products, processes, and possibilities is what innovation is all about. In an economy led by change and speed, every company needs leaders who can motivate workers to be innovative. Learning: Competition today means that the knowledge an organization gathers is more important than the number of branch offices it opens. If a company wants to grow quickly, it needs people who can keep learning quickly. The industry leaders whom we spoke with stressed that it is not only the upper management, but also the employees, who must develop these essential qualities. must work together to build a successful business.

Question5. Why is learning an important part of a successful company?



a.

It will develop essential qualities in management personnel.



b.

It will give the employees in a company a chance to change jobs more quickly.



c.

It will help a company to open new branch offices.



d.

It will help a company to grow quickly in a competitive world.

Feedback

Your answer is correct.

The correct answer is:

It will help a company to grow quickly in a competitive world.

Question **13**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

What Makes a Company Successful? by Elizabeth Franks We asked fifteen of the most innovative and well-known leaders in business today about what made their companies so successful. They all agreed that a truly competitive and fast-growing company must have the following qualities. Leadership: No one person today is smart enough to be in total control of all parts of a company. The role of today's company leaders is to teach, encourage creativity, and help produce other leaders at each level of an organization. Innovation: The ability to invent new products, processes, and possibilities is what innovation is all about. In an economy led by change and speed, every company needs leaders who can motivate workers to be innovative. Learning: Competition today means that the knowledge an organization gathers is more important than the number of branch offices it opens. If a company wants to grow quickly, it needs people who can keep learning quickly. The industry leaders whom we spoke with stressed that it is not only the upper management, but also the employees, who must develop these essential qualities. must work together to build a successful business.

Look at the word in the article. What or who does refer to?



a.

those in management and the employees of the company



b.

the essential and successful qualities of business



c.

the various companies in business today



d.

the organization and its branch offices

Feedback

Your answer is correct.

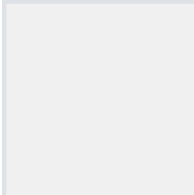
The correct answer is:

the various companies in business today

Question 14

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Come to Hawaai for your business conerence this year Join us at the Royal Luau Resort on Maui Can you think of a better place to have a conference? Your employees can let their imaginations sail away on the blue waters, clean beaches, and winds. We will take special care of them from the time our shuttle bus picks them up at the airport to the day we send them home. In addition to the natural beauty and relaxing environment, our modern conference facilities provide our guests with important equipment and services. "these" include multi-system VCRs, movie projectors, computer presentation modules, electronic copier screens, excellent sound systems, and teleconferencing services. Hotel employees are available to help maintain and operate these systems at no extra charge. Each room at our beachfront hotel gives your employees a view of the ocean. Each is equipped with computer desks and modem connections. The hotel is a five-minute drive from the main shopping areas in downtown Kihei. When the work is finished, your employees can relax at one of our six restaurants, for bars, or our famous Hana Hula Nightclub located inside the hotel. This is the perfect place to work and play.

Questions 7. Which item below is NOT offered at the Royal Luau Resort?



a.

rooms with a beautiful ocean view



b.

a well-known nightclub



c.

airport pick-up service



d.

a variety of places to shop

Feedback

Your answer is correct.

The correct answer is:

a variety of places to shop

Question **15**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Come to Hawaai for your business conerence this year Join us at the Royal Luau Resort on Maui Can you think of a better place to have a conference? Your employees can let their imaginations sail away on the blue waters, clean beaches, and winds. We will take special care of them from the time our shuttle bus picks them up at the airport to the day we send them home. In addition to the natural beauty and relaxing environment, our modern conference facilities provide our guests with important equipment and services. "these" include multi-system VCRs, movie projectors, computer presentation modules, electronic copier screens, excellent sound systems, and teleconferencing services. Hotel employees are available to help maintain and operate these systems at no extra charge. Each room at our beachfront hotel gives your employees a view of the ocean. Each is equipped with computer desks and modem connections. The hotel is a five-minute drive from the main shopping areas in downtown Kihei. When the work is finished, your employees can relax at one of our six restaurants, bars, or our famous Hana Hula Nightclub located inside the hotel. This is the perfect place to work and play.

Look at the word "these" in the advertisement. What does refer to?



a.

the conference



b.

the beauty of Maui, a calm environment, and additional rooms



c.

important equipment and services



d.

extra room service offered by hotel employees

Feedback

Your answer is correct.

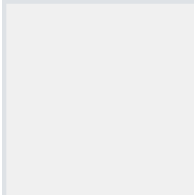
The correct answer is:

important equipment and services

Question 16

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Don't Let Your Computer Send You to the Doctor by Samuel Berger Doctors report that the number of computer-related health problems continue to increase. Computer users frequently suffer from finger, hand, forearm, eye, neck, and back problems. Let's discuss a few ways to avoid some of these problems. The good news is that there are ways to stop the pain of using a computer. Here are some easy things you can do. Every fifteen to twenty minutes, you should look away from computer screen. Focus your eyes on something far away for a minute or two. You can also lessen eye stress by closing eyes and using your fingers to press gently on your eyelids for five seconds. To relieve stress in your back and neck, get up and stretch your body. Lift your hands and arms up and reach for the sky! Try to get up and walk around for five minutes every hour. If your eyes, neck, or back continue to hurt, you may need to see a doctor. The field of ergonomics refers to the study that the design of equipment, like computers or furniture, has on job performance. For example, you can experiment with raising or lowering your chair or moving the computer screen to a higher or lower position to relieve pain. These suggestions may not stop all the aches and pain you have, but try them before you call the doctor.

Questions .The article discusses how to avoid problems with which of the following parts of the body?



a.

fingers, head, and legs



b.

eyes, neck, and back



c.

hand, wrist, eyes, and neck



d.

eyes, neck, back, and legs

Feedback

Your answer is correct.

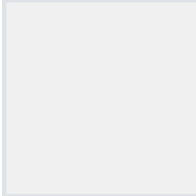
The correct answer is:

eyes, neck, and back

Question **17**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

Fahmida told me _____ her computer anymore.



a.

can't use



b.

shouldn't use



c.

don't use



d.

not to use

Feedback

Your answer is incorrect.

Ans: Not to use.

The sentence is not in Inverted Comma or a Direct Speech. Therefore we write **not to use**.

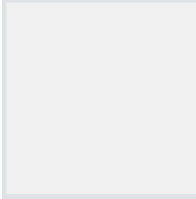
The correct answer is:

not to use

Question **18**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

_____ while I'm out, please tell me him I will be available for lunch tomorrow.



a.

If Omar is calling



b.

If Omar will call



c.

If Omar has called



d.

If Omar calls

Feedback

Your answer is incorrect.

Ans: If Omar Calls.

In first conditionals which talk about future possibility, the conditional clauses take first form of verb as the conditional word is already referring to future.

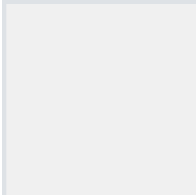
The correct answer is:

If Omar calls

Question **19**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

A: Did you ask Elijah about his decision to hire another freelancer?

B: Yes, he said that he _____ us about it but there wasn't time



a.

would have consulted



b.

couldn't consult



c.

would consult



d.

will have consulted

Feedback

Your answer is incorrect.

Ans: Would have consulted.

It is an action of past possibility which means the action could have happened but it didn't.

Past possibility is denoted by could/would/might + have + third form of verb

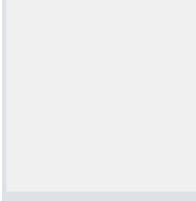
The correct answer is:

would have consulted

Question **20**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

The entire project was a disaster because the team members didn't trust _____ enough to share their ideas.



a.

one another



b.

another



c.

each one



d.

all of them

Feedback

Your answer is correct.

Ans: One another

When there are two people or things involved we use "each other" and one another for more than two persons or things. For more than two units, ONE ANOTHER is used. EACH OTHER is used for two units.

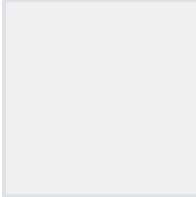
The correct answer is:

one another

Question **21**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

I think these instructions are _____ enough for even the most inexperienced users



a.

specify



b.

specifically



c.

specific



d.

specificity

Feedback

Your answer is correct.

Ans: Specifically.

Adverb form will be used with ENOUGH

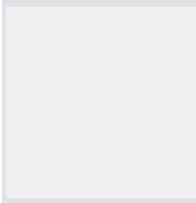
The correct answer is:

specifically

Question 22

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

My new co-worker just stopped by to the office to drop in the report he has been working on, so we can turn it in later today.



a.

stopped by

☐ b.

drop in

☐ c.

working on

☐ d.

turn it in

Feedback

Your answer is incorrect.

Ans: drop in.

DROP IN is incorrect. It should be DROP. We use DROP in the sense of deliver/submit.

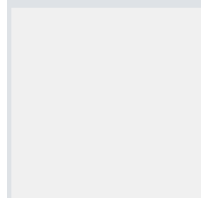
The correct answer is:

drop in

Question **23**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

I thought this was the report highlights of all the recent changes those were proposed for our employee training program.

☐ a.

thought

☐ b.

was

☐ c.

highlights

☒ d.

were proposed

Feedback

Your answer is incorrect.

Ans: Highlights

Instead of HIGHLIGHTS, it should be HIGHLIGHT OF. "THIS WAS" is pointing out a "singular subject" therefore, "HIGHLIGHT" should be written in a singular structure.

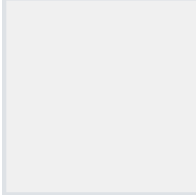
The correct answer is:

highlights

Question **24**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Fill in the blanks with the correct option.

A: Why weren't you in the conference call this morning?

B: I _____ my daughter for a doctor's appointment, but Elena recorded it, so I'll be able to catch up on everything this afternoon.



a.

had to take



b.

must take



c.

would have taken



d.

should take

Feedback

Your answer is incorrect.

Ans: Had to take

Past tense should be used.

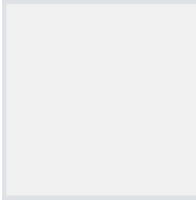
The correct answer is:

had to take

Question **25**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Identify if any error in the statement

Jin finally called me back yesterday afternoon, but I gone home by that time.



a.

called me back



b.

but



c.

I gone



d.

by that time

Feedback

Your answer is incorrect.

Ans: I gone.

Right answer is "had gone home".

Past perfect tense will be used to show that one action happened before another in the past.

The correct answer is:

I gone

Question **26**

Incorrect

Mark 0.00 out of 1.00

Flag question

Question text

Identify if any error in the statement

I wish I can travel more often and attend more conference and trainings while keeping my current position.

☐ a.

can

☐ b.

attend

☒ c.

while

☐ d.

keeping

Feedback

Your answer is incorrect.

CAN will change to COULD

"Imaginary/unreal/unlikely situations can be recognized by:

If, if only, I wish, suppose that, as if, as though

Such situations are always written in past tense. so we use - were, V2, would/could/might). Moreover, WAS is never used in such situations, we always use WERE even if the subject is singular.

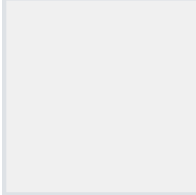
The correct answer is:

can

Question **27**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks:

Where _____ (you go) if you _____ (can take) a week's holiday?



a.

should you go/could take



b.

will you go/can take



c.

would you go/could take



d.

will you go/could take

Feedback

Your answer is correct.

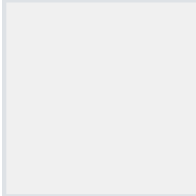
The correct answer is:

would you go/could take

Question **28**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Read each sentence in the options to find out whether there is any grammatical error in it. The error, if any will be in one part of the sentence. The option containing that part is the answer. If there is no error, the answer is 'D'. (Ignore the errors of punctuation, if any)



a.

Most of the members at the meeting felt



b.

that the group appointed for investigating the case



c.

were not competent to do the job efficiently.



d.

No error.

Feedback

Your answer is correct.

The correct answer is:

were not competent to do the job efficiently.

Question **29**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

Fill in the blanks:

We're going to stay in New York _____ 2 days _____ our trip.

☐ a.

for/for

☐ b.

for/in

☐ c.

in/for

☒ d.

for/during

Feedback

Your answer is correct.

The correct answer is:

for/during

Question **30**

Correct

Mark 1.00 out of 1.00

Flag question

Question text

In the questions below the sentences have been given in Active/Passive voice. From the given alternatives, choose the one which best expresses the given sentence in Passive/Active voice.

A child could not have done this mischief.

☐ a.

This mischief could not be done by a child.

☒ b.

This mischief could not have been done by a child.

☐ c.

This mischief a child could not have been done.

☐ d.

This mischief could not been done by a child.

Feedback

Your answer is correct.

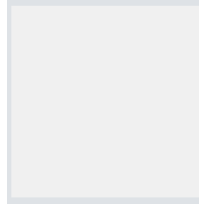
The correct answer is:

This mischief could not have been done by a child.

Question **31**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks:

If John had known that Amy liked curry, he _____ brought her to an Indian restaurant.



a.

would have



b.

will have



c.

should have



d.

could have

Feedback

Your answer is correct.

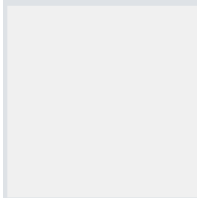
The correct answer is:

would have

Question **32**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks:

Dad won't allow me to take his car _____ I promised to drive carefully.



a.

even



b.

even if

☐ c.

Though

☒ d.

even Though

Feedback

Your answer is correct.

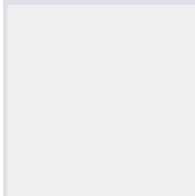
The correct answer is:

even Though

Question **33**

Incorrect

Mark 0.00 out of 1.00



Flag question

Question text

Read each sentence in the options to find out whether there is any grammatical error in it. The error, if any will be in one part of the sentence. The option containing that part is the answer. If there is no error, the answer is 'D'. (Ignore the errors of punctuation, if any)

☒ a.

In these days of inflation

☐ b.

a ten rupee's note will not buy you

☐ c.

even an ordinary meal.

☒ d.

No error

Feedback

Your answer is incorrect.

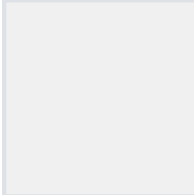
The correct answer is:

a ten rupee's note will not buy you

Question **34**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks:

Are you going to with your cousins while you are in Florida?

☒ a.

get in touch

☐ b.

getting in touch

☐ c.

having a touch

☐ d.

have touch

Feedback

Your answer is correct.

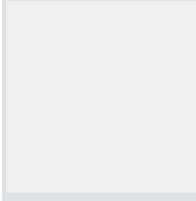
The correct answer is:

get in touch

Question **35**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

Fill in the blanks:

If _____ a man on the moon, why can't they sort out paper-jams?!?!



a.

we are landing



b.

they were able to land



c.

we had landed



d.

they had landed

Feedback

Your answer is correct.

The correct answer is:

they were able to land