

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.

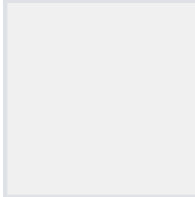
Ans: The phrase "**across from**" is used to express things which are opposite to each other.

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.

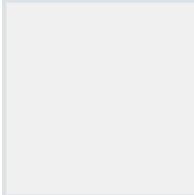
The correct answer is:

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.

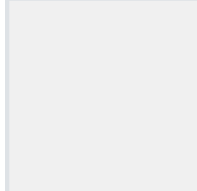
The correct answer is:

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)

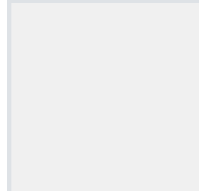
The correct answer is:

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)

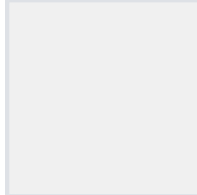
The correct answer is:

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.

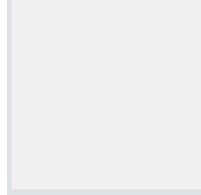
Who is a pronoun used as a subject to refer to people (**subjective pronoun**).

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.

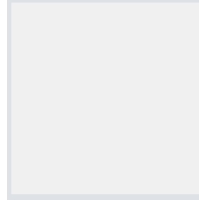
Ans: "Going to " indicates prediction. Over the next year' means future. So 'is going to' is the right option. It means 'being certain or expecting to happen in the future'

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.

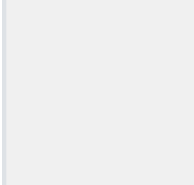
Conjunctive phrase '**in addition to**' is used to indicate an additional event. You can use conjunction 'in addition to' when you want to add something parallel with the information given before. Moreover and additionally are used to connect a sentence to a related one that has already been said.

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.

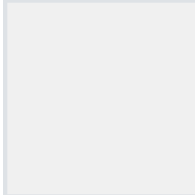
The correct answer is:

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.

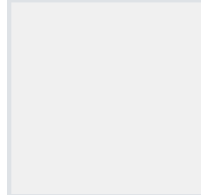
The correct answer is:

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**

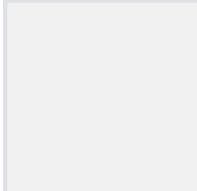
Present perfect tense – action occurred in past but has effect continuing to present. We use should have + past participle (v3 form of Verb).

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.

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:

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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 2. *In this article, what does the term upgrade mean?*



a.

improve



b.

replace



c.

reissue



d.

update

Feedback

Your answer is correct.

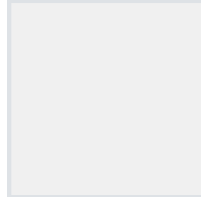
The correct answer is:

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.

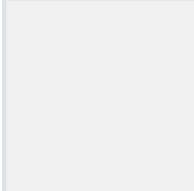
The correct answer is:

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.

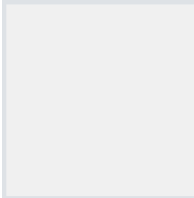
The correct answer is:

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:

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 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

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 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

Read the passage and answer the question that follows:

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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.

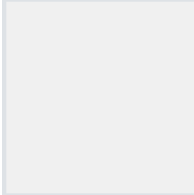
The correct answer is:

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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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.

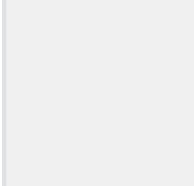
The correct answer is:

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

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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".

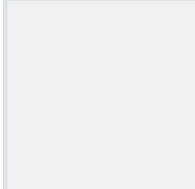
The correct answer is:

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

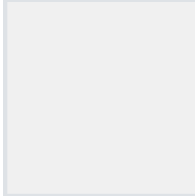
The correct answer is:

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.

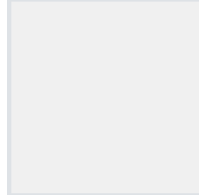
The correct answer is:

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**

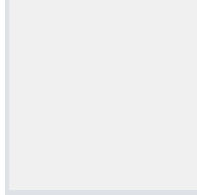
Ans: Have called. "Called" should be used with have to make it Present. We should use Present Perfect tense here because the 'action of calling' was done and completed recently

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

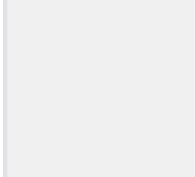
The correct answer is:

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:

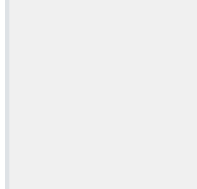
- You haven't broken the glass, have you?
- You broke the glass, didn't you?
- You won't go away, will you?
- You will go away, won't you?

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?

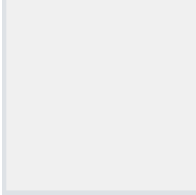
The correct answer is:

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**

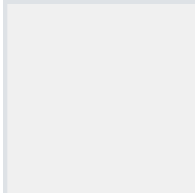
Ans: Really is an empty filler therefore not required. The word “need” sufficiently expresses urgency.

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.

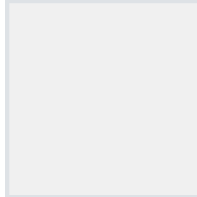
Correct answer should be 'had been reading'.

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.

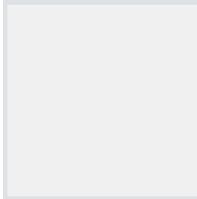
The correct answer is:

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.

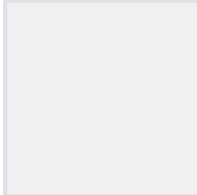
The correct answer is:

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**

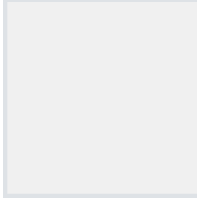
Ans: 1st Conditional sentence. If + Present simple + will +verb.
Simple present tense will be used with 'if' and 'today'

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.

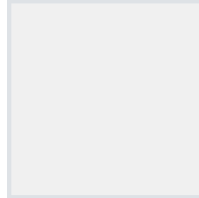
The correct answer is:

airline companies

Question **27**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

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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.

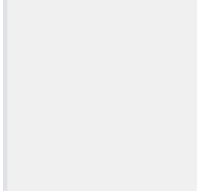
The correct answer is:

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:

Meeting the Needs of Global Employers

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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

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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.

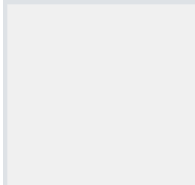
The correct answer is:

Change their image

Question **33**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

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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.

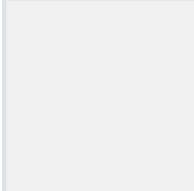
The correct answer is:

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.

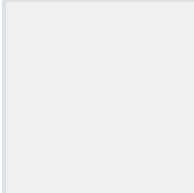
The correct answer is:

Diversifying: A Key Investment Strategy

Question **35**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

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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.

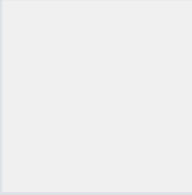
The correct answer is:

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:

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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.

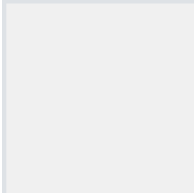
The correct answer is:

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.

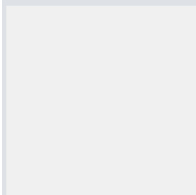
The correct answer is:

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)

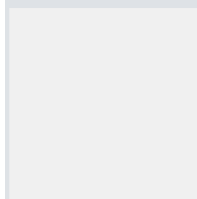
The correct answer is:

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.

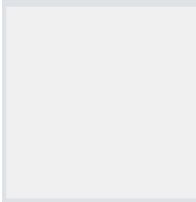
The correct answer is:

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.

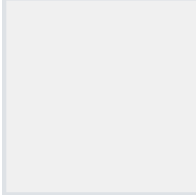
The correct answer is:

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.

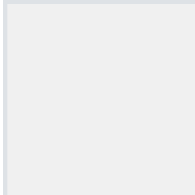
The correct answer is:

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.

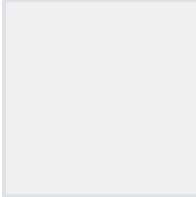
The correct answer is:

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.

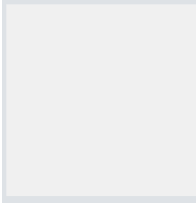
The correct answer is:

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**

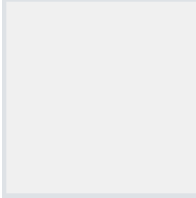
Simple Past is used with Continuous Past to show a past action interrupted during an ongoing past action.

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.

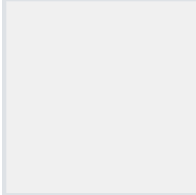
The correct answer is:

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.

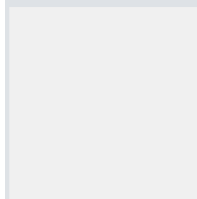
The correct answer is:

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.

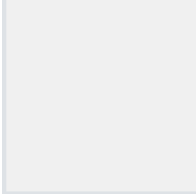
The correct answer is:

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.

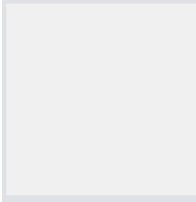
The correct answer is:

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)

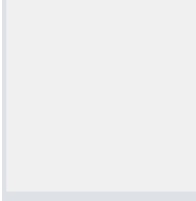
The correct answer is:

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.

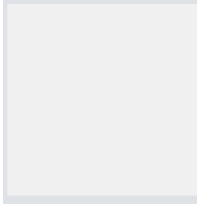
The correct answer is:

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.

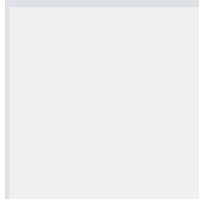
The correct answer is:

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.

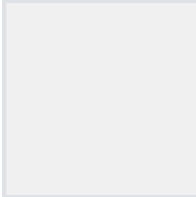
The correct answer is:

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.

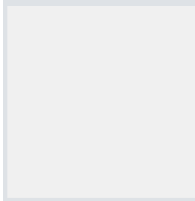
The correct answer is:

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.

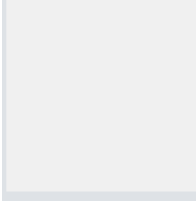
The correct answer is:

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.

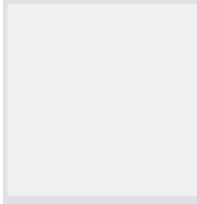
The correct answer is:

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.

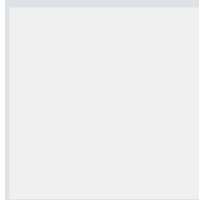
The correct answer is:

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.

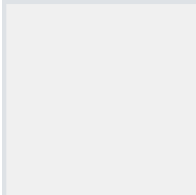
The correct answer is:

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.

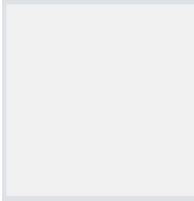
The correct answer is:

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 restaurant's 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-Brûlée. 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 combinations 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.

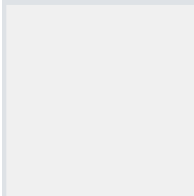
The correct answer is:

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"

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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.

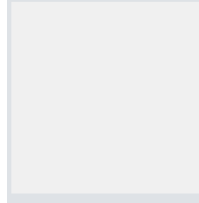
The correct answer is:

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.

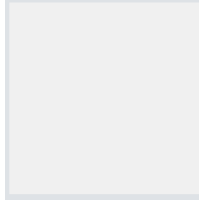
The correct answer is:

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

Question text

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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.

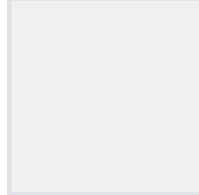
The correct answer is:

is pleased with the outcome of the meeting.

Question **31**

Correct

Mark 1.00 out of 1.00



Flag question

Question text

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.

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.

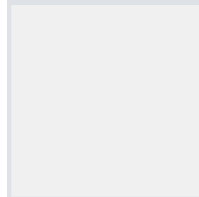
The correct answer is:

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.

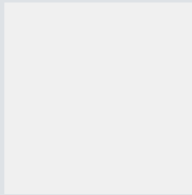
The correct answer is:

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.

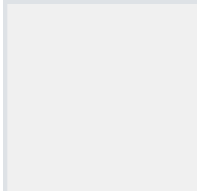
The correct answer is:

Nigela has extensive experience in managing company spending and giving presentations

Question **35**

Correct

Mark 1.00 out of 1.00



Flag question

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June 10

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Anthony Row-ley

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Sincerely,

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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.

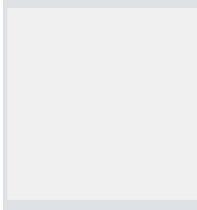
The correct answer is:

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.

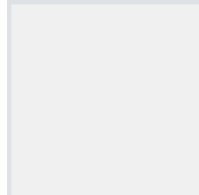
The correct answer is:

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

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.

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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