

Language Elements Part 1

Read the following letter and decide which word or phrase a, b or c is missing in items 21–30. Mark your answers on the answer sheet.

To whom it may concern

Recommendation

I **21** Sophie Lane in a variety of capacities for a number of years. She was my daughter's private French teacher for **22** years. In addition, she is my partner in a small, successful business where she is responsible **23** articles, press releases and website content, among other duties as required in our office. We have worked together effectively from the start and profitably on different projects and have rarely had any difficulties, at least none which **24** not be resolved after some positive discussion.

Jane is an organized, efficient and very competent person and has an excellent rapport with people **25** all ages. Her communication skills, both written and verbal, are excellent and she has proved to be a popular employee with all of our customers.

She is also qualified and skilled in all aspects of office management, including bookkeeping **26** in web content management. In addition, she speaks and writes French and German well and can cope with all situations which could **27** in a general office environment.

I can **28** highly recommend her for any position that she may **29**. I am sorry to lose her, but I understand her need to broaden her experience. I am fully convinced that she will be a valuable asset to **30** organization that chooses to hire her in the future.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Elizabeth Atkinson

- 21** a am knowing
b have known
c know

- 24** a could
b should
c would

- 27** a crop up
b go on
c turn out

- 30** a any
b many
c some

- 22** a a lot of
b plenty
c several

- 25** a in
b of
c with

- 28** a ever
b however
c therefore

- 23** a for writing
b in writing
c to write

- 26** a as good as
b as much as
c as well as

- 29** a search
b see
c seek