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Common Expressions and Vocabulary in Notices and Announcements

Common Expressions in Notices and Announcements

❶ Purposes of notices/announcements

We are pleased to announce ~

We are pleased to announce the publication of the 2008 edition of *The Journalist's Reference Book*.

Please be aware that ~

Please be aware that there is a service charge for bank patrons whose checks are returned due to insufficient funds.

❷ Requests

(Audience) **is requested** + to-infinitive

Drivers are requested to collect a parking voucher from the dispensing machine before entering the garage.

❸ Contact detail

If you have any concerns, please contact ~

If you have any concerns, please contact us at the address indicated at the end of this policy.

Common Vocabulary in Notices and Announcements

❶ In companies

accomplish [əkámpliʃ]
acquisition [ǽkwizíʃən]
agenda [ədʒéndə]
assign [əsáin]
assignment [əsáinmənt]
circulate [sə́:rkjəlèit]
compromise [kámprəmàiz]
consensus [kənsénsəs]
coordinate [kouɔ́:rdənèit]
correspondence [kɔ̀:rispándəns]
dispute [dispjú:t]
dress code
embark [imbɑ́:rk]
evaluate [ivǽljuèit]
implement [ímpləmənt]
mediate [mí:dièit]
negotiation [nigòuʃiéiʃən]
oversee [òuvərsí:]
performance [pərfɔ́:rməns]
recipient [risípiənt]
reimburse [rì:imbə́:rs]
routine [ru:tí:n]
set out to do
submission [səbmíʃən]
take on
undertake [ʌ̀ndərtéik]
workload [wə́:rkloud]

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❷ Production

apparatus [æpərǽtəs]
assembly line
component [kəmpóunənt]
construct [kənstrʌ́kt]
conveyor [kənvéiər]
defect [difékt]
device [diváis]
equipment [ikwípmənt]
facilitate [fəsílitèit]
facilities [fəsílətiz]
fully-equipped
inspection [inspékʃən]
instrument [ínstrəmənt]
machinery [məʃí:nəri]
maintenance [méintənəns]
malfunction [mælfʌ́ŋkʃən]
manufacture [mænjufǽktʃər]
maximize [mǽksəmàiz]
mechanical [məkǽnikəl]
minimize [mínəmàiz]
output [áutpùt]
outsourcing [áutsɔ̀:rsiŋ]
plant [plænt]
process [prάses]
produce [prədjú:s]
productivity [pròudʌktívəti]
prototype [próutətàip]
quality [kwάləti]
quantity [kwάntəti]
renovate [rénəvèit]
resources [rí:sɔ̀:rsiz]
shift [ʃift]
standardize [stǽndərdàiz]
unit [jú:nit]
update [ʌ̀pdéit]
upgrade [ʌ́pgrèid]
yield [ji:ld]

❸ At the airport

aircraft [érkræft]
airfare [érfer]
airsickness [érsìknis]
aisle seat
aviation [èiviéiʃən]
baggage [bǽgidʒ]
boarding pass
departure [dipά:rtʃər]
destination [dèstənéiʃən]
duties [djú:tiz]
duty-free shop
emergency [imά:rdʒənsi]
flight attendant
go through customs
immigration [ìməgréiʃən]
jet lag
land [lænd]
local time
luggage [lʌ́gidʒ]
renew [rinjú:]
stand-by
take off
visa [ví:zə]
window seat

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Reading Practice

Read the following passages and choose the best answer to each question given.

01

For the next month, the local student council will be accepting submissions for the youth essay contest. The council is in need of qualified people to judge the entries after the deadline has passed. If interested, please contact Principal Howard and send your résumé to the council's e-mail address.

Q. What is the purpose of this notice?

(A) To recruit evaluators for a writing contest
(B) To bring in more participants for the contest
(C) To promote the student council

02

Due to an increase in customer demand, Johnson Tailor has had to reorganize its order completion process. From now on, all customers will receive an itemized receipt when picking up their mended or tailored clothing. A list of the completed alterations will appear on the left-hand side of the paper.

Q. How will the adjustments be indicated?

(A) They will be explained to the patron upon pick-up.
(B) They will be printed on the receipt.
(C) They will be listed on the clothes.

03

Electricians will be working with maintenance personnel to replace some of the wires on the first and second floors this morning at 10:00. The maintenance work will result in a loss of electric service for approximately one hour. A few minutes before the power outage is scheduled to begin, an announcement will flash on your screen, instructing you to save your data and turn off your computers.

Q. What are employees required to do when they are signaled?

(A) Turn out the lights
(B) Delete suspect files
(C) Shut down their computers

Answers: p. 558

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HACKERS TEST

Time limit: 5 minutes

Questions 01-02 refer to the following notice.

ANDERTON BIO-RESEARCH GROUP
SAFETY NOTICE

Those employees working in Anderton Bio-Research laboratories or biological research facilities are required to follow government and corporate safety precautions. All laboratory staff must wear appropriate clothing and use the necessary safety equipment at all times. Approved lab coats, safety glasses and protective gloves must be worn by anyone entering these areas. Additional safety clothing such as chemical protective suits or protective aprons may be provided for Research and Laboratory Department. These regulations also apply to all approved visitors entering the laboratories or research areas. These regulations are for your own protection and also to avoid outside contamination. Also, please be aware of emergency kits located throughout the facilities in case of an accident or other emergency. Weekly safety notices will be posted on the bulletin boards above every safety kit throughout the building. Please take a moment to look through our guidelines and regulations to make sure you are up to date on all safety practices and procedures.

01 What protective gear is NOT required for all employees?

(A) Lab coats
(B) Safety glasses
(C) Protective gloves
(D) Chemical protective suits

02 How often will safety notices be posted?

(A) Once a day
(B) Once a week
(C) Once a month
(D) Once a year

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Questions 03-06 refer to the following announcement.

WCC Film Industry Conference

The World Chamber of Commerce (WCC) will hold its fifth annual film industry conference in Cannes on April 20-21. The conference will address such issues as film distribution, new technology and copyright infringement. The event will provide an excellent opportunity for film producers and executives to meet and discuss several problems facing the industry.

The conference will be held at the Cannes Convention Center in France. The conference will begin on Saturday with an open discussion led by representatives of the WCC. Following the discussion, there will be a presentation from Justin Dielberg, a film director and producer in Hollywood, California, USA. He will discuss some of the dangers the film industry faces today, and his predictions for the film industry of the future.

Several workshops are planned for the second day of the conference, hosted by Australia's Gemstone Studios. The conference will close with a speech from Gemstone Studios' president, Cody Allen. Following the conference, attendees are invited to attend an evening banquet at the convention center in the Diamante Hall.

Those interested in attending the conference should send an e-mail to ripleyscott@wcc.org.

03 For whom is this announcement most likely intended?

(A) Actors
(B) Movie producers
(C) Film distributors
(D) Directors

04 Where will the conference be held?

(A) In the United States
(B) In France
(C) In Australia
(D) In England

05 What will take place on the first day of the conference?

(A) A workshop
(B) A dinner
(C) A film presentation
(D) A discussion

06 On what day will Cody Allen give his talk?

(A) Friday
(B) Saturday
(C) Sunday
(D) Monday

Answers: p. 558

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Chapter 09

Articles & Reports

In Part 7, reading passages may be in the form of articles and reports. These passages cover a wide range of topics, such as environmental protection, energy conservation, businesses, etc. About two passages of these types are found in Part 7 of a TOEIC test. Noticeably, most of these passages are rather long and contain unfamiliar vocabulary. Examinees may find these types of reading passages a bit challenging.

Typical Questions and Useful Tips

Typical Questions

What does the article mainly discuss?
What is the main purpose of the article?
According to the article, what is a worker's right?
What is NOT stated about Mr. Walter?
What is suggested about the hotel?

Useful Tips

1. Generally, the topic or purpose of the article or report is found at the beginning of the passage and the supporting details follow. Both overview and detail questions are equally asked.
2. You should familiarize yourself with common vocabulary and expressions which are often found in articles and reports by carefully learning them in this book.

Gregory & Mills has announced that it is going to transfer its corporate headquarters to the southernmost province of the country. It has said that the fierce competition and high tariffs in New York are too much for the company to handle financially. Seasonal demands, which were expected to stimulate overall profits, weren't as high as anticipated. The decrease in consumption is closely linked to the sluggish economy shaking the nation's financial foundations, which is not forecasted to improve in the near future. The combined factors of the national recession and inflation in the Manhattan district have depleted Gregory & Mills' funds. Therefore, it has picked Texas as its new home and will host the office near the state's capital, Austin.

Topic

Details

Q: What is the purpose of this article?
A: To declare an upcoming move

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Common Expressions and Vocabulary in Articles and Reports

Common Expressions in Articles and Reports

(Somebody / Organization) **announced that ~**

FB Network Associates announced today that it has signed an agreement with Data Technologies to develop network applications.

(Somebody / Organization) **point out that ~**

Economists point out that the declining value of the dollar is helping exporters sell their goods in overseas markets.

Common Vocabulary in Articles and Reports

❶ General business

adverse [ædvə́:rs]
bankrupt [bǽŋkrʌpt]
boom [bu:m]
boost [bu:st]
capital [kǽpitəl]
circulation [sə̀:rkjəléiʃən]
currency [kə́:rənsi]
downturn [dáuntə̀:rn]
flourish [flə́:riʃ]
fluctuate [flʌ́ktʃuèit]
inflation [infléiʃən]
market research
market share
marketability [mà:rkitəbíləti]
merge [mə:rdʒ]
monetary [mánitèri]
monopoly [mənápəli]
prosperity [prɑspérəti]
recession [riséʃən]
remit [rimít]
sluggish [slʌ́giʃ]
soar [sɔ:r]
speculation [spèkjəléiʃən]
stagnation [stægnéiʃən]
stimulate [stímjəlèit]
surge [sə:rdʒ]
tax exemption
tax-deductible
thrifty [θrífti]

❷ Corporate businesses

accounting [əkáuntiŋ]
analysis [ənǽlisis]
analyst [ǽnəlist]
assets [ǽsets]
audit [ɔ́:dit]
budget [bʌ́dʒit]
dividend [dívidènd]
downsize [dàunsáiz]
earnings [ə́:rniŋz]
finance [finǽns]
fiscal year
liability [làiəbíləti]
overhead [òuvərhéd]
portfolio [pɔ:rtfóuliòu]
profitability [pràfitəbíləti]
revenue [révənjù:]
set up a business
strategy [strǽtidʒi]

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❸ Profits & Losses

be in the black
be in the red
benefit [bénəfit]
cost [kɔ:st]
damage [dǽmidʒ]
deficit [défisit]
expenditure [ikspénditʃər]
expense [ikspéns]
gross [grous]
gross income
income [ínkʌm]
loss [lɔ:s]
lucrative [lú:krətiv]
margin [má:rdʒin]
net profit
profit [prɑ́fit]
profitable [prɑ́fitəbl]
surcharge [sə́:rtʃɑ̀:rdʒ]
surplus [sə́:rplʌs]

❹ Environment

acid rain
coal [koul]
conserve [kənsə́:rv]
contamination [kəntæ̀mənéiʃən]
crude [kru:d]
disposal [dispóuzəl]
ecology [ikɑ́lədʒi]
endangered [indéindʒərd]
environment [inváiərənmənt]
habitat [hǽbitæ̀t]
hazardous [hǽzərdəs]
humidity [hju:mídəti]
mine [main]
natural resources
ozone layer
purify [pjúərəfài]
recycle [ri:sáikl]
timber [tímbər]
wildlife [wáildlàif]

❺ Health & Medicine

allergy [ǽlərdʒi]
antibiotic [æ̀ntaibaiɑ́tik]
diagnosis [dàiəgnóusis]
fatigue [fətí:g]
medication [mèdikéiʃən]
nutrition [nju:tríʃən]
prescription [priskrípʃən]
symptom [símptəm]
vaccination [vǽksənéiʃən]

❻ Administration & Politics

authorize [ɔ́:θəràiz]
bureau [bjúərou]
consulate [kɑ́nsjəlit]
diplomat [dípləmæ̀t]
election [ilékʃən]
embassy [émbəsi]
enactment [inǽktmənt]
federal [fédərəl]
legislation [lèdʒisléiʃən]
mandatory [mǽndətɔ̀:ri]
municipal [mju:nísəpəl]
provision [prəvíʒən]
summit [sʌ́mit]
violation [vàiəléiʃən]

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Reading Practice

Read the following passages and choose the best answer to each question given.

01

For many first-time home buyers, high interest rates or shaky market prices act as deterrents against property purchase. Most people find it discouraging to get rejected by bank after bank, even with perfect credit histories. In the meantime, home seekers usually tire of the search and instead come to appreciate the simplicity of renting an apartment or condominium. Thus, in the end, the number of actual buyers is quite low.

Q. What obstacle do many first-time home buyers face?

(A) Finding affordable housing
(B) Paying for rent and a mortgage at the same time
(C) Getting approved for a loan

02

The so-called "Avian Flu" is wreaking havoc in some of Asia's easternmost provinces, most notably Thailand. The epidemic has had adverse effects on the country's already sluggish economy. Two of the largest industries in the nation are being hit the hardest: the chicken and tourist industries. Chicken farming, which makes up over 2 percent of the country's total GDP, is expected to continue its recession, while measures are being taken to stimulate tourism, which accounts for just under 6 percent of the nation's income.

Q. What is likely to happen to Thailand's chicken industry?

(A) It will derail Thailand's booming economy.
(B) It will suffer more losses.
(C) It will stay at a standstill.

03

The Black and White Furniture Factory in Nogales, Arizona is closing down for good. It has had a glorious 80-year history, but Nogales is changing. Like many cities in Arizona, industries are no longer the main source of income for most residents. Service-oriented businesses are now flourishing in Nogales and provide the main source of employment for 90 percent of its working residents.

Q. Why is Black and White Furniture Factory shutting down?

(A) It cannot compete with other furniture factories.
(B) It no longer provides a main work source for residents.
(C) The factory is old and broken down.

Answers: p. 558

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HACKERS TEST

Time limit: 7 minutes

Questions 01-03 refer to the following press release.

PRESS RELEASE

Pacific City Opens New Subway System

Nov. 28: The Pacific City Department of Transportation is pleased to announce the opening of the city's first subway line which will begin full service starting on Friday, Nov. 30.

After eight years of construction, the subway system will provide transportation from the city's north end, all the way down to the docklands on the south shore. The current line includes 24 stations, with an additional 8 stations scheduled to open in July of next year. The central station, Kinghorn Place, is located in the heart of the city. It includes links to regional trains, an underground shopping arcade and a food court. The opening of the new system was originally scheduled for last year, but labor strikes delayed the construction for nearly ten months.

The department of transportation says the new system has the capacity of moving nearly half a million passengers per day. Fares for the subway will be very affordable, ranging from $1-$2.75.

01 What is the main topic of the press release?

(A) The renovation of city facilities
(B) A new transportation system
(C) A building expansion
(D) A shopping facility

02 What is NOT included at the central station?

(A) A shopping center
(B) Restaurants
(C) Train connections
(D) A bus terminal

03 Why was the construction delayed?

(A) The electrical system wasn't operational.
(B) There was a lack of funds for completion.
(C) Some of the equipment broke down.
(D) There were workers' strikes.

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Questions 04-07 refer to the following article.

Hong Kong-based Titan Industries, the world's second largest shipbuilding company, started production at their newest shipbuilding facility in southern Malaysia last year. The company has been advertising hundreds of new job openings, but according to Marina Onassis, CEO of Titan Industries, it is proving difficult to find the necessary workforce needed for the new branch. "We are currently only operating at 40 percent of the facility's full capacity," Onassis reported. She further explained that Titan has to look for skilled workers outside of the nation. "Because of its proximity to Singapore, one of the world's major shipping ports, we were expecting a larger number of shipbuilding workers in the area. It is surprising that there is a shortage."

Recent advertisements called for applications from certified welders, draftsmen and electrical engineers. The company will provide in-house training, a relocation allowance, a generous benefits package and competitive salaries. Engineers are particularly sought after, with additional benefits including a living allowance and the highest levels of pay compensation. However, Onassis feels that the problem is only a temporary one. "We feel confident that the shipbuilding plant will be functioning at 70 percent of its capacity by the end of the second quarter. The responses to our job advertisements have been incredible, and our workforce is growing larger on a daily basis. We hope to have a full staff very soon."

04 What did Titan Industries do last year?
(A) Developed a new type of ship
(B) Opened a plant in Malaysia
(C) Moved their headquarters to Hong Kong
(D) Announced the appointment of a CEO

05 What surprised Marina Onassis about the region?
(A) The cost of raw materials
(B) The condition of local ports
(C) The lack of available workers
(D) The high standard of living

06 Which workers might receive the highest salary at the Titan shipbuilding facility?
(A) Welders
(B) Captains
(C) Draftsmen
(D) Engineers

07 What does Ms. Onassis suggest about the job advertisements?
(A) They were expensive to put in newspapers.
(B) They have attracted a number of applicants.
(C) They were posted on the company website.
(D) They included job descriptions.

Answers: p. 559

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Chapter 10

Memorandums

In Part 7, reading passages may be in the form of a memorandum which is a piece of correspondence sent between employers and / or employees within a company or among companies to inform of a changed venue, a new decision, a request, a staff transfer, etc. Initially, the term "memorandum" was used, but by the 1920s when the internal documents were already widely spread, it was shortened to "memo". Memos are less formal than letters and may have their own format. Specifically, there are a heading and a body; no salutation, complimentary closing, and formal signature are included in memos. On average, a passage of this type is given in Part 7 of each TOEIC test.

Typical Questions and Useful Tips

Typical Questions

What is the purpose of this memo?
What are employees asked to do?
Where will the meeting take place?
What problem is mentioned in the memo?
What will the winner of the contest receive?

Useful Tips

1. You should familiarize yourself with the format of a memo. On the top left, you will see the recipient's name, sender's name, and **Subject:** or **Re:** which states the main topic or purpose of the memo. Looking at the **Subject:** or **Re:**, you can easily predict the content of the memo.
2. You can also learn the expressions and vocabulary often found in memos in this book to facilitate your reading skill.

Example

To: All Employees
From: Security Manager
Re: New Attendance Policy

Due to the new attendance policy, every employee will have to remember to check out every day before leaving. The new system is managed online by OfficeSmart Corporation. Rather than filling out the old time cards, with the new policy you will have to type in your name and password onto the online attendance sheet by logging onto the company's website. Work performed outside of the office may be recorded by this system, but employees are cautioned that anyone misusing the new record system will be reprimanded. Conveniently, the program will automatically sign you in or out, unless you forget to report to the website. If you still do not yet have a password and sign-in ID, please report to the main office and request a change of identification. Thank you for your cooperation.

Topic

Details

Q: Why was this memo written?
A: To inform employees of a change in procedure

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Common Expressions and Vocabulary in Memos

Common Expressions in Memos

Purpose of the memo

I am sending this memo out to somebody + to-infinitive

I am sending this memo out to all seminar participants to remind you of the change in schedule for tomorrow's presentations.

We regret to inform you that ~

We regret to inform you that your account has been suspended pending payment of all outstanding debts.

Common Vocabulary in Memos

❶ Human resources

allocate [æləkèit]
appoint [əpɔ́int]
appraisal [əpréizəl]
aptitude [ǽptitʃù:d]
curtail [kə:rtéil]
cut back
dismiss [dismís]
dispatch [dispǽtʃ]
field [fi:ld]
fire [fáiər]
get a promotion
incumbent [inkʌ́mbənt]
layoff [léiɔ̀:f]
profile [próufail]
promote [prəmóut]
qualified [kwɑ́ləfàid]
quit [kwit]
relocate [rì:loukéit]
replacement [ripléismənt]
resign [rizáin]
resignation [rèzignéiʃən]
retirement [ritáiərmənt]
training session
transferred [trǽnsfə:rd]
turnover [tə́:rnòuvər]

❷ Management

advise [ədváiz]
alter [ɔ́:ltər]
appropriate [əpróuprièit]
assign [əsáin]
consult [kənsʌ́lt]
demanding [dimǽndiŋ]
head [hed]
manage [mǽnidʒ]
managerial [mæ̀nidʒíəriəl]
proper [prɑ́pər]
relevant [réləvənt]
review [rivjú:]
streamline [strí:mlàin]
supervise [sjú:pərvàiz]
time-consuming

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❸ Enterprises

affiliate [əfílièit]
branch [brəntʃ]
colleague [kάli:g]
company [kʌ́mpəni]
competitor [kəmpétitər]
conglomerate [kənglάmərèit]
corporation [kɔ̀:rpəréiʃən]
division [divíʒən]
enterprise [éntərpràiz]
expansion [ikspǽnʃən]
firm [fə:rm]
head office
headquarters [hédkwɔ̀:rtərz]
Inc. (Incorporated)
Ltd. (Limited)
merge [mə:rdʒ]
parent company
subsidiary company

❹ Titles/Positions

administrative [ədmínistrèitiv]
administrative assistant
assistant [əsístənt]
associate [əsóuʃièit]
CEO (Chief Executive Officer)
chairman [tʃérmən]
consultant [kənsʌ́ltənt]
coordinator [kouɔ́:rdənèitər]
deputy [dépjuti]
director [diréktər]
employee [implɔ́ii:]
employer [implɔ́iər]
entrepreneur [ɑ̀:ntrəprənə́:r]
executive [igzékjutiv]
immediate supervisor
manager [mǽnidʒər]
managerial position
ownership [óunərʃìp]
position [pəzíʃən]
representative [rèprizéntətiv]
senior [sí:njər]
staff [stæf]
supervisor [sjú:pərvàizər]
trainee [trèiní:]
vice president

❺ Departments

accounting department
board of directors
consumer affairs department
engineering department
head office
human resources department
marketing department
overseas division
payroll department
personnel department
public relations department
sales department
shipping department

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HACKERS PRACTICE

Reading Practice

Read the following passages and choose the best answer to each question given.

01

We regret to inform you that after ten years with Accutron Corporation, Stacy Burke will be stepping down as senior manager. Ms. Burke saw Accutron through some of its most exciting years, contributing to a 100 percent increase in product sales and devising a system that saved the corporation twenty million dollars in annual expenses.

Q. What is the purpose of this memo?

(A) To congratulate a recently hired manager
(B) To report an increase in sales
(C) To report the resignation of a supervisor

02

During the following two weeks, construction will be underway in the main lobby. There is a need to perform immediate repairs and maintenance before it can be used again. We ask that during this time you take the back door entrance and exit, or enter the building through the sliding doors adjacent to the river. Only construction crew members and high-ranking staff in management will be able to pass through the lobby while under construction.

Q. What is going to occur soon?

(A) Staff will be using temporary offices.
(B) The main entrance will be closed for repairs.
(C) The company will be shut down temporarily.

03

This year, we have accumulated fifteen boxes of manuscripts that need treatment and rebinding in order to preserve them. These manuscripts are rare but still in demand; hence, the head librarian would like the salvaging work to take place as quickly as possible. While an expert technician has been hired to take the lead, staff members will be rotated to work with him on a two days per week basis.

Q. What is the purpose of this memo?

(A) To ask for volunteers to work overtime
(B) To inform staff of maintenance activities
(C) To remind staff members of workload

Answers: p. 559

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HACKERS TEST

Time limit: 5 minutes

Questions 01-02 refer to the following memo.

Date: Nov. 8
To: Warehouse Personnel
From: Meredith Glover, Supervisor
Subject: Preparation for Winter Season

We are expecting orders for our products to peak this coming holiday season. Demand has already increased by 10 percent in the first week of November. However, we are not, at this time, planning to hire new packers and other warehouse personnel for the season. Therefore, we would like to announce that it will be necessary for all warehouse personnel to increase their work hour load beginning November 11 until the first week of January. An additional break will be provided during the shift. Each warehouse staff must increase his total weekly workload by 12 hours.

Management is asking that employees who work the morning shift turn in their schedule requests to their supervisors. Those who work the afternoon shift must pick from the hours available on the bulletin board in the main office. Graveyard workers are expected to meet with their department heads individually to arrange their shifts.

As usual, extra work will be remunerated with overtime wages, compensatory time off, or free products. Previously, we offered grocery coupon books, but that option has been discontinued.

01 What is the purpose of the memo?

(A) To report new company hiring policies
(B) To explain a benefits package change
(C) To inform staff members of warehouse renovations
(D) To announce a temporary change of work schedule

02 What will NOT be offered to employees who work overtime?

(A) Overtime pay
(B) Coupon books
(C) Free merchandise
(D) Time off

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Questions 03-05 refer to the following memo.

To: Employees of Anderson Furniture
From: Richard K. Norse, Director of Building Security
Date: April 15
Re: Security System

Please be aware that beginning Thursday next week the security system for this building is going to be replaced. Instead of the code-accessible doors currently in place, there will be audiovisual monitors and armed personnel present at every entryway. This change is taking place due to the fact that a few employees have given their codes to persons not authorized to be in this building. We feel that using maximum security measures will benefit both the corporation and the staff.

According to our new policy, all employees must display their ID badges on their shirt pockets or around their necks at all times. Starting Thursday, anyone without proper identification will not be allowed into the premises. Guests will be ushered to the front information desk to fill out a visitor's application and will be issued a temporary ID before entering secure areas of the building. If you forget your pass, you will have to be screened by the front office before being allowed into your workplace.

In the case that you don't yet have your ID, stop down in the records department in the basement floor. Bring a passport size photograph and your social security card, as well as a signed copy of your employment contract. These documents will be retained for two days while your badge is being processed, and the identification card will be valid for one year as of the issue date. You will also find a copy of this information in the weekly agenda in your mailboxes. Thank you for your cooperation.

03 Why is the security system being changed?

(A) Identification cards have been frequently lost.
(B) The code-accessible doors have malfunctioned.
(C) Some people had unapproved access to the building.
(D) Employees have complained about theft.

04 What happens if employees don't wear the ID?

(A) They will be investigated before entering the building.
(B) They will have to be issued a temporary ID.
(C) They will have to fill out a visitor's application.
(D) They will be detained by security.

05 How long will it take for an ID card to be issued?

(A) One day
(B) Two days
(C) Six days
(D) Seven days

Answers: p. 559

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Chapter 11

Information

In Part 7, reading passages may be in the form of a piece of information which covers a wide range of topics in daily life, such as instructions for a product, directions on use of a piece of equipment, etc. On average, one passage of this type is given in Part 7 of a TOEIC test.

Typical Questions and Useful Tips

Typical Questions

Where would this information most likely be found?
For whom is this document intended?
What is stated about training courses?
What is NOT available at the ticket office?
According to the information, what are membership owners instructed to do?

Useful Tips

You have to infer the setting where the piece of information is given. Also, details of the targeted audience and specific content should be read carefully. Importantly, the audience and the setting are generally not clearly stated. You, hence, need to read every detail so as to be able to select the correct answers.

Example

Thank you for purchasing the Cellular Microphone. The Cellular Microphone is a state-of-the-art communications device designed for people on the go. In order to assure the quality and performance of your new microphone, follow the guidelines below:

Instructions

1. Put two AAA batteries into the machine.
2. When the red light comes on, insert the microphone cord into the appropriate slot on the side of the box (indicated by a picture of headsets) and attach the other end of the cord to your cellular phone.
3. Turn both the cellular phone and the microphone box to 'on' and begin using your new microphone.

DO NOT

... place the microphone box in or around water (or other liquids).
... attempt to use another company's cord in this machine.

Introduction

Instructions

Warning

Q: Whom is this document intended for?
A: Purchasers of the Cellular Microphone

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Common Vocabulary in Information

❶ Transportation

bypass [báipæ̀s]
car maintenance
commute [kəmjú:t]
fare [feər]
fuel [fjú:əl]
highway [háiwèi]
intersection [ìntərsékʃən]
launch [lɔ:ntʃ]
limousine [líməzì:n]
mechanic [məkǽnik]
passenger [pǽsəndʒər]
pedestrian [pədéstriən]
public transportation
pull over
route [ru:t]
shortcut [ʃɔ́:rtkʌ̀t]
shuttle [ʃʌ́tl]
sidewalk [sáidwɔ̀:k]
toll [toul]
traffic congestion
traffic jam
transfer [trǽnsfɔ́:r]
vehicle [ví:ikl]
vessel [vésəl]

❷ Tourism

accommodation [əkàmədéiʃən]
book [buk]
cancellation [kǽnsəléiʃən]
car rental
check-in
checkout [tʃékàut]
collect call
confirmation [kὰnfərméiʃən]
courtesy [kə́:rtisi]
inn [in]
itinerary [aitínərèri]
lodge [lɑdʒ]
long-distance call
make a reservation
reserve [rizə́:rv]
scenery [sí:nəri]
telephone directory
valid [vǽlid]

❸ Leisure

admission [ædmíʃən]
amusement park
attendance [əténdəns]
concert [kάnsərt]
display [displéi]
exhibition [èksəbíʃən]
festival [féstəvəl]
film [film]
guided tour
membership [mémbərʃìp]
museum [mju:zí:əm]
performance [pərfɔ́:rməns]
remains [riméinz]
souvenir [sù:vəníər]

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❹ Restaurants

appetizer [ǽpətàizər]
bill [bil]
cafeteria [kæ̀fətíəriə]
chef [ʃef]
cuisine [kwizí:n]
franchise [frǽntʃaiz]
recipe [résəpì:]
refreshments [rifréʃmənts]
serving [sə́:rviŋ]
vegetarian [vèdʒətéəriən]
voucher [váutʃər]

❺ Products

brand-new
built-in
convenient [kənví:njənt]
cost-effective
durable [djúərəbl]
enduring [indjúəriŋ]
fragile [frǽdʒəl]
fuel-efficient
lasting [lǽstiŋ]
permanent [pə́:rmənənt]
portable [pɔ́:rtəbl]
reliable [riláiəbl]
state-of-the-art
transparent [trænspéərənt]
user-friendly
waterproof [wɔ́:tərprù:f]

❻ Customer service

authorized [ɔ́:θəràizd]
claim [kleim]
compensation [kὰmpənséiʃən]
complaint [kəmpléint]
customer service
customized [kʌ́stəmàizd]
description [diskrípʃən]
expiration date
guarantee [gæ̀rəntí:]
inconvenience [ìnkənví:njəns]
instructions [instrʌ́kʃənz]
label [léibəl]
manual [mǽnjuəl]
patron [péitrən]
questionnaire [kwèstʃənéər]
recall [rikɔ́:l]
refund [rifʌ́nd]
repair [ripéər]
setup [sétʌ̀p]
warranty [wɔ́:rənti]

❼ Weather forecast

blizzard [blízərd]
climate [kláimit]
drought [draut]
flood [flʌd]
hail [heil]
inclement [inklémənt]
overflow [óuvərflòu]
precipitation [prisìpətéiʃən]
rainfall [réinfɔ̀:l]
shower [ʃáuər]
storm [stɔ:rm]
temperature [témpərətʃər]
torrential [tɔ:rénʃəl]
weather [wéðər]
weather forecast

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Reading Practice

Read the following passages and choose the best answer to each question given.

01

Anti-Cough is a non-prescription, over-the-counter medicine used to treat colds, cold symptoms, and related complications. Specifically, Anti-Cough attacks fluid trapped in the lung sacs. To use this medicine, patients should take the appropriate dosage as listed on the side of the bottle 2-3 times daily until symptoms have disappeared. It is best to take this medicine thirty minutes after eating food. If you experience nausea, severe headaches, a rash outbreak, or itching in your throat or on your face, discontinue use of this product immediately and seek medical assistance.

Q. When should medicine takers stop taking Anti-Cough?

(A) When they have a stomachache
(B) When they develop rashes
(C) When they feel dizzy

02

FastLane Motors is calling in all of its 2008 Duroe models. The need to bring the cars back into the shop is due to a malfunction of the airbag on the passenger side of the car. When hit head-on, the car's airbag fails to deploy, leaving the passenger in great danger of head or facial injuries. There have been over twenty reported incidents of malfunction, enough to do a reassessment according to the National Car Association's guidelines.

Q. What is this information about?

(A) A recall notice for an automobile
(B) A user warning for a Duroe model
(C) A recent accident report

03

In order to apply for a Sense MasterCard, you must first fill out the application form available online or at branches near you. You will need a driver's license, social security number, and checking account information in order to complete the application. Once you have sent that in, our processing department will respond with a letter of acceptance and your new MasterCard will arrive within ten days of acceptance.

Q. What is NOT required to get a credit card?

(A) Personal identification
(B) Bank account number
(C) Proof of residence

Answers: p. 559

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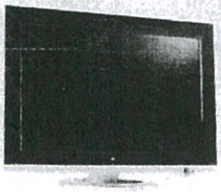
Time limit: 4 minutes

Questions 01-02 refer to the following information.

FLAT PANEL SCREEN



Thank you for purchasing a Glaremaster Flat Panel Monitor! We're sure you'll be very satisfied with our products. Working on the computer all day can take its toll on your eyes. The Glaremaster screen filter helps relieve eyestrain by eliminating 99.9 percent of the glare coming from your computer monitor. And it does so without changing colors or brightness. The image is always true, never distorted.

Your flat panel monitor offers other advantages over older computer monitors. The Glaremaster takes 20 percent less power to run than other commercial brands and emits significantly less radiation and emissions than competing brands. It is also space-efficient, as its small size requires less desk area to hold it. However, this doesn't mean it lacks in viewing area, as its LCD monitor is larger than all other monitors of its caliber.

On the back of the monitor are the connections with which to plug your new screen into the computer. Be sure to use the appropriate connector and to insert it into the portal marked with a circle. Remember to never touch the screen with water or any other fluid, as it may distort the picture. If you experience any difficulties, contact one of our technical support staff at the number listed below.

01 Where would this information most likely be found?

(A) In a consumer magazine review
(B) In an electronics shop
(C) On a product package
(D) In a newspaper advertisement

02 What is NOT mentioned as an advantage of the flat panel monitor?

(A) It does not use as much electricity.
(B) It causes less eye fatigue.
(C) It includes a larger display.
(D) It has more connections than other monitors.

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Questions 03-05 refer to the following information.

AVAILABLE PARKING

Due to an increase in the number of people needing vehicle parking during business hours, the building's private lot has been renovated for public use. The underground parking area now has four levels (A, B, C, and D) open to both workers of this building and the general public. Each level can accommodate up to fifty cars, while parking on level B is limited to those who have a monthly concession card, which costs $100. Concession cards are available only for employees working in this building.

Full fare:
Up to an hour: $2.00
Each additional 30 minutes: $1.00
A day in business hours: $25
A week in business days: $120
A month: $450

Concession:
Up to an hour: $1.00
Each additional 30 minutes: $0.5
A day in business hours: $18
A week in business days: $80
A month: $300

Please note that all customers must take a ticket upon entering the facility. If the parking receipt is not visibly attached to the windshield of the vehicle, the vehicle will be charged double the rate of the fee. If you are a concession holder, you must attach the concession sticker on the window. If a vehicle parked in the reserved area does not show the certificate properly, it will be regarded as unauthorized parking and will be towed away at the owner's expense. For information or more details, contact your department supervisor.

03 How much do visitors have to pay to park for one day?

(A) $1.00
(B) $2.00
(C) $18.00
(D) $25.00

04 Which level is reserved for concession card holders?

(A) A
(B) B
(C) C
(D) D

05 What will happen to a car parked without a permit in the reserved area?

(A) The owner will be charged a fine.
(B) The car will be transferred to a different level.
(C) The owner will be charged twice the original rate.
(D) The vehicle will be removed from the parking spot.

Answers: p. 559

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Chapter 12

Non-Prose Readings

In Part 7, reading passages may be in the form of written materials which consist of disconnected words and / or numbers instead of that of standard paragraph style and may not employ complete sentences. These materials include invoices, résumés, schedules, telephone messages, coupons, etc. Non-prose readings are so common that three of them may be given in Part 7 of each TOEIC test.

Typical Questions and Useful Tips

Typical Questions

What is the purpose of this document?
What is being requested in the message?
What is NOT true about the coupon?
How many folders were ordered?

Useful Tips

You should familiarize yourself with the format of each type of non-prose readings.

Invoices are bills buyers receive after paying for a purchase. The invoice shows the items which have recently been bought, the total amount of money paid, the method of payment, etc.

For a résumé, you should note that personal experiences are often listed in the reverse time order, that is, the most recent experience is listed first, then come the previous experiences.

For a telephone message, three persons involved are often found: caller (**From:** ...), hearer (**Taken by:** ...), message receiver (**To:** ...). These three items easily cause confusion for examinees. You, therefore, should pay special attention to the details of this kind.

Example

Invoice
Maxwell Office Supply Inc.
521 Southern Avenue, Chicago, IL 60622

Bill to: The Madison Law Firm
781 N. Tower Rd
Madison, WI
53713-4483

Date: April 4
Account Number: 39882

Product Description	Quantity	Price	Amount
20 piece Bic pens	5	$3.50	$17.50
A4 computer paper	20	$2.35	$47.00
		Sub-Total	$64.50
		Sales Tax	$6.50
		Total Balance Due	$71.00

Make payable to: Maxwell Office Supply Inc.
P.O. Box 77385
Chicago, IL 60622

Sender
Payer
Product & Price
Amount paid
Person paid

Q: Who has to pay for the office supplies?
A: The Madison Law Firm

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Common Vocabulary in Non-Prose Readings

❶ Schedule

agenda [ədʒéndə]
call off
cancellation [kànsəléiʃən]
conference [kánfərəns]
convention [kənvénʃən]
enroll [inróul]
make arrangements
meeting [mí:tiŋ]
notification [nòutəfəkéiʃən]
registration [rèdʒistréiʃən]
schedule [skédʒu:l]
seminar [sémənà:r]
speech [spi:tʃ]
tentative schedule
workshop [wə́:rkʃàp]

❷ Events

annual [ǽnjuəl]
association [əsòusiéiʃən]
attendance [əténdəns]
auditorium [ɔ̀:ditɔ́:riəm]
banquet [bǽŋkwit]
charity [tʃǽrəti]
committee [kəmíti]
contribute [kəntríbju:t]
donate [dóuneit]
exhibit [igzíbit]
foundation [faundéiʃən]
fundraising [fʌ́ndrèiziŋ]
invitation [ìnvitéiʃən]
keynote address
nominate [nɑ́mənèit]
participant [pɑ:rtísəpənt]
preside over a meeting
representative [rèprizéntətiv]
session [séʃən]
turnout [tə́:rnàut]
voluntary [vɑ́ləntèri]

❸ Social matters

arbitration [ɑ̀:rbitréiʃən]
boycott [bɔ́ikɑt]
commit [kəmít]
controversial [kàntrəvə́:rʃəl]
copyright [kɑ́piràit]
counterfeit [káuntərfit]
custody [kʌ́stədi]
detention [diténʃən]
forfeit [fɔ́:rfit]
forgery [fɔ́:rdʒəri]
fraud [frɔ:d]
illegal [ilí:gəl]
indict [indáit]
infringement [infríndʒmənt]
litigation [lìtəgéiʃən]
obliged [əbláidʒd]
ordinance [ɔ́:rdənəns]
patent [pǽtnt]
plaintiff [pléintif]
press conference
prosecutor [prɑ́sikjù:tər]
provision [prəvíʒən]
punishment [pʌ́niʃmənt]
settlement [sétlmənt]
strike [straik]
violation [vàiəléiʃən]

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❹ Debate

accommodate [əkɑ́mədèit]
approve [əprú:v]
argument [ɑ́:rgjumənt]
assert [əsə́:rt]
brainstorming [bréinstɔ̀:rmiŋ]
briefing [brí:fiŋ]
clash [klæʃ]
concede [kənsí:d]
consent [kənsént]
deadlock [dédlɑ̀k]
debate [dibéit]
disapprove [dìsəprú:v]
discuss [diskʌ́s]
negotiate [nigóuʃièit]
object to
opposition [ɑ̀pəzíʃən]
persuade [pərswéid]
presentation [prì:zəntéiʃən]
proponent [prəpóunənt]
proposal [prəpóuzəl]
refuse [rifjú:z]
unanimous [ju:nǽnəməs]
withstand [wiθstǽnd]

❺ Telephoning

answer the phone
contact [kɑ́ntækt]
disconnect [dìskənékt]
extension [iksténʃən]
give a call
hang up
leave a message
pick up the phone
return one's call
take a message
voicemail [vɔ́ismeil]

❻ Broadcast & Publishing

archive [ɑ́:rkaiv]
authorship [ɔ́:θərʃip]
biography [baiɑ́grəfi]
biweekly [baiwí:kli]
broadcast [brɔ́:dkæ̀st]
censorship [sénsərʃip]
commercial [kəmə́:rʃəl]
coverage [kʌ́vəridʒ]
edition [idíʃən]
exclusive [iksklú:siv]
issue [íʃu:]
newsletter [njú:zlètər]
periodical [pìəriɑ́dikəl]
press [pres]
publication [pʌ̀bləkéiʃən]
quarterly [kwɔ́:rtərli]
release [rilí:s]
satellite [sǽtəlàit]
subscription [səbskrípʃən]

❼ Private life

apologize [əpɑ́lədʒàiz]
apparel [əpǽrəl]
appreciate [əprí:ʃièit]
attire [ətáiər]
complimentary [kɑ̀mpləméntəri]
dietary [dáiətèri]
disappointed [dìsəpɔ́intid]
favorable [féivərəbl]
household [háushòuld]
personal belongings
preferable [préfərəbl]
reluctant [rilʌ́ktənt]
utility [ju:tíləti]

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Reading Practice

Read the following passages and choose the best answer to each question given.

01

Time	Event	Venue
9:15-10:15	Lecture on Types of Insurance Policies Session Handlers: James Gimbel and Ted Lee	Main Hall
10:15-10:30	"Labor Claims" Speaker: James Gimbel	Room 503
10:30-12:30	"How Broad Is Your Insurance Coverage?" Speaker: Michael Shapiro	Rooms 504-505

Q. Who will give a lecture on the extent of insurance protection?

(A) James Gimbel
(B) Michael Shapiro
(C) Ted Lee

02

TELEPHONE MESSAGE

TO: Ms. Garner **DATE:** April 16 **TIME:** 9:45 a.m.

MESSAGE: James Dean from the Department of Tax and Revenue has been trying to get in touch with you for the past two weeks. He needs to speak with you regarding the business tax report filed last year. The matter is of some urgency, so he expects you to return his call promptly.

TAKEN BY: Sherry Hill, Accounting

Q. What was the reason for the phone call?

(A) Need for an urgent lunch meeting
(B) Missing tax reports that need to be filed
(C) Concerns over an old report

03

What kind of water filter you choose will depend on the contaminations specific to your home and environment. Each filter is designed to address certain toxicity problems, but no one filter can perform all possible functions.

BRAND	PERFORMANCE	DURATION	COST	RATING/COMMENT
Aquitania	80% chlorine removed	6 months	$69	AAAA (Product shipped fully plumbed)
Wellers	80% chlorine removed Dual, high flow system	4 months	$249	AAAA (Water pressure can be reduced)
Paradise	50% chlorine removed	3.5 months	$59	AAA (Customers preferred model for 2006, 2007)

Q. What product is best for adjusting the force of the water?

(A) Aquitania
(B) Wellers
(C) Paradise

Answers: p. 559

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Time limit: 2 minutes

Questions 01-03 refer to the following document.

Silicon Computer Supplies

750 Melrose Avenue, San Francisco, CA

Item	Unit Price	Total Price
5 noise filters	$4.85	$24.25
3 mouse pads	$15.96	$47.88
3 wrist rests (gel-filled)	$3.92	$11.76
30 rewritable CDs 700 MB capacity	$0.85	$25.50
10 boxes of 3.5' disks (a dozen in each box)	$4.02	$40.20
	TOTAL	$149.59
	DEPOSIT	-
	BALANCE DUE	$149.59

Any damage to goods in transit, or shortages, must be notified to the carriers immediately and to the company within 24 hours of receipt in writing by e-mail or fax. Refunds and/or product replacements, as guaranteed in our warranty, will be sent within one week of notification. Questions or complaints may also be posted online at www.scs.org, or made by phone at 1-800-555-SILI.

01 Why was this document written?

(A) To apologize for sending damaged goods
(B) To explain the shipping options available
(C) To notify a customer of price changes
(D) To provide an invoice for products delivered

02 What is NOT mentioned as a way to report delivery problems?

(A) Send a memo by fax
(B) Visit the company's headquarters
(C) Speak to a customer representative
(D) Write an e-mail

03 How much is one box of 3.5' disks?

(A) $3.92
(B) $4.02
(C) $4.85
(D) $40.20

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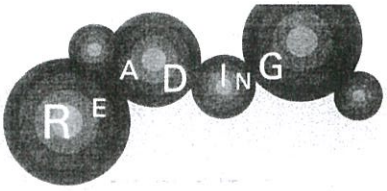

Questions 04-05 refer to the following coupon.

COUPON: Desserts for all!

In celebration of our 10th anniversary in the Boston area, Evigans Family Restaurant is offering a complimentary dessert to all customers using this coupon. When purchasing one of Evigans' delectable lunch menus and a soft drink, receive one serving of cheesecake, apple pie or ice cream!

This offer lasts until May 1. Offer is good for one dessert per customer. Coupon can be used at any Evigans branch in Boston.

04 What is suggested about Evigans Family Restaurant?

(A) It is open every day.
(B) It has a large dinner menu.
(C) It has more than one location.
(D) It is not expensive.

05 What is NOT offered for free?

(A) Apple pie
(B) Ice cream
(C) Cheesecake
(D) Soft drinks

Answers: p. 559

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Section 3
Double Passages

Chapter 13 – E-mail/Letter-Related Readings
Chapter 14 – Advertisement-Related Readings
Chapter 15 – Announcement-Related Readings
Chapter 16 – Article-Related Readings
Chapter 17 – Non-Prose-Related Readings

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Chapter 13

E-mail/Letter-Related Readings

In Part 7, there are also four sets of two related passages which are called double passages. For e-mail/letter-related readings, the first is an e-mail or a letter; the second is possibly another e-mail/letter or an invoice, announcement, etc. which is related or responds in some way to the first one.

Typical Passages and Useful Tips

Typical Passages

E-mail & E-mail:	An e-mail requests for a change in a meeting schedule and an e-mail responds to that request.
E-mail & Order:	An e-mail from a customer is sent to a household appliance company and an order lists the items wanted.
E-mail & Announcement:	An e-mail invites somebody to a conference and an announcement states the date, venue, events, and speakers.
Letter & E-mail:	A letter sent from a company introduces a promotion or a job offer and an e-mail accepts it.

Useful Tips

Step 1: Identify the key words in the questions to decide which reading you should first refer to. For double passages which include e-mails and/or letters, the sender's and recipient's names and the verbs in the questions are usually the key words. You can, then, look at the parts **From: ...** and **To: ...** to quickly read the corresponding reading.

Step 2: Look for the first hint related to the key words in either of the readings, then look for the second hint in the other one and use them both in order to choose the correct answers.

Example

Reading 1: **E-mail**

To: Vannah Blanca <blanc@kinesis.net>
From: Alexander Trebek <alter@bayou.com>

Thank you for your order (D3-911) dated April 11. Unfortunately, portions of your order are currently out of stock:
• Conference room chairs — $1,879.99 • Bookcase — $349.99 • Filing cabinets — $1,299.99
I contacted our supplier, and they informed me that they will be shipping us new stock within two weeks. I can send you the items when they arrive, or refund you for the purchases. I apologize for the trouble.

Reading 2: **E-mail**

To: Alexander Trebek <alter@bayou.com>
From: Vannah Blanca <blanc@kinesis.net>

Dear Mr. Trebek,

Thanks for updating me on the status of my order. Actually, send me everything when it arrives, except the conference room chairs. I will simply order the chairs from a different company. You can refund the cost of the chairs by providing us with a company credit certificate. Thanks again.

Q: For what amount does Ms. Blanca want to be refunded? A: $1,879.99

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Reading Practice

Read the following passages and choose the best answer to each question given.

01 ~ 02

Dear Ms. Kimmel,

We at O'Brien Kitchen Supplies received your recent order (#skim338531) for the following items:

Product number	Description	Amount
P-493	Danforth dinner plates (22cm)	12
B-820	Danforth soup bowls (15cm)	8
C-243	Revere silver soup spoons	18

Your credit card will be charged for the purchase, and your order will be shipped within three business days. If you have any questions, please contact us by e-mail at cservice@obrienkitchsupplies.net.

To: <cservice@obrienkitchsupplies.net>
From: Sara Kimmel <saykim@jmail.com>
Subject: Order #skim338531

I am writing in reference to my recent order (#skim338531). The order is correct and complete, but I was wondering if I could make some changes. I originally ordered 8 of item #B-820, but would like to increase that number to 12.

01 What is the main purpose of the letter?

(A) To promote new products
(B) To confirm order details
(C) To notify a customer of unavailable items

02 What item does Ms. Kimmel want to order more of?

(A) Spoons
(B) Soup bowls
(C) Dinner plates

03 ~ 04

Dear Mr. Chamroom,

It was great to see you again in Kuala Lumpur for the trade fair, and I wish I had more time to speak with you about some of the challenges you are having managing your company's Bangkok branch. Our company is sponsoring the upcoming Intercultural Office Management (IOM) Conference this June. I am sending you an attachment of the conference schedule. I think the conference might prove useful for you, especially Gordon Ramsey's presentation on cultural sensitivity in an office environment. I do hope you can make it to the conference.

Lilian Chen

Fifth Intercultural Office Management (IOM) Conference

June 9-11, Temasek Hotel

The following is a list of events planned for the biannual IOM Conference this June. Those wishing to attend the conference are urged to contact Delia Lee at dellee@iom.org.

Presentation	Date and Time	Speaker
Intercultural Arbitration	June 9 11 a.m.-3 p.m.	James Oliver
Cultural Sensitivity in the Workplace	June 10 11 a.m.-3 p.m.	Gordon Ramsey
Cultural Education	June 11 10 a.m.-3 p.m.	Inga Drechsel

03 What is the day of the event which Ms. Chen recommends to Mr. Chamroom?

(A) June 9
(B) June 10
(C) June 11

04 What is true about the events listed in the schedule?

(A) Their times have changed.
(B) They are hosted once a year.
(C) They will be held at a hotel.

Answers: p. 559

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HACKERS TEST

Time limit: 9 minutes

Questions 01-05 refer to the following e-mails.

From: Angela Lansbury <lands@directtravel.net>
To: Andy Griffith <griffendor@cartwrightengineering.com>
Subject: Change of flights

I finally managed to find some seats for the flight to Dubai to attend the manufacturing technology convention. Persia Air is fully booked; however, there are three other options you can choose from.

Arabia Air has the 20 seats we requested, but they are all economy seats. I know you wanted to book 6 business class seats for the senior management. The flight leaves on Friday, April 9 and arrives on Saturday. So, you have a day and a half free before the convention begins on Monday.

The second option is Middle Eastern Airlines. They can provide us with 6 business class seats and 14 in economy class. They are cheaper than Arabia Air, but the problem is that there is no direct flight. We will have a 6-hour stopover in Amsterdam, but the flight arrives on Saturday night.

The last option is Aladdin Airways. The prices are less expensive than the other two, and they can accommodate all our seat requirements. However, the flight arrives at 4 a.m. on Sunday, so that doesn't give people much time to rest and prepare for the convention.

Anyway, please contact me right away because tickets are selling fast, so they need to be booked as soon as possible.

From: Andy Griffith <griffendor@cartwrightengineering.com>
To: Angela Lansbury <lands@directtravel.net>
Subject: Flights

Thanks for your e-mail. I know it is not easy to find flights with the convention only two weeks away. The executives will want business class seats, so we should book our flights with the airline that arrives on Saturday night. I think we will all need our rest after such a long trip, and they can provide the seats we need for a reasonable price. Go ahead and book those tickets, and send me an itinerary when it is done. Also, please make sure to request seats near the exit or window for everyone's comfort.

Thanks a lot!

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01 Why is Ms. Lansbury contacting Mr. Griffith?

(A) To provide flight information
(B) To make hotel reservations
(C) To confirm convention attendance
(D) To request personal information

02 What is indicated about Aladdin Airways?

(A) It arrives on Saturday.
(B) It is the least expensive.
(C) It has no business class seats available.
(D) It does not provide direct routes to Dubai.

03 What is indicated in the second e-mail?

(A) An itinerary has been sent.
(B) The flight is very long.
(C) The convention lasts for two weeks.
(D) A discount will be offered.

04 What airline does Mr. Griffith choose?

(A) Persia Air
(B) Middle Eastern Airlines
(C) Aladdin Airways
(D) Arabia Air

05 What is Mr. Griffith concerned about?

(A) Finding a hotel with available rooms
(B) Arranging transportation to the convention center
(C) Arriving on time for the event
(D) Making sure the travelers are comfortable

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Questions 06-10 refer to the following e-mails.

To: John Walton
From: Mary Allen, Mountain Promotions
Date: May 4
Subject: Meeting

Dear Mr. Walton,

I know we have a meeting scheduled for Friday, May 7 to discuss your advertising plans, but I am afraid I will have to postpone the appointment. My team is currently working on a promotional campaign for Archetype Corp., and they want us to make a short presentation at that time. Could we meet on Monday, May 10 instead?

I am looking forward to meeting with you and going through some ideas for advertising your product. Also, if you could send me some details about what type of advertising campaign you are interested in, I could come up with a few ideas before we meet.

I apologize for this delay and hope to hear from you soon.

Sincerely,

Mary Allen

To: Mary Allen
From: John Walton, ColaCo Inc.
Date: May 5
Subject: Meeting

Thanks for your message, and I don't mind postponing our meeting. Unfortunately, I will not be able to meet you on Monday, May 10, because I have a doctor's appointment on that day. I am free on Tuesday morning or can meet with you Wednesday afternoon. Let me know which day is most convenient for you, and then we can arrange a time and location.

I am attaching a file with this e-mail containing the information you requested. Please have a look through it and let me know what you think. Thanks again for all your help. Give me a call at 555-6987 and let me know about the meeting.

Sincerely,

John Walton

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06 Why did Ms. Allen write the e-mail?
(A) To arrange a presentation
(B) To reschedule a meeting
(C) To make changes to an advertising campaign
(D) To request a price list

07 According to the first e-mail, what will Ms. Allen do on Friday?
(A) Make a presentation
(B) Meet with her director
(C) Attend a seminar
(D) Travel out of town

08 When is Mr. Walton's medical appointment?
(A) May 9
(B) May 10
(C) May 11
(D) May 12

09 What did Mr. Walton send with his e-mail?
(A) A copy of a contract
(B) Contact information
(C) Details about a product promotion
(D) A sales report

10 What does Mr. Walton ask Ms. Allen to do?
(A) Send him a document
(B) Telephone him
(C) Cancel his appointment
(D) Meet at his office

Answers: p. 559

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Chapter 14

Advertisement-Related Readings

For advertisement-related readings, the first is an advertisement on a product/service/event or a job advertisement; the second is possibly a non-prose reading, an article, an e-mail or a letter which asks for more information about the advertised thing, or an e-mail or a letter applying for the job.

Typical Passages and Useful Tips

Typical Passages

Advertisement & Non-Prose Reading:	An advertisement advertises a product and a leaflet gives instructions on how to use the product.
Advertisement & Article:	An advertisement advertises a product and an article comments on the product.
Advertisement & E-mail:	An advertisement mentions an upcoming event and an e-mail requests necessary materials for participants.
	An advertisement mentions a job/position vacancy and an e-mail applies for it.

Useful Tips

Step 1: Identify the key words in the questions to decide which reading you should first refer to.

Step 2: Look for the first hint related to the key words in either of the readings, then look for the second hint in the other one and use them both in order to choose the correct answers.

Example

Reading 1: **Advertisement**

Grand Opening of Jewel Hotel's Event Hall!

Starting on May 1, Jewel Hotel opens its brand new event hall! Catering, floral arrangements, and even entertainment can be arranged for a variety of events. As a special offer to promote our grand opening, we are offering a free three-night stay at the hotel for two guests when reserving the hall from May 5 to June 5. E-mail us at reserv@jewel.org for an estimate or reservations.

Reading 2: **E-mail**

To: reserv@jewel.org
From: Margie Nicastro<Margnicastro@bmail.com>

My daughter is getting married on May 19, and we are looking for a facility to hold her wedding reception. We expect about 120 guests, and would require dinner and floral arrangements as well. We will provide our own entertainment, but would need the sound system set up. Could you please send me a rough estimate? If the cost is within our budget, we would like to make a reservation on that day.

Q: What will Ms. Nicastro probably receive for free if she rents the hall? A: A stay at the hotel

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Reading Practice

Read the following passages and choose the best answer to each question given.

01 ~ 02

Interlingua Electronic Dictionary

- 20 different world languages!
- A list of common phrases for world travelers!
- A database of more than half a million words!
- An audio function to listen to pronunciation!

Interlingua electronic dictionaries are the number one seller on the market. Our newest model retails for $129.99 and can be purchased at most electronics stores and travel shops. For further information, visit our website at www.interlingua.net.

OPERATION INSTRUCTIONS: Interlingua Electronic Dictionary (Model IED45, IED47, IED63, IED69)

1. Plug the charger into your electronic dictionary. Let the battery charge until the green light comes on.
2. Press "select" to choose the language you wish to translate.
3. Type in the word or phrase you wish to translate, and then press "enter".
4. For a pronunciation guide, press "select" and use the arrow keys to choose "pronunciation".
   *Only for IED69: For audio pronunciation, scroll down and select "audio".

01 Where can the electronic dictionaries be purchased?

(A) At a website
(B) At bookstores
(C) At travel shops

02 What model number is most likely being advertised?

(A) IED45
(B) IED63
(C) IED69

03 ~ 04

GRAPHICS ARTIST WANTED: Harlequin Advertising

Harlequin Advertising is seeking an experienced graphics artist. Applicants must have a minimum of three years of experience in graphics design and an applicable university degree. A strong knowledge of the French language is also desirable. Duties will include development of print advertisements for Harlequin's clients. Only candidates chosen for interviews will be contacted. To apply for the position, please send your résumé, cover letter and list of references to Arlene Sorkin at Arlsork@harlequinads.com.

To: Arlene Sorkin <Arlsork@harlequinads.com>
From: Pam Isley <Pisley@yeeha.com>
Subject: Graphics artist position

Dear Ms. Sorkin,

I am writing in response to your company's advertisement for a graphics artist. I am currently working as a graphics artist for Thurman Publishing, a position I have held for the past four years. I also have excellent computer skills and work well with a team. I am forwarding you a copy of my résumé and the other documents you requested. I do hope to hear from you soon.

03 What does Harlequin Advertising NOT ask applicants to send?

(A) A résumé
(B) A diploma
(C) A reference list

04 According to the e-mail, which qualification for the job does Ms. Isley meet?

(A) Fluency in French
(B) A relevant university degree
(C) Experience in graphics design

Answers: p. 559

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HACKERS TEST

Time limit: 9 minutes

Questions 01-05 refer to the following advertisement and e-mail.

Royal Indian Cruise Lines Recruitment Fair

March 11, 9:00 a.m.-6:30 p.m.
Raj Hotel and Resort, Bengali Hall

Royal Indian Cruise Lines recently added three new ships to its fleet. We will be hosting a recruitment fair to fill job openings created by this expansion. Our managers and directors will be conducting on-site interviews for the following positions in our restaurant and food preparation department:

- *wait staff*
- *event planners*
- *head chefs*
- *assistant chefs*
- *kitchen staff*

Royal Indian Cruise Lines offers all employees full medical coverage, competitive salaries, paid vacations and generous biannual bonuses. Applicants wishing serious consideration are requested to send us an application package including a résumé, cover letter, current employment status and a medical history report. Please send these documents to our main office in Mumbai by February 21.

Royal Indian Cruise Lines
Personnel Department
153 Besant Road
Shiva Building, Mumbai 400-018

*Faxes or e-mails will not be accepted.

To: Indira Kurian <indkurian@ballyhoo.com>
From: Sanjeev Rao <sanrao@osn.org>
Subject: Recruitment Fair
Date: February 18

We received the application package you sent us, but unfortunately it is incomplete. We received your résumé, cover letter and current employment status. We will require the additional documents before we can register you for our recruitment fair and schedule an interview for you. Please send us this information as soon as possible. Once we have received it, we will send you an e-mail with a list of available times for interviews. I have attached a list of specific jobs with this e-mail for you to go through and select which positions you might be interested in.

Thank you for your interest in Royal Indian Cruise Lines.

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01 What is being advertised?

(A) A recruitment event
(B) A cruise line
(C) A travel agency
(D) A restaurant

02 What is NOT mentioned about Royal Indian Cruise Lines?

(A) It is based in Mumbai.
(B) It is hiring new managers.
(C) It recently expanded its fleet.
(D) It offers a bonus package.

03 In the advertisement, the word "consideration" in paragraph 2, line 2 is closest in meaning to

(A) sensitivity
(B) mention
(C) notation
(D) attention

04 What is Ms. Kurian asked to provide?

(A) Medical information
(B) Insurance papers
(C) An identification card
(D) A telephone number

05 Why did Mr. Rao attach a list of available jobs?

(A) To assist Ms. Kurian in arranging her trip
(B) To help Ms. Kurian select jobs to apply for
(C) To inform Ms. Kurian of pay rates
(D) To review Ms. Kurian's interview schedule

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Questions 06-10 refer to the following advertisement and memo.

Buddha's Bungalow

45 Sunset Drive, NW

Located in the historic and quiet residential area of Sunnydale, Buddha's Bungalow has the comforts of home, close to home. Relax while experiencing the remarkable service, fine dining, and fresh tastes of Asia. We use only the highest quality organic ingredients, along with flavors and spices imported from the East, to ensure you a taste extravaganza you'll never forget. We're taking things a step further with our new Daily Deals Lunch Specials!

Pop in for Monday Madness where we offer a delectable selection of appetizers for only $9.99. On Tasty Tuesday, our head chef whips up a culinary masterpiece of his own invention, and it's bound to be superb. Mouth-Watering Wednesday leaves you licking your lips because every dish comes with a fresh fruit shake! Order any entrée off our menu on Terrific Thursday for 60 percent off the regular price! Drop by on Fantastic Friday and finish your meal with a complimentary dessert. Don't miss out on a chance to awaken your taste buds. Hurry to Buddha's Bungalow today!

"Buddha's Bungalow offers the most abundant lunch specials in town. Choose from a selection of sizzling curries and tempting noodle dishes, all served with a generous bowl of rice, a variety of appetizers and your choice of authentic teas. You are guaranteed to leave full."
Amber Jasperson, Food Critic

"Filled with authentic smells, cushions, wall ornaments and trinkets from Southeast Asia, walking into Buddha's Bungalow is like being whisked away to Thailand."
Carrie Dwight, *Food Choice* Writer

From: Sorapong Chatree, Manager
To: All Staff

Due to the introduction of our new Daily Deals Lunch Specials promotion, the restaurant will need two extra waiters during our hours of lunch service. We will also need four extra kitchen staff on the day we offer discounted entrée, as it will be particularly crowded. Those of you working the afternoon and night shifts are welcome to sign up for extra hours during the lunch shift from 12 p.m. to 2 p.m. Any extra help will be appreciated. Please sign up for extra hours by Friday so we can set the schedule for next week.

Also remember that we are also offering an end-of-month bonus to all of those who help out during this promotion. Thanks for your help, and feel free to drop by my office any time and let me know if and when you are available.

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06 What is emphasized about the food in the restaurant?

(A) It is made hot and spicy.
(B) It is made in Thailand and flown in.
(C) It is made by Asians.
(D) It is made from naturally grown ingredients.

07 What does the critic say about the restaurant?

(A) The décor imitates the Indian environment.
(B) Its menu is priced reasonably.
(C) They offer a wide variety of lunch items.
(D) The location is convenient.

08 What is the purpose of the memo?

(A) To describe the new lunch menu
(B) To ask for additional help during lunch hours
(C) To inform employees of new operating hours
(D) To announce a new work schedule

09 In the memo, the word "set" in paragraph 1, line 6 is closest in meaning to

(A) solidify
(B) establish
(C) gather
(D) put

10 On what day does the restaurant require four extra kitchen staff?

(A) On Monday
(B) On Tuesday
(C) On Thursday
(D) On Friday

Answers: p. 559

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Chapter 15

Announcement-Related Readings

For announcement-related readings, the first is an announcement; the second is possibly an article, a non-prose reading, or an e-mail. Mostly, an e-mail responds to the announcement.

Typical Passages and Useful Tips

Typical Passages

Announcement & Non-Prose Reading	An announcement is about a seminar and a form is sent in for participation.
Announcement & E-mail:	An announcement is about a workshop which is going to be held and an e-mail requests for detailed information on the workshop.
	An announcement is about a journey itinerary and costs and an e-mail mentions some change in joining the journey.

Useful Tips

Step 1: Identify the key words in the questions to decide which reading you should first refer to.

Step 2: Look for the first hint related to the key words in either of the readings, then look for the second hint in the other one and use them both in order to choose the correct answers.

Reading 1: Announcement

SoundByte Magazine announces its convenient new online advertising registration service, available at www.soundbyte.org. Advertisement submissions are accepted until 5 p.m. on Fridays for Category A (Non-Profit Organizations and Individuals) and before 12 noon on Tuesdays for Category B (Businesses). Rates are $5 for Category A and $25 for Category B. The magazine is out on newsstands Wednesdays for the low price of $3.

Reading 2: E-mail

To: *Soundbyte Magazine*
From: Natalie Bowers
Subject: Advertisement submission

I'd like to place a Category A advertisement in your publication:

For Sale: *T4-A high-performance loudspeakers. Compact design and professional sound quality. Only owned for 6 months. Good as new. $1,600 or negotiable.*

Please send the billing statement for the advertisement to 283 Moa St, Pt. Chevalier, Auckland. Thank you.

Q: How much will Natalie's advertisement cost? A: $5

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Reading Practice

Read the following passages and choose the best answer to each question given.

01 ~ 02

SUPPORT THE CAROLINA BALLET COMPANY

The Carolina Ballet Company has been entertaining local citizens with two annual dance productions for the past 20 years. By supporting the Carolina Ballet Company, you will help us to continue offering our city's memorable dance productions.

Our supporters also receive benefits with their sponsorships:
Patron ($400-$599) Free tickets (for two people) to both annual performances and reserved seating.
Benefactor ($600 or more) Free tickets (for up to three people) to both annual performances, private box seats and a commemorative CD of both productions.

THE CAROLINA BALLET COMPANY
SPONSORSHIP FORM

Thank you for your generosity and kind support for the Carolina Ballet Company.
Name: Mary Martin Tel.: 555-9382 Mob.: 003 555-7898
Address: 1485 Neverland Lane, Raleigh, NC
Please select which type of sponsorship you are interested in. ☑ Patron ☐ Benefactor
Total amount of your donation: $490 Method of payment: ☐ Credit card ☑ Cash ☐ Personal check

01 How many performances does the Carolina Ballet Company do each year?

(A) One
(B) Two
(C) Three

02 What benefit will Ms. Martin receive?

(A) A CD of productions
(B) Reserved seating
(C) A costume for the Ball

03 ~ 04

Evergreen University China Tour

The history department will be sponsoring a study trip to China this year. Students can enroll for course and receive university credit. The courses are as follows:

COURSE	DATE	CHARGE
Post-revolutionary China	July 20 to August 7	$500
History of the Tang Dynasty	August 3 to 14	$300
Modern Chinese Archaeology	July 15 to August 14	$800

Please contact Rosalind Chao at rochao@evergreen.net for further information or to register.

To: Rosalind Chao
From: Colm Meaney
Subject: China Tour Courses

Last week I came by your office and signed up for the tour to China. However, I was wondering if I could make a change to my course registration. I would like to take Modern Chinese Archaeology instead of the class that begins on August 3. Could you please let me know if this is possible? Thanks for your time.

03 What is the purpose of the announcement?

(A) To provide information on a tour
(B) To schedule summer courses
(C) To request registration fees

04 For which course did Colm Meaney enroll?

(A) Post-revolutionary China
(B) History of the Tang Dynasty
(C) Modern Chinese Archaeology

Answers: p. 559

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HACKERS TEST

Time limit: 9 minutes

Questions 01-05 refer to the following announcement and e-mail.

North African Congress of Public Utilities Development
Urban Planning Presentations and Workshops: April 6-10

Several presentations and workshops will be conducted during the congress. These activities are geared toward city planners, and topics will include sanitation technology, environmental advances, park development and water safety. The presentations will be conducted by urban planning professionals from all over the globe. The goal is to help city planners renew their knowledge of urban development.

LOCATION:
The presentations and workshops will be held at the Ramesseum Hotel in Cairo, only five minutes from the convention center where the congress will be held. The hotel has also agreed to offer a discounted rate on accommodation to those attending these events.

CANCELLATIONS:
A fee of $50 will be charged to those cancelling by April 3. Those cancelling after this date will not be reimbursed for their admission fees. Cancellations must be made in writing.

FEES:
The cost is $300 for full admission to all presentations and workshops. The fee includes lunch at the hotel.

To: reservations@ramesseumhotel.net
From: harveydent@regnet.com
Subject: Hotel reservation

I am planning on attending the urban planning presentations and workshops at your hotel during the North African Congress of Public Utilities Development. I would like to stay at your hotel for a total of four nights from April 6-10.

The announcement for the events at your facilities stated that your hotel has a special offer for attendees to the workshops and presentations. Could you please send me the details of your offer?

Thanks for your time.

Harvey Dent

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01 According to the announcement, who are the workshops and presentations for?

(A) Sanitation engineers
(B) City planners
(C) Environmentalists
(D) Hotel employees

02 In the announcement, the word "renew" in paragraph 1, line 4 is closest in meaning to

(A) exchange
(B) apply
(C) renovate
(D) update

03 What is NOT mentioned as a cancellation policy?

(A) Refunds will be given three days after the event.
(B) Those who cancel by April 3 will be charged a fee.
(C) Admission fees are not refunded for cancellations after April 3.
(D) Only written cancellations are accepted.

04 What can be inferred about the presentations?

(A) They will be held at the convention center.
(B) Presenters are from several different countries.
(C) They are free of charge to congress attendees.
(D) Advance registration is required.

05 What does Mr. Dent request?

(A) Shuttle schedules from the airport
(B) Information on discounted room rates
(C) Complimentary meal vouchers
(D) Hotel restaurant discounts

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Questions 06-10 refer to the following announcement and membership form.

Metropolitan Museum of Arts and Sciences (MMAS)

A Presentation by Mustafa Khalil

Date and time: February 28, 4:00 p.m.
Location: MMAS event hall

The Metropolitan Museum of Arts and Sciences (MMAS) is pleased to present a lecture by Mustafa Khalil, famed Libyan film director. Mr. Khalil will be speaking about the new generation of Middle Eastern filmmakers. Following the speech, the newest film by Mr. Khalil *Children of the Sand* will be shown.

Mr. Khalil is an expert in Middle Eastern film and has made more than twenty movies in his forty-year career as a director. His film *Women at the Well* won several international awards. In addition, Mr. Khalil also spends much of his time offering advice to new up-and-coming directors.

Following the film, a reception will be held in the museum's gardens at 7:30 p.m. Guests will have a chance to meet Mr. Khalil as well as several other young film directors from the Middle East. Reservations for the reception are required. If you would like to reserve a seat, please contact our public relations manager.

Tickets for this event are $12 for guests and $10 for students. Those wishing to become members can fill in the enclosed form.

Metropolitan Museum of Arts and Sciences (MMAS)

MEMBERSHIP APPLICATION

Benefits of Metropolitan Museum Membership:
- Free admission to all events at the museum
- Free admission to the museum for one year
- Subscription to *Modern Film Magazine*
- Tickets for annual Grand Ball event

Membership fees are $120 for individuals and $200 for families. Please fill in the following information and return it, along with your payment to our public relations office.

Name: _____
Address: _____
Family members: _____
Phone number: _____
E-mail: _____
Type of membership requested: _____
Method of payment: _____

*All members wishing to make reservations for particular events can call our public relations manager Mark Lee at 555-4323.

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06 What is being advertised in the announcement?

(A) A movie
(B) A talk
(C) A tour
(D) An exhibition

07 Who is Mustafa Khalil?

(A) An actor
(B) An artist
(C) A filmmaker
(D) A museum curator

08 What does a single membership for the museum cost?

(A) $10
(B) $12
(C) $120
(D) $200

09 What is being indicated about the event on February 28?

(A) Admission is free for those with memberships.
(B) There is limited seating.
(C) Tickets can be purchased at the door.
(D) It is for museum staff only.

10 What should people do if they want to attend the reception?

(A) Buy a ticket
(B) Visit the public relations office
(C) Call Mark Lee
(D) Fill in a form

Answers: p. 559

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Chapter 16

Article-Related Readings

For article-related readings, the first is an article; the second is possibly another article, a non-prose reading, letter, or an e-mail. Mostly, an e-mail responds to the article.

Typical Passages and Useful Tips

Typical Passages

Article & Article: An article reports a show recently held and an article introduces the products of a company having participated in the show.

Article & Non-Prose Reading: An article reports a promotion campaign of a business and a table shows details of this promotion campaign.

Article & Letter: An article gives comments on a book recently published and a letter written by the author shows his objection to the comments.

Article & E-mail: An article introduces a new product and an e-mail shows the support of a customer.

Useful Tips

Step 1: Identify the key words in the questions to decide which reading you should first refer to.

Step 2: Look for the first hint related to the key words in either of the readings, then look for the second hint in the other one and use them both in order to choose the correct answers.

Reading 1: Article

Mall Opening Scheduled for March

Manchester's newest shopping mall will open in March. Katherine Jones, the vice president of Brighton Properties, came up with the idea of the shopping center which blended in with the neighborhood. Jones hired famed architect Mike Douglas to create the structure, which used components of previously existing buildings to build a shopping mall. The shopping mall will include 90 stores and a cinema. The grand opening is scheduled for March 19.

Reading 2: E-mail

To: Darren Hayes
From: Joseph Brighton

I just got back from an inspection of the new Manchester mall. Everything seems to be going as planned. The only problem I had was with the exterior of the building on Birch Street. Your architect has used the fronts of existing buildings to develop the mall. However, the entrance is very small and there is no space for cars to stop. I think we will need to expand the size of the entrance. Please speak with the architect and let me know what you think.

Q: Who will Darren Hayes most likely speak with? A: Mike Douglas

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Reading Practice

Read the following passages and choose the best answer to each question given.

01 ~ 02

UTV Delays Premiere of *Cosmos 3*

The UTV network announced Monday that its newest science fiction series, *Cosmos 3*, will not be launched this fall as previously scheduled. The network gave no specific reasons for the delay, but did deny that it was caused by budgetary issues. However, Kyra Farrell, UTV spokesperson, did confirm that there was a recent cast change for the actress playing the lead female role. Sources close to the production claim that this is the primary reason for the delay. Industry insiders claim that the actress dropped out of the show following several disagreements with the director of the series, Gene Barry.

***Cosmos 3*: Impressive Despite the Delay**

After nearly a five-month delay, UTV's new space fantasy *Cosmos 3* will premiere on the network this Thursday night at 8 p.m. Marina Mulgrew was originally cast in the lead role of Captain Zaldana but was later replaced by Zoe Nichols early in the production. However, perhaps the wait was worth it. *Cosmos 3* is sure to impress audiences with its innovative stories and incredible special effects.

01 Who is the director of *Cosmos 3*?
(A) Kyra Farrell
(B) Gene Barry
(C) Zoe Nichols

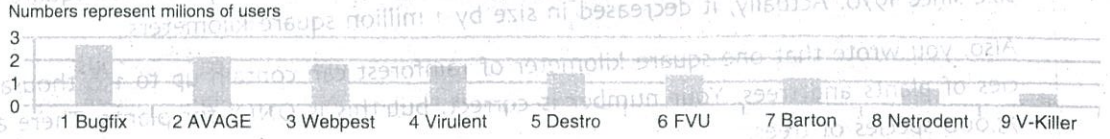
02 Why was the premiere of *Cosmos 3* delayed?
(A) The show went overbudget.
(B) Gene Barry was busy with another production.
(C) Marina Mulgrew was replaced with Zoe Nichols.

03 ~ 04

Free Trial Versions Meet with Success for Anti-Virus Software

One of the most recent trends in marketing anti-virus software is offering a trial version of the program for free. Users can download the software without charge, and use it for a specified time. After that time is up, they have the option of paying a fee for continued use of the full version of the program and regular updates for the software. AVAGE was the first company to use this marketing tool, and is now the second highest seller of anti-virus software around the world. In fact, of the top selling anti-virus programs, only the eighth bestseller does not provide customers with a free trial version of their software.

Top Selling Anti-Virus Software



*The listed software is ranked in order of sales.

03 Which software company was the first to provide a free trial version?
(A) V-Killer
(B) Bugfix
(C) AVAGE

04 What is suggested about the Netrodent software program?
(A) It is the highest selling anti-virus software.
(B) It is only for sale as a full version program.
(C) It provides free software updates.

Answers: p. 560

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HACKERS TEST

Time limit: 9 minutes

Questions 01-05 refer to the following article and e-mail.

Decrease in Amazon Deforestation Is no Reason for Celebration

By Jan Grady

Recent government reports show that the rate of deforestation in the Amazon basin has decreased by nearly 20 percent since the 1970s. Officials say this is the lowest rate since 1991. But environmental critics say it is too soon for celebration. Most of the deforestation is due to construction of new towns, clearing land for soybean fields and creating grazing land for cattle.

Dr. Sonya Braga from the ministry of the National Institute of Space Research (NISR) in Brazil says, "At the current rate of deforestation, the Amazon rainforest will be half its size in just two decades." NISR conducts annual studies of the rainforest by examining pictures of the area taken by satellite.

Since 1970, the Amazon rainforest has decreased in size by nearly 1 million square miles. Some scientists say that one square kilometer of rainforest may contain up to 150 thousand species of trees and plants, not to mention the vast array of animal life and insects. Although advances are being made in slowing down deforestation, more protective measures are necessary to guarantee the safety of this world treasure.

To: Jan Grady
From: Greg Knight
Subject: Deforestation article

Dear Ms. Grady,

Thank you for your article on the deforestation of the Amazon in *Green Machine Magazine's* May issue. I appreciate you informing the public on this serious problem. However, there were a few facts in your article that were incorrect.

First, you mentioned that the size of the rainforest has decreased by 1 million square miles in size since 1970. Actually, it decreased in size by 1 million square kilometers.

Also, you wrote that one square kilometer of rainforest can contain up to 150 thousand species of plants and trees. Your number is correct, but this is ONLY for plants. There are also 75,000 species of trees.

I just thought you might want to know about these errors. But again I want to thank you for doing your part in conserving what is left of the Amazon rainforest, and agree with your opinion about the area. I look forward to reading your articles in next month's issue.

Sincerely,
Greg Knight
Amazon Warrior Conservation Society

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01 What is NOT mentioned in the article as a reason for deforestation in the Amazon?

(A) Construction of towns
(B) The sale of lumber
(C) Creating grazing land
(D) Making soybean fields

02 According to Ms. Braga, how long will it take for the rainforest to decrease by 50 percent?

(A) One year
(B) Ten years
(C) Fifteen years
(D) Twenty years

03 Why was the e-mail written?

(A) To report errors in the article
(B) To request a subscription
(C) To submit an article
(D) To ask for a donation

04 What can be inferred about *Green Machine Magazine* in the e-mail?

(A) It is available for purchase in Brazil.
(B) It is published monthly.
(C) It is a free publication.
(D) It is a new magazine.

05 What would Greg Knight and Jan Grady probably agree on?

(A) Government should increase the budget for the rainforest's safety.
(B) Scientists need to pay more attention to the rainforest's ecosystem.
(C) Farmers are to blame for deforestation of the rainforest.
(D) More needs to be done to conserve the rainforest.

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Questions 06-10 refer to the following article and e-mail.

UniCorp Announces Appointment of New Senior Vice President

New York City-based financial investment firm, Unicorp, finally announced that Donald Branson will be taking over as senior vice president of the European branch. The announcement comes after months of speculation as to who would take over the position after the retirement of Richard Trump, who held the job for more than fifteen years.

Not surprisingly, Branson has worked as a regional director at Unicorp for the past five years. Financial experts correctly predicted that Trump would find a replacement within the company.

At a press conference in London on Tuesday, Branson announced that he will also be organizing an investors' meeting in Paris on Jan. 22. "It is both Mr. Trump's and my wish to make this transition go as smoothly as possible," he said, adding that the meeting is intended for reassuring UniCorp investors in Europe that he is up to the task.

Although most analysts agree that Branson is a reasonable replacement, a recent 3 percent drop in company shares reveals that this is not necessarily the case for everyone.

To: Gary Greenspan, Investment Relations Manager
From: Ivana Helmsley
Date: January 17
Subject: Investors' meeting

Thank you for your message regarding the investors' meeting to be held next week on Jan. 22.

I would like to confirm that I will be attending the meeting and would like to accept your kind offer of accommodation at the Printemps Hotel.

As for our personal meeting, you mentioned that you are free for lunch on Jan. 21. I suggest we meet at the hotel at 1 p.m. Our meeting shouldn't take long, as I simply wanted to go through a few concerns I have about the recent drop in UniCorp stock value in Europe.

Thank you for your time and consideration.

Sincerely,

Ivana Helmsley

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06 What is the purpose of the article?
(A) To report some financial statistics
(B) To announce a new executive
(C) To analyze reasons for profit losses
(D) To describe a company's recent expansion

07 What was the position of Mr. Branson prior to his promotion?
(A) Investment manager
(B) Chief accountant
(C) Director of sales
(D) Regional director

08 Why did Ms. Helmsley write to Mr. Greenspan?
(A) To confirm her attendance at a meeting
(B) To make a restaurant reservation
(C) To request information about a new employee
(D) To arrange a consultation about investment in the company

09 Where will Ms. Helmsley meet Mr. Greenspan?
(A) In New York
(B) In Paris
(C) In Los Angeles
(D) In London

10 What is Ms. Helmsley concerned about?
(A) The company policies regarding investors
(B) The fluctuation of market shares
(C) The proposed company expansion
(D) The recent decrease in company stock value

Answers: p. 560

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Chapter 17

Non-Prose-Related Readings

For non-prose-related readings, the first is in the form of a(n) list/chart/graph/schedule/agenda/invoice/itinerary, etc.; the second is usually an e-mail, a letter, an article, etc.

Typical Passages and Useful Tips

Typical Passages

Non-Prose Reading & E-mail: A table of prices is given by a publisher and an e-mail orders some books.

An invoice shows some items which have been delivered and an e-mail responds to the invoice.

A web page points out customers' complaints and an e-mail shows the company apologies.

Non-Prose Reading & Letter: A brochure publicizes a performance and a letter states the audience opinion.

Useful Tips

Step 1: Identify the key words in the questions to decide which reading you should first refer to.

Step 2: Look for the first hint related to the key words in either of the readings, then look for the second hint in the other one and use them both in order to choose the correct answers.

Reading 1: Agenda

Blueprint Imaging Services, Ltd.
Agenda for Meeting with Advanced Machinery Suppliers

9:00 a.m.	Ordering Quantity & Time Frame	Helen Clark: Blueprint Imaging
9:30 a.m.	Customized Manufacturing Specifications	Heather Hughes: Crayon Factory Supply
10:00 a.m.	Review of Advanced Machines	Winston Peters: Anderson Technologies
10:40 a.m.	Post-purchase Maintenance and Servicing	Steve Dunne: Silicon Machine Production

Reading 2: E-mail

To: Winston Peters, Anderson Technologies
From: Helen Clark, Blueprint Imaging
Subject: Monday's Meeting

Dear Winston,

It was a pleasure meeting you. I am especially impressed by the presentation on consumer-tailored production, as our current supplier's products have become outdated. This information helped bring us one step closer to making an order. We discussed at the meeting the possibility of a discount for large orders. If you can provide us with the price reduction, I am sure we can draw up a contract.

Q: Whose presentation had the most impact on Ms. Clark's decision to order?
A: Heather Hughes

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Reading Practice

Read the following passages and choose the best answer to each question given.

01 ~ 02

Marion Coleman Art Museum Guides and City Guide Books

This is a partial list of our best-sellers. Visit our website for a complete list.

Museum Guide

Order No.	Item	Price
88937	Fine Art Museum for San Francisco	$12.99
88939	Metropolitan Museum of Art	$13.99
88991	The Art Institute of Chicago	$14.99

City Tour Guide

Order No.	Item	Price
76534	New York	$11.99
73536	Seattle	$12.99
74031	Chicago	$14.99

Please fill out the order form and send it in the addressed envelope. Please include $6.50 for regular shipping fees (1 week) or $10.50 for express mail (3 days).

To: Marion Coleman Publications
From: Jessica Chang
Subject: City Guides

Dear Madam or Sir,

I am just writing to say thank you for your company's excellent service and products! I ordered the New York and Chicago city guides recently and was happily surprised to receive them after only 4 days, even though I only paid for regular shipping. The pictures and information about the tourist attractions were perfect. I will continue to use them whenever I travel.

01 What museum guide costs the same amount as a Seattle tour guide book?

(A) Fine Art Museum for San Francisco
(B) Metropolitan Museum of Art
(C) The Art Institute of Chicago

02 How much was the shipping charge for Ms. Chang's order?

(A) $6.50
(B) $10.50
(C) $11.99

03 ~ 04

Joe Keller's ***Nightmare at Midnight***
Powerhouse Theater Company, Sept. 11-17, 7:30 p.m.
Directed by Frank Warner
Cast: Marty Brewster ..... Grant Barry
Abigail Brewster ..... Jean Hall
Marta Brewster ..... Josephine Adair
Theodore Carry ..... Alex Johnson

An Evening of Old-Fashioned Mystery! By Archie Leach

Powerhouse Theater Company's newest production of Joe Keller's famed mystery *Nightmare at Midnight* is a suspenseful treat! The direction is perfect and performances of all actors are perfectly timed. Especially worthy of praise is the actress playing Abigail, who steals the show with her humorous portrayal of a sweet old lady with a dark secret. Tickets can be purchased at the box office or by calling (250)555-9993.

03 What performer does Mr. Leach refer to in the review?

(A) Josephine Adair
(B) Alex Johnson
(C) Jean Hall

04 Where can tickets be purchased?

(A) At a website
(B) At the theater
(C) At the city hall

Answers: p. 560

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HACKERS TEST

Time limit: 9 minutes

Questions 01-05 refer to the following web contact form and e-mail.

Cool Waters Air Conditioning Contact Form

www.coolwatersac.com

Thank you for contacting Cool Waters Air Conditioning. Please fill out the following information, and then press the "SEND" button on the bottom of the screen. We will get back to you as soon as possible.

Name: Erica Williams E-mail: erwilly@oal.com

Address: P. O. Box 55-A, Manchester, Iowa 52057

Phone: (319) 555-8495 Business Phone (optional):

Message:

I purchased an air conditioner from your Maple Street branch last Monday on July 2. The machine runs, but it seems the fan is not working. Could you please send someone over to the above address to have a look at it?

SEND

To: Erica Williams <erwilly@oal.com>

From: Customer Service <cservice@coolwatersac.com>

Date: July 8

Dear Ms. Williams,

We received your message dated July 7 concerning the air conditioning unit you bought on July 2. We apologize for the inconvenience this problem may have caused you. We received a list of factory defects in Wind's new series of air conditioners earlier this week:

W-P542	Temperature controls inaccurate
W-P543	Problems with fan system
W-P602	Sleep-mode not running properly
W-P604	Remote control malfunction

We will replace the defective parts and send someone over to service your air conditioner tomorrow. Please let us know what time is best for you.

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01 On the contact form, what information is optional?

(A) E-mail address
(B) Mailing address
(C) Home phone number
(D) Business telephone number

02 In the e-mail, what is being discussed?

(A) Source of the shipping error
(B) Reimbursement of the repairing charges
(C) A solution to the customer's problem
(D) The production process of a machine

03 What air conditioner model does Ms. Williams probably have?

(A) W-P542
(B) W-P543
(C) W-P602
(D) W-P604

04 When did Ms. Williams send the web form?

(A) July 2
(B) July 7
(C) July 8
(D) July 12

05 In the e-mail, the word "running" in the table, line 3 is closest in meaning to

(A) operating
(B) jogging
(C) organizing
(D) travelling

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Questions 06-10 refer to the following invoice and e-mail.

Big Wheel Bikes
928 Grandview Avenue, Pittsburgh, PA

Order Number: 78954
Date: June 5

ITEM	BRAND	QUANTITY	PRICE
Biking shorts	Adrenaline Speed	2	$49.98
Water bottle	Genesis	2	$11.98
Sunglasses	Carlucci	1	$69.99
Helmet	Terrain	1	$89.99

TOTAL: $221.94

The Fast Silver helmet that you ordered is currently out of stock. We don't expect a new shipment of them until next month. We tried calling you several times but couldn't reach you. We have sent along a Terrain helmet which usually retails for $129.99 but only charged you for the cost of a Fast Silver helmet.

As always, if there is any problem with your order or anything has been damaged, please contact our service department immediately at 555-7273 or e-mail us at service@bigwheel.net. Please have your order number when calling, or include it on any e-mail.

To: Customer Service, Big Wheel Bikes
From: Vince Armstrong
Date: June 5
Subject: Recent delivery

I just received my order this morning and unfortunately, there were a few problems. The Carlucci sunglasses were broken. Also, even though the Terrain helmet is of greater value, I would prefer waiting for the Fast Silver helmet, as it is a bit lighter than the Terrain one. I will send back these two items this afternoon. If you could send me a replacement pair of sunglasses, I would appreciate it. As for the helmet, you can just send me a Fast Silver helmet when your shipment arrives. Thanks for your help.

Sincerely,

Vince Armstrong

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06 What does Big Wheel Bikes say about Mr. Armstrong's order?

(A) Some items will be shipped at a later time.
(B) They didn't charge him extra for a more expensive helmet.
(C) The order will not be delivered for another month.
(D) The total price has been charged to his credit card.

07 What does Mr. Armstrong say about an item he received?

(A) It was too expensive.
(B) It was the wrong size.
(C) It was broken.
(D) It was the wrong package.

08 What does Mr. Armstrong want Big Wheel Bikes to do in July?

(A) Send him a Fast Silver helmet
(B) Ship a pair of new sunglasses
(C) Refund his money
(D) Reimburse him for delivery charges

09 What requested information did Mr. Armstrong forget to include in his e-mail?

(A) His mailing address
(B) His order number
(C) His contact information
(D) His credit card details

10 What is true about the Fast Silver helmet?

(A) It sells quickly.
(B) It is out of production.
(C) It is lighter than the Terrain helmet.
(D) It is the most expensive one on the market.

Answers: p. 560

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Actual Tests

* An answer sheet is available on pages 541 and 542.

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Actual Test 1

READING TEST

In this section, you must demonstrate your ability to read and comprehend English. You will be given a variety of texts and asked to answer questions about these texts. This section is divided into three parts and will take 75 minutes to complete.

Do not mark the answers in your test book. Use the answer sheet that is separately provided.

PART 5

Directions: In each question, you will be asked to review a statement that is missing a word or phrase. Four answer choices will be provided for each question. Select the best answer and mark the corresponding letter (A), (B), (C), or (D) on the answer sheet.

101. Shoppers at Grisons' Department Store _____ purchase any electronic appliance this week will receive an adaptor free of charge.

(A) who (B) whom
(C) which (D) whose

102. An _____ schedule of events for Samson festival was posted in popular locations around town.

(A) update (B) updates
(C) updating (D) updated

103. Dandridge Investment's human resources officer is always looking for employees _____ Ms. Streep's ability.

(A) of (B) to
(C) while (D) for

104. Because of Valley Bank's new online banking service, paying your monthly bills just became easier than _____.

(A) always (B) ever
(C) never (D) often

105. Reservations for events and conferences can be made _____ by calling Regent Resorts directly or through a travel agency.

(A) all (B) only
(C) either (D) whether

106. The changes to office policy were implemented in the Houston branch by the regional manager.

(A) effective (B) effectively
(C) effect (D) effecting

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107. Trains to the international airport are _____ to depart every thirty minutes from the central station.
(A) appointed (B) measured
(C) scheduled (D) reserved

108. The assembly line renovation project was completed ahead of time because of the dedication and the _____ of the team members.
(A) reliant (B) rely
(C) reliably (D) reliability

109. Dyson Electronics can offer full refunds _____ the item is returned within two weeks of the date of purchase.
(A) during (B) while
(C) in (D) if

110. The buildings failed to pass the safety inspection because they were built _____ with poor construction materials.
(A) rapidly (B) conveniently
(C) industriously (D) accurately

111. Bedrock Supply's delivery service will be _____ starting on March 7 due to recent budget cuts.
(A) complete (B) unavailable
(C) eligible (D) popular

112. Customers' complaints and suggestions are never _____ by the customer service staff at Newtown Graphics.
(A) avoided (B) ignored
(C) adapted (D) started

113. The new photocopier purchased from Avis Supplies came with detailed _____.
(A) instructor (B) instructions
(C) instructing (D) instructs

114. Files in the accounting department are kept in alphabetical order so that workers can find them _____.
(A) rarely (B) nicely
(C) easily (D) separately

115. DaVinci's restaurant is famous for a wide _____ of Italian dishes that are freshly made, but their prices are expensive.
(A) variety (B) varied
(C) various (D) variously

116. Financial analysts predict that profits for the new studio are likely to reach _____ $60 million after their film releases this summer.
(A) more (B) over
(C) farther (D) away

117. Many residents in the downtown area are complaining because the cost of rent is no longer _____.
(A) affording (B) affordable
(C) affordability (D) afford

118. Generica Cleaning Supplies is developing a line of products that are environmentally friendly and _____ beneficial.
(A) stringently (B) cheaply
(C) economically (D) permanently

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119. After _____ reading all the résumés, the board will decide which applicants to invite for an interview.
(A) carefully (B) caring
(C) careful (D) to care

120. Rosita's catering staff ensures that its customers receive _____ meals and exceptional service.
(A) wishful (B) durable
(C) imperative (D) outstanding

121. Deciding who to hire as regional managers is one of the most difficult _____ faced by directors.
(A) challenging (B) challenges
(C) challengingly (D) challenged

122. For your convenience, an agenda for next month's _____ session on corporate law has been e-mailed to your accounts.
(A) training (B) meaning
(C) housing (D) covering

123. The CEO emphasized that all hospital employees should become more _____ with local charity organizations and events.
(A) familiarly (B) familiarize
(C) familiar (D) familiarity

124. _____ those with up-to-date security passes will be permitted entrance into the building.
(A) Total (B) Almost
(C) Every (D) Only

125. Ms. Kyle called this morning to request some revisions to _____ travel itinerary for the business trip to Eastern Europe.
(A) hers (B) she
(C) her (D) herself

126. Please make sure to book your tickets for the ballet in advance, as seating in the auditorium is _____.
(A) limited (B) limiting
(C) limitation (D) limits

127. Frequent passengers will receive a free national ticket to any location _____ every $1,000 they spend on train tickets.
(A) because (B) for
(C) so (D) along

128. High prices of a product are often due more to the advertising _____ rather than the quality of the goods.
(A) budget (B) currency
(C) shoppers (D) fees

129. Guests may leave their luggage in the lobby _____ the front desk if they need assistance carrying it to their rooms.
(A) near (B) into
(C) out of (D) through

130. The new marketing strategy targeting senior citizens caused an _____ in sales for Progain Pharmaceuticals.
(A) increased (B) increase
(C) increasing (D) increasable

131. Ms. Claven will _____ which company was chosen for outsourcing the production of IMG's washing machines at the investors' meeting on Monday.
(A) permit (B) announce
(C) surrender (D) enclose

132. The *Dayview Journal of Finance* _____ Gerald Butler as CEO of The Year for his successes in the Southeast Asian markets.
(A) was selected (B) selected
(C) selecting (D) to select

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133. The Innovations in Medical Technology conference begins on Tuesday and will last _____ Friday.
(A) yet (B) on
(C) over (D) until

134. Getting the designs ready for production is a _____ process which includes a lot of sample making and alterations.
(A) lengthy (B) lengthen
(C) lengthening (D) length

135. Generex Robotics is exhibiting at the trade fair and will _____ the functions of their new packaging equipment.
(A) develop (B) astonish
(C) discourage (D) demonstrate

136. You can access your bank funds by using the debit card _____ by Metrobank at most automated transfer machines.
(A) provided (B) provides
(C) provision (D) providing

137. Harold decided to go ahead with the conference, _____ many of his colleagues in the department are not able to attend because of upcoming deadlines.
(A) even though (B) because
(C) before (D) furthermore

138. Alderan Industries stated that they will _____ land for branch offices in more than 20 different countries.
(A) purchases (B) purchasing
(C) purchase (D) purchased

139. The Coldstream Transportation Line has added 40 new buses to their system in order to provide more _____ service during rush hours.
(A) specific (B) plentiful
(C) frequent (D) sudden

140. Price and Vincent Development expects to increase their profit margin dramatically following several recent _____ reached with suppliers of raw materials.
(A) agreements (B) results
(C) outcomes (D) discussions

Answers: p. 560

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PART 6

Directions: In this part, you will be asked to read some English texts. Some sentences in each text are incomplete. Select the word or phrase that correctly completes each sentence and mark the corresponding letter (A), (B), (C), or (D) on the answer sheet.

Questions 141-143 refer to the following letter.

MTT Security Systems
2872 Rosemont Street
Portland, OR 97299

Shawn Russell
2265 Armstrong Road
Ashland, OR 97520

Dear Mr. Russell,

Thank you for recently enrolling for our total home security program. You can be sure that you made the right decision in choosing MTT to _____ your home and property.

141. (A) protect
(B) restore
(C) sell
(D) build

MTT guarantees fast and efficient service. We are constantly updating our security systems _____ you the highest level of protection. We also use some of the most highly sophisticated

142. (A) ensure
(B) ensured
(C) have ensured
(D) ensuring

detection equipment in the nation.

We do hope that you will be fully _____ with our service, and if you have any questions or

143. (A) satisfy
(B) satisfying
(C) satisfyingly
(D) satisfied

requests, please don't hesitate to contact us. Thank you again for choosing MTT.

Sincerely yours,

Alyssa Dara
Security Director, MTT

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Questions 144-146 refer to the following memo.

To: All Office Staff
From: Montgomery Smithers, Warehouse Manager
Date: Oct. 16
Subject: Customer Complaint

I wanted to let you know about a complaint we _____ this week from Mr. Malone at Danson

144. (A) were receiving
(B) have received
(C) receive
(D) receiving

Enterprises. Mr. Malone asked that we send him our new catalog with his most recent order. He said this is the second time he has requested the catalog and still hasn't received it.

To avoid this mistake in the future, I suggest _____ one person with the job of enclosing the

145. (A) enforcing
(B) telling
(C) assigning
(D) explaining

most recent copy of our catalog with all outgoing orders. In this way, we can also make sure our customers are updated on our line of products.

If you think this is a good _____, or if you have any other suggestions, let me know at the staff

146. (A) organization
(B) idea
(C) order
(D) procession

meeting tomorrow.

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Questions 147-149 refer to the following article.

Underwater Research Center

The largest underwater research facility in the world is nearly completed. The research facility, located near Gold Coast, Australia, is expected to be fully functional in _____ two days, after

147. (A) after
(B) just
(C) when
(D) from

nearly twelve years of planning and development.

"A lot of work has gone into making this structure totally secure and able to withstand even the most powerful storms," said Bobby Pogue, head engineer for the construction. He also mentioned that technicians are adding the final touches to the emergency system which must be _____ before any personnel can start conducting their research.

148. (A) operations
(B) operate
(C) operational
(D) operator

The research facility will study underwater life forms, natural resources and conduct experiments to determine the results of global warming. The spokesman of the center said that the construction of the facility _____ possible in partnership with the Australian government and

149. (A) was made
(B) was making
(C) to make
(D) to be made

Keiko Electronics.

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Questions 150-152 refer to the following letter.

Northjet Airlines
720 Burrard Ave.
Vancouver, BC V5K-1W2

May 31

Ms. Rose Kinghorn
515 Nickel Road
Kelowna, BC V1P-2H0

Dear Ms. Kinghorn,

Thank you for applying to the Northjet Frequent Flier Plan. Please find your new Frequent Flier card enclosed with this letter. We recommend that all members, for their own protection, not give out their card number, reservation numbers or _____ information through e-mail or mobile

150. (A) other such
(B) many
(C) one more
(D) either

phone to avoid any possibility of identity theft.

Members are also advised to follow these _____ steps in order to protect their personal

151. (A) excessive
(B) sufficient
(C) additional
(D) urgent

information:

- Sign your name on the back of the card.
- Copy your membership number and keep it in a secure place.
- If the card is lost, contact one of our representatives immediately.

Thank you for your _____. We appreciate your business, and hope you enjoy the wonderful

152. (A) sponsorship
(B) cooperation
(C) qualification
(D) recommendation

benefits as a member of the Northjet Frequent Flier Plan.

Answers: p. 560

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PART 7

Directions: In this part, you will be asked to read several texts, such as advertisements, articles, or examples of business correspondence. Each text is followed by several questions. Select the best answer and mark the corresponding letter (A), (B), (C), or (D) on the answer sheet.

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Questions 153-154 refer to the following receipt.

Mackie Printing Industries

SHIPPING RECEIPT

ORDER DATE: March 30
ORDER FILED: April 7

CUSTOMER NAME: Martin West
CUSTOMER ORDER NUMBER: JW435643

Size: Large
Color: Red and gold
Quantity: 120
Description: Four-page menus with restaurant name and logo on the cover
Cost: $7.99 each
Subtotal: $958.80
Tax: $11.50
TOTAL: $970.30

Thank you for your business

153. How many menus were ordered?
(A) 4
(B) 120
(C) 958
(D) 970

154. What is stated in the receipt?
(A) The order has already been delivered.
(B) The shipment will arrive on April 7.
(C) The name of the restaurant appears on the menus.
(D) The business was not charged tax.

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Questions 155-156 refer to the following letter.

Sarah Badler, Director of Marketing and Sales
Victory Cosmetics
29 Singer Ave., 5th Floor
Los Angeles, CA

July 7

June Chadwick
Visitor Promotional Productions
523 Duncan Street, Room 12
Los Angeles, CA

Dear Ms. Chadwick,

We at Victory Cosmetics would like to extend our thanks and gratitude for the wonderful work you and your promotional team have done for our newest line of perfumes. The advertisements you created for both print and television are fantastic. Your promotional strategy has paid off as we've already started earning revenues after just the first sales quarter.

This has been the most profitable launch of any Victory product in the last 20 years. You have done a tremendous job, and we look forward to working with your firm again. With this letter you will find an enclosed bonus check which we would like you to use for a small celebration with your staff. This is just our way of saying thank you.

Sincerely yours,
Sarah Badler
Director of Marketing and Sales
Victory Cosmetics

155. What is the purpose of the letter?

(A) To request a payment
(B) To give praise
(C) To request a product sample
(D) To promote a new product

156. What does Ms. Badler say about the recent product launch?

(A) It was successful.
(B) It costed a lot of money.
(C) It will begin next month.
(D) It took a lot of work.

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Questions 157-159 refer to the following e-mail.

To: Alexander MacDonald
From: Fionnula O'Dell
Subject: Website design

We are currently working on the content and design for our branch's website here in Dublin. I noticed the wonderful layout of your site for Glasgow and saw the name Evelyn Marlinton listed as the designer. Everything on your site seemed very functional, easy to use and attractive, and I'm interested in contacting Ms. Marlinton about working with our branch. I was wondering if you could give me her phone number or e-mail address so I can get in touch with her.

We do have some ideas for the website already, and I'd like to get her opinion on them. I will be visiting Glasgow on Thursday for the sales conference, so maybe we could schedule a brief meeting between the three of us. I'm sure any advice you might have for me would also be useful. Let me know when you might be available. And if you could forward me some information about Ms. Marlinton, I will contact her as well.

Thanks for your help!

Fionnula O'Dell

157. Why was the e-mail written?
(A) To request some contact information
(B) To ask for an address
(C) To offer an invitation to a conference
(D) To inform a customer of a new service

158. Who is Evelyn Marlinton?
(A) A sales representative
(B) A company executive
(C) A branch manager
(D) A website designer

159. Where might Fionnula O'Dell meet with Alexander MacDonald?
(A) In Dublin
(B) In Glasgow
(C) In London
(D) In Manchester

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Questions 160-161 refer to the following advertisement.

Job Opening at Law Office

The offices of Chang and Brown are currently seeking a full-time secretary for an executive. This person will be responsible for scheduling and assisting one of our partners.

Primary responsibilities include:

- Arranging and scheduling appointments
- Taking messages, answering calls and forwarding responses
- Typing and filing legal documents
- Making travel and hotel arrangements

The ideal candidate should have experience working in a law office and a current secretarial certificate. Other requirements include knowledge of word processing and other applicable office programs, and strong communication and interpersonal skills. The chosen applicant will receive a competitive salary, along with partial medical coverage and a generous expense account.

Applications for the position should be sent to the following contact:

Mr. Rajiv Masilimony, Human Resources Manager
Chang, Brown and Associates
800 Thompson Road
Singapore, 1129
Fax: 555-1193
E-mail: rajmas@cba.net

The deadline for application is May 31.

160. What position is being advertised?

(A) Lawyer
(B) Human resources manager
(C) Computer specialist
(D) Executive assistant

161. What is NOT listed as a job benefit offered by the company?

(A) A yearly bonus
(B) An expense account
(C) A good salary
(D) Medical insurance

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Questions 162-165 refer to the following memo.

To: Design Team
From: Donald Karan
Date: June 14
Subject: Lunch

Hello everyone,

I first would like to thank and congratulate you all on your hard work this season. The collection was a great critical success. Because we've been so busy, we haven't had time to sit down together and discuss some different ideas for next season.

I'd like to invite everyone to lunch tomorrow at Maharani's. We'll meet at 1 o'clock and this will also give everyone a chance to meet our team's newest member, Antonio Musco. Antonio will be developing a new line of accessories for our company, and I'm sure he will become a valuable member of our team.

If you would like to attend this meeting, please call Eva Green sometime this afternoon so that she can make a reservation at the restaurant. I look forward to seeing you all, and congratulations again on a job well done.

162. Who probably wrote the memo?
(A) A secretary
(B) An event planner
(C) A restaurant manager
(D) The team leader

163. What is the purpose of the meeting?
(A) To view the new collection
(B) To meet a new client
(C) To award an employee
(D) To discuss some ideas

164. For what will Mr. Musco be responsible?
(A) Managing the team
(B) Designing new products
(C) Promoting collections
(D) Deciding the menu

165. Why would employees contact Eva Green?
(A) To submit a proposal
(B) To request product information
(C) To confirm attendance
(D) To reserve accommodation

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Questions 166-168 refer to the following letter.

Ms. Marie Faubert
95 Jackson Crescent
Phoenix, AZ 04-55000

Dear Ms. Faubert,

On behalf of Sylvan House Wares, I would like to apologize for the damaged trays you received. We always try to package all shipments to the best of our abilities, but these accidents still happen on occasion. I have asked our shipping department to send you some replacements as soon as possible.

You will find with this letter a return kit. This includes the box, packing materials and an address label. Please use the kit to send back the damaged goods to our company. The postage has been prepaid so you only need to pack the trays and call the delivery company. I am also enclosing a $20 gift certificate to make up for any inconvenience.

Again, I apologize for this inconvenience and value your business.

Sincerely yours,

Barbara Bell

Sales Manager
Sylvan House Wares

166. What problem was reported to Ms. Bell?

(A) Some merchandise was damaged.
(B) A shipment was lost.
(C) An address was incorrect.
(D) Postage was not paid.

167. What is included with the letter?

(A) A new set of trays
(B) A gift certificate
(C) An addressed envelope
(D) A business card

168. What is Ms. Faubert instructed to do?

(A) Cancel an order
(B) Pay a bill
(C) Call the shipping department
(D) Call the delivery company

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Questions 169-171 refer to the following advertisement.

Have a good product or service that nobody knows about?

The Ford Firm has been helping companies increase their profitability for more than twenty years. But don't take our word for it!

Janice Banks, owner and founder of Bankable Eyewear:

Ten years ago I developed a line of fashionable eyeglasses. Our products were excellent and our prices competitive. I made a tidy profit supplying my products to several small stores in New York. But every time I tried to branch out, I faced rejection, because nobody had heard of my products. That's when a friend suggested I contact The Ford Firm. Their promotion and publicity experts put my products in the hands of celebrities and on the faces of fashion industry models. Soon, I had stores calling me! I now supply my products to over fifty stores nationwide and also sell my products online.

This is only one of hundreds of similar success stories. So, if you have the goods but not the name, contact The Ford Firm today for a free consultation! Call us at 555-1413 or send us an e-mail to consult@fordpr.net.

169. Why did Ms. Banks hire The Ford Firm?

(A) To promote her products
(B) To increase production
(C) To develop new eyeglasses
(D) To find investors

170. What kind of business is The Ford Firm?

(A) A cosmetics manufacturer
(B) A public relations company
(C) A research agency
(D) An investment group

171. How did Ms. Banks learn about The Ford Firm?

(A) In a newspaper advertisement
(B) On television
(C) Through a business partner
(D) Through a friend

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Questions 172-175 refer to the following notice.

The Royal Academy of Dance

Summer Schedule:

The following is a list of classes that will be offered by the academy during our summer session. Classes will begin starting June 14. All sessions will be held one day a week for two hours. Each class will run until on July 24 and is limited to a number of 15 students.

Introduction to Dance, Elementary Level Jennifer Nouri	Monday, 8:30 a.m.
Modern Dance Michael Beals	Monday, 10:00 a.m.
Classical Dance/Ballroom Dancing Alexandra Hurley	Tuesday, 8:30 a.m.
Choreography Development Nick Owens	Thursday, 10:00 a.m.
Dance Therapy: Healing the Body Through Movement Lilia Scala	Friday, 8:30 a.m.

*Registration for all classes will be on June 7 and 8 from 9 a.m. to 2 p.m. at the academy admissions office. Early applications will not be accepted. For further information, contact the admissions office at 555-6474.

172. How often is each class held?

(A) Once a week
(B) Twice a week
(C) Once a month
(D) Three times a month

173. What information is given in the notice?

(A) The cost of classes
(B) The dates for registration
(C) The room number for each class
(D) The telephone numbers of instructors

174. Who is scheduled to teach dance for beginners?

(A) Michael Beals
(B) Jennifer Nouri
(C) Alexandra Hurley
(D) Nick Owens

175. What is NOT indicated about Lilia Scala's class?

(A) It requires textbooks.
(B) It meets on Friday.
(C) It is about physical healing.
(D) It is about therapy.

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Questions 176-180 refer to the following letter.

ATLANTIS CRUISE LINES

Julie McCoy
1411 St. Johns Bluff Road
Jacksonville, Florida 32224-2645

Dear Ms. McCoy,

As we discussed earlier on the phone, your cruise to Tangier for August 15 has been cancelled. However, I've managed to book you on a cruise for August 18 at 10:30 a.m. leaving from Miami. The journey to Tangier will last for five days and will arrive on August 23. There will be one stop in Kingston for four hours on route to Morocco and a tour will be provided. All prices are the same as your previous reservation.

If this booking is suitable, please contact me via fax at (607)555-4699 or by e-mail at reservations@atlantiscruise.net. We can arrange for Internet access in your room on the ship as requested, as well as the vegetarian meals. Unfortunately, Atlantis Cruise Lines cannot arrange for hotel accommodation in Tangier. However, our partners at Global-Go Travel are offering discount hotel rates for reservations made by July 1. You may want to contact them as soon as possible, as hotels fill up quickly this time of year.

Please let me know if you would like to go ahead with these travel plans. If so, you will also need to send me passport numbers and expiration dates for both you and your husband.

Sincerely,

Isaac Washington

176. Why did Mr. Washington write the letter?
(A) To provide details of travel itinerary changes
(B) To offer the services of a travel agency
(C) To inform the company of dietary requirements
(D) To make reservations for a hotel

177. What is Ms. McCoy's destination?
(A) Jacksonville
(B) Miami
(C) Kingston
(D) Tangier

178. What is scheduled for August 18?
(A) A flight arrival
(B) A ship departure
(C) A dinner
(D) A stay at a hotel

179. What does Mr. Washington request that Ms. McCoy do?
(A) Change her destination
(B) Confirm hotel reservations
(C) Send passport information
(D) Provide a list of meal requirements

180. What service does Atlantis Cruise Lines NOT provide?
(A) Tour arrangements
(B) Special meals
(C) In-room Internet service
(D) Hotel arrangements

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Questions 181-185 refer to the following article and e-mail.

Last Wednesday, OrionAir started its training course for flight attendants. The course, which includes four sessions, is for current airline hospitality employees and focuses on improving in-flight service skills and how to treat first-class passengers. The course began with a presentation by Abigail Lang, a hospitality consultant from Air Service Training (AST) with over thirty years of experience in the industry. The second session on Thursday was conducted by a professional event planner, who gave OrionAir's employees different tips on presentation and display of meals, beverages and other items in an aircraft.

Ms. Lang will also be leading the final two sessions of the course. She said, "We encourage all in-flight staff to sign up for the last two training sessions, and hope the information we can provide them will help make their job easier and the passengers more comfortable." All attendees will also receive a free travel bag for participating in the training course.

To: Abigail Lang, Air Service Training
From: Elaine Dickinson
Date: March 12
Subject: Training Session

Dear Ms. Lang,

I just wanted to thank you for providing such an informative and interesting training course. I attended all four of the sessions your company conducted for OrionAir, and found you to be an exceptional instructor with a lot of experience in our field. You seemed to understand the problems we face on a daily basis. My colleagues and I found your ideas and suggestions very useful. You can be sure we will start using your ideas in our workplace. Finally, we also appreciated the free travel bag very much, and thank you for this kind gesture.

Sincerely,

Elaine Dickinson

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181. What is NOT true about the training course?
(A) It began last Wednesday.
(B) It is about customer service.
(C) It is intended for event planners.
(D) It includes four sessions.

182. In the article, the word "treat" in paragraph 1, line 3 is closest in meaning to
(A) work under
(B) deal with
(C) find out
(D) react to

183. Why did Ms. Dickinson write the e-mail?
(A) To request a free gift
(B) To ask about a training course
(C) To thank an instructor
(D) To offer a suggestion

184. What most likely is Ms. Dickinson's job?
(A) A pilot
(B) A flight attendant
(C) An event planner
(D) A travel agent

185. Why did Ms. Dickinson receive a travel bag?
(A) She ordered it.
(B) She won a contest.
(C) She attended the training course.
(D) She registered for a membership.

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Questions 186-190 refer to the following advertisement and e-mail.

Grand Opening!

After nearly three years, The Imperatrice Hotel finally opens its doors again for business! Over 10 million dollars has gone into the careful restoration of all facilities, with an additional investment of 24 million dollars for a shopping arcade, indoor pool, gymnasium and event hall.

To celebrate this historic event, The Imperatrice is hosting a grand gala and ball on October 29 at 8 p.m. This costume extravaganza will include a six-course meal, open bar and several prizes for best costumes. Seats for the evening are limited, so those wishing to attend the event-of-the-season are urged to purchase tickets as soon as possible.

Tickets are reasonably priced at $200 per head and may be purchased online at our website (www.imperatrice.com) or by calling (250)555-1498. $20 will be charged if you cancel within a day of the event. For more information, send us an e-mail at bookings@imperatrice.com. Don't miss out on an evening of magic and delight, only at The Imperatrice Hotel.

To: The Imperatrice Hotel
From: Ivan Kaminski
Date: May 5
Subject: Reservations

I saw your recent advertisement for the grand opening of your hotel, and am happy that The Imperatrice is finally opening again for business. My wife and I have often stayed at your hotel and always enjoyed your kindness and your high level of service.

I currently work as the director for S&B Marketing in Manhattan. I normally treat my staff to an annual party, but I thought it might be something special and interesting if I invited them to your grand gala and ball. The total number of people would be 10, and I was wondering if you would still have this many tickets available.

Also, do you offer any type of group rate? Regardless, we still want to purchase the tickets if they are available. Please contact me by phone at 555-9045 to let me know.

Thanks!

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186. In the advertisement, what is NOT stated about the hotel?

(A) It was recently restored.
(B) It has sports facilities.
(C) It has an event hall.
(D) It is in the city center.

187. In the advertisement, the word "charged" in paragraph 3, line 2 is closest in meaning to

(A) selected
(B) demanded
(C) admitted
(D) submitted

188. What is suggested about Mr. Kaminski in the e-mail?

(A) He is a frequent visitor at the hotel.
(B) He is an investor in the hotel.
(C) He is unhappy with the service at the hotel.
(D) He held an event at the hotel.

189. How much money might Mr. Kaminski have to pay?

(A) $20
(B) $200
(C) $220
(D) $2,000

190. What does Mr. Kaminski ask about?

(A) The cost of a room
(B) The number of invitations
(C) The location of the event
(D) The availability of tickets

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Questions 191-195 refer to the following article and e-mail.

Landscape Artist Creates Local Gardens

Agnetha Anderson is becoming a household name among those interested in garden design. Following her critically acclaimed work for the courthouse gardens in Melbourne, Ms. Anderson has done several projects including the landscape design for the new home of local entrepreneur Benny Johnson. Johnson has also hired Anderson to develop the grounds surrounding his company's new headquarters which will be located in Sydney. "I've thoroughly enjoyed working with Agnetha. She has an incredible vision about what a garden should be. She creates outdoor spaces that feel comfortable and relaxing. I can hardly wait for her to start on our next project in Sydney," says Johnson.

When asked why her gardens and landscaping are becoming so popular, Anderson said, "I think a garden should be a place where people can relax. You should feel free to sit on the grass and take your shoes off. I try to create a beautiful and accommodating atmosphere through my work." She also mentioned that designing gardens gives her the opportunity to be creative and spend time outdoors. "The only drawback is that I don't have enough time to spend at home in my own garden," she added. Anderson says she is still in the planning stages for her next project with Mr. Johnson, but looks forward to getting started as soon as possible.

From: Benny Johnson
To: Agnetha Anderson
Subject: Landscaping plans

I am very excited about working with you again on our second project, and I just received the plans and blueprints you've drawn up this morning. I am very pleased with what you have done so far. I especially like the idea for the pond surrounded by trees. However, I was wondering if we could move it further away from the entrance. As we will have a lot of traffic through that area, I would like a larger space around the entrance. Could you keep the design for the pond, but simply move it to the left side of the building? Let me know if this is OK. You can just write me an e-mail. Other than that, everything else looks wonderful. Thank you for all your help.

Benny

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191. What is the purpose of the article?
(A) To announce the opening of a new park
(B) To profile a landscape designer
(C) To provide information on local plants
(D) To report the opening of a new public garden

192. What does Agnetha Anderson say is a disadvantage of her job?
(A) She has to travel a lot.
(B) She doesn't have enough time at home.
(C) She spends too much time outdoors.
(D) She cannot be as creative as she would like.

193. What design project is Benny Johnson discussing in his e-mail?
(A) The courthouse garden
(B) The yard at his private home
(C) The grounds for his new headquarters
(D) The landscaping of a local park

194. What does Benny Johnson ask Agnetha Anderson to change?
(A) The size of the garden
(B) The location of the entrance
(C) The position of the pond
(D) The number of trees

195. What is NOT indicated about Benny Johnson?
(A) He is a local businessman.
(B) He is opening a new office.
(C) He enjoys working with Ms. Anderson.
(D) He wrote an article about Ms. Anderson.

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Questions 196-200 refer to the following announcement and form.

Increase Profits for Your Business!

Are you looking for a way to increase revenue, save on office expenses, and still keep your staff happy? Stubbing Business Objectives is a business training company which specializes in reducing business costs and maximizing profits. Our company has built a name for itself in New York City as one of the most successful business training firms, delivering exceptional training information to local businesspeople for the past twenty years. Here are just a few of the courses offered this spring:

1. **Management Strategies**: Creating a positive, incentive-based workplace. This workshop will help keep your employees pleased and industrious in the office.
   March 10-15
   $350

2. **Office Expenditure Reduction**: Lowering the cost of running your business. This session shows owners and managers how to keep costs low but workers' spirits high.
   April 2-10
   $450

3. **Rewards and Commissions**: Increasing sales by implementing a reward and commission system. Help your sales staff to become more motivated in increasing business revenue.
   April 18-22
   $300

4. **Innovative Advertising Techniques**: Increasing revenue through advertising. Advertise your products online and learn about new ad methods.
   April 25-30
   $400

STUBBING BUSINESS OBJECTIVES: Course Enrollment Form

Name	Bernie Koppel
Address	93 Elm Ave. Tri-Cities, WA 99368
Phone	(509)555-3504
E-mail	Koppel@daytonmanufacturing.org
Course Number	3

Special requests/questions/comments:
I am interested in sending several of my managers to this course. I would like to know if you offer special group rates. There will be ten of us in total. Please let me know by e-mail.

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196. What is the purpose of the announcement?

(A) To introduce a new trainer
(B) To provide details about a conference
(C) To advertise business classes
(D) To promote a sales convention

197. In the announcement, the word "delivering" in paragraph 1, line 5 is closest in meaning to

(A) sending
(B) naming
(C) presenting
(D) traveling

198. What is NOT a subject of a course?

(A) Developing management strategies
(B) Creating a reward and commission system
(C) Designing a company website
(D) Lowering office expenditures

199. What is the fee for the course Mr. Koppel plans to attend?

(A) $300
(B) $350
(C) $400
(D) $450

200. What does Mr. Koppel want to know?

(A) Whether a course is still available
(B) Whether the company provides a discount for groups
(C) The dates scheduled for one of the classes
(D) The e-mail address of a trainer

Answers: p. 560

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Actual Test 2

READING TEST

In this section, you must demonstrate your ability to read and comprehend English. You will be given a variety of texts and asked to answer questions about these texts. This section is divided into three parts and will take 75 minutes to complete.

Do not mark the answers in your test book. Use the answer sheet that is separately provided.

PART 5

Directions: In each question, you will be asked to review a statement that is missing a word or phrase. Four answer choices will be provided for each question. Select the best answer and mark the corresponding letter (A), (B), (C), or (D) on the answer sheet.

101. Company insurance coverage will not be provided _____ employees have filed a medical report.

(A) until (B) by
(C) without (D) whenever

102. Monarch Co. is a prominent food manufacturer that is _____ around the world for its high-quality ingredients.

(A) recognizes (B) recognizing
(C) recognized (D) recognize

103. The research team members are proud of _____ work on the environmental impact project.

(A) their (B) them
(C) they (D) that

104. _____ its grand opening of the Chicago store, J-Mart prepared free refreshments for the public.

(A) Celebrates (B) Celebrated
(C) To celebrate (D) Has celebrated

105. Please make sure to take all your carry-on luggage and _____ items with you as you exit the aircraft.

(A) actual (B) obtainable
(C) personal (D) resourceful

106. After much discussion, the director announced that she decided to hire Mr. Stevens as a replacement for the marketing manager.

(A) finale (B) finalize
(C) finally (D) finish

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107. The security director _____ concern that the office staff were not always wearing their identification badges.
(A) suggested (B) regarded
(C) pointed (D) expressed

108. American construction companies are more _____ on Asian steel manufacturers than ever before, because of growing costs of local labor.
(A) reliant (B) relied
(C) rely (D) reliance

109. Renfrew Supermarkets earned $100 million in profits last year, _____ the company to open two new branches in Miami.
(A) allow (B) allowance
(C) allowed (D) allowing

110. The marketing department _____ a clearer understanding of the latest consumer trends by attending last month's seven-day workshop.
(A) have been gained (B) gained
(C) will gain (D) gaining

111. Beth Cartwright will be speaking today instead of Harry Shearer _____ has an emergency and is unable to attend the conference.
(A) whose (B) him
(C) he (D) who

112. In order to reduce annual office operation _____, the manufacturer found a different supplier that offered discounted contract rates.
(A) expenses (B) accounts
(C) value (D) outcomes

113. One of the topics included in today's seminar is dealing with customers' comments and complaints more _____.
(A) attentively (B) attending
(C) attentive (D) attention

114. Handel Arts Center will be constructing an additional backstage area to its main hall _____ performers have more space for rehearsal and show preparation.
(A) because of (B) so that
(C) considering (D) whether

115. The _____ reached by the consultant was that Bolton Business Bureau's office expenditures were too high.
(A) concludes (B) concluding
(C) concluded (D) conclusion

116. According to recent studies, the demands of customers have _____ changed over the past decade.
(A) orderly (B) additionally
(C) mainly (D) clearly

117. All staff will be required to undergo a full medical check-up, _____ for those who were hired within the last month.
(A) only (B) during
(C) so (D) except

118. Attendees of the computer course for using the new accounting software purchased by the properties office found it very _____.
(A) generous (B) productive
(C) audible (D) hesitant

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119. The company requires all _____ for the job to have at least two years' experience in computer programming.
(A) applying (B) applications
(C) applicants (D) applies

120. During the month of August, customers who _____ a total purchase of $100 are entitled to a 10 percent discount.
(A) proceed (B) exceed
(C) multiply (D) rise

121. New tax laws were _____ responsible for the decision to raise Dayton Motors' prices on their vehicles.
(A) part (B) partly
(C) parts (D) parting

122. The clients from Tokyo managed to catch their flight _____ the terrible traffic on the way to the airport.
(A) because of (B) nevertheless
(C) in spite of (D) although

123. The scientist wrote a report on the new medical treatment and _____ it to the pharmaceutical company.
(A) traded (B) eliminated
(C) found (D) forwarded

124. Bellissima Designs is planning to add seven more members to their _____ design staff.
(A) current (B) recent
(C) old (D) now

125. The regional director's _____ at the board meeting was specifically requested by the CEO of Data-Scientific Inc.
(A) resistance (B) presence
(C) occurrence (D) reluctance

126. A study to be conducted this fall _____ to show the effects of demand for oil in Asia on international commerce.
(A) is expecting (B) expect
(C) is expected (D) expected

127. The trip to the new factory site will take _____ twenty minutes from the main office downtown.
(A) extraordinarily (B) approximately
(C) immediately (D) supposedly

128. _____ calling a Sing-Co customer service representative, please refer to the assembly manual provided with the printer.
(A) By (B) Before
(C) Either (D) Whether

129. Ms. Rainier told the interviewer that she owes the success of her company to her staff's creative promotional ideas and _____ marketing skills.
(A) strong (B) possible
(C) completed (D) dependent

130. All recyclable materials must be put in the appropriate bins at the back entrance for _____.
(A) removable (B) removal
(C) removed (D) to remove

131. An additional fee will be charged to those customers wishing to _____ delivery within 24 hours.
(A) make sure (B) notice
(C) permit (D) guarantee

132. Transair, formerly _____ as Trans-continental Airlines, has recently purchased six new airplanes in order to increase their number of European connections.
(A) knowing (B) has known
(C) known (D) knew

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133. Mainframe Inc. re-signed a four-year agreement with the existing contractor, Microbyte Computers, for the _____ of all their office computer systems.
(A) remodeling (B) innovation
(C) maintenance (D) instruction

134. The reports from Gable Holding's market research department will be completed _____.
(A) already (B) shortly
(C) rarely (D) previously

135. People with a history of heart disease are advised to _____ to the hospital for monthly blood pressure tests.
(A) return (B) returned
(C) returning (D) returns

136. _____ exhibitors for the science equipment expo are asked to register at the main gate before setting up their displays.
(A) Total (B) All
(C) Each (D) Whoever

137. The new computers ordered by the PR department were delivered this morning but haven't been _____ yet, so please continue using the old ones until further notice.
(A) purchased (B) conducted
(C) installed (D) monitored

138. The newspaper stated that many buildings were _____ damaged during the earthquake, and estimated that the city will spend more than 80 million dollars on repair.
(A) severely (B) severe
(C) severity (D) severest

139. The president will _____ the problems the Toronto branch has had with team management at the directors' meeting on Friday.
(A) speak (B) address
(C) comment (D) prevent

140. Productivity increased by 5 percent this quarter, which is _____ last year's rate of 7 percent.
(A) lower (B) below
(C) reduced (D) small

Answers: p. 560

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PART 6

Directions: In this part, you will be asked to read some English texts. Some sentences in each text are incomplete. Select the word or phrase that correctly completes each sentence and mark the corresponding letter (A), (B), (C), or (D) on the answer sheet.

Questions 141-143 refer to the following information.

Recycling Used Tires

Chambers Automotive is launching our first used tire recycling program! In order to better serve our customers and be more environment-friendly, Chambers will form a partnership with Tomoko Tires in this new program. All of our customers are urged to donate their used tires

141. (A) suddenly
(B) moreover
(C) however
(D) whenever

possible so that they may be processed and used to create other tires or products.

Our store the used tires to the manufacturer, where they will be processed. By taking

142. (A) return
(B) returned
(C) will return
(D) was returning

part in this program, not only will you be helping the environment, but with each donation, Tomoko Tires is offering a $25 discount on your next purchase of any of their products.

If you would like more about this program or a list of Tomoko products carried by

143. (A) details
(B) events
(C) provisions
(D) support

Chambers Automotive, you can visit our website at www.chamberauto.com or call us at 555-3504.

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Questions 144-146 refer to the following letter.

Rowling Performing Arts Center

Mrs. Maureen Jolie
1847 Desert Crescent
Tombstone, AZ 85638

May 5

Dear Mrs. Jolie,

Thank you for being such a loyal supporter of the Rowling Performing Arts Center. This year's schedule of programs and performances promises to be our best!

We noticed that you have not yet subscribed for your season pass. This year we are giving members an added special bonus. _____ a season pass is purchased before the end of this

144. (A) Whether
(B) If
(C) Even
(D) So

month, you will receive a gift certificate for $50 at DiMaggio's Bar and Grill.

In addition, the renovations on our concert hall have been completed. The new sounds system will work well with all the wonderful _____ we have planned for this year.

145. (A) menus
(B) reservations
(C) exhibitions
(D) performances

Please find an _____ brochure with a listing of all events and performances for this season.

146. (A) enclosed
(B) enclosing
(C) encloses
(D) enclosure

There is also a price list and contact information. Thanks again for your generous support.

Sincerely,

Rebecca Kellogg
Season Director RPAC

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Questions 147-149 refer to the following e-mail.

From: Chris Carrel, Mars Corporation Human Resources
To: Jack Frost
Subject: Application Confirmation

On behalf of Mars Corporation, I am writing to _____ that we received your application and

147. (A) understand
(B) confirm
(C) present
(D) require

résumé for the assistant regional manager position. We received your documents on April 9. We are very happy that our job listing generated so much _____ and will be reviewing all applica-

148. (A) interests
(B) interesting
(C) interest
(D) interested

tions in the next few days. As the number of responses has been quite _____, we will need

149. (A) multiple
(B) notable
(C) debatable
(D) overwhelming

some time to set up interview appointments. If you are chosen for an interview, you will hear from me within the next five days.

Thank you again for applying to Mars. Feel free to e-mail me if you have any additional questions.

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Questions 150-152 refer to the following letter.

TFG Technical Training Services
48 Kennedy Plaza
Providence, RI 1219851

Tom Tucker
152 Clambake Road
Pawtucket, RI 02862

January 6

Dear Mr. Tucker,

We appreciate your taking part in TFG's in-office training course. Our staff has been going through the comment cards submitted by recent trainees _____ discovered that you have not

150. (A) until
(B) after
(C) and
(D) so

yet become a member of TFG.

TFG is a company dedicated to enhancing the _____ of its clients. We offer training courses in

151. (A) internships
(B) ability
(C) careers
(D) processes

management, accounting and computer skills, and can help you acquire the necessary professional certification you may need for your job.

Anyone who has participated in one of our courses is offered the opportunity to _____ our

152. (A) join
(B) obtain
(C) develop
(D) respond

organization for a free, two-month membership. I hope you will find TFG extremely helpful in your professional life. Simply fill in the enclosed application form and return it to the address above. Thank you for your time.

Sincerely yours,

Diane Simmons
TFG Providence Branch Director

Answers: p. 560

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PART 7

Directions: In this part, you will be asked to read several texts, such as advertisements, articles, or examples of business correspondence. Each text is followed by several questions. Select the best answer and mark the corresponding letter (A), (B), (C), or (D) on the answer sheet.

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Questions 153-154 refer to the following notice.

Rivendale Magazine publishes letters to the editor in every issue. Submissions should be no longer than 150 words and should refer to stories that have appeared in the magazine within the last week. All letters must include the writer's name, address and telephone number.

Rivendale Magazine cannot guarantee that all letters will be published. If your letter is chosen, you will be notified within five days. Submissions may also be shortened and edited at the magazine's discretion. Those wishing to make submissions must send them to letters@rivendaleweekly.com, or fax them to (210)555-4677. Letters must be submitted by Wednesday 1 p.m. to be eligible for publication in the next week's issue.

153. What is the purpose of this notice?

(A) To give instructions for submitting letters
(B) To inform readers of a new magazine
(C) To request articles
(D) To introduce a new editor

154. What is suggested about the publication?

(A) It is an art magazine.
(B) It is a weekly publication.
(C) It pays for article submissions.
(D) It doesn't accept letters by fax.

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Questions 155-156 refer to the following letter.

PINE VALLEY PAPER PRODUCTS INC.
954 21st St., Spokane, WA 99082

Olivia Jung
Office Manager
Synertech Industries
43 S. Main
Boise, ID 99076

Dear Ms. Jung,

I am writing to inform you that Pine Valley Paper Products will be moving to our new building in Spokane on May 25. Our new address is 954 21st Street, WA 99082. Our new phone number is (509)555-0950 and our fax number is (509)555-0951. Our mill and production plant will remain in Lewiston at 98 Riverside Drive. And our website address will also stay the same at www.pinevalpaper.net.

I am enclosing a copy of our newest catalog. It includes several new products which your company might find interesting.

As always, we at Pine Valley value your business and hope to continue providing you with excellent service and products in the future.

Yours truly,
Rose Berger
Director of Sales
Pine Valley Paper Products Inc.

155. What is the purpose of the letter?
(A) To provide production information
(B) To inform a client of an address change
(C) To describe new products
(D) To offer a new delivery service

156. What is enclosed with the letter?
(A) A product sample
(B) An order form
(C) A catalog
(D) A brochure

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Questions 157-159 refer to the following information.

Travel and Hospitality Convention

The 10th annual North American Travel and Hospitality Convention will be held this year from April 5 to April 9. The Chateau Moraine Convention Center located in Banff, Alberta will play host to the convention and events this year. All those wishing to attend can register online before March 12 at www.nathc.net. On-site registration will also be available on the first day of the convention.

Early Registration:

Single: $110	Group: $100

On-site Registration:

Single: $130	Group: $120

*Group rates are per person and require more than six people registering together at the same time.

157. When is on-site registration available?

(A) March 6
(B) March 12
(C) April 5
(D) April 9

158. How much will a single visitor pay to register on March 1?

(A) $100
(B) $110
(C) $120
(D) $130

159. What restriction is placed on group rates?

(A) Tickets must be paid in advance.
(B) Attendees must be from the same company.
(C) Payment must be made by credit card.
(D) Six people must register together.

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Questions 160-161 refer to the following advertisement.

JOB OPENING: Computerworld, sales assistant

The Vancouver branch of Computerworld is currently seeking a full-time sales assistant. The sales representative is responsible for customer service in the store and assisting the sales manager with special events or promotions.

Primary responsibilities include:

- in-store customer assistance
- outcalls for local businesses/organizations
- writing proposals and estimates
- operation of cash register for direct sales
- inventory

The ideal candidate for this position should have a basic understanding of computers. Other requirements include use of word processing and simple accounting programs, and excellent people skills. Previous experience in computer sales is preferred, but not a requirement.

Those interested in this position may e-mail a résumé and cover letter to Melinda Gates at mgates@comworldvan.com.

160. What position is Computerworld advertising?
(A) Inventory manager
(B) Sales representative
(C) Accountant
(D) Computer programmer

161. According to the advertisement, what is mentioned as a requirement for the job?
(A) Programming expertise
(B) A business degree
(C) Computer knowledge
(D) Experience in writing reports

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Questions 162-165 refer to the following schedule.

Pan-European Pilots Association (PEPA)
Career Fair

March 2, 10:00 a.m. to 6:00 p.m.
Grand Ducal Hotel
Milan, Italy

Schedule of Events

10:00-11:00 a.m. Siena Hall	**Registration for Attendees** Job candidates can complete registration forms and receive an information packet of all participating airlines and companies.
11:00-12:30 p.m. Duomo Room	**Opening Speech** CEO of Euroways Airlines, Carlo Bruni, will make a presentation on the future of the European air transport industry.
12:30-2:00 p.m.	**Lunch** Meal vouchers for several nearby restaurants will be provided for all participants.
2:00-5:30 p.m. Rinascente Exhibit Hall	**Company Exhibits** Representatives from all participating companies will be available to discuss employment opportunities and arrange interviews.
5:30-6:00 p.m. Duomo Room	**Closing Speech** President of PEPA, Hannah Warren, will provide closing remarks about advances in flight technology.
All Day Vittorio Room	**Career Counseling Services** Counselors will be available throughout the day to provide advice on résumés, cover letters and training programs that may be beneficial to job seekers in the industry.

162. For whom is this event most likely intended?
(A) Airline executives
(B) Pilots
(C) Flight attendants
(D) Personnel managers

163. What is the association president scheduled to discuss?
(A) The future of the airline industry
(B) Innovations in flight technology
(C) Career advancement through training workshops
(D) The development of strong résumé

164. What will be offered in the Vittorio Room?
(A) A seminar on new aircraft
(B) Advice on job application
(C) Information on piloting schools
(D) A workshop on aviation technology

165. What will NOT be held at the hotel?
(A) Company exhibitions
(B) Registration
(C) Job counseling
(D) Lunch

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Questions 166-168 refer to the following letter.

Klondike Historical Preservation Society
325 Range Road
Whitehorse, Yukon Y1A 2C6
Canada

Joanna Saunders
7582 Swan Lake Road
Vernon, BC V0E 1W2

Jan. 22

Dear Ms. Saunders,

I would like to extend our thanks for your support during the Klondike Historical Preservation Society's annual fundraiser. This year's country fair was even more successful than we expected.

In the past few years, the number of people attending the fair has increased dramatically. It is thanks to volunteers like you that we are able to host such a large number of visitors. Without this support, we would be incredibly understaffed.

I am pleased to report that $85,000 was raised at the fair this year, which far surpasses any record set at previous fairs. The funds will be used in the restoration of historic buildings in the downtown area.

Thank you again for all your help and support.

Jennifer Lumley
President, Klondike Historical Preservation Society

166. What is the purpose of the letter?

(A) To request donations
(B) To thank a volunteer for support
(C) To provide information about an event
(D) To ask for help with a fundraiser

167. Who most likely is Ms. Lumley?

(A) A town official
(B) A history professor
(C) An administrator of an organization
(D) A volunteer for the event

168. According to the letter, how was the recent event different from previous events?

(A) It provided more activities.
(B) It was held at a larger location.
(C) It raised more money.
(D) It was held downtown.

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Questions 169-171 refer to the following article.

Line Two Reopens

Urbania's subway line number two opened again for full service on Tuesday. An electrical malfunction caused a blackout in three of the line's stations over the weekend. Operator of the line, Cobain Transport, closed the line on Saturday morning to repair the problem. Cobain's public relations officer, Courtney Smith, stated that engineers were able to make repairs and restore power to all the stations. However, electricians were not able to determine what caused the malfunction in the first place. Smith said that one possibility is water leakage damaging some of the system's power circuits. Engineers and electrical experts will continue to monitor the electrical system, but do not expect that there will be any further problems. On behalf of Cobain Transport, Smith apologized for any inconvenience caused by the closure.

169. When did the subway resume regular service?

(A) Monday
(B) Tuesday
(C) Saturday
(D) Sunday

170. According to the article, what possibly caused the electrical problem?

(A) A breakdown of the generator
(B) A computer error
(C) A water leak
(D) A malfunction at the power station

171. Who does Courtney Smith work for?

(A) The Urbania city council
(B) Cobain Transport
(C) A utility company
(D) An engineering firm

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Questions 172-175 refer to the following notice.

NOTICE:
Forest Lawn Country Club is now accepting applications for new memberships!

Please be aware of the following dates:
May 7: Final day of submissions for membership applicants
May 10: Golf course closed for maintenance
May 25: Meeting for board of directors / membership selection
May 31: Welcome barbecue for new members

The swimming facilities will open for all members this weekend. The hours will be 9 a.m. to 8 p.m. on weekdays and 7 a.m. to 10 p.m. on weekends. Junior men's and women's golf lessons will begin this month. You can ask for a form and register at the front desk.

Please note:
The outdoor patio is now open. Please remember that all members using the patio are requested to only smoke in the specified areas.

Those who would like to rent a locker for this season are asked to contact Ms. Simmons at the housekeeping office.

Also, remember there is no parking allowed in front of the main entrance. Any vehicles parked in that area will be towed at the owner's expense.

*If you have any other questions, please contact Lois Robinson at 555-6996 extension 4.

172. For whom in the Forest Lawn Country Club is the notice intended?
(A) Housekeeping staff
(B) Sports instructors
(C) Members
(D) Board of directors

173. When will the golf course be closed for maintenance?
(A) May 7
(B) May 10
(C) May 25
(D) May 31

174. How can members register for a golf lesson?
(A) By contacting the instructor
(B) By filling out a form at the front desk
(C) By calling Lois Robinson
(D) By asking the director for an application

175. What will happen if a vehicle is parked in front of the main entrance?
(A) The owner will be fined.
(B) The driver will lose his membership.
(C) The vehicle will be towed away.
(D) The member will lose parking privileges.

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Questions 176-180 refer to the following article.

Bangkor Technologies Purchases SCT Electronics

Bangkor Technologies finally stepped forward and confirmed what many had already suspected: its recent purchase of Malaysian electronics manufacturer, SCT Electronics. Allen Nedrickson, president of the Bangkor group, stated this morning at a press conference that ownership of SCT transferred to Bangkor last Tuesday. "It is our hope that this transfer of ownership goes as smoothly as possible. We have the utmost respect for SCT and hope that this partnership will open up even bigger and better opportunities in the Southeast Asian market." The cost of the purchase is estimated at nearly 1.8 billion dollars by leading financial experts, although Bangkor has yet to confirm any numbers.

Rumors of the acquisition were already circulating before the announcement. The news comes as no surprise, as SCT was reporting losses of more than 10 million dollars over that past two quarters. Most experts believed that a sale or takeover was imminent, as SCT claimed to have a debt of more than 150 million dollars.

Nedrickson also stated that Bangkor has no immediate plans for restructuring. "We need to carry out research on productivity first." Nedrickson said there is "obviously something wrong" with the company structure, but will not make any sharp changes until additional studies have been conducted. However, most financial analysts predict that reductions will be absolutely necessary to make SCT profitable, as the company now employs more than 3,000 people.

176. What is the article mainly about?

(A) A company's sales reports
(B) A business acquisition
(C) A research project
(D) A new factory construction

177. What does Mr. Nedrickson expect the partnership to produce?

(A) A reduction in office expenses
(B) Additional funds for expansion
(C) New opportunities in the Southeast Asian market
(D) An increase in company share value

178. What is suggested in the article?

(A) Bangkor will downsize SCT Electronics.
(B) Experts forecasted the takeover.
(C) SCT is a profitable company.
(D) Bangkor Technologies is located in Malaysia.

179. The word "estimated" in paragraph 1, line 7 is closest in meaning to

(A) charged
(B) quoted
(C) lined
(D) deducted

180. What do analysts predict about SCT Electronics?

(A) It will go out of business.
(B) It will expand its range of products.
(C) It will make a profit in the next quarter.
(D) It will downsize the number of its employees.

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Questions 181-185 refer to the following e-mail and billing statement.

TO: Ann Wilson, Customer Service Department, SHSS
FROM: Nancy Francis, Puget Sound Consulting
DATE: Apr. 10
SUBJECT: Question about billing statement

I received the billing statement from your company for the recent installation of our office's new security system. We are very pleased with all the equipment and feel that our facilities are now much more secure.

I did have one question about the bill. Your sales representative Kurt Vainar told us there would be no charge for installation of any equipment we purchased under the unit price of $100. However, the statement lists a $50 charge for the installation of items that cost only $70 (Please see the attachment.). Could you please contact me concerning this error as soon as possible? Please call me at (509)555-4678 within the next two days, as I will be leaving for my vacation.

Thanks for your time.

Sincerely,

Nancy Francis
Director, Puget Sound Financial Consulting Services

BILLING STATEMENT
Saint Helena Security Services (SHSS)
3459 Olympic Boulevard, Tacoma, WA 99367

TO: Nancy Francis, Director of Puget Sound Consulting
839 42nd Street, 2-F Spirit Building, Seattle, WA

DATE: Apr. 7
REF. NUMBER: V-435

Item	Quantity	Installation Fee	Unit Price	Amount
Deluxe security camera system	1	$100	$8,440	$8,540
Security lights for parking area	8	$100	$325	$2,700
Main entrance locks	1	$200	$500	$700
Motion detectors	4	$50	$70	$330
			Total amount due:	$12,270

SUBMIT PAYMENT TO: Saint Helena Security Services
P.O. Box 22872
Tacoma, WA 99367

Thank you for choosing SHSS as your security service provider. We hope to continue to supply you with all your security needs. Please contact us at (509)555-4376 or e-mail us at queries@shss.net for additional information or questions.

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181. What type of business is Puget Sound Consulting?
(A) A financial service provider
(B) A security firm
(C) An advertising company
(D) A conference organizer

182. Why did Ms. Francis write the e-mail?
(A) To complain about a product
(B) To request a price estimate
(C) To ask about a billing mistake
(D) To enquire about new office space

183. When is Ms. Wilson advised to call Ms. Francis?
(A) By April 7
(B) By April 9
(C) By April 10
(D) By April 12

184. What was supposed to be installed for free?
(A) Locks
(B) Motion detectors
(C) Cameras
(D) Security lights

185. What is NOT mentioned in the statement?
(A) Contact information
(B) Customer's address
(C) Bank account number
(D) Total service price

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Questions 186-190 refer to the following advertisement and e-mail.

Trans-Continent Relocation Services

Trans-Continent Relocation is one of the world's largest international moving companies. Whether you need to relocate your personal belongings or office furnishings, Trans-Continent has the service and experience you require. With a fleet of six aircraft, 9,000 moving vans and trucks, and offices in more than 35 countries around the world, Trans-Continent can ship your items safely, quickly and cost-effectively.

Trans-Continent also offers reduced rates to customers with large shipments. Clients sending shipments of 8,000 pounds or more qualify for the discount.

Those requiring further information on our services, prices and special offers can contact our sales manager Edna Everidge at eeverage@transrelocation.com.

TO: Edna Everidge

FROM: Barry Humphries

SUBJECT: Shipment to Macau

DATE: January 7

I am the relocation manager for Divine Investment Group. We currently have a branch office in Seoul, which we plan to move to Macau at the beginning of March.

We are looking for a dependable relocation company to carry out the move. Our current moving company is Interline Moving, and they do not have as many connections in Asia as your company, which tends to hold things up. There will be three separate shipments, with the first tentatively scheduled for the end of February.

The first two shipments will include office furnishings and computer equipment, and our third shipment will be documents. I do not believe any of the shipments separately will qualify for your discount. However, I believe the weight of all three shipments together will be above your required minimum. In this case, would you be willing to offer us the reduced shipping rate?

Please contact me at your earliest convenience so that we can discuss your prices in detail.

Thank you for your time.

Sincerely,

Barry Humphries

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186. What is NOT indicated about Trans-Continent Relocation Services?
(A) It has branches in 35 countries.
(B) It operates a fleet of planes.
(C) It owns several transport ships.
(D) It offers a discount to some customers.

187. Why does Barry Humphries write to Ms. Everidge?
(A) To ask about shipping fragile items internationally
(B) To discuss the possibility of doing business with Trans-Continent
(C) To request a meeting with a sales representative
(D) To find out about maximum weight allowances

188. What is indicated about Divine Investment Group?
(A) It is a computer manufacturer.
(B) It offers financial advice to investors.
(C) It is opening a new office in Macau.
(D) It provides shipping services in Asia.

189. What can be inferred about Interline Moving?
(A) It doesn't have as many Asian branches as Trans-Continent.
(B) Its shipping rates are higher than Trans-Continent.
(C) It has not been in business as long as Trans-Continent.
(D) Its customer service is not as professional as Trans-Continent.

190. What does Mr. Humphries indicate that Divine Investment Group will do in the future?
(A) It will purchase new computer equipment.
(B) It will ship more than 8,000 pounds of belongings.
(C) It will build its new Asian headquarters offices.
(D) It will purchase new office furniture.

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Questions 191-195 refer to the following letter and e-mail.

Kelly Bundy, Building Manager
Royal Suites
53 East Broadway, New York, NY 10013

Dear Ms. Bundy,

I have been renting a two-bedroom apartment in Royal Suites for the past ten years. I believe I've been an exceptional tenant and have always paid my rent and building fees in a timely manner.

Last week on January 4, I had some trouble with the heating system in my apartment. I contacted Al O'Neil from maintenance and he came up to take a look at the problem. He informed me that my control box was broken and that it would have to be replaced. I told him to go ahead and replace it, which he did the following day.

Upon completing the work, Mr. O'Neil presented me with a bill for the cost of the parts, explaining that the building only pays for the cost of his labor. However, according to my rental contract, the cost of parts must be paid by Royal Suites. Therefore, I am entitled to receive $160 in compensation for the money I paid for the parts. Please look into this matter right away. You may call me or contact me by e-mail at ksagal@eemail.com.

Sincerely,

Katie Sagal

TO: Katie Sagal
FROM: Kelly Bundy
DATE: January 11

Dear Ms. Sagal,

First, I want to apologize for this mistake. Mr. O'Neil just started working in the building and was not aware that the cost of parts for all utilities is covered under Royal Suites' rental contracts.

I will reimburse you for the amount you requested. I can either send you a check or deposit the money directly into your account. Please e-mail me back and let me know which method you prefer.

You have been a loyal tenant, and we hope you will continue to enjoy living in Royal Suites.

Sincerely,

Kelly Bundy, Building Manager

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191. For how long has Ms. Sagal lived at Royal Suites?

(A) Two years
(B) Four years
(C) Ten years
(D) Fourteen years

192. Why did Ms. Sagal contact Ms. Bundy?

(A) To report a problem with the heating system
(B) To request a reimbursement
(C) To ask about rental costs
(D) To order a new control box

193. Who most likely is Mr. O'Neil?

(A) A building maintenance worker
(B) An engineer
(C) A deliveryman
(D) A building manager

194. In the e-mail, the word "covered" in paragraph 1, line 2 is closest in meaning to

(A) concealed
(B) revealed
(C) charged
(D) included

195. How much money does Ms. Bundy agree to send to Ms. Sagal?

(A) $100
(B) $160
(C) $200
(D) $360

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Questions 196-200 refer to the following e-mails.

TO: Roy Scheider
FROM: Stephanie Beacham
SUBJECT: Arctic Natural Resource Conference
DATE: June 9

Dear Mr. Scheider,

I am a reporter for *Canada Naturalists*, a publication which deals with the preservation and protection of natural resources in Canada. I am writing about the Arctic Natural Resource Conference scheduled for July 12 at the Arctic Conservation Society.

I will be unable to attend the first two days of the conference, as I have several interviews to conduct in New York and will be travelling back to Calgary at that time. However, I noticed in your brochure that you have made provision for journalists to listen to the presentations and participate in the question and answer periods online. I would appreciate further instructions about the online sessions. I expect to have Internet access on July 12 and 13 from 6:00 a.m. (10:00 a.m. Pacific Daylight Time). I am interested in the following events, and would like to know which ones I would be able to take part in.

- Mining in the Arctic
- Wildlife Protection in Polar Regions
- Climate and Environmental Changes
- The Yellowknife Environmental Coalition

Thank you for your help in this matter.

TO: Stephanie Beacham
FROM: Roy Scheider, Director of the Arctic Conservation Society
SUBJECT: Conference
DATE: June 11

Dear Ms. Beacham,

Thank you for your inquiry. We will indeed be providing reporters with access to all events that will take place at the conference via the Internet here at our headquarters in Anchorage. You can take part in these events through the method listed below:

1. Register as an online participant at www.ANRC.com. Once your application has been approved, you will be sent a password to your e-mail account.
2. On the day and time you wish to participate, please type in your username and password. This will open a window that will live stream all presentations.
3. For our question and answer periods, an instant messenger box is available for you to type questions. We apologize if not all questions can be answered.

The schedule for the events you are interested in are as follows (all times listed are Pacific Daylight Time):

- Mining in the Arctic...July 12, 9:00-10:00 a.m.
- Wildlife Protection in Polar Regions...July 12, 1:00-3:00 p.m.
- Climate and Environmental Changes...July 13, 9:00-11:00 a.m.
- The Yellowknife Environmental Coalition...July 13, 3:00-5:00 p.m.

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196. Why did Ms. Beacham write the e-mail?
(A) To request schedule of presentations
(B) To subscribe to a magazine
(C) To schedule a meeting
(D) To ask about event participation

197. Where is the Arctic Conservation Society located?
(A) New York
(B) Yellowknife
(C) Anchorage
(D) Calgary

198. In the first e-mail, the word "provision" in paragraph 2, line 3 is closest in meaning to
(A) arrangements
(B) supplies
(C) goods
(D) appointments

199. What is NOT required if Ms. Beacham wants to take part in the online session?
(A) Registration
(B) A password
(C) Application approval
(D) A payment

200. Which talk will Ms. Beacham probably be unable to participate in?
(A) Mining in the Arctic
(B) Wildlife Protection in Polar Regions
(C) Climate and Environmental Changes
(D) The Yellowknife Environmental Coalition

Answers: p. 560

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Essential Vocabulary & Expressions

Vocabulary Items & Expressions for Parts 5 and 6

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An asterisk (*) shows the frequency of the items found in Parts 5 and 6 of the TOEIC test. The items without an asterisk are often given in incorrect answer choices.

Day 1

abandon [əbǽndən] *v.*
ability [əbíləti] *n.*
accept [əksépt]* *v.*
acceptable [əkséptəbl]* *a.*
accidentally [æksidéntəli]* *ad.*
accomplish [əkámpliʃ] *v.*
according to* *prep.*
acknowledge [æknálidʒ]* *v.*
at all times** *phr.*
a variety of** *phr.*
a vested interest* *phr.*
baggage allowance* *phr.*
balance [bǽləns] *n.*
be absent from** *phr.*
calculate [kǽlkjulèit] *v.*
calculated [kǽlkjulèitid] *a.*
calculation [kæ̀lkjuléiʃən]* *n.*
care for** *phr.*
catch one's attention* *phr.*
comprehensive [kàmprihénsiv]** *a.*
damage [dǽmidʒ]** *n., v.*
damaged [dǽmidʒd]** *a.*
damaging [dǽmidʒiŋ] *a.*
damagingly [dǽmidʒiŋli] *ad.*
deal with** *phr.*
decide [disáid] *v.*
deciding [disáidiŋ] *a.*
decision [disíʒən]** *n.*
decisive [disáisiv] *a.* (= critical)
eager [í:gər] *a.*
eagerly [í:gərli] *ad.*
eagerness [í:gərnis] *n.*
earn [ə:rn]** *v.*
engage in* *phr.*
faint [feint] *a.*
fall in value* *phr.*
fluently [flú:əntli] *ad.*
found [faund]* *v.*
foundation [faundéiʃən]* *n.*
founder [fáundər]* *n.*
gap [gæp]* *n.*
gate [geit]** *n.*
gauge [geidʒ]* *v.* (= measure)
get through* *phr.*
good [gud] *a.*
goods [gudz] *n.* (= item, merchandise)
habit [hǽbit]* *n.*
habitual [həbítʃuəl] *a.*
idea [aidí:ə]* *n.*
ideal [aidí:əl]* *a.*
idealistically [aidìəlístikəli] *ad.*
idealize [aidí:əlàiz] *v.*
ideally [aidí:əli] *ad.*
in an effort to** *phr.*
international [ìntərnǽʃənəl]** *a.* (= global)
internationally [ìntərnǽʃənəli]* *ad.*
lasting [lǽstiŋ]* *a.*
latch [lætʃ] *n.*
magnification [mæ̀gnəfəkéiʃən] *n.*
maintain [meintéin]** *v.* (= preserve, assert)
name [neim]** *v.* (= nominate)
namely [néimli] *ad.*
obey [oubéi] *v.*
paint [peint]** *v.*
paper [péipər]* *n.*
per [pər]* *prep.*
rainfall [réinfɔ:l]* *n.*
raise [reiz]** *v.* (= elevate)
safekeeping [sèifkí:piŋ]* *n.*
season [sí:zən] *n., v.*
seasonal [sí:zənəl]** *a.*
seasoning [sí:zəniŋ] *n.*
suitable [sjú:təbl] *a.*
suitably [sjú:təbli] *ad.*
tactics [tǽktiks] *n.*
talk [tɔ:k]** *v., n.*
to the point** *phr.*
wage [weidʒ]* *n.*
wrongly [rɔ́:ŋli] *ad.*

Day 2

abate [əbéit]* *v.*
abduct [æbdʌ́kt] *v.*
accelerate [əksélərèit]* *v.*
access [ǽkses]** *n.*
accessible [əksésəbl]* *a.*
accessory [əksésəri] *n.*
accordingly [əkɔ́:rdiŋli] *ad.*

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at one's expense** *phr.*
barely [bérli]* *ad.*
barring [bá:riŋ]** *prep.*
belong [bilɔ́ŋ] *v.*
belongings [bilɔ́ŋiŋz]* *n.*
call [kɔ:l]* *v.*
call for** *phr.*
campaign [kæmpéin]* *n.*
continual [kəntínjuəl] *a.*
continually [kəntínjuəli]** *ad.*
continuation [kəntìnjuéiʃən] *n.*
continue [kəntínju:]** *v.*
continuity [kàntənjú:əti]* *n.*
continuous [kəntínjuəs] *a.*
decline [dikláin]* *v.* (= reject)
decline in* *phr.*
easily [í:zəli]** *ad.*
easiness [í:zinis] *n.*
easy [í:zi]** *a.*
established company* *phr.*
forever [fərévər] *ad.*
gear [giər] *n., v.*
handle [hǽndl]** *v.*
have an influence on* *phr.*
health [helθ]** *n.*
healthful [hélθful] *a.*
in a timely manner** *phr.*
intricate [íntrəkit]** *a.*
irregularly [irégjələrli] *ad.*
just enough + to-infinitive** *phr.*
keep track of* *phr.*
lag behind* *phr.*
lease [li:s]** *v., n.*
lecture [léktʃər]* *n.*
mail [meil] *n., v.*
mailing [méiliŋ]* *n.*
make checks payable to A* *phr.*
narrow [nǽrou] *v., a.*
narrow down A to B** *phr.*
object [əbdʒékt]* *v.*
objection [əbdʒékʃən] *n.*
objective [əbdʒéktiv]** *n., a.*
objectively [əbdʒéktivli] *ad.*
oblivious [əblíviəs] *a.*
parallel [pǽrəlèl]* *a.*
qualified [kwɑ́ləfàid]* *a.*
qualify for** *phr.*
quality [kwɑ́ləti]** *n.*
randomize [rǽndəmàiz] *v.*
randomly [rǽndəmli]* *ad.* (= irregularly)
rapid [rǽpid]** *a.*
rapidly [rǽpidli]** *ad.*
rate [reit]** *n.* (= percentage)
rating [réitiŋ] *n.*
sale [seil]** *n.*
spontaneously [spɑntéiniəsli] *ad.*
superior [səpíəriər]* *a.*
talented [tǽləntid]* *a.*
tariff [tǽrif] *n.*
trouble [trʌ́bl]** *v., n.*
ultimate [ʌ́ltəmit] *a.*
understand [ʌ̀ndərstǽnd]** *v.*
understandable [ʌ̀ndərstǽndəbl] *a.*
understanding [ʌ̀ndərstǽndiŋ]** *n., a.*
uniform [jú:nəfɔ:rm]* *n.*
vacancy [véikənsi] *n.*
vacant [véikənt]* *a.*
vacate [véikeit]** *v.*
valor [vǽlər] *n.*
weaken [wí:kən] *v.*
weakness [wí:knis] *n.*
whole [houl] *a.*

Day 3

accomplice [əkʌ́mplis] *n.*
accord [əkɔ́:rd] *n.*
account [əkáunt]** *n.*
accountable [əkáuntəbl] *a.*
accountably [əkáuntəbli] *ad.*
accounts payable department** *phr.*
acquaint [əkwéint] *v.*
at the latest** *phr.*
be exempt from** *phr.*
beneath [biní:θ] *prep.*
beneficial [bènəfíʃəl]* *a.* (= advantageous)
beneficiary [bènəfíʃièri] *n.*
benefit [bénəfit]** *n.*
bid [bid] *v., n.*
broad [brɔ:d]* *a.*
broaden [brɔ́:dən]** *v.*
broadly [brɔ́:dli] *ad.*
calm [kɑ:m] *a.*
calmly [kɑ́:mli]** *ad.*

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calmness [kɑ́:mnis] *n.*
candidate [kǽndidèit]* *n.*
common [kɑ́mən]* *a.*
commonly [kɑ́mənli] *ad.*
decrease [dikrí:s] *v.*
delegate [déləgèit]* *v., n.*
delegation [dèləgéiʃən]** *n.*
early [ə́:rli]** *a., ad.*
faction [fǽkʃən]* *n.*
famished [fǽmiʃt] *a.*
finished product** *phr.*
generalization [dʒènərəlizéiʃən] *n.*
generalize [dʒénərəlàiz] *v.*
generally [dʒénərəli]** *ad.*
generate [dʒénərèit]** *v.* (= produce)
generate funds* *phr.*
graceful [gréisful] *a.*
gracefully [gréisfuli]* *ad.*
handcrafted [hǽndkræ̀ftid]* *a.*
higher salary* *phr.*
identical [aidéntikəl] *a.*
identifiable [aidéntəfàiəbl] *a.*
identification [aidèntəfəkéiʃən]** *n.*
identify [aidéntəfài] *v.*
identity [aidéntəti] *n.*
illustrate [íləstrèit]* *v.*
illustrator [íləstrèitər]* *n.*
impact [ímpækt], [impǽkt]* *n., v.*
intuitive [intjú:itiv] *a.*
late [leit]** *a., ad.*
lately [léitli]** *ad.*
lateness [léitnis] *n.*
latest [léitist]* *a.*
lessen [lésən] *v.*
maneuver [mənú:vər] *v.*
negotiation [nigòuʃiéiʃən]** *n.*
obligate [ábləgèit] *v.*
obtain A from B** *phr.*
pass [pæs]* *v., n.*
payment upon delivery* *phr.*
reach [ri:tʃ]** *v.*
reaction [riǽkʃən]* *n.*
react to* *phr.*
satisfaction [sæ̀tisfǽkʃən]** *n.*
satisfactorily [sæ̀tisfǽktərili] *ad.*
satisfactory [sæ̀tisfǽktəri]** *a.*
satisfied [sǽtisfàid]* *a.*

satisfy [sǽtisfài] *v.*
satisfying [sǽtisfàiiŋ] *a.*
scrutinize [skrú:tənàiz] *v.*
send A to B* *phr.*
sure [ʃuər]* *a.*
take care of* *phr.*
tend [tend]* *v.*
under construction** *phr.*
union [jú:njən] *n.*
update [ʌ̀pdéit]** *v.*
verify [vérəfài]* *v.*
what the future holds for someone** *phr.*

Day 4

above all* *phr.*
accommodate [əkɑ́mədèit]** *v.* (= lodge)
accurate [ǽkjərit]* *a.*
accurately [ǽkjəritli]** *ad.*
at the time + clause* *phr.*
be accompanied by** *phr.*
be reliant on** *phr.*
border [bɔ́:rdər] *n., v.*
capacity [kəpǽsəti]** *n.*
care [ker] *v.*
careful [kérful]** *a.*
carefully [kérfuli]* *ad.*
carelessly [kérlisli]* *ad.*
check A for B* *phr.*
dedicate [dédəkèit]** *v.*
dedicated [dédəkèitid]** *a.*
dedication [dèdəkéiʃən] *n.*
deem [di:m] *v.*
defy description* *phr.*
degree [digrí:] *n.*
elect [ilékt]** *v.*
election [ilékʃən] *n.*
eliminate [ilímənèit]* *v.*
fare [fer] *n.*
fill [fil]* *v.*
find out *phr.*
give in to* *phr.*
grant [grænt]** *v.*
have A in common* *phr.*
honor [ɑ́nər]** *n., v.* (= respect)
impair [impér] *v.*
improvement in* *phr.*

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job description* *phr.*
lend [lend]** *v.*
lender [léndər]** *n.*
level [lévl]** *n.*
master [mǽstər] *v.*
need [ni:d]** *v., n.*
neediness [ní:dinis] *n.*
needlessly [ní:dlisli] *ad.*
needy [ní:di] *a.*
neuter [njú:tər] *v., a.*
neutral [njú:trəl] *a.*
neutrality [nju:trǽləti]** *n.*
neutralize [njú:trəlàiz] *v.*
neutrally [njú:trəli] *ad.*
neutron [njú:tran] *n.*
partial [pá:rʃəl] *a.*
partially [pá:rʃəli]* *ad.*
partition [pa:rtíʃən] *n.*
partner [pá:rtnər] *n.*
patronize [péitrənàiz]* *v.*
permanent [pá:rmənənt]** *a.*
quick [kwik]** *a.*
quicken [kwíkən] *v.*
quickly [kwíkli] *ad.*
quickness [kwíknis] *n.*
rare [rer] *a.*
salvage [sǽlvidʒ] *n.*
scent [sent]* *n.*
search [sə:rtʃ] *v.*
still [stil]** *ad.*
technical [téknikəl]* *a.*
technical description** *phr.*
technicality [tèknikǽləti] *n.*
technically [téknikəli]* *ad.*
technician [tekníʃən] *n.*
technique [tekní:k] *n.*
technology [teknálədʒi] *n.*
temporal [témpərəl] *a.*
temporarily [tèmpərérəli]** *ad.*
temporary [témpərèri] *a.*
unanimous [ju:nǽnəməs]* *a.*
valid [vǽlid]* *a.*
validation [vǽlədéiʃən] *n.*
view [vju:] *v., n.*
weight [weit] *n.*
willing [wíliŋ]* *a.*
willingness [wíliŋnis] *n.*

Day 5

accompany [əkámpəni]* *v.*
accountant [əkáuntənt]** *n.*
accounting [əkáuntiŋ] *n.*
acutely [əkjú:tli] *ad.*
at your earliest convenience* *phr.*
beside [bisáid]** *prep.*
besides [bisáidz]* *prep., ad.*
blend [blend] *v.*
budget [bʌ́dʒit]* *n., v.*
categorize [kǽtəgəràiz] *v.*
category [kǽtəgɔ̀:ri] *n.*
claim [kleim] *v., n.*
concisely [kənsáisli] *ad.*
defend [diménd] *v.*
economic [èkənámik]* *a.*
economical [èkənámikəl]** *a.*
economically [èkənámikəli] *ad.*
economics [èkənámiks]* *n.*
economist [ikánəmist] *n.*
economize [ikánəmàiz] *v.*
economy [ikánəmi]** *n.*
favor [féivər] *n.*
favorable [féivərəbl]* *a.* (= promising)
favorably [féivərəbli]** *ad.*
favorite [féivərit] *a.*
growing [gróuiŋ]* *a.*
growth [grouθ] *n.*
impart [impá:rt] *v.*
in accordance with + regulation** *phr.*
irrelevant [iréləvənt]* *a.*
keep in touch with** *phr.*
keep records of** *phr.*
keep the appointment* *phr.*
largely [lá:rdʒli]** *ad.*
lead to + noun* *phr.*
leverage [lévəridʒ] *n.*
license [láisəns]* *n.*
lift [lift] *v.*
limited capacity* *phr.*
make sure + that-clause** *phr.*
manners [mǽnərz] *n.*
marginal [má:rdʒinl]* *a.*
marginally [má:rdʒinəli] *ad.*
match [mætʃ]* *v.*
neglect [niglékt] *v.*
next to* *phr.*

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obstruct [əbstrʌ́kt]* *v.*
occasion [əkéiʒən] *n.*
occasional [əkéiʒənəl] *a.*
occasionally [əkéiʒənəli]* *ad.*
on behalf of *phr.*
pattern [pǽtərn] *n.*
pay [pei]** *v.*
payment [péimənt] *n.*
periodic [pìriɑ́dik] *a.*
periodically [pìriɑ́dikəli]* *ad.*
place A on standby* *phr.*
play [plei] *v.*, *n.* (= drama)
pronouncement [prənáunsmənt] *n.*
recite [risáit] *v.*
refrain from + V-ing* *phr.*
resign [rizáin] *v.*
resignation [rèzignéiʃən]** *n.*
resigned [rizáind] *a.*
resignedly [rizáinidli] *ad.*
seem [si:m] *v.*
select [silékt] *v.*
selection [silékʃən]* *n.*
specific [spisífik]** *a.* (= certain)
specifically [spisífikəli] *ad.*
specification [spèsəfikéiʃən] *n.*
specification for* *phr.*
specify [spésəfài] *v.* (= state)
straightly [stréitli] *ad.*
surface [sə́:rfis] *n.*
sustained [səstéind] *a.*
tenant [ténənt] *n.*
tire [taiər]* *v.*
wellness [wélnis] *n.*

Day 6

above one's expectation* *phr.*
accost [əkɔ́:st] *v.*
accrue [əkrú:]* *v.* (= accumulate)
accumulate [əkjú:mjulèit] *v.*
accumulation [əkjù:mjuléiʃən] *n.*
achievement [ətʃí:vmənt] *n.*
adamantly [ǽdəməntli] *ad.*
be aimed at* *phr.*
block [blɑk] *v.*, *n.*
brochure [bróuʃuər]** *n.*
build [bild]** *v.*
builder [bíldər] *n.*
built-in [bìltín]* *a.*
bulk [bʌlk]* *n.*
cause [kɔ:z] *n.*, *v.*
certifiable [sə́:rtəfàiəbl] *a.*
certification [sə̀:rtəfikéiʃən]** *n.*
certified [sə́:rtəfàid] *a.*
certify [sə́:rtəfài]* *v.*
check in* *phr.*
collaborate [kəlǽbərèit]* *v.*
command [kəmǽnd] *v.*
construe [kənstrú:] *v.*
declaratory [diklǽrətɔ̀:ri] *a.*
declared [diklérd] *a.*
deflate [di:fléit] *v.*
emerge [imə́:rdʒ] *v.*
employ [implɔ́i] *v.*
employed [implɔ́id] *a.*
employee [implɔ́ii:]** *n.*
employer [implɔ́iər]* *n.*
employment [implɔ́imənt]** *n.*
feature [fí:tʃər]** *n.*
featured [fí:tʃərd] *a.*
find [faind]* *v.*
findings [fáindiŋz]* *n.*
grip [grip] *v.*
guided tour* *phr.*
implement [ímpləmənt]* *v.*
inability [ìnəbíləti] *n.*
likelihood [láiklihùd]** *n.*
likely [láikli]** *a.*
likeness [láiknis] *n.*
make requests* *phr.*
mark [mɑ:rk] *n.*, *v.*
markedly [mɑ́:rkidli]* *ad.*
measure [méʒər] *v.*
obtain [əbtéin]** *v.*
occupancy [ɑ́kjupənsi] *n.*
occupant [ɑ́kjupənt] *n.*
occupation [ɑ̀kjupéiʃən]** *n.*
occupy [ɑ́kjupài] *v.*
office efficiency* *phr.*
penalty [pénəlti] *n.*
pending [péndiŋ] *a.*
pessimistically [pèsəmístikəli] *ad.*
possibility [pɑ̀səbíləti]* *n.*
probabilistic [prɑ̀bəbəlístik] *a.*

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probable [prábəbl]** *a.*
probably [prábəbli]* *ad.*
reason [rí:zən] *n.*
reasonable [rí:zənəbl]* *a.*
remark [rimá:rk] *n., v.* (= comment)
remarkably [rimá:rkəbli] *ad.*
represent [rèprizént] *v.*
representative [rèprizéntətiv]** *n.*
seat [si:t]** *n., v.*
sect [sekt] *n.*
sentence [séntəns] *v.*
sign out* *phr.*
take A into account* *phr.*
take over** *phr.*
under the new management** *phr.*
unused [ʌnjú:zd]** *a.*
utility [ju:tíləti] *n.*
utilization [jù:təlizéiʃən]** *n.*
utilize [jú:təlàiz]* *v.*
utilizer [jú:təlàizər] *n.*
with the aim of* *phr.*

Day 7

adapt [ədǽpt]* *v.*
adaptation [ædəptéiʃən] *n.*
caution [kɔ́:ʃən]* *n.*
cautious [kɔ́:ʃəs] *a.*
cautiously [kɔ́:ʃəsli]** *ad.*
chance [tʃæns]** *n.*
charge [tʃɑ:rdʒ]** *v.*
commute [kəmjú:t]** *v.*
definitive [difínətiv]** *a.*
defy [difái]* *v.*
demand [dimǽnd]** *n., v.* (= request)
demanding [dimǽndiŋ]** *a.*
demandingly [dimǽndiŋli] *ad.*
depend on* *phr.*
desirable [dizáiərəbl]* *a.*
efficiency [ifíʃənsi]** *n.*
efficient [ifíʃənt]** *a.*
efficiently [ifíʃəntli]** *ad.*
encase [inkéis] *v.*
enormously [inɔ́:rməsli] *ad.*
every hour on the hour* *phr.*
fast [fæst]** *a., ad.*
fee [fi:] *n.*
fill in / out* *phr.*
finish [fíniʃ]* *v.*
finished [fíniʃt]** *a.*
give out *phr.*
hard [hɑ:rd]** *a.*
harden [hɑ́:rdən] *v.*
hardened [hɑ́:rdənd] *a.*
hardly [hɑ́:rdli]** *ad.*
hardness [hɑ́:rdnis] *n.*
have an impact on* *phr.*
immune [imjú:n] *a.*
impartial [impɑ́:rʃəl] *a.*
impartiality [impà:rʃiǽləti] *n.*
impartially [impɑ́:rʃəli]* *ad.*
imply [impláí]** *v.*
impose [impóuz] *v.*
in addition *phr.*
in addition to* *phr.*
incidence [ínsidəns] *n.*
incident [ínsidənt] *n.*
incidental [ìnsidéntəl]** *a.*
incidentally [ìnsidéntəli] *ad.*
lax [læks]* *a.*
leave for* *phr.*
limited [límitid]** *a.*
make up for* *phr.*
marriage [mǽridʒ]* *n.*
material [mətíəriəl]* *n.*
materialistic [mətìəriəlístik] *a.*
meet one's needs* *phr.*
nominal [nɑ́mənl]** *a.*
nominally [nɑ́mənəli] *ad.*
notice [nóutis]** *n.*
noticeable [nóutisəbl] *a.*
occur [əkɔ́:r] *v.* (= happen)
odor [óudər] *n.*
pay increase* *phr.*
perform [pərfɔ́:rm]* *v.*
performance [pərfɔ́:rməns]** *n.*
perish [périʃ] *v.*
perishable [périʃəbl]** *a.*
a question concerning / about* *phr.*
raise questions* *phr.*
receptacle [riséptəkl]** *n.*
reception [risépʃən]* *n.*
receptionist [risépʃənist] *n.*
receptiveness [riséptivnis] *n.*

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recipient [risípiənt] *n.*
recline [rikláin] *v.*
recognize [rékəgnàiz]** *v.*
recommend [rèkəménd]* *v.*
set [set]* *v.*
setting [sétiŋ] *n.*
shake [ʃeik]* *v.*
strictly [stríktli] *ad.*
terminate [tə́:rmənèit]* *v.*
track [træk] *n.*
tradition [trədíʃən] *n.*
transcribe [trænskráib]** *v.*
unwavering [ʌnwéivəriŋ]* *a.*

Day 8

acquire [əkwáiər]* *v.*
addition [ədíʃən] *n.*
additional [ədíʃənl]* *a.*
additionally [ədíʃənəli] *ad.*
address [ədrés]** *v., n.*
book [buk] *v.*
characteristic [kæ̀riktərístik]* *n.*
chart [tʃɑ:rt] *n.*
climb [klaim] *v.*
consciously [kánʃəsli] *ad.*
credible [krédəbl] *a.*
credit [krédit] *n., v.*
creditable [kréditəbl] *a.*
delay [diléi]* *n., v.* (= postpone)
derivation [dèrəvéiʃən] *n.*
derive [diráiv] *v.*
electron [iléktrɑn] *n.*
electronic [ilèktránik] *a.*
electronically [ilèktránikəli]** *ad.*
electronics [ilèktrániks] *n.*
encircle [insə́:rkl] *v.*
finance [finǽns] *n.*
financial [finǽnʃəl]** *a.*
financially [finǽnʃəli] *ad.*
financing [finǽnsiŋ] *n.*
fire [fáiər]** *v.*
guard [gɑ:rd] *v.*
improve [imprú:v]** *v.*
improvement [imprú:vmənt]** *n.*
inaugurate [inɔ́:gjurèit]* *v.*
line [lain] *n.*
mildly [máildli] *ad.*
no later than* *phr.*
notification [nòutəfəkéiʃən]* *n.*
notify [nóutəfài]** *v.*
novelty [návəlti] *n.*
offer [ɔ́:fər]** *v.*
office [ɔ́:fis]** *n.*
omission [oumíʃən] *n.*
on one's own* *phr.*
permission [pərmíʃən] *n.*
permissive [pərmísiv] *a.*
permit [pərmít]** *v.*
place an emphasis on* *phr.*
precaution [prikɔ́:ʃən]** *n.*
promotional offers* *phr.*
quiet [kwáiət] *a.*
quietly [kwáiətli]* *ad.*
quietness [kwáiətnis] *n.*
real [rí:əl] *a.*
realism [rí:əlìzm] *n.*
realist [rí:əlist] *n.*
realistic [rì:əlístik]* *a.*
realistically [rì:əlístikəli]** *ad.*
reality [riǽləti] *n.*
realize [rí:əlàiz] *v.*
record [rikɔ́:rd]* *v.*
regard A as B* *phr.*
safety precautions** *phr.*
scarce [skers] *a.*
scarcely [skérsli] *ad.*
shield [ʃi:ld] *v.*
spend time/money on something** *phr.*
stringently [stríndʒəntli] *ad.*
take advantage of** *phr.*
take steps* *phr.*
unattached [ʌ̀nətǽtʃt] *a.*
unavailable [ʌ̀nəvéiləbl]* *a.*
until further notice** *phr.*
upcoming [ʌ́pkʌ̀miŋ]** *a.*
valuable [vǽljuəbl] *a.*
valuation [vǽljuéiʃən] *n.*
value [vǽlju:]** *n., v.*
valued [vǽlju:d]** *a.*
with reference to *phr.*
work [wə:rk]** *n., v.* (= labor, operate)
workplace [wə́:rkpleis]* *n.*

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Day 9

act [ækt] *v.*
active [ǽktiv]* *a.*
actively [ǽktivli] *ad.*
activeness [ǽktivnis] *n.*
activity [æktívəti]** *n.*
advance [ədvǽns]** *n.*
advantage [ədvǽntidʒ]** *n.*
adversely [ædvə́:rsli] *ad.*
be applied to* *phr.*
check [tʃek]** *n., v.*
choice [tʃɔis]* *n.*
clear something through customs* *phr.*
close [klouz], [klous]** *v., a.*
closed [klouzd]* *a.*
closedown [klóuzdàun] *n.*
closely [klóusli]** *ad.*
closeness [klóusnis] *n.*
comply [kəmplái]** *v.*
consequently [kánsəkwèntli] *ad.*
develop into *phr.*
encourage [inkə́:ridʒ]* *v.*
encouragement [inkə́:ridʒmənt]** *n.*
encouraging [inkə́:ridʒiŋ]* *a.*
except [iksépt]** *prep.*
except for** *prep.*
excepting [ikséptiŋ] *prep.*
exception [iksépʃən]** *n.*
exceptional [iksépʃənl]** *a.*
exceptionally [iksépʃənəli]* *ad.*
fit [fit]* *v.*
focus on** *phr.*
go shopping* *phr.*
impatient [impéiʃənt] *a.*
include [inklú:d]** *v.*
inclusion [inklú:ʒən] *n.*
inconsistency [ìnkənsístənsi]** *n.*
list [list]* *n., v.*
means [mi:nz]** *n.*
mediation [mì:diéiʃən] *n.*
of one's choice** *phr.*
operate [ápərèit] *v.* (= work, run)
operation [àpəréiʃən]** *n.*
operational [àpəréiʃənl]** *a.*
operative [ápərèitiv] *a.*
operator [ápərèitər]* *n.*
peak [pi:k]** *v.*
place [pleis]* *v.*
placement [pléismənt] *n.* (= staffing)
potentially [pəténʃəli]* *ad.*
prospective employee* *phr.*
recent [rí:snt]** *a.*
recently [rí:sntli]** *ad.*
redesign [rì:dizáin]* *v.*
securable [sikjúərəbl] *a.*
secure [sikjúr] *a., v.*
securely [sikjúrli]** *ad.*
security [sikjúərəti]* *n.*
sensation [senséiʃən] *n.*
sense [sens]** *n.*
shock [ʃɑk]** *v., n.*
shop [ʃɑp] *v.*
strongly [strɔ́:ŋli]* *ad.*
thorough [θə́:rou] *a.*
thoroughly [θə́:rouli]** *ad.*
thoroughness [θə́:rounis] *n.*
transfer [trænsfə́:r], [trǽnsfə:r]* *v., n.*
transferable [trænsfə́:rəbl]** *a.*
transference [trænsfə́:rəns] *n.*
unbiased [ʌ̀nbáiəst]* *a.*
uncertain [ʌnsə́:rtən]* *a.*
unlimited miles** *phr.*
upgrade [ʌ̀pgréid]* *v.*
violation [vàiəléiʃən]* *n.* (= infringement)
widely admired* *phr.*
worth [wə:rθ]** *a., n.*
worthwhile [wə̀:rθhwáil] *a.*
worthy [wə́:rði] *a.*

Day 10

account for* *phr.*
add [æd] *v.*
addict [ədíkt] *v.*
advance in** *phr.*
advice [ədváis]** *n.*
advisable [ədváizəbl]** *a.*
advise [ədváiz]** *v.*
advisor, adviser [ædváizər]** *n.*
advisory [ədváizəri] *a.*
afterwards [ǽftərwərdz] *ad.*
announce [ənáuns]* *v.*
announcement [ənáunsmənt]* *n.*
be associated with** *phr.*

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boost [bu:st] *v.*
broad knowledge* *phr.*
clear A from B* *phr.*
collate [kəléit] *v.*
concentrate [kánsəntrèit]* *v.*
contributor to* *phr.*
criticize [krítisàiz]* *v.*
current [kə́:rənt]* *a.*
currently [kə́:rəntli]* *ad.*
defective [diféktiv]* *a.*
delicate [déləkit]* *a.*
deliver [dilívər]* *v.*
deliverable [dilívərəbl] *a.*
deliverance [dilívərəns] *n.*
delivery [dilívəri]** *n.*
dramatic [drəmǽtik]* *a.*
dramatically [drəmǽtikəli]** *ad.*
electric [iléktrik] *a.*
electricity [ilèktrísəti]* *n.*
endurance [indjúərəns] *n.*
engrave [ingréiv]* *v.*
flow [flou] *v., n.*
happily [hǽpəli]* *ad.*
imperative [impérətiv]* *a.* (= essential)
inconvenience [ìnkənvíːnjəns]* *n.*
increase [inkríːs]** *v.* (= grow)
increasing [inkríːsiŋ]** *a.*
increasingly [inkríːsiŋli]** *ad.*
incur [inkə́ːr] *v.*
indecision [ìndisíʒən] *n.*
key [kiː]** *a.*
last [læst]** *a.*
lend A to B* *phr.*
locate [lóukeit]** *v.*
location [loukéiʃən]** *n.*
medic [médik] *n.*
medical [médikəl]* *a.*
medically [médikəli] *ad.*
medicate [médikèit] *v.*
medicinal [mədísənəl]* *a.*
meet [miːt]** *v.* (= satisfy, encounter)
moreover [mɔːróuvər] *ad.*
on the recommendation of* *phr.*
opponent [əpóunənt] *n.*
opportunity [ùpərtúːnəti] *n.*
oppose [əpóuz] *v.*
opposition [ùpəzíʃən]** *n.*
petition [pətíʃən] *n.*
phase [feiz] *n.*
pledge [pledʒ] *v.*
precisely [prisáisli] *ad.*
redemption [ridémpʃən] *n.*
refine [rifáin] *v.*
reflect [riflékt]** *v.* (= demonstrate)
relate [riléit] *v.*
relation [riléiʃən]** *n.*
relative [rélətiv] *n., a.*
relatively [rélətivli]** *ad.*
series [síriːz] *n.*
shrink [ʃriŋk]* *v.*
tend + to-infinitive* *phr.*
translation [trænsléiʃən]** *n.*
undoubtedly [ʌndáutidli]* *ad.*
usual [júːʒuəl] *a.*
usually [júːʒuəli]** *ad.*
withdraw [wiðdrɔ́ː] *v.* (= take out)
withdrawal [wiðdrɔ́ːəl] *n.*

Day 11

acquaint someone with someone/something* *phr.*
adequate [ǽdəkwit]* *a.*
adhere [ædhíər] *v.*
adjust [ədʒʌ́st] *v.*
agenda [ədʒéndə]** *n.*
aggression [əgréʃən] *n.*
aggressive [əgrésiv] *a.*
aggressively [əgrésivli]** *ad.*
aggressiveness [əgrésivnis] *n.*
agree [əgríː]** *v.*
agreement [əgríːmənt]** *n.*
ahead [əhéd]** *ad.*
be aware of* *phr.*
be capable of** *phr.*
busy [bízi]* *a.*
chronological [krànəlɑ́dʒikəl]* *a.*
clarification [klàrəfəkéiʃən]* *n.*
clarify [klǽrəfài]** *v.*
clarity [klǽrəti] *n.*
clear [klir]** *a., v.*
clearance [klírəns] *n.*
clearly [klírli]** *ad.*
clearness [klírnis] *n.*
collaborate on** *phr.*

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commitment to** *phr.*
consider [kənsídər]** *v.*
considerable [kənsídərəbl]** *a.*
considerably [kənsídərəbli]* *ad.*
considerate [kənsídərit] *a.*
consideration [kənsìdəréiʃən]* *n.* (= attention)
considering [kənsídəriŋ]** *prep.*
constraint [kənstréint]* *n.*
dedication to** *phr.*
delighted [diláitid]* *a.*
demolish [dimáliʃ] *v.*
digit [dídʒit] *n.*
dimension [diménʃən] *n.*
diminish [dimíniʃ] *v.*
disqualified [diskwáləfàid] *a.*
do one's utmost* *phr.*
enroll [inróul] *v.*
ensure [inʃúər]** *v.*
entrance [éntrəns] *n.*
entry [éntri]** *n.* (= admission)
especially [ispéʃəli] *ad.*
fascinate [fǽsənèit]* *v.*
fascinating [fǽsənèitiŋ]** *a.*
fascination [fǽsənéiʃən] *n.*
follow up on* *phr.*
force [fɔ:rs]* *n.*, *v.*
halt [hɔ:lt]* *v.*
have every intention of + V-ing* *phr.*
indicate [índəkèit]** *v.*
indication [ìndəkéiʃən]** *n.*
indicative [indíkətiv] *a.*
inherently risky** *phr.*
least [li:st] *a.*
mention [ménʃən]** *v.*
message [mésidʒ]* *n.*
migration [maigréiʃən] *n.*
mostly [móustli] *ad.*
nominate [námənèit]* *v.*
nomination [nàmənéiʃən] *n.*
optimist [áptəmist] *n.*
optimistic [àptəmístik]** *a.*
optimistically [àptəmístikəli] *ad.*
optimize [áptəmàiz]* *v.*
phone [foun] *n.*, *v.*
photographer [fətágrəfər]* *n.*
piece [pi:s] *n.*
process [práses]** *n.*, *v.*
procession [prəséʃən] *n.*
refresh [rifréʃ] *v.*
refreshment [rifréʃmənt] *n.*
solicit [səlísit]* *v.* (= ask)
subsequent [sʌ́bsikwənt]** *a.*
superb attention to detail* *phr.*
transmit [trænsmít] *v.*
visit [vízit]** *v.*

Day 12

adopt [ədápt] *v.*
agree on* *phr.*
agree with** *phr.*
aim [eim]** *n.*, *v.*
alike [əláik] *ad.*
alliance [əláiəns] *n.*
be cognizant of* *phr.*
be suitable for** *phr.*
borrow [bárou]* *v.*
combination [kàmbənéiʃən]* *n.*
combined [kəmbáind]* *a.*
compensate [kámpənsèit]** *v.*
compete [kəmpí:t]* *v.*
competition [kàmpitíʃən]** *n.* (= rivalry)
competitive [kəmpétitiv]** *a.*
competitor [kəmpétitər] *n.*
deprive [dipráiv] *v.*
deride [diráid] *v.*
derision [diríʒən] *n.*
enclose [inklóuz] *v.*
enclosed [inklóuzd]** *a.*
enclosure [inklóuʒər] *n.*
enhance [inhǽns]** *v.*
enter [éntər]** *v.*
envelope [énvəlòup]** *n.*
envelopment [invéləpmənt] *n.*
eventually [ivéntʃuəli]** *ad.*
exposure to** *phr.*
fiscal year** *phr.*
focus [fóukəs]* *v.*, *n.*
forbidden [fərbídən] *a.*
forecast [fɔ́:rkæst] *n.*, *v.*
give someone one's support* *phr.*
heavily [hévili]** *ad.*
heaviness [hévinis] *n.*
heavy [hévi]* *a.*

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house [haus] *v.*
in advance* *phr.*
inclination [inklənéiʃən] *n.*
incline [inkláin] *v.*
indulge [indʌ́ldʒ] *v.*
ineptitude [inéptitjù:d] *n.*
inside [insáid] *prep.*
itinerary [aitínərèri]** *n.*
listen to** *phr.*
normal [nɔ́:rməl] *a.*
normalcy [nɔ́:rməlsi] *n.*
normality [nɔ:rmǽləti] *n.*
normally [nɔ́:rməli]* *ad.*
option [ápʃən] *n.*
perfect [pə́:rfikt]* *a.*
perfection [pərfékʃən]** *n.*
perfectly [pə́:rfiktli]* *ad.*
pioneer [pàiəníər]* *n.*
plan [plæn]* *n., v.*
plate [pleit] *n.*
precede [prisí:d] *v.*
proficient [prəfíʃənt] *a.*
recover [rikʌ́vər]* *v.*
refuse [rifjú:z]* *v.*
regard [rigá:rd]* *v.*
regarding [rigá:rdiŋ]** *prep.*
regardless [rigá:rdlis]** *ad.*
regardless of* *phr.*
regret [rigrét] *n., v.*
regrettably [rigrétəbli]** *ad.*
settlement [sétlmənt] *n.*
shape [ʃeip] *n.*
sheet [ʃi:t] *n.*
solve [sɑlv] *v.*
sophisticate [səfístəkèit] *v., n.*
sophisticated [səfístəkèitid]** *a.*
sophistication [səfìstəkéiʃən]* *n.*
tight [tait]* *a.*
tightly [táitli]** *ad.*
tightness [táitnis] *n.*
transpire [trænspáiər] *v.*
unclaimed [ʌnkléimd]* *a.*
without a doubt* *phr.*

Day 13

affix [əfíks]** *v.*
almost [ɔ́:lmoust]* *ad.*
altruism [ǽltruìzm] *n.*
analysis [ənǽlisis]** *n.*
analyst [ǽnəlist] *n.*
analyze [ǽnəlàiz]* *v.*
around the world* *phr.*
be comparable to** *phr.*
be compatible with** *phr.*
come from *phr.*
comment [kɑ́ment] *n.*
commerce [kɑ́mə:rs]* *n.*
compile [kəmpáil]* *v.*
complain [kəmpléin]** *v.*
complaint [kəmpléint]** *n.*
describe [diskráib]* *v.*
description [diskrípʃən]** *n.*
entitle [intáitl]* *v.*
equip [ikwíp] *v.*
equipment [ikwípmənt] *n.* (= apparatus)
follow [fɑ́lou]** *v.*
following [fɑ́louiŋ] *a., prep.*
for free* *phr.*
form [fɔ:rm]** *n.*
formal [fɔ́:rməl]** *a.*
formality [fɔ:rmǽləti] *n.*
formalize [fɔ́:rməlàiz] *v.*
formally [fɔ́:rməli] *ad.*
formalness [fɔ́:rməlnis] *n.*
formation [fɔ:rméiʃən] *n.*
herein [hìərín] *ad.*
highly qualified* *phr.*
in celebration of** *phr.*
infusion [infjú:ʒən] *n.*
ingredient [ingrí:diənt] *n.*
in the foreseeable future** *phr.*
jeopardize [dʒépərdàiz] *v.*
logic [lɑ́dʒik] *n.*
luggage [lʌ́gidʒ]* *n.* (= baggage)
momentum [mouméntəm]* *n.*
necessarily [nèsəsérəli]** *ad.*
necessary [nésəsèri] *a.*
necessitate [nəsésitèit] *v.*
necessity [nəsésəti] *n.*
next [nekst]** *a.*
note [nout]* *v.*
on the waiting list** *phr.*
order [ɔ́:rdər]** *v.*

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organize [ɔ́:rgənàiz]** *v.*
outcome [áutkʌ̀m] *n.*
personal [pə́:rsənəl]* *a.*
personality [pə̀:rsənǽləti] *n.*
personalize [pə́:rsənəlàiz] *v.*
personally [pə́:rsənəli]** *ad.*
plenty [plénti] *n.*
point [pɔint] *n.*
policy [pálisi]* *n.*
predict [pridíkt]** *v.*
prediction [pridíkʃən] *n.*
pretty [príti] *ad.*
prior to** *phr.*
public [pʌ́blik] *a.*
regular [régjulər]** *a.*
regularity [règjulǽrəti] *n.*
regularize [régjuləràiz] *v.*
regularly [régjulərli]* *ad.*
reimbursement [rì:imbə́:rsmənt]** *n.*
reject [ridʒékt]** *v.*
sharp [ʃɑ:rp] *a.* (= rapid)
short [ʃɔ:rt]** *a.*
shorten [ʃɔ́:rtən] *v.*
shortly [ʃɔ́:rtli]* *ad.*
show [ʃou] *n.*, *v.*
suddenly [sʌ́dnli] *ad.*
total [tóutəl]** *a.*
uncommon [ʌnkʌ́mən] *a.*
use [ju:z], [ju:s]** *v.*, *n.*
used [ju:zd] *a.*
usefulness [jú:sfulnis] *n.*
user [jú:zər]* *n.*

Day 14

alert [ələ́:rt] *v.*
apart [əpá:rt]** *ad.*
apparatus [æpərǽtəs] *n.*
apparel [əpǽrəl]* *n.*
appearance [əpírəns] *n.*
aside from* *phr.*
be concerned about* *phr.*
be conscious of** *phr.*
be native to** *phr.*
come in + ordinal number *phr.*
commission [kəmíʃən] *n.*
commit [kəmít] *v.*
commit oneself to** *phr.*
commitment [kəmítmənt]** *n.*
committee [kəmíti]* *n.*
complete [kəmplí:t]** *v.*, *a.*
completely [kəmplí:tli]** *ad.*
completeness [kəmplí:tnis] *n.*
completion [kəmplí:ʃən]* *n.*
concede [kənsí:d] *v.*
design [dizáin]** *v.*
designated [dézignèitid]** *a.*
designed [dizáind] *a.*
destroy [distrɔ́i] *v.*
direct someone to somewhere *phr.*
discouragement [diskə́:ridʒmənt] *n.*
eligible [élidʒəbl]** *a.*
embarrassing [imbǽrəsiŋ]* *a.*
escalate [éskəlèit] *v.*
escalation [èskəléiʃən] *n.*
escalator [éskəlèitər]** *n.*
final [fáinəl]* *a.*
finalize [fáinəlàiz] *v.*
finally [fáinəli]** *ad.*
forfeit [fɔ́:rfit]** *v.*, *n.*
forfeiture [fɔ́:rfitʃər] *n.*
hesitantly [hézitəntli]** *ad.*
hesitate [hézitèit] *v.*
hesitation [hèzitéiʃən] *n.*
improper [imprɑ́pər]** *a.*
inaccurate [inǽkjurit]* *a.*
inhalation [ìnhəléiʃən]* *n.*
inhale [inhéil] *v.*
inhibition [ìnhibíʃən] *n.*
join [dʒɔin]** *v.*
legible [lédʒəbl] *a.*
liable [láiəbl]* *a.*
live broadcast* *phr.*
make telephone calls* *phr.*
merge [mə:rdʒ]** *v.*
orientate [ɔ́:rientèit]* *v.*
pollutant [pəlú:tənt]** *n.*
pollute [pəlú:t] *v.*
polluted [pəlú:tid] *a.*
pollution [pəlú:ʃən] *n.*
post [poust]** *v.*
regulate [régjulèit] *v.*
regulation [règjuléiʃən]** *n.*
regulatory [régjulətəri] *a.*

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relay [riléi] *v.*
relevance [réləvəns] *n.*
reliability [rilàiəbíləti] *n.*
reliable [riláiəbl]** *a.*
reliably [riláiəbli] *ad.*
reliance [riláiəns] *n.*
rely on* *phr.*
routinely [ru:tí:nli]* *ad.*
sight [sait]* *n.*
sign [sain]* *n.*
signed [saind] *a.*
speculate [spékjulèit] *v.*
speculation [spèkjuléiʃən] *n.*
speculative [spékjulèitiv] *a.*
stand in for* *phr.*
thanks to* *phr.*
transport [trænspɔ́:rt] *v.*
transportable [trænspɔ́:rtəbl] *a.*
transportation [trænspərtéiʃən]** *n.*

Day 15

afford [əfɔ́:rd] *v.*
affordable [əfɔ́:rdəbl]* *a.* (= inexpensive)
age [eidʒ]** *n.*
ageless [éidʒlis] *a.*
alleviate [əlí:vièit]* *v.* (= relieve)
allocate [ǽləkèit]* *v.*
apparent [əpǽrənt]** *a.*
apparently [əpǽrəntli]* *ad.*
appeasement [əpí:zmənt] *n.*
applause [əplɔ́:z] *n.*
appliance [əpláiəns] *n.*
applicant [ǽpləkənt]** *n.*
application [æ̀pləkéiʃən]** *n.*
applied [əpláid]** *a.*
apply [əplái]** *v.*
assign A to B** *phr.*
be consistent with* *phr.*
be contingent on* *phr.*
cognizant [kɑ́gnizənt]* *a.*
come into effect** *phr.*
communicate [kəmjú:nəkèit] *v.*
communication [kəmjù:nəkéiʃən]* *n.*
communicator [kəmjú:nəkèitər] *n.*
concern [kənsɔ́:rn]** *v., n.*
concerning [kənsɔ́:rniŋ]** *prep.*
cordially [kɔ́:rdʒəli]** *ad.*
departed [dipɑ́:rtid] *a.*
detach [ditǽtʃ]** *v.*
dish [diʃ] *n.*
escort [éskɔ:rt]** *v.*
establish [istǽbliʃ]* *v.*
established [istǽbliʃt]* *a.*
establishment [istǽbliʃmənt] *n.*
evaluate [ivǽljuèit]* *v.* (= assess)
evaluation [ivæ̀ljuéiʃən]** *n.*
fiscal [fískəl]** *a.*
for more details* *phr.*
highly [háili]** *ad.*
horizontal [hɔ̀rəzɑ́ntəl] *a.*
in combination with** *phr.*
in conclusion* *phr.*
inquire [inkwáiər]* *v.*
inquiry [inkwáiəri] *n.*
insert [insə́:rt]* *v.*
insertion [insə́:rʃən] *n.*
instantly recognizable* *phr.*
jurisdiction [dʒùərisdíkʃən] *n.*
monologue [mɑ́nəlɔ̀:g] *n.*
overhead compartment* *phr.*
performance appraisals* *phr.*
postage [póustidʒ] *n.*
power [páuər] *n.*
powerful [páuərful]** *a.*
prescribe [priskráib]* *v.*
prescription [priskrípʃən] *n.*
present [prizɑ́nt], [prézənt]* *v., a.*
presentable [prizɑ́ntəbl] *a.*
presentation [prì:zəntéiʃən] *n.*
presenter [prizɑ́ntər] *n.*
presently [prézəntli]** *ad.*
prohibit [prouhíbit]* *v.*
prompt [prɑmpt] *a., v.*
prompter [prɑ́mptər] *n.*
prompting [prɑ́mptiŋ] *n.*
promptly [prɑ́mptli]** *ad.*
promptness [prɑ́mptnis] *n.*
release [rilí:s]* *v.*
remain [riméin]** *v.*
remainder [riméindər]** *n.*
remember [rimémbər] *v.*
remembrance [rimémbrəns] *n.*
remind [rimáind]** *v.*

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remittance [rimítəns] *n.*
situation [sìtʃuéiʃən] *n.*
skill [skil] *n.*
spend [spend]** *v.*
spending [spéndiŋ]* *n.*
spoil [spɔil] *v.*
visible [vízəbl]** *a.*

Day 16

adequately [ædəkwitli]** *ad.*
allow [əláu]** *v.*
allowance [əláuəns]* *n.*
alter [ɔ́:ltər]* *v.*
annual [ǽnjuəl]* *a.*
approach [əpróutʃ] *n., v.*
appropriately [əpróupriitli]* *ad.*
be dedicated to* *phr.*
be divided into* *phr.*
bring [briŋ]** *v.*
come to an end* *phr.*
conclude [kənklú:d] *v.*
conclusion [kənklú:ʒən]** *n.*
conclusive [kənklú:siv] *a.*
conclusively [kənklú:sivli] *ad.*
correctly [kəréktli]** *ad.*
deteriorate [ditíəriərèit]* *v.*
detract [ditrǽkt] *v.*
distraction [distrǽkʃən] *n.*
evidence [évidəns] *n.*
evident [évidənt] *a.*
evidential [èvidénʃəl] *a.*
evidently [évidəntli]* *ad.*
examine [igzǽmin]* *v.*
example [igzǽmpl]* *n.*
forward [fɔ́:rwərd]** *ad.*
forwarding [fɔ́:rwərdiŋ] *n.*
in conjunction with* *phr.*
in contrast *phr.*
insist [insíst] *v.*
inspect [inspékt]** *v.*
interest in* *phr.*
introduce [ìntrədjú:s]** *v.*
introduction [ìntrədʌ́kʃən]* *n.*
justify [dʒʌ́stəfài]* *v.*
light [lait] *a.*
likeable [láikəbl] *a.*
look for* *phr.*
look into** *phr.*
look over** *phr.*
minimal [mínəməl] *a.*
minimally [mínəməli]* *ad.*
minimize [mínəmàiz] *v.*
minimum [mínəməm]** *n.*
missing [mísiŋ]* *a.*
modify [mádəfài] *v.*
morale [mərǽl]* *n.*
more than adequate* *phr.*
nevertheless [nèvərðəlés] *ad.*
outdated [àutdéitid] *a.*
outstanding [àutstǽndiŋ]* *a.*
overbear [òuvərbér] *v.*
overcome [òuvərkʌ́m]* *v.*
petty [péti] *a.*
plain [plein] *a.*
poor [pur]** *a.*
poorly [púrli]* *ad.*
practice [prǽktis] *n., v.*
preamble [prí:æmbl] *n.*
precept [prí:sept] *n.*
prefer [prifɔ́:r]* *v.*
preferably [préfərəbli]* *ad.*
preference for** *phr.*
profess [prəfés] *v.*
profession [prəféʃən] *n.*
professional [prəféʃənəl]* *a.*
professionalism [prəféʃənəlìzəm] *n.*
professionally [prəféʃənəli] *ad.*
proper [prápər] *a.*
reach solutions* *phr.*
reluctant [rilʌ́ktənt] *a.*
remote [rimóut] *a.*
report [ripɔ́:rt]* *n., v.*
secondary effect** *phr.*
shortage [ʃɔ́:rtidʒ]** *n.*
slowdown [slóudàun]* *n.*
state [steit] *v., n.*
timely [táimli]** *ad.*
travel [trǽvəl]* *v., n.*

Day 17

anxious [ǽŋkʃəs] *a.*
approval [əprú:vəl]** *n.*

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approve [əprú:v]** *v.*
approved [əprú:vd] *a.*
approvingly [əprú:viŋli] *ad.*
be entitled to + right/title* *phr.*
be equipped with* *phr.*
be faced with** *phr.*
compensate someone for something** *phr.*
complex [kámpleks]** *n.*
compliance [kəmpláiəns] *n.*
compliment [kámpləmənt] *n.*
complimentary [kùmpləméntəri]* *a.*
component [kəmpóunənt] *n.* (= part)
conduct [kəndʌ́kt]** *v.*
confide [kənfáid] *v.*
confidence [kánfidəns] *n.*
confident [kánfidənt]** *a.*
confidential [kùnfidénʃəl] *a.*
develop [divéləp]** *v.*
developer [divéləpər] *n.*
developing [divéləpiŋ]** *a.*
development [divéləpmənt]** *n.*
exceed [iksí:d]** *v.*
exclude [iksklú:d]* *v.*
exclusion [iksklú:ʒən] *n.*
exclusively [iksklú:sivli]** *ad.*
exclusiveness [iksklú:sivnis] *n.*
exclusivity [èksklu:síviti] *n.*
foster [fɔ́:stər]* *v.*
fragment [frǽgmənt] *n.*
in comparison with* *phr.*
in compliance with + regulation *phr.*
instigate [ínstəgèit] *v.*
instrument [ínstrəmənt] *n.* (= apparatus)
interest [íntərist]** *n.*
interested [íntəristid]** *a.*
interesting [íntəristiŋ]** *a.*
kindly [káindli]* *ad.*
look forward to + noun/V-ing** *phr.*
motion [móuʃən]* *n.*
nicely [náisli]* *ad.*
overdrawn [òuvərdrɔ́:n] *a.*
overexpose [òuvərikspóuz] *v.*
pleasant [plézənt] *a.*
please [pli:z]** *v.*
pleased [pli:zd]* *a.*
pleasurable [pléʒərəbl] *a.*
pleasure [pléʒər]** *n.*
premium [prí:miəm]* *n.*
preside [prizáid]* *v.*
press [pres] *v.*
pressure [préʃər]** *n.*
proportion [prəpɔ́:rʃən]** *n.*
renew [rinjú:]** *v.* (= extend)
renewal [rinjú:əl]* *n.*
repeated [ripí:tid]* *a.*
repeatedly [ripí:tidli]* *ad.*
repetition [rèpətíʃən] *n.*
repetitiously [rèpətíʃəsli] *ad.*
revise [riváiz] *v.*
revision [rivíʒən]* *n.*
seldom [séldəm]** *ad.*
simple [símpl] *a.*
simplicity [simplísəti] *n.*
simplify [símpləfài] *v.*
simply [símpli]** *ad.*
size [saiz]** *n.*
slight [slait] *a.*
slightly [sláitli]* *ad.*
slightness [sláitnis] *n.*
spectator [spékteitər] *n.*
staff [stæf]* *n.*
stage [steidʒ]* *n.*
stimulate [stímjəlèit]** *v.*
stir [stə:r]** *v.*
tax on* *phr.*
undecided [ʌ̀ndisáidid] *a.*
upcoming mayoral election* *phr.*

Day 18

advocate of* *phr.*
annex [æneks] *v., n.*
aptitude [æptitjù:d] *n.*
arbitration [à:rbitréiʃən]* *n.*
arbitrator [á:rbitrèitər] *n.*
assist with** *phr.*
be full of* *phr.*
be happy with* *phr.*
be ideal for* *phr.*
compete for + objective* *phr.*
concur [kənkə́:r] *v.*
concurrence [kənkə́:rəns] *n.*
concurrent [kənkə́:rənt] *a.*
concurrently [kənkə́:rəntli]** *ad.*

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confirm [kənfə́:rm]** *v.*
confirmation [kànfərméiʃən]** *n.*
confirmed [kənfə́:rmd]* *a.*
conform [kənfɔ́:rm] *v.*
contact [kɑ́ntækt]** *n., v.*
diagnose [dáiəgnòus] *v.*
diagnosis [dàiəgnóusis]* *n.*
diagnostic [dàiəgnɑ́stik] *a.*
diagnostically [dàiəgnɑ́stikəli] *ad.*
enlightening [inláitəniŋ]* *a.*
execute [éksəkjù:t] *v.* (= perform)
exile [égzail] *n.*
expand into* *phr.*
fixed [fikst] *a.*
frequency [frí:kwənsi] *n.*
frequent [frí:kwənt] *a.*
frequently [frí:kwəntli]** *ad.*
huge [hju:dʒ] *a.*
hugely [hjú:dʒli] *ad.*
implicate [ímpləkèit]* *v.*
implication [ìmpləkéiʃən]** *n.*
incomparable [inkɑ́mpərəbl] *a.*
incompetent [inkɑ́mpitənt]* *a.*
in detail** *phr.*
in effect** *phr.*
in preparation for** *phr.*
institute [ínstitjù:t] *v., n.*
instruct [instrʌ́kt] *v.*
instruction [ìnstrʌ́kʃən] *n.*
knowledge [nɑ́lidʒ]* *n.*
monitor [mɑ́nitər]* *v.* (= check)
monotone [mɑ́nətòun] *a.*
mounting [máuntiŋ]* *a.*
overall [òuvərɔ́:l]* *a.*
overdue [òuvərdjú:]** *a.*
overlap [òuvərlǽp] *v.*
overlay [òuvərléi] *v.*
premonition [prì:məníʃən] *n.*
preparation [prèpəréiʃən] *n.*
prepare [pripér] *v.*
prevent [privént]** *v.*
preventable [privéntəbl] *a.*
prevention [privénʃən] *n.*
preventively [privéntivli] *ad.*
price [prais] *v., n.*
prosperity [prɑspérəti]** *n.*
receipt [risí:t] *n.*
receive [risí:v]** *v.*
received [risí:vd] *a.*
renovate [rénəvèit]* *v.* (= refurbish)
renovation [rènəvéiʃən]* *n.*
rent [rent] *v., n.*
reservation [rèzərvéiʃən]* *n.*
reserve [rizə́:rv]* *n., v.* (= retain, book)
reserved [rizə́:rvd]* *a.*
resolution [rèzəljú:ʃən]* *n.*
separately [sépəritli]** *ad.*
separation [sèpəréiʃən] *n.*
stamp [stæmp] *n.*
standard [stǽndərd]* *n.*
statement [stéitmənt]* *n.*
streamline [strí:mlàin]** *v.*
thereafter [ðerǽftər]** *ad.*
unbearably [ʌ̀nbérəbli]** *ad.*
work extended hours* *phr.*

Day 19

allergic reaction* *phr.*
anticipate [æntísəpèit]** *v.*
apologize [əpɑ́lədʒàiz]* *v.*
apology for** *phr.*
appeal [əpí:l]* *v., n.*
architect [ɑ́:rkitèkt]* *n.*
area [éəriə]* *n.*
arena [əri:nə] *n.*
atmosphere [ǽtməsfìər]** *n.* (= environment)
be in charge of* *phr.*
be interested in** *phr.*
be involved in** *phr.*
busy telephone lines* *phr.*
coming [kʌ́miŋ]* *a.*
comply with + regulation** *phr.*
confront [kənfrʌ́nt] *v.*
confuse [kənfjú:z] *v.*
confusion [kənfjú:ʒən]* *n.*
connection [kənékʃən] *n.*
conquest [kɑ́nkwest] *n.*
conserve [kənsə́:rv]** *v.*
differ [dífər]** *v.*
difference [dífərəns] *n.*
different [dífərənt]** *a.*
differently [dífərəntli]** *ad.*
dilute [diljú:t]* *v.*

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entire [intáiər] *a.*
entirely [intáiərli]** *ad.*
exhibit [igzíbit] *v.* (= display)
existence [igzístəns] *n.*
existing [igzístiŋ]* *a.*
expand [ikspǽnd]** *v.*
expanse [ikspǽns] *n.*
expansion [ikspǽnʃən]** *n.*
expansive [ikspǽnsiv]** *a.*
go through *phr.*
have no idea* *phr.*
hurt [hə:rt] *v.*
immediately [imí:diətli]** *ad.*
in ending *phr.*
intend [inténd] *v.* (= plan)
intensify [inténsəfài] *v.*
intensive [inténsiv] *a.*
international flight* *phr.*
interviewer [íntərvjù:ər]* *n.*
live [laiv]* *a.*
manage [mǽnidʒ]** *v.* (= handle)
manageable [mǽnidʒəbl]** *a.*
management [mǽnidʒmənt]** *n.*
manager [mǽnidʒər]** *n.* (= supervisor)
managing [mǽnidʒiŋ] *a.*
monopolize [mənápəlàiz]* *v.*
monopoly [mənápəli]* *n.*
overhead [óuvərhèd]* *a.*
overpower [òuvərpáuər] *v.*
overpriced [òuvərpráist] *a.*
polite [pəláit] *a.*
politely [pəláitli]** *ad.*
politeness [pəláitnis] *n.*
president [prézidənt]* *n.*
print [print]* *v.*
proceed [prəsí:d]** *v.*
proceeding [prəsí:diŋ]* *n.*
procrastinate [proukræstənèit]* *v.*
repair [ripéər]** *v.*
repairable [ripéərəbl] *a.*
resource [rí:sɔ̀:rs] *n.*
resourceful [risɔ́:rsful] *a.*
seriously [síriəsli]* *ad.*
speak [spi:k]** *v.*
step [step]** *n.*
stratagem [strǽtədʒəm] *n.*
strategic [strətí:dʒik]** *a.*
strategical [strətí:dʒikəl] *a.*
strategically [strətí:dʒikəli]* *ad.*
strategist [strǽtidʒist] *n.*
strategize [strǽtidʒàiz] *v.*
strategy [strǽtidʒi]** *n.*
thickly [θíkli] *ad.*

Day 20

appear [əpíər]* *v.*
appoint [əpɔ́int] *v.* (= name)
arrival [əráivəl] *n.*
aspiration [æ̀spəréiʃən] *n.*
backward [bǽkwərd] *ad.*
be irrelevant to* *phr.*
be known for* *phr.*
complimentary light breakfast* *phr.*
concentrate on** *phr.*
console [kənsóul] *v.*
consolidate [kənsálidèit]** *v.*
consolidation [kənsàlidéiʃən] *n.*
consolidator [kənsálidèitər] *n.*
designated area** *phr.*
direct [dirékt] *v., a.*
direction [dirékʃən] *n.*
directive [diréktiv] *a.*
directly [diréktli]** *ad.*
director [diréktər]* *n.*
disallow [dìsəláu] *v.*
expect [ikspékt]** *v.*
expectancy [ikspéktənsi] *n.*
expectant [ikspéktənt] *a.*
expectantly [ikspéktəntli] *ad.*
expectation [èkspektéiʃən]** *n.*
expected [ikspéktid]** *a.*
expedite [ékspidàit]** *v.*
fumes [fju:mz] *n.*
function [fʌ́ŋkʃən]* *n.*
furniture [fə́:rnitʃər]** *n.*
give a speech* *phr.*
incorrect [ìnkərékt]* *a.*
in error** *phr.*
in excess of *phr.*
in reply** *phr.*
interpret [intə́:rprit] *v.*
interpretation [intə̀:rpritéiʃən]** *n.*
interpreter [intə́:rpritər] *n.*

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invention [invénʃən] *n.*
loath [louθ] *a.*
local [lóukəl]** *a.*
locale [loukǽl] *n.*
locality [loukǽləti] *n.*
localization [lòukələzéiʃən]* *n.*
localize [lóukəlàiz] *v.*
locally [lóukəli]** *ad.*
maturity [mətʃúərəti]** *n.*
on arrival** *phr.*
on the wane* *phr.*
popular [pápjələr]** *a.*
produce [prədʒú:s]* *v.*
producer [prədʒú:sər] *n.*
producible [prədʒú:səbl] *a.*
product [prádəkt] *n.*
production [prədʌ́kʃən]** *n.*
productive [prədʌ́ktiv] *a.*
productively [prədʌ́ktivli] *ad.*
productivity [pròudəktívəti]** *n.*
prohibit A from + V-ing* *phr.*
prudent [prú:dənt] *a.*
replace [ripléis]** *v.*
replace A with B* *phr.*
reply [riplái] *v.*
responsibility [rispànsəbíləti]** *n.*
responsible [rispánsəbl]** *a.*
responsibly [rispánsəbli] *ad.*
result [rizʌ́lt]** *n., v.*
severely [sivírli]* *ad.*
somewhat [sʌ́mhwʌ̀t] *ad.*
strike [straik] *v.*
striking [stráikiŋ]* *a.*
struggle [strʌ́gl] *v.*
study [stʌ́di]* *n., v.*
subject [sʌ́bdʒikt]** *n., v.*
subjection [səbdʒékʃən] *n.*
unexpected [ʌ̀nikspéktid]* *a.*
unfair [ʌnfér] *a.*
unfairly [ʌnférli]* *ad.*
unfairness [ʌnférnis] *n.*
visual [víʒuəl]* *a.*

Day 21

annotated [ǽnoutèitid] *a.*
appreciate [əprí:ʃièit]* *v.* (= enjoy)
appreciation [əprì:ʃiéiʃən]* *n.*
approximate [əprʌ́ksəmeit] *v.*
approximately [əprʌ́ksəmitli]* *ad.* (= roughly)
approximation [əprʌ̀ksəméiʃən] *n.*
asset [ǽset]* *n.*
assimilation [əsìməléiʃən] *n.*
beforehand [bifɔ́:rhǽnd]* *ad.*
be liable + to-infinitive* *phr.*
be made of** *phr.*
be noted for* *phr.*
comparable [kámpərəbl] *a.*
compare [kəmpér]* *v.*
comparison [kəmpǽrisən]** *n.*
compatible [kəmpǽtəbl]* *a.*
construct [kənstrʌ́kt] *v.*
construction [kənstrʌ́kʃən]** *n.*
constructive [kənstrʌ́ktiv]* *a.*
constructor [kənstrʌ́ktər] *n.*
consult [kənsʌ́lt] *v.*
consultant [kənsʌ́ltənt]** *n.*
container [kəntéinər]* *n.*
contentment [kənténtmənt] *n.*
contest [kántest] *n.*
contestant [kəntéstənt] *n.*
dependent [dipéndənt] *a.*
disappoint [dìsəpɔ́int]** *v.*
disappointed [dìsəpɔ́intid]* *a.*
disappointing [dìsəpɔ́intiŋ] *a.*
disappointment [dìsəpɔ́intmənt]** *n.*
disband [disbǽnd] *v.*
discharge [distʃá:rdʒ]* *v.* (= release)
discourage A from B** *phr.*
durability [dʒùərəbíləti] *n.*
durable [dʒúərəbl]** *a.* (= sustainable)
duration [dʒuréiʃən] *n.*
equal [í:kwəl]* *a.*
equally [í:kwəli]** *ad.*
equivalent [ikwívələnt] *a.*
expend [ikspénd] *v.*
expenditure [ikspénditʃər] *n.* (= expense)
experience [ikspíriəns]** *n.*
experienced [ikspíriənst]* *a.*
for the sake of *phr.*
incidental expenses* *phr.*
in good condition* *phr.*
invalidate [invǽlidèit] *v.*
marketing on* *phr.*

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motivate [móutəvèit] *v.*
motivation [mòutəvéiʃən] *n.*
near [nir]* *prep., a.*
nearly [nírli]** *ad.*
nearness [nírnis] *n.*
observably [əbzə́:rvəbli] *ad.*
observance [əbzə́:rvəns]** *n.*
observant [əbzə́:rvənt] *a.*
observantly [əbzə́:rvəntli] *ad.*
observation [ɑ̀bzərvéiʃən]** *n.*
observatory [əbzə́:rvətɔ̀:ri] *n.*
observe [əbzə́:rv] *v.* (= follow)
oversee [òuvərsí:]* *v.* (= supervise)
proliferate [proulífərèit] *v.*
properly [prɑ́pərli]** *ad.*
reproduce [rì:prədjú:s] *v.*
repulse [ripʌ́ls] *v.*
repulsion [ripʌ́lʃən] *n.*
request [rikwést]** *v., n.*
respond to* *phr.*
retirement [ritáiərmənt]* *n.*
reunion [ri:jú:njən] *n.*
subscribe [səbskráib] *v.*
subscriber [səbskráibər]* *n.*
subscription [səbskrípʃən] *n.*
succeed [səksí:d]* *v.*
success [səksés]* *n.*
successful [səksésful]* *a.*
successfully [səksésfuli]* *ad.*
successive [səksésiv] *a.*

Day 22

arise [əráiz] *v.*
arrange [əréindʒ] *v.*
atrium [éitriəm]* *n.*
attempt [ətémpt]* *n., v.*
be honored for** *phr.*
belatedly [biléitidli] *ad.*
be opposite to* *phr.*
be put out of gear* *phr.*
be related to* *phr.*
congratulate someone on something* *phr.*
consume [kənsjú:m] *v.*
consumer [kənsjú:mər]* *n.*
consumption [kənsʌ́mpʃən]* *n.*
contend [kənténd]* *v.*

convenience [kənví:njəns]** *n.*
convenient [kənví:njənt]** *a.*
conveniently [kənví:njəntli]** *ad.*
convention [kənvénʃən] *n.*
convergence [kənvə́:rdʒəns] *n.*
disclose [disklóuz] *v.* (= reveal)
discontinue [dìskəntínju:]* *v.*
discount [dískaunt]** *v., n.*
draft [dræft] *n.*
experiment [ikspérəmənt] *n.*
expertise [èkspə:rtí:z]* *n.*
expiration [èkspəréiʃən]* *n.*
expire [ikspáiər] *v.* (= lapse)
expired [ikspáiərd]* *a.*
explain [ikspléin]* *v.*
extraneously [ikstréiniəsli] *ad.*
foreseeable [fɔ:rsí:əbl]** *a.*
impress [imprés] *v.* (= touch)
impressed [imprést] *a.*
impressive [imprésiv]** *a.*
impressively [imprésivli] *ad.*
incredible [inkrédəbl] *a.*
incredibly [inkrédəbli] *ad.*
in honor of** *phr.*
initial [iníʃəl] *a., v.*
initially [iníʃəli]* *ad.*
initiate [iníʃièit]* *v.*
issue [íʃu:] *n.*
loan [loun]** *v.*
once [wʌns]** *conj.*
owe [ou] *v.*
personal belongings** *phr.*
premier [prí:miər] *a., n.*
profusion [prəfjú:ʒən] *n.*
progress [prɑ́gres]* *n.*
progression [prəgréʃən] *n.*
progressive [prəgrésiv]* *a.*
proof [pru:f] *n.*
readily available* *phr.*
require [rikwáiər]** *v.*
required [rikwáiərd]** *a.*
requirement [rikwáiərmənt] *n.* (= prerequisite)
requisition [rèkwizíʃən] *n.*
research [risə́:rtʃ]** *v., n.*
researcher [risə́:rtʃər] *n.*
resent [rizént] *v.*
revenue [révənjù:]** *n.*

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reward [riwɔ́:rd]* *n.*
run-down [rʌ̀ndáun] *a.*
special [spéʃəl]* *a.*
specialist [spéʃəlist] *n.*
specialize [spéʃəlàiz]** *v.*
specially [spéʃəli] *ad.*
steep [sti:p]* *a.*
steeply [stí:pli] *ad.*
suffice [səfáis] *v.*
sufficiency [səfíʃənsi] *n.*
sufficient [səfíʃənt] *a.*
sufficiently [səfíʃəntli]** *ad.*
sum [sʌm] *n.*
summarize [sʌ́məràiz]* *v.*
summary [sʌ́məri] *n.*
think about* *phr.*
think of* *phr.*
timelessly [táimlisli] *ad.*

Day 23

assail [əséil] *v.*
assemble [əsémbl] *v.*
assembled [əsémbld] *a.*
assembly [əsémbli] *n.*
attire [ətáiər]* *n.*
average [ǽvəridʒ] *n., a.*
below [bilóu]* *prep.*
be responsible for** *phr.*
be responsive to* *phr.*
contract [kəntrǽkt], [kɑ́ntrækt] *v., n.*
contraction [kəntrǽkʃən] *n.*
control [kəntróul]* *v.*
convene [kənví:n] *v.*
copy [kɑ́pi]** *n.*
corporation [kɔ̀:rpəréiʃən]* *n.*
corrosion [kəróuʒən]** *n.*
cost [kɔ:st] *n., v.*
discover [diskʌ́vər] *v.*
discriminate [diskrímənèit] *v.*
discuss [diskʌ́s]** *v.*
discussion on** *phr.*
disengage [dìsengéidʒ] *v.*
drape something with something** *phr.*
duty [djú:ti] *n.*
elevate [éləvèit] *v.*
elevation [èləvéiʃən] *n.*

expose [ikspóuz] *v.* (= uncover)
exposure [ikspóuʒər]** *n.*
extremely [ikstrí:mli]** *ad.*
former [fɔ́:rmər] *a.*
head for* *phr.*
independent [ìndipéndənt]* *a.*
in light of *phr.*
in observance of* *phr.*
invite [inváit]** *v.*
involve [inválv]* *v.*
involved [inválvd]** *a.*
involvement [inválvmənt] *n.*
move [mu:v]* *v., n.*
notable [nóutəbl]** *a.* (= important)
obligation to** *phr.*
outside [àutsáid] *prep.*
paid [peid]** *a.*
proposal [prəpóuzəl]** *n.*
propose [prəpóuz]* *v.* (= suggest)
proposition [prɑ̀pəzíʃən] *n.*
prospect [prɑ́spekt]** *n.*
prospective [prəspéktiv]* *a.*
prosper [prɑ́spər] *v.*
prosperity [prɑspérəti]** *n.*
prosperous [prɑ́spərəs] *a.*
prosperously [prɑ́spərəsli] *ad.*
protect [prətékt] *v.*
protection [prətékʃən] *n.*
protective [prətéktiv]** *a.*
resist [rizíst] *v.*
respect [rispékt] *v.*
respectable [rispéktəbl] *a.*
respectful [rispéktful] *a.*
respectfully [rispéktfuli]* *ad.*
right [rait]** *a., n.*
rightful [ráitful]* *a.*
rightfully [ráitfuli] *ad.*
rightly [ráitli] *ad.*
risk [risk] *n.*
rival [ráivəl]* *n.*
serve [sə:rv]** *v.* (= work)
service [sə́:rvis]** *n.*
serviceable [sə́:rvisəbl] *a.*
suggest [səgdʒést] *v.* (= recommend, imply)
suggestion [səgdʒéstʃən]* *n.*
supervision [sjù:pərvíʒən]** *n.*
supplement [sʌ́pləment], [sʌ́pləmənt]* *v., n.*

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supply [səplái]* *v.*, *n.*
time constraints* *phr.*
triple [trípl] *a.*
unknown [ʌnnóun] *a.*
unlimited [ʌnlímitid]** *a.* (= unrestricted)
upon request** *phr.*

Day 24

admission [ədmíʃən] *n.*
admit [ədmít]* *v.*
ambivalence [æmbívələns] *n.*
apprehensive [æprihénsiv]* *a.*
assert [əsə́:rt]* *v.*
assign [əsáin] *v.* (= allocate)
assignment [əsáinmənt] *n.*
assist [əsíst] *v.*
be restored to** *phr.*
be subject to* *phr.*
blandly [blǽndli] *ad.*
bowl [boul] *n.*
card [kɑ:rd]** *n.*
complacent [kəmpléisənt] *a.*
confidence in* *phr.*
conversion [kənvə́:rʒən] *n.*
convert [kənvə́:rt] *v.*
convey [kənvéi] *v.*
cooperate [kouápərèit] *v.*
cooperation [kouàpəréiʃən] *n.*
cooperative [kouápərətiv]** *a.*
cooperatively [kouápərətivli]** *ad.*
customer [kʌ́stəmər] *n.*
customization [kʌ̀stəmaizéiʃən] *n.*
customize [kʌ́stəmàiz]** *v.*
densely [dénsli]* *ad.*
deposit [dipázit]** *n.*, *v.*
determined [ditə́:rmind] *a.*
dislocate [dísloukèit] *v.*
dismiss [dismís]* *v.*
dispatch [dispǽtʃ]* *v.*
displace [displéis] *v.*
enlarge [inlá:rdʒ] *v.*
exact [igzǽkt] *a.*
exacting [igzǽktiŋ] *a.*
exactly [igzǽktli]** *ad.*
exactness [igzǽktnis] *n.*
extra [ékstrə] *a.*

faculty [fǽkəlti] *n.*
fairly [férli]* *ad.*
frenetic [frənétik] *a.*
indifference [indífərəns] *n.*
in one's absence* *phr.*
in particular* *phr.*
leave [li:v]* *v.*, *n.*
move away* *phr.*
obstacle [ábstəkl] *n.*
officially [əfíʃəli]* *ad.*
out of print* *phr.*
overburden [òuvərbə́:rdn] *v.*
own [oun]* *v.*
owner [óunər]* *n.*
ownership [óunərʃip]* *n.*
participant [pɑ:rtísəpənt]* *n.*
participate [pɑ:rtísəpèit] *v.*
participation [pɑ:rtìsəpéiʃən]** *n.*
premeditate [pri:méditèit] *v.*
presumably [prizjú:məbli]** *ad.*
presumptive [prizʌ́mptiv] *a.*
procedural [prəsí:dʒərəl] *a.*
procedure [prəsí:dʒər]** *n.*
protest [prətést] *v.*
prove [pru:v] *v.*
resonate [rézənèit] *v.*
respond [rispánd]** *v.*
respondent [rispándənt] *n.*
response [rispáns] *n.*
run the risk of** *phr.*
simultaneously [sàiməltéiniəsli]* *ad.*
stress [stres] *n.*, *v.* (= emphasize)
structure [strʌ́ktʃər]** *n.*
tension [ténʃən] *n.*
term [tə:rm] *n.*
try [trai] *v.*
uniquely [juní:kli] *ad.*
upcoming school year* *phr.*
upstart [ʌ́pstà:rt] *n.*

Day 25

assume [əsjú:m]* *v.* (= presume, take on)
attach [ətǽtʃ]** *v.*
attached [ətǽtʃt]** *a.*
behavior [bihéivjər] *n.*
be superior to* *phr.*

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be uncertain about* *phr.*
brief [bri:f]* *a.*, *v.*
brief someone on something* *phr.*
briefly [brí:fli] *ad.*
coordinate [kouɔ́:rdənèit]* *v.*
coordination [kouɔ̀:rdənéiʃən]* *n.*
correlate [kɔ́:rəlèit] *v.*
counsel [káunsəl] *n.*, *v.* (= advise)
detail [ditéil] *n.*
detailed [ditéild]** *a.*
dispute over* *phr.*
disrupt [dìsrʌ́pt]* *v.*
dissatisfy [dissǽtisfài]* *v.*
distribute [distríbju:t]** *v.*
distributed [distríbju:tid]** *a.*
distribution [dìstribjú:ʃən] *n.*
distributor [distríbjutər]** *n.*
exportation [èkspɔ:rtéiʃən] *n.*
express [iksprés]** *v.*
expression [ikspréʃən] *n.*
expressive [iksprésiv] *a.*
fondness [fɑ́ndnis] *n.*
for your convenience** *phr.*
glance [glæns] *n.*
growth rate *phr.*
hospitality [hɑ̀spitǽləti]** *n.*
incentive [insɛ́ntiv] *n.*
indefinitely [indéfənitli] *ad.*
individual [ìndəvídʒuəl] *a.*, *n.*
individualism [ìndəvídʒuəlìzəm] *n.*
individualist [ìndəvídʒuəlist] *n.*
individuality [ìndəvìdʒuǽləti] *n.*
individually [ìndəvídʒuəli]** *ad.*
in place of *phr.*
in spite of* *phr.*
internment [intə́:rnmənt] *n.*
limitation [lìmətéiʃən] *n.*
maximum [mǽksəməm]* *n.*
multiply [mʌ́ltəplài] *v.*
mutually [mjú:tʃuəli]** *ad.*
presumptuous [prizʌ́mptʃuəs] *a.*
prevalent [prévələnt]** *a.*
previous [prí:viəs]* *a.*
previously [prí:viəsli]** *ad.*
provide [prəváid]** *v.*
provided [prəváidid]** *conj.*
providing [prəváidiŋ]** *conj.*
provision [prəvíʒən]** *n.* (= arrangements)
publish [pʌ́bliʃ]** *v.*
responsive [rispɑ́nsiv]** *a.*
responsiveness [rispɑ́nsivnis] *n.*
restore [ristɔ́:r]** *v.*
restrained [ristréind] *a.*
restructure [rì:strʌ́ktʃər]** *v.*
return A to B** *phr.*
signifier [sígnəfàiər] *n.*
signify [sígnəfài] *v.*
sincerely [sinsírli] *ad.*
sticky [stíki] *a.*
submit A to B** *phr.* (= send in)
substantial [səbstǽnʃəl]** *a.*
substantiality [səbstǽnʃiǽləti] *n.*
substantially [səbstǽnʃəli]** *ad.*
substantiate [səbstǽnʃièit] *v.*
support [səpɔ́:rt] *v.*, *n.*
tour [tuər] *n.*, *v.*
turn [tə:rn]* *v.*, *n.*
turn in** *phr.*
unoccupied [ʌ̀nɑ́kjəpàid]** *a.* (= vacant)
unrecoverable [ʌnrikʌ́vərəbl] *a.*
unusually [ʌnjú:ʒuəli]* *ad.*
unwillingness [ʌnwíliŋnis]* *n.*
venture [véntʃər]** *n.*
venturesome [véntʃərsəm] *a.*

Day 26

advertisement [ǽdvərtáizmənt]* *n.*
attend [əténd] *v.*
attendee [ətendí:]* *n.*
because of* *phr.*
benefit from** *phr.*
brightly [bráitli] *ad.*
circumstance [sə́:rkəmstǽns] *n.*
collection [kəlékʃən]** *n.*
collective [kəléktiv] *a.*
collector [kəléktər] *n.*
condensed [kəndénst]* *a.*
consist of** *phr.*
correspond [kɔ̀:rispɑ́nd] *v.*
correspondence [kɔ̀:rispɑ́ndəns]** *n.*
corresponding [kɔ̀:rispɑ́ndiŋ] *a.*
correspondingly [kɔ̀:rispɑ́ndiŋli]* *ad.*
create [kriéit]** *v.*

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creation [kriéiʃən] *n.*
creative [kriéitiv]** *a.*
creatively [kriéitivli] *ad.*
creativeness [kriéitivnis] *n.*
creativity [krì:eitívəti] *n.*
dealing [dí:liŋ]* *n.*
decadence [dékədəns] *n.*
disturb [distə́:rb] *v.*
disturbance [distə́:rbəns] *n.*
disturbing [distə́:rbiŋ]** *a.*
divest [daivést] *v.*
excellent [éksələnt]* *a.* (preeminent)
excessive [iksésiv] *a.*
experiment with ** *phr.*
extend [iksténd] *v.* (= lengthen)
extended [iksténdid]* *a.*
extension [iksténʃən]** *n.*
extensive [iksténsiv]** *a.*
extensively [iksténsivli]* *ad.*
feasibility [fì:zəbíliti]** *n.* (= possibility, viability)
fine [fain]* *n., a.*
finely [fáinli] *ad.*
firm [fə:rm] *n., a.*
firmly [fə́:rmli]* *ad.*
fresh [freʃ]* *a.*
freshen [fréʃən] *v.*
freshly [fréʃli] *ad.*
freshness [fréʃnis]* *n.*
full [ful]* *a.*
fully [fúli]** *ad.*
increasing market pressure* *phr.*
increment [ínkrəmənt] *n.*
inspiration [ìnspəréiʃən]** *n.*
install [instɔ́:l]** *v.*
installation [ìnstəléiʃən] *n.*
insubordinate [ìnsəbɔ́:rdənit] *a.*
in summary *phr.*
intention [inténʃən]* *n.*
in the past *phr.*
manufacturer [mæ̀njəfǽktʃərər]* *n.*
maximum security* *phr.*
origin [ɔ́:ridʒin] *n.*
original [ərídʒənəl] *a.*
originality [ərìdʒənǽləti] *n.*
originally [ərídʒənəli]** *ad.*
originate [ərídʒənèit] *v.*
possible [pásəbl]* *a.*

purchase [pə́:rtʃəs]** *v., n.*
purchased [pə́:rtʃəst]** *a.*
question [kwéstʃən]** *n., v.*
refund [rí:fʌnd]* *v., n.*
return [ritə́:rn]** *v.*
returned [ritə́:rnd]** *a.*
reveal [riví:l]** *v.*
revelation [rèvəléiʃən] *n.*
review [rivjú:]** *v.*
site [sait] *n.*
stare [ster] *v.*
struck [strʌk] *a.*
suppress [səprés] *v.*
to better serve customers** *phr.*

Day 27

arguable [ɑ́:rgjuəbl] *a.*
argument [ɑ́:rgjumənt]* *n.*
argumentative [ɑ̀:rgjuméntətiv]** *a.*
automate [ɔ́:təmèit]** *v.*
automatically [ɔ̀:təmǽtikəli]** *ad.*
avert [əvə́:rt] *v.*
avoid [əvɔ́id]* *v.*
award [əwɔ́:rd]* *v., n.*
be familiar with** *phr.*
be restricted to *phr.*
beyond one's control* *phr.*
cancel [kǽnsəl] *v.*
cancellation [kæ̀nsəléiʃən]** *n.*
commencement [kəménsmənt] *n.*
condition [kəndíʃən]** *n.*
conditional [kəndíʃənəl] *a.*
count [kaunt]* *v.*
countdown [káuntdàun] *n.*
curb [kə:rb]* *v.* (= restrain)
difficulty [dífəkəlti]** *n.*
dissentingly [diséntiŋli] *ad.*
divide [diváid] *v.*
divided [diváidid]* *a.*
dividend [dívidènd]* *n.* (= allotment)
division [diví̀ʒən]** *n.*
double [dʌ́bl]** *v., a.*
drop [drɑp]* *v., n.*
empathic [empǽθik]** *a.*
environmental [invàiərənméntəl]* *a.*
environmentalism [invàiərənméntəlizəm] *n.*

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environmentalist [invàiərənméntəlist] *n.*
environmentally [invàiərənméntəli] *ad.*
exertion [igzə́:rʃən] *n.*
feedback [fí:dbæ̀k]* *n.*
further [fə́:rðər]* *a.*
furthermore [fə́:rðərmɔ̀:r] *ad.*
inherently [inhíərəntli]** *ad.*
intact [intǽkt] *a.*
in theory *phr.*
in writing** *phr.*
majority [mədʒɔ́:rəti]** *n.*
member [mémbər]* *n.*
otherwise [ʌ́ðərwàiz]** *ad.*
out of the office* *phr.*
personal check* *phr.*
position [pəzíʃən] *n.*
precipitation [prisìpitéiʃən]* *n.*
provide someone with something* *phr.*
pursue [pərsjú:] *v.*
pursuit [pərsjú:t] *n.*
quite [kwait] *ad.*
rather [rǽðər] *ad.*
relic [rélik] *n.*
respect for* *phr.*
revolve [rivɑ́lv] *v.*
rise [raiz]** *v.* (= increase)
significance [signífikəns] *n.*
significant [signífikənt]* *a.*
significantly [signífikəntli]** *ad.*
slowly [slóuli]* *ad.*
subjective [səbdʒéktiv]* *a.*
subjectively [səbdʒéktivli] *ad.*
succeed in + V-ing* *phr.*
surround [səráund] *v.*
surrounding [səráundiŋ]* *a., n. (pl.)*
suspend [səspénd]* *v.* (= postpone)
swap [swɑp] *v.*
taste [teist]* *v., n.*
type [taip]* *n.*
vaguely [véigli] *ad.*
variation [vèriéiʃən] *n.*
varied [vérid]* *a.*
variety [vəráiəti]** *n.*
variously [vériəsli] *ad.*
vary [véri]** *v.*
win one's award *phr.*

Day 28

amalgamate [əmǽlgəmèit] *v.*
amaze [əméiz]* *v.*
amazed [əméizd] *a.*
amazement [əméizmənt]** *n.*
amazing [əméiziŋ] *a.*
apportionment [əpɔ́:rʃənmənt] *n.*
ascertain [æ̀sərtéin] *v.*
bear [ber]* *v.* (= endure)
bill [bil]* *v., n.*
bring something to a halt* *phr.*
by hand* *phr.*
by telephone* *phr.*
capitalize [kǽpitəlàiz] *v.*
capture [kǽptʃər]* *v.*
contend with* *phr.*
courteous [kə́:rtiəs]* *a.*
courteously [kə́:rtiəsli] *ad.*
courteousness [kə́:rtiəsnis] *n.*
courtesy [kə́:rtisi] *n.*
customarily [kʌ̀stəmérəli] *ad.*
customary [kʌ́stəmèri] *a.*
customs [kʌ́stəmz] *n.*
demonstrate [démənstrèit]* *v.* (= prove)
detect [ditékt] *v.*
distantly [dístəntli] *ad.*
distinct [distíŋkt] *a.*
distinction [distíŋkʃən] *n.*
distinctive [distíŋktiv] *a.*
distinctively [distíŋktivli]* *ad.*
donate [dóuneit]** *v.*
donation [dounéiʃən]** *n.*
due to* *phr.*
expense [ikspéns]** *n.*
expensive [ikspénsiv]** *a.*
expensively [ikspénsivli] *ad.*
expensiveness [ikspénsivnis] *n.*
extinction [ikstíŋkʃən]** *n.*
flex [fleks] *v.*
flexibility [flèksəbíləti]** *n.*
flexible [fléksəbl] *a.*
in danger of extinction *phr.*
industry [índəstri]* *n.*
influence [influəns]** *n., v.*
insert A into B *phr.*
invest [invést] *v.*
investment [invéstmənt]* *n.*

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investor [invéstər]** *n.*
investigation [invèstəgéiʃən]** *n.*
lead [li:d] *v.*
outweigh [àutwéi]** *v.*
overly [óuvərli] *ad.*
override [òuvərráid] *v.*
primal [práiməl] *a.*
primarily [praimérəli]** *ad.*
primary [práimeri] *a.*
prime [praim] *a.*
principal [prínsəpəl]* *a.*
proximity [prɑksíməti] *n.*
readily [rédəli]* *ad.*
ready [rédi] *a.*
removal [rimú:vəl] *n.*
remove [rimú:v] *v.* (= eliminate)
repeal [ripí:l] *v.*
restricted [ristríktid]* *a.*
revolutionary [rèvəlú:ʃənèri]* *a.*
rich [ritʃ]* *a.*
share [ʃer] *v., n. (pl.)* (= stock)
signs of wear** *phr.*
softly [sɔ́:ftli] *ad.*
staff productivity** *phr.*
throughout the day** *phr.*
two forms of identification** *phr.*
unsafe [ʌnséif] *a.*
unstable [ʌnstéibl] *a.*
ventilation [vèntəléiʃən] *n.*
virtually [vɔ́:rtʃuəli]** *ad.*
whereabouts [*h*wérəbàuts] *n.*

Day 29

appraisal [əpréizəl]* *n.*
associated [əsóuʃièitid]* *a.*
assorted [əsɔ́:rtid] *a.*
assurance [əʃúərəns] *n.*
assure [əʃúər] *v.*
by means of** *phr.*
by no means *phr.*
catch [kætʃ]* *v.*
consecutive [kənsékjətiv]* *a.*
consensus [kənsénsəs]* *n.*
consent [kənsént]* *n.*
consent to** *phr.*
consistent [kənsístənt]* *a.*
consistently [kənsístəntli]** *ad.*
contract out something to someone* *phr.*
device [diváis] *n.* (= gadget)
devise [diváiz]* *v.*
do business with* *phr.*
effect [ifékt]** *n., v.*
effective [iféktiv]** *a.*
effectively [iféktivli] *ad.*
effectiveness [iféktivnis] *n.*
excitable [iksáitəbl] *a.*
excite [iksáit] *v.*
excited [iksáitid]** *a.*
excitedly [iksáitidli] *ad.*
excitement [iksáitmənt] *n.*
exciting [iksáitiŋ]** *a.*
face [feis]* *v.* (= confront)
guarantee of* *phr.*
induce [indʒú:s] *v.*
inflate [infléit] *v.*
inflated [infléitid] *a.*
inflation [infléiʃən]** *n.*
injured [índʒərd] *a.*
insincerely [ìnsinsírli] *ad.*
instead of** *phr.*
integrate [íntəgrèit]* *v.*
interfere [ìntərfíər]* *v.*
lengthen [léŋkθən]** *v.*
open [óupən] *v., a.*
opening [óupəniŋ]** *n.*
overload [òuvərlóud] *v.*
owing to** *prep.*
persuadable [pərswéidəbl] *a.*
persuade [pərswéid] *v.*
persuasion [pərswéiʒən] *n.*
persuasive [pərswéisiv]** *a.*
persuasively [pərswéisivli]* *ad.*
preserve [prizə́:rv]* *v.*
prize [praiz]** *n.*
probability [prɑ̀bəbíləti] *n.*
prominent [prɑ́mənənt]** *a.* (= well-known)
purpose [pə́:rpəs]** *n.*
reduce [ridʒú:s]** *v.*
reduction [ridʌ́kʃən]** *n.*
reductive [ridʌ́ktiv] *a.*
register [rédʒistər]** *v.*
renegotiate [rì:nigóuʃièit]* *v.*
run short** *phr.*

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space [speis] *n.*, *v.*
spacious [spéiʃəs] *a.* (= roomy)
spread [spred] *v.*
stability [stəbíləti]** *n.*
stable [stéibl] *a.*
stay [stei]* *v.*, *n.*
touch down** *phr.*
treat [tri:t] *v.* (= deal with)
undergo [ʌ̀ndərgóu]* *v.*
voluntarily [vàləntérəli]** *ad.*
voluntary [váləǹtèri] *a.*
volunteer [vàləntír]* *n.*, *v.*
warranty [wɔ́:rənti]* *n.*
wash [wɑʃ]* *v.*
whereas [*h*werǽz] *conj.*

Day 30

affect [əfékt]** *v.* (= influence)
affection [əfékʃən] *n.*
attract [ətrǽkt]** *v.*
attraction [ətrǽkʃən] *n.*
authorization [ɔ̀:θərizéiʃən] *n.*
authorize [ɔ́:θəràiz]** *v.*
authorized [ɔ́:θəràizd]** *a.*
authorship [ɔ́:θərʃip] *n.*
available [əvéiləbl]** *a.*
by way of *phr.*
challenge [tʃǽlindʒ] *v.*, *n.*
challenging [tʃǽlindʒiŋ] *a.*
configuration [kənfìgjəréiʃən] *n.*
contingent [kəntíndʒənt]* *a.*
contribute [kəntríbju:t] *v.*
contribution [kὰntribjú:ʃən] *n.*
contributor [kəntríbjutər]** *n.*
cover [kʌ́vər] *v.* (= include)
coverage [kʌ́vəridʒ]** *n.*
cultivate [kʌ́ltəvèit] *v.*
cultivation [kʌ̀ltəvéiʃən] *n.*
cut back *phr.*
diverse [divə́:rs]** *a.*
diversification [divə̀:rsəfəkéiʃən] *n.*
diversified [divə́:rsəfàid]* *a.*
diversify [divə́:rsəfài]** *v.*
diversity [divə́:rsəti] *n.*
edit [édit] *v.*
edition [idíʃən]** *n.*
editor [éditər] *n.*
encounter [inkáuntər]* *v.*
engage [ingéidʒ]* *v.*
engineer [èndʒəníər]* *n.*
escort someone to somewhere** *phr.*
estimate [éstəmèit]* *n.*, *v.*
estimated [éstəmèitid] *a.*
estimation [èstəméiʃən] *n.*
exercise [éksərsàiz]** *n.*
facilitate [fəsílitèit]* *v.*
facilitation [fəsìlitéiʃən] *n.*
facilitator [fəsílitèitər] *n.*
facility [fəsíləti]** *n.*
fleetly [flí:tli] *ad.*
from now *phr.*
grasp [græsp] *v.*
hold [hould]** *v.*
implant [implǽnt] *v.*
inform [infɔ́:rm] *v.* (= notify)
informative [infɔ́:rmətiv]** *a.*
informatively [infɔ́:rmətivli] *ad.*
informed [infɔ́:rmd]** *a.*
informed decision* *phr.*
innovative [ínəvèitiv]** *a.*
inordinate [inɔ́:rdənit] *a.*
instantly [ínstəntli]* *ad.*
interfere with** *phr.*
offend [əfénd] *v.*
particularly [pərtíkjələrli]* *ad.*
possess [pəzés] *v.*
problem with* *phr.*
profile [próufail] *n.*, *v.*
profit [práfit]* *n.*
profitable [práfitəbl]** *a.*
profiteer [pràfitír] *n.*
project [prádʒekt]* *n.*
put in for** *phr.*
refer [rifə́:r] *v.* (= consult)
reference [réfərəns]* *n.*
rich source of information* *phr.*
schedule [skédʒu:l]* *v.*, *n.*
segment [ségmənt]** *n.*
segmentation [sègməntéiʃən] *n.*
suppose [səpóuz]** *v.* (= assume)
turn down* *phr.*
widely [wáidli]** *ad.*
widen [wáidən] *v.*

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Answer Sheet

Reading Test

READING (Part V~VII)									
NO.	ANSWER A B C D	NO.	ANSWER A B C D	NO.	ANSWER A B C D	NO.	ANSWER A B C D	NO.	ANSWER A B C D
101	Ⓐ Ⓑ Ⓒ Ⓓ	121	Ⓐ Ⓑ Ⓒ Ⓓ	141	Ⓐ Ⓑ Ⓒ Ⓓ	161	Ⓐ Ⓑ Ⓒ Ⓓ	181	Ⓐ Ⓑ Ⓒ Ⓓ
102	Ⓐ Ⓑ Ⓒ Ⓓ	122	Ⓐ Ⓑ Ⓒ Ⓓ	142	Ⓐ Ⓑ Ⓒ Ⓓ	162	Ⓐ Ⓑ Ⓒ Ⓓ	182	Ⓐ Ⓑ Ⓒ Ⓓ
103	Ⓐ Ⓑ Ⓒ Ⓓ	123	Ⓐ Ⓑ Ⓒ Ⓓ	143	Ⓐ Ⓑ Ⓒ Ⓓ	163	Ⓐ Ⓑ Ⓒ Ⓓ	183	Ⓐ Ⓑ Ⓒ Ⓓ
104	Ⓐ Ⓑ Ⓒ Ⓓ	124	Ⓐ Ⓑ Ⓒ Ⓓ	144	Ⓐ Ⓑ Ⓒ Ⓓ	164	Ⓐ Ⓑ Ⓒ Ⓓ	184	Ⓐ Ⓑ Ⓒ Ⓓ
105	Ⓐ Ⓑ Ⓒ Ⓓ	125	Ⓐ Ⓑ Ⓒ Ⓓ	145	Ⓐ Ⓑ Ⓒ Ⓓ	165	Ⓐ Ⓑ Ⓒ Ⓓ	185	Ⓐ Ⓑ Ⓒ Ⓓ
106	Ⓐ Ⓑ Ⓒ Ⓓ	126	Ⓐ Ⓑ Ⓒ Ⓓ	146	Ⓐ Ⓑ Ⓒ Ⓓ	166	Ⓐ Ⓑ Ⓒ Ⓓ	186	Ⓐ Ⓑ Ⓒ Ⓓ
107	Ⓐ Ⓑ Ⓒ Ⓓ	127	Ⓐ Ⓑ Ⓒ Ⓓ	147	Ⓐ Ⓑ Ⓒ Ⓓ	167	Ⓐ Ⓑ Ⓒ Ⓓ	187	Ⓐ Ⓑ Ⓒ Ⓓ
108	Ⓐ Ⓑ Ⓒ Ⓓ	128	Ⓐ Ⓑ Ⓒ Ⓓ	148	Ⓐ Ⓑ Ⓒ Ⓓ	168	Ⓐ Ⓑ Ⓒ Ⓓ	188	Ⓐ Ⓑ Ⓒ Ⓓ
109	Ⓐ Ⓑ Ⓒ Ⓓ	129	Ⓐ Ⓑ Ⓒ Ⓓ	149	Ⓐ Ⓑ Ⓒ Ⓓ	169	Ⓐ Ⓑ Ⓒ Ⓓ	189	Ⓐ Ⓑ Ⓒ Ⓓ
110	Ⓐ Ⓑ Ⓒ Ⓓ	130	Ⓐ Ⓑ Ⓒ Ⓓ	150	Ⓐ Ⓑ Ⓒ Ⓓ	170	Ⓐ Ⓑ Ⓒ Ⓓ	190	Ⓐ Ⓑ Ⓒ Ⓓ
111	Ⓐ Ⓑ Ⓒ Ⓓ	131	Ⓐ Ⓑ Ⓒ Ⓓ	151	Ⓐ Ⓑ Ⓒ Ⓓ	171	Ⓐ Ⓑ Ⓒ Ⓓ	191	Ⓐ Ⓑ Ⓒ Ⓓ
112	Ⓐ Ⓑ Ⓒ Ⓓ	132	Ⓐ Ⓑ Ⓒ Ⓓ	152	Ⓐ Ⓑ Ⓒ Ⓓ	172	Ⓐ Ⓑ Ⓒ Ⓓ	192	Ⓐ Ⓑ Ⓒ Ⓓ
113	Ⓐ Ⓑ Ⓒ Ⓓ	133	Ⓐ Ⓑ Ⓒ Ⓓ	153	Ⓐ Ⓑ Ⓒ Ⓓ	173	Ⓐ Ⓑ Ⓒ Ⓓ	193	Ⓐ Ⓑ Ⓒ Ⓓ
114	Ⓐ Ⓑ Ⓒ Ⓓ	134	Ⓐ Ⓑ Ⓒ Ⓓ	154	Ⓐ Ⓑ Ⓒ Ⓓ	174	Ⓐ Ⓑ Ⓒ Ⓓ	194	Ⓐ Ⓑ Ⓒ Ⓓ
115	Ⓐ Ⓑ Ⓒ Ⓓ	135	Ⓐ Ⓑ Ⓒ Ⓓ	155	Ⓐ Ⓑ Ⓒ Ⓓ	175	Ⓐ Ⓑ Ⓒ Ⓓ	195	Ⓐ Ⓑ Ⓒ Ⓓ
116	Ⓐ Ⓑ Ⓒ Ⓓ	136	Ⓐ Ⓑ Ⓒ Ⓓ	156	Ⓐ Ⓑ Ⓒ Ⓓ	176	Ⓐ Ⓑ Ⓒ Ⓓ	196	Ⓐ Ⓑ Ⓒ Ⓓ
117	Ⓐ Ⓑ Ⓒ Ⓓ	137	Ⓐ Ⓑ Ⓒ Ⓓ	157	Ⓐ Ⓑ Ⓒ Ⓓ	177	Ⓐ Ⓑ Ⓒ Ⓓ	197	Ⓐ Ⓑ Ⓒ Ⓓ
118	Ⓐ Ⓑ Ⓒ Ⓓ	138	Ⓐ Ⓑ Ⓒ Ⓓ	158	Ⓐ Ⓑ Ⓒ Ⓓ	178	Ⓐ Ⓑ Ⓒ Ⓓ	198	Ⓐ Ⓑ Ⓒ Ⓓ
119	Ⓐ Ⓑ Ⓒ Ⓓ	139	Ⓐ Ⓑ Ⓒ Ⓓ	159	Ⓐ Ⓑ Ⓒ Ⓓ	179	Ⓐ Ⓑ Ⓒ Ⓓ	199	Ⓐ Ⓑ Ⓒ Ⓓ
120	Ⓐ Ⓑ Ⓒ Ⓓ	140	Ⓐ Ⓑ Ⓒ Ⓓ	160	Ⓐ Ⓑ Ⓒ Ⓓ	180	Ⓐ Ⓑ Ⓒ Ⓓ	200	Ⓐ Ⓑ Ⓒ Ⓓ

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Answer Sheet

Reading Test

READING (Part V~VII)									
NO.	ANSWER A B C D	NO.	ANSWER A B C D	NO.	ANSWER A B C D	NO.	ANSWER A B C D	NO.	ANSWER A B C D
101	Ⓐ Ⓑ Ⓒ Ⓓ	121	Ⓐ Ⓑ Ⓒ Ⓓ	141	Ⓐ Ⓑ Ⓒ Ⓓ	161	Ⓐ Ⓑ Ⓒ Ⓓ	181	Ⓐ Ⓑ Ⓒ Ⓓ
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110	Ⓐ Ⓑ Ⓒ Ⓓ	130	Ⓐ Ⓑ Ⓒ Ⓓ	150	Ⓐ Ⓑ Ⓒ Ⓓ	170	Ⓐ Ⓑ Ⓒ Ⓓ	190	Ⓐ Ⓑ Ⓒ Ⓓ
111	Ⓐ Ⓑ Ⓒ Ⓓ	131	Ⓐ Ⓑ Ⓒ Ⓓ	151	Ⓐ Ⓑ Ⓒ Ⓓ	171	Ⓐ Ⓑ Ⓒ Ⓓ	191	Ⓐ Ⓑ Ⓒ Ⓓ
112	Ⓐ Ⓑ Ⓒ Ⓓ	132	Ⓐ Ⓑ Ⓒ Ⓓ	152	Ⓐ Ⓑ Ⓒ Ⓓ	172	Ⓐ Ⓑ Ⓒ Ⓓ	192	Ⓐ Ⓑ Ⓒ Ⓓ
113	Ⓐ Ⓑ Ⓒ Ⓓ	133	Ⓐ Ⓑ Ⓒ Ⓓ	153	Ⓐ Ⓑ Ⓒ Ⓓ	173	Ⓐ Ⓑ Ⓒ Ⓓ	193	Ⓐ Ⓑ Ⓒ Ⓓ
114	Ⓐ Ⓑ Ⓒ Ⓓ	134	Ⓐ Ⓑ Ⓒ Ⓓ	154	Ⓐ Ⓑ Ⓒ Ⓓ	174	Ⓐ Ⓑ Ⓒ Ⓓ	194	Ⓐ Ⓑ Ⓒ Ⓓ
115	Ⓐ Ⓑ Ⓒ Ⓓ	135	Ⓐ Ⓑ Ⓒ Ⓓ	155	Ⓐ Ⓑ Ⓒ Ⓓ	175	Ⓐ Ⓑ Ⓒ Ⓓ	195	Ⓐ Ⓑ Ⓒ Ⓓ
116	Ⓐ Ⓑ Ⓒ Ⓓ	136	Ⓐ Ⓑ Ⓒ Ⓓ	156	Ⓐ Ⓑ Ⓒ Ⓓ	176	Ⓐ Ⓑ Ⓒ Ⓓ	196	Ⓐ Ⓑ Ⓒ Ⓓ
117	Ⓐ Ⓑ Ⓒ Ⓓ	137	Ⓐ Ⓑ Ⓒ Ⓓ	157	Ⓐ Ⓑ Ⓒ Ⓓ	177	Ⓐ Ⓑ Ⓒ Ⓓ	197	Ⓐ Ⓑ Ⓒ Ⓓ
118	Ⓐ Ⓑ Ⓒ Ⓓ	138	Ⓐ Ⓑ Ⓒ Ⓓ	158	Ⓐ Ⓑ Ⓒ Ⓓ	178	Ⓐ Ⓑ Ⓒ Ⓓ	198	Ⓐ Ⓑ Ⓒ Ⓓ
119	Ⓐ Ⓑ Ⓒ Ⓓ	139	Ⓐ Ⓑ Ⓒ Ⓓ	159	Ⓐ Ⓑ Ⓒ Ⓓ	179	Ⓐ Ⓑ Ⓒ Ⓓ	199	Ⓐ Ⓑ Ⓒ Ⓓ
120	Ⓐ Ⓑ Ⓒ Ⓓ	140	Ⓐ Ⓑ Ⓒ Ⓓ	160	Ⓐ Ⓑ Ⓒ Ⓓ	180	Ⓐ Ⓑ Ⓒ Ⓓ	200	Ⓐ Ⓑ Ⓒ Ⓓ

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Answers

Hackers TOEIC Reading

Diagnostic Test

Part 5 p. 22

01 (B)	02 (D)	03 (B)	04 (A)	05 (D)
06 (C)	07 (A)	08 (B)	09 (D)	10 (B)
11 (A)	12 (B)	13 (A)	14 (C)	15 (B)
16 (C)	17 (D)	18 (B)	19 (A)	20 (C)

Part 6 p. 24

21 (B)	22 (C)	23 (D)	24 (D)	25 (B)
26 (B)				

Part 7 p. 26

27 (B)	28 (D)	29 (B)	30 (A)	31 (C)
32 (B)	33 (A)	34 (B)	35 (C)	36 (D)
37 (B)	38 (C)	39 (D)	40 (B)	41 (D)
42 (B)	43 (B)	44 (A)	45 (C)	46 (C)
47 (B)	48 (A)	49 (A)	50 (C)	

Grammar

Section 1 Basic Sentence Elements

Chapter 01 Subjects, Verbs

01 Subjects p. 43
1. (A) 2. (C) 3. (D)

02 Dummy Subject It p. 44
1. (D) 2. (A) 3. (B)

03 Dummy Subject There p. 45
1. (B) 2. (C) 3. (A)

04 Verbs p. 46
1. (D) 2. (A) 3. (C)

05 Number / Tense / Voice of a Verb p. 47
1. (D) 2. (B) 3. (A)

06 Verbs in the Imperative p. 48
1. (D) 2. (B) 3. (C)

Hackers Practice p. 49

01 worked	02 completion
03 varies	04 Reducing
05 comprise	06 It
07 be sent	08 Efficient → Efficiency
09 completes → completed	10 asks → ask
11 Correct	12 There → It
13 estimation → estimates	14 locate → location

Hackers Test p. 50

Part 5

01 (C)	02 (C)	03 (B)	04 (A)	05 (A)
06 (C)	07 (D)	08 (B)	09 (C)	10 (C)
11 (B)	12 (B)	13 (A)	14 (B)	15 (B)
16 (B)	17 (A)	18 (D)	19 (D)	20 (B)

Part 6

21 (B)	22 (C)	23 (A)

Chapter 02 Objects, Complements

01 Objects p. 53
1. (B) 2. (C) 3. (D)

02 Dummy Object It p. 54
1. (C) 2. (C) 3. (B)

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03 Complements p. 55
1. (B) 2. (D) 3. (A)

04 Noun Complements vs. Adjective Complements p. 56
1. (A) 2. (B) 3. (B)

Hackers Practice p. 57

01 complete	02 maturity
03 proud	04 amazement
05 informed	06 confirmation
07 operational	08 provide → to provide
09 convenience → convenient	10 lay → to lay
11 help → helpful	12 Correct
13 wisdom → wise	14 Correct

Hackers Test p. 58

Part 5

01 (B)	02 (A)	03 (A)	04 (B)	05 (C)
06 (C)	07 (D)	08 (C)	09 (B)	10 (D)
11 (B)	12 (A)	13 (D)	14 (A)	15 (A)
16 (D)	17 (D)	18 (C)	19 (D)	20 (A)

Part 6

21 (C)	22 (A)	23 (A)

Chapter 03 Modifiers

01 Modifiers p. 61
1. (D) 2. (B) 3. (A)

02 Modifying Phrases, Modifying Clauses p. 62
1. (A) 2. (B) 3. (D)

Hackers Practice p. 63

01 In spite of a scheduling conflict
02 purchasing less than ten items
03 whose topic dealt with working relationships
04 who is diligent, trustworthy, and self-motivated
05 from the assembly line
06 for using funds without proper permission
07 While Dan waited in the office lobby

08 of	09 to resolve
10 even though	11 working
12 Because	13 which
14 during	

Hackers Test p. 64

Part 5

01 (B)	02 (D)	03 (C)	04 (A)	05 (B)
06 (A)	07 (C)	08 (C)	09 (D)	10 (A)
11 (B)	12 (D)	13 (C)	14 (C)	15 (B)
16 (C)	17 (B)	18 (D)	19 (C)	20 (A)

Part 6

21 (C)	22 (A)	23 (B)

Section 2 Verb-Related Structures

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01 Modal / Auxiliary Verb + Bare Infinitive p. 69
1. (B) 2. (C) 3. (B)

02 Auxiliary Verb Be/Have + Participle Form p. 70
1. (D) 2. (B) 3. (D)

03 Transitive Verbs, Intransitive Verbs p. 71
1. (D) 2. (A) 3. (B)

04 Bare Infinitives in That-Clauses p. 72
1. (D) 2. (B) 3. (C)

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Hackers Practice

p. 73

01 accept	02 receive
03 speak	04 be
05 would like	06 oppose
07 mention	08 turned → turn
09 has apply → has applied	10 will submit → submit
11 held → be held	12 accepts → accept
13 compile → compiling	14 to remain → remain

Hackers Test

p. 74

Part 5

01 (B)	02 (C)	03 (C)	04 (B)	05 (A)
06 (D)	07 (C)	08 (C)	09 (C)	10 (B)
11 (B)	12 (C)	13 (C)	14 (A)	15 (C)
16 (D)	17 (C)	18 (B)	19 (D)	20 (C)

Part 6

21 (A)	22 (D)	23 (B)

Hackers Practice

p. 81

01 were	02 are
03 Many	04 were
05 are	06 banks
07 is	08 is → are
09 pays → pay	10 Correct
11 warn → warns	12 Uniform → Uniforms
13 Correct	14 are → is

Hackers Test

p. 82

Part 5

01 (D)	02 (C)	03 (C)	04 (A)	05 (A)
06 (C)	07 (A)	08 (D)	09 (A)	10 (A)
11 (C)	12 (C)	13 (D)	14 (A)	15 (C)
16 (B)	17 (C)	18 (A)	19 (B)	20 (A)

Part 6

21 (A)	22 (C)	23 (B)

Chapter 05 Subject-Verb Agreement

01 Subject-Verb Agreement in Number p. 77

1. (B) 2. (A) 3. (B)

02 Subject-Verb Agreement with Expressions of Quantity p. 78

1. (A) 2. (B) 3. (D)

03 Subject-Verb Agreement with Coordinating and Correlative Conjunctions p. 79

1. (B) 2. (C) 3. (A)

04 Subject-Verb Agreement in Relative Clauses p. 80

1. (A) 2. (B) 3. (A)

Chapter 06 Tenses

01 Present / Past / Future Simple Tense p. 85

1. (D) 2. (B) 3. (B)

02 Present / Past / Future Progressive Tense p. 86

1. (C) 2. (B) 3. (C)

03 Present / Past / Future Perfect Tense p. 87

1. (B) 2. (D) 3. (D)

04 Agreement in Tense p. 88

1. (C) 2. (C) 3. (B)

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Hackers Practice

p. 89

01 read	02 attended
03 had damaged	04 retired
05 will double	06 believe
07 will be	08 makes
09 has been	10 needs
11 by the time	12 since
13 at the moment	14 usually

Hackers Test

p. 90

Part 5

01 (C)	02 (D)	03 (C)	04 (C)	05 (B)
06 (A)	07 (D)	08 (B)	09 (C)	10 (B)
11 (C)	12 (B)	13 (C)	14 (A)	15 (A)
16 (C)	17 (C)	18 (D)	19 (A)	20 (B)

Part 6

21 (D)	22 (B)	23 (D)

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01 Identifying Active / Passive Sentences p. 93
1. (A) 2. (A) 3. (D)

02 Passive Voice of Verbs in Sentence Structures 4 and 5 p. 94
1. (C) 2. (D) 3. (B)

03 Active and Passive Voices of Perception Verbs p. 95
1. (B) 2. (D) 3. (D)

04 Expressions of the Passive Form p. 96
1. (B) 2. (B) 3. (C)

Hackers Practice

p. 97

01 implied	02 are expected
03 rejected	04 frustrated
05 have painted	06 will take
07 excited	08 relating → related
09 Correct	10 offered → was offered
11 made → is made	12 wearing → to wear
13 has granted → has been granted	14 Correct

Hackers Test

p. 98

Part 5

01 (C)	02 (A)	03 (C)	04 (B)	05 (D)
06 (D)	07 (C)	08 (B)	09 (D)	10 (C)
11 (D)	12 (B)	13 (A)	14 (B)	15 (D)
16 (B)	17 (C)	18 (D)	19 (C)	20 (C)

Part 6

21 (A)	22 (A)	23 (D)

Chapter 08 Subjunctives

01 Future / Past / Past Perfect / Mixed Subjunctive p. 101
1. (B) 2. (C) 3. (A)

02 Other Structures of Subjunctives p. 102
1. (C) 2. (D) 3. (D)

Hackers Practice

p. 103

01 have saved	02 could
03 be	04 have taken
05 would	06 used
07 have missed	08 had applied
09 would not be	10 had asked
11 would have been	12 had bought
13 had finished	14 should have been

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Hackers Test

p. 104

Part 5

01 (A)	02 (D)	03 (A)	04 (B)	05 (C)
06 (B)	07 (D)	08 (B)	09 (C)	10 (A)
11 (B)	12 (C)	13 (A)	14 (C)	15 (D)
16 (B)	17 (C)	18 (D)	19 (D)	20 (C)

Part 6

21 (C)	22 (A)	23 (B)

Hackers Test

p. 114

Part 5

01 (A)	02 (B)	03 (C)	04 (C)	05 (B)
06 (A)	07 (A)	08 (B)	09 (C)	10 (A)
11 (C)	12 (B)	13 (A)	14 (C)	15 (C)
16 (C)	17 (B)	18 (B)	19 (D)	20 (A)

Part 6

21 (D)	22 (B)	23 (C)

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01 Forms of To-infinitives and Their Subjects p. 109

1. (B) 2. (A) 3. (C)

02 Functions of To-infinitives p. 110

1. (D) 2. (D) 3. (A)

03 Verbs/Nouns/Adjectives Followed by a To-infinitive p. 111

1. (D) 2. (C) 3. (D)

04 Bare Infinitives as Object Complements p. 112

1. (B) 2. (A) 3. (A)

Hackers Practice

p. 113

01 to win	02 customize
03 to type	04 influence
05 to proceed	06 delivered
07 to improve	08 signing → to sign
09 Correct	10 start → to start
11 do → done	12 willing → willing to
13 Correct	14 attract → to attract

Chapter 10 Gerunds

01 Functions, Forms of Gerunds and Their Subjects p. 117

1. (C) 2. (B) 3. (B)

02 Verbs Followed by a Gerund p. 118

1. (C) 2. (D) 3. (C)

03 Gerunds vs. Nouns p. 119

1. (C) 2. (A) 3. (C)

04 Common Expressions with Gerunds p. 120

1. (B) 2. (D) 3. (D)

Hackers Practice

p. 121

01 working	02 to give
03 wording	04 working
05 effectiveness	06 raising
07 wondering	08 take → taking/to take
09 Correct	10 obtain → obtaining
11 to talk → talking	12 know → knowing
13 Correct	14 help → helping

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Hackers Test

p. 122

Part 5

01 (D)	02 (C)	03 (C)	04 (B)	05 (B)
06 (D)	07 (D)	08 (B)	09 (D)	10 (C)
11 (B)	12 (B)	13 (D)	14 (B)	15 (A)
16 (C)	17 (B)	18 (C)	19 (B)	20 (B)

Part 6

21 (D)	22 (B)	23 (B)

Chapter 11 Participles

01 Functions of Participles p. 125
1. (D) 2. (B) 3. (C)

02 Participial Phrases p. 126
1. (B) 2. (A) 3. (C)

03 Present Participles vs. Past Participles p. 127
1. (C) 2. (C) 3. (B)

04 Confusing Expressions p. 128
1. (A) 2. (C) 3. (C)

Hackers Practice

p. 129

01 reserving	02 lasting
03 written	04 welcoming
05 dampening	06 interested
07 locked	08 served → serving
09 Correct	10 Felt → Feeling
11 update → updated	12 Correct
13 providing → provided	14 missed → missing

Hackers Test

p. 130

Part 5

01 (D)	02 (B)	03 (B)	04 (C)	05 (C)
06 (D)	07 (C)	08 (A)	09 (B)	10 (B)
11 (C)	12 (D)	13 (B)	14 (C)	15 (D)
16 (D)	17 (D)	18 (A)	19 (A)	20 (C)

Part 6

21 (D)	22 (B)	23 (B)

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1. (D) 2. (B) 3. (D)

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1. (A) 2. (B) 3. (D)

03 Determiners and Nouns p. 137
1. (C) 2. (D) 3. (C)

04 Concrete Nouns vs. Abstract Nouns p. 138
1. (D) 2. (C) 3. (B)

05 Compound Nouns p. 139
1. (C) 2. (A) 3. (C)

06 Common Nouns in TOEIC p. 140
1. (B) 2. (A) 3. (D)

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Hackers Practice p. 141

01 commitment	02 responsibility
03 production	04 likelihood
05 health	06 expiration
07 attendance	08 locate → location
09 application → applicant	10 developer → development
11 supervisor → supervision	
12 traveling → traveler	
13 occupancy → occupation	
14 beneficiaries → benefits	

Hackers Test p. 142

Part 5

01 (D)	02 (D)	03 (C)	04 (B)	05 (B)
06 (A)	07 (D)	08 (B)	09 (A)	10 (C)
11 (A)	12 (D)	13 (D)	14 (D)	15 (C)
16 (A)	17 (A)	18 (A)	19 (C)	20 (B)

Part 6

21 (C)	22 (B)	23 (C)

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1. (B) 2. (A) 3. (C)

03 Demonstrative Pronouns, Demonstrative Adjectives p. 147
1. (D) 2. (A) 3. (B)

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1. (D) 2. (B) 3. (B)

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1. (C) 2. (A) 3. (A)

06 Agreement between Nouns and Pronouns/Possessive Adjectives p. 150
1. (C) 2. (A) 3. (A)

Hackers Practice p. 151

01 their	02 those
03 your	04 another
05 herself	06 him
07 those	08 he → they
09 its → their	10 our → its
11 them → it	12 its → their
13 its → our	14 themselves → them

Hackers Test p. 152

Part 5

01 (A)	02 (D)	03 (D)	04 (B)	05 (A)
06 (B)	07 (D)	08 (B)	09 (C)	10 (D)
11 (C)	12 (B)	13 (B)	14 (B)	15 (C)
16 (A)	17 (D)	18 (D)	19 (C)	20 (B)

Part 6

21 (A)	22 (A)	23 (D)

Chapter 14 Adjectives

01 Positions of Adjectives p. 155
1. (D) 2. (A) 3. (A)

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1. (C) 2. (A) 3. (C)

03 Confusing Adjectives p. 157
1. (C) 2. (C) 3. (D)

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04 Expressions with Be + Adjective p. 158
1. (C) 2. (A) 3. (C)

Hackers Practice p. 159

01 respective	02 successive
03 every	04 comparable
05 continued	06 much
07 considerate	08 economical → economic
09 permanently → permanent	
10 fewer → less	
11 like → likely	
12 difference → different	
13 understandable → understanding	
14 locally → local	

Hackers Test p. 160

Part 5

01 (C)	02 (B)	03 (B)	04 (D)	05 (D)
06 (B)	07 (C)	08 (A)	09 (B)	10 (D)
11 (A)	12 (A)	13 (B)	14 (C)	15 (A)
16 (B)	17 (C)	18 (D)	19 (A)	20 (D)

Part 6

21 (D)	22 (C)	23 (C)

Chapter 15 Adverbs

01 Functions and Positions of Adverbs p. 163
1. (A) 2. (D) 3. (C)

02 Confusing Adverbs p. 164
1. (D) 2. (A) 3. (C)

03 Adverbs of Time p. 165
1. (B) 2. (A) 3. (C)

04 Adverbs of Frequency p. 166
1. (D) 2. (B) 3. (C)

05 Connecting Adverbs p. 167
1. (D) 2. (B) 3. (B)

06 Emphasizing Adverbs (1) p. 168
1. (B) 2. (C) 3. (C)

07 Emphasizing Adverbs (2) p. 169
1. (C) 2. (D) 3. (A)

08 Other Adverbs p. 170
1. (C) 2. (B) 3. (B)

Hackers Practice p. 171

01 yet	02 so
03 too much	04 otherwise
05 very	06 also
07 right	08 wide → widely
09 closely → close	10 Correct
11 impartiality → impartially	12 final → finally
13 Correct	14 substantial → substantially

Hackers Test p. 172

Part 5

01 (B)	02 (C)	03 (C)	04 (C)	05 (B)
06 (A)	07 (D)	08 (A)	09 (D)	10 (A)
11 (D)	12 (A)	13 (A)	14 (B)	15 (B)
16 (A)	17 (C)	18 (B)	19 (D)	20 (B)

Part 6

21 (C)	22 (D)	23 (A)

Chapter 16 Prepositions

01 Preposition In/At/On p. 175
1. (B) 2. (B) 3. (C)

02 Prepositions of Time p. 176
1. (C) 2. (C) 3. (B)

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03 Prepositions of Place p. 177
1. (A) 2. (D) 3. (B)

04 Prepositions of Direction p. 178
1. (B) 2. (A) 3. (B)

05 Prepositions of Reason, Concession, Purpose, Exception, and Addition p. 179
1. (B) 2. (B) 3. (A)

06 Preposition **Of** and Others p. 180
1. (C) 2. (C) 3. (A)

07 Other Prepositions p. 181
1. (A) 2. (B) 3. (D)

08 Common Expressions Formed by **Verb / Adjective / Noun + Preposition** p. 182
1. (C) 2. (C) 3. (B)

Hackers Practice p. 183

01 over	02 Due to
03 of	04 during
05 Despite	06 throughout
07 Aside from	08 on → at
09 on → in	10 Correct
11 Until → After	12 for → of
13 to → for	14 since → by

Hackers Test p. 184

Part 5

01 (C)	02 (B)	03 (D)	04 (C)	05 (B)
06 (B)	07 (A)	08 (C)	09 (D)	10 (C)
11 (D)	12 (C)	13 (A)	14 (C)	15 (A)
16 (D)	17 (B)	18 (C)	19 (C)	20 (A)

Part 6

21 (B) 22 (A) 23 (B)

Section 5 Conjunctions and Clauses

Chapter 17 Coordinating Conjunctions, Correlative Conjunctions

01 Coordinating Conjunctions p. 189
1. (B) 2. (B) 3. (D)

02 Correlative Conjunctions p. 190
1. (A) 2. (D) 3. (C)

Hackers Practice p. 191

01 and	02 but
03 or	04 and yet
05 for	06 and
07 and so	08 not only → both
09 neither → not	10 and → but
11 both → either	12 or → nor
13 yet → and	14 also → or

Hackers Test p. 192

Part 5

01 (C)	02 (D)	03 (D)	04 (A)	05 (B)
06 (A)	07 (D)	08 (C)	09 (B)	10 (C)
11 (A)	12 (C)	13 (B)	14 (C)	15 (B)
16 (D)	17 (D)	18 (C)	19 (A)	20 (B)

Part 6

21 (C) 22 (D) 23 (C)

Chapter 18 Noun Clauses

01 Positions of Noun Clauses p. 195
1. (C) 2. (D) 3. (C)

02 Noun Clauses Introduced by **That** p. 196
1. (A) 2. (B) 3. (B)

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03 Noun Clauses Introduced by **If/Whether** p. 197
1. (A) 2. (B) 3. (C)

04 Noun Clauses Introduced by an Interrogative Word p. 198
1. (D) 2. (C) 3. (A)

05 Noun Clauses Introduced by a Compound Relative Pronoun p. 199
1. (B) 2. (C) 3. (C)

06 Distinguishing between **What** and **That** p. 200
1. (C) 2. (D) 3. (A)

Hackers Practice p. 201

01 that
02 which
03 that
04 whether
05 Whoever
06 what
07 that
08 when the time is right to make a change → object of a verb
09 How the company manages to stay afloat with all its debt → subject
10 what roads had been blocked due to the accident → object of a preposition
11 what the receptionists have requested numerous times → subject complement
12 that quality service should be provided to everyone → appositive
13 why 10 percent of profit must go to pension funds → object of a verb
14 that some exports will have to be cut back because of inventory shortages → subject complement

Hackers Test p. 202

Part 5

01 (B)	02 (D)	03 (A)	04 (A)	05 (D)
06 (D)	07 (C)	08 (C)	09 (C)	10 (A)
11 (B)	12 (D)	13 (B)	14 (C)	15 (B)
16 (A)	17 (D)	18 (B)	19 (A)	20 (C)

Part 6

21 (D) 22 (A) 23 (D)

Chapter 19 Relative Clauses

01 Positions and Functions of Relative Clauses p. 205
1. (C) 2. (C) 3. (D)

02 Relative Pronouns p. 206
1. (B) 2. (D) 3. (A)

03 Usage of Relative Pronouns p. 207
1. (C) 2. (B) 3. (B)

04 Relative Adverbs p. 208
1. (A) 2. (B) 3. (D)

Hackers Practice p. 209

01 which
02 who
03 whose
04 that
05 who
06 which
07 whose
08 where → which/that
09 is directed → are directed
10 having → has
11 when → which/that
12 that → which
13 them → which
14 Correct

Hackers Test p. 210

Part 5

01 (A)	02 (D)	03 (B)	04 (C)	05 (C)
06 (C)	07 (A)	08 (B)	09 (B)	10 (C)
11 (D)	12 (B)	13 (A)	14 (A)	15 (C)
16 (C)	17 (B)	18 (B)	19 (C)	20 (C)

Part 6

21 (C) 22 (A) 23 (D)

Chapter 20 Adverb Clauses

01 Positions and Functions of Adverb Clauses p. 213
1. (C) 2. (C) 3. (D)

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02 Conjunctions in Adverb Clauses of Time p. 214
1. (B) 2. (D) 3. (A)

03 Conjunctions in Adverb Clauses of Condition and Concession p. 215
1. (A) 2. (C) 3. (D)

04 Conjunctions in Adverb Clauses of Reason, Purpose, Result, Exception and Others p. 216
1. (B) 2. (B) 3. (A)

05 Compound Relative Adverbs / Pronouns p. 217
1. (C) 2. (B) 3. (C)

06 Adverb Clause Conjunctions vs. Prepositions p. 218
1. (A) 2. (C) 3. (D)

Hackers Practice p. 219

01 As	02 Although
03 until	04 Even though
05 in case	06 if
07 so that	08 even → even though
09 Despite → Although	10 during → while
11 although → because	12 as soon → as soon as
13 while → because	14 unless when → unless

Hackers Test p. 220

Part 5

01 (D)	02 (A)	03 (D)	04 (D)	05 (C)
06 (D)	07 (C)	08 (C)	09 (B)	10 (B)
11 (D)	12 (C)	13 (B)	14 (C)	15 (D)
16 (B)	17 (C)	18 (A)	19 (B)	20 (C)

Part 6

21 (C) 22 (A) 23 (C)

Section 6 Special Structures

Chapter 21 Comparison

01 Comparison of Equality p. 225
1. (B) 2. (C) 3. (C)

02 Comparative p. 226
1. (D) 2. (D) 3. (C)

03 Superlative p. 227
1. (B) 2. (D) 3. (D)

04 Other Structures of Comparison p. 228
1. (B) 2. (A) 3. (B)

Hackers Practice p. 229

01 than	02 more easily
03 often	04 No sooner
05 by far	06 than
07 just	08 more → the more
09 to → as	10 more → most
11 economically → economical	12 when → than
13 much → many	14 high → higher

Hackers Test p. 230

Part 5

01 (B)	02 (D)	03 (A)	04 (C)	05 (D)
06 (B)	07 (A)	08 (D)	09 (B)	10 (C)
11 (D)	12 (C)	13 (C)	14 (A)	15 (B)
16 (D)	17 (B)	18 (D)	19 (C)	20 (A)

Part 6

21 (B) 22 (D) 23 (C)

Chapter 22 Parallelism, Inversion

01 Parallelism p. 233
1. (D) 2. (B) 3. (B)

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02 Inversion p. 234

1. (B) 2. (D) 3. (A)

Hackers Practice p. 235

01 durable	02 Seldom
03 stretching	04 distribute
05 Should	06 understand
07 reliable	08 encourage → encouragement
09 Correct	10 Have → Had
11 train → training	12 turn → turns
13 satisfactory → satisfaction	14 Correct

Hackers Test p. 236

Part 5

01 (B)	02 (A)	03 (C)	04 (C)	05 (D)
06 (D)	07 (C)	08 (D)	09 (A)	10 (B)
11 (D)	12 (D)	13 (A)	14 (B)	15 (C)
16 (A)	17 (C)	18 (D)	19 (A)	20 (D)

Part 6

21 (B)	22 (D)	23 (C)

Vocabulary

Section 1 Collocations

Chapter 01 Collocations with Prepositions

Hackers Practice p. 247

01 by	02 with
03 effect	04 comparison
05 of	06 above all
07 observance	08 on
09 honor	10 at
11 for	12 in particular
13 more	14 upon
15 out of	16 request
17 from	18 with
19 on	20 convenience

Hackers Test p. 248

Part 5

01 (D)	02 (A)	03 (C)	04 (C)	05 (A)
06 (C)	07 (B)	08 (D)	09 (D)	10 (C)

Part 6

11 (B)	12 (A)	13 (D)

Chapter 02 Collocations with Adjectives

Hackers Practice p. 253

01 of	02 dedicated
03 to	04 irrelevant
05 to	06 superior
07 with	08 made
09 from	10 of
11 for	12 in

Hackers Test p. 254

Part 5

01 (D)	02 (B)	03 (C)	04 (A)	05 (A)
06 (B)	07 (B)	08 (D)	09 (C)	10 (D)

Part 6

11 (B)	12 (D)	13 (C)

Chapter 03 Collocations with Verbs (1)

Hackers Practice p. 259

01 by	02 from
03 with	04 return
05 on	06 of
07 in	08 to
09 for	10 assigned
11 entitled	12 as
13 to	14 to
15 with	16 drape
17 in	

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Hackers Test

p. 260

Part 5

01 (B)	02 (D)	03 (A)	04 (D)	05 (C)
06 (B)	07 (B)	08 (A)	09 (B)	10 (D)

Part 6

11 (C)	12 (C)	13 (C)

Chapter 04 Collocations with Verbs (2)

Hackers Practice

p. 265

01 short	02 advantage
03 effect	04 in for
05 care	06 in
07 to	08 look
09 up	10 for
11 up on	12 utmost

Hackers Test

p. 266

Part 5

01 (D)	02 (D)	03 (B)	04 (C)	05 (D)
06 (C)	07 (A)	08 (C)	09 (A)	10 (C)

Part 6

11 (C)	12 (D)	13 (B)

Chapter 05 Collocations with Nouns

Hackers Practice

p. 271

01 exposure	02 overhead
03 of	04 Maximum
05 of	06 in
07 participants	08 on
09 for	10 of
11 over	12 concerning

Hackers Test

p. 272

Part 5

01 (D)	02 (A)	03 (D)	04 (A)	05 (B)
06 (C)	07 (C)	08 (B)	09 (D)	10 (C)

Part 6

11 (C)	12 (B)	13 (A)

Chapter 06 Other Collocations

Hackers Practice

p. 277

01 instantly	02 seriously
03 wage	04 unlimited
05 offers	06 extremely
07 informed	08 catch
09 extreme	10 cautiously
11 interest	12 finished
13 visual	14 inherently
15 needs	16 full
17 upcoming	18 raise

Hackers Test

p. 278

Part 5

01 (A)	02 (B)	03 (D)	04 (A)	05 (C)
06 (C)	07 (B)	08 (B)	09 (C)	10 (C)

Part 6

11 (B)	12 (D)	13 (A)

Section 2 Content Words

Chapter 07 Verbs

Hackers Practice

p. 288

01 tend	02 organize
03 cause	04 visit
05 expected	06 consider
07 use	08 includes
09 predicts	10 decline
11 complete	12 introduced
13 examine	14 expand
15 labor	16 avoid

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17 reminded	18 fit
19 offer	20 insert

Hackers Test

p. 289

Part 5				
01 (C)	02 (B)	03 (A)	04 (D)	05 (A)
06 (C)	07 (C)	08 (A)	09 (D)	10 (A)
11 (B)	12 (C)	13 (D)	14 (D)	15 (C)
16 (D)	17 (A)	18 (B)	19 (C)	20 (B)
Part 6				
21 (A)	22 (D)	23 (D)		

Chapter 08 Nouns

Hackers Practice

p. 298

01 developments	02 advice
03 appreciation	04 attire
05 commerce	06 damage
07 development	08 exception
09 lecture	10 apparel
11 responsibility	12 envelope
13 improvement	14 inconvenience
15 extinction	16 collection
17 slowdown	18 minimum
19 neutrality	

Hackers Test

p. 299

Part 5				
01 (B)	02 (D)	03 (B)	04 (D)	05 (C)
06 (C)	07 (B)	08 (A)	09 (B)	10 (D)
11 (B)	12 (C)	13 (D)	14 (A)	15 (B)
16 (A)	17 (C)	18 (D)	19 (C)	20 (B)
Part 6				
21 (B)	22 (A)	23 (D)		

Chapter 09 Adjectives

Hackers Practice

p. 308

01 increasing	02 popular
03 worth	04 reasonable
05 confident	06 unexpected
07 coming	08 perishable
09 existing	10 pleased
11 complimentary	12 rich

Hackers Test

p. 309

Part 5				
01 (D)	02 (B)	03 (B)	04 (B)	05 (A)
06 (D)	07 (D)	08 (C)	09 (B)	10 (D)
11 (D)	12 (C)	13 (B)	14 (A)	15 (C)
16 (A)	17 (B)	18 (D)	19 (A)	20 (C)
Part 6				
21 (C)	22 (B)	23 (D)		

Chapter 10 Adverbs

Hackers Practice

p. 317

01 late	02 presently
03 especially	04 separately
05 initially	06 frequently
07 Presumably	08 securely
09 once	10 finally
11 regularly	12 Apparently
13 equally	14 well
15 widely	

Hackers Test

p. 318

Part 5				
01 (B)	02 (B)	03 (D)	04 (A)	05 (C)
06 (C)	07 (D)	08 (D)	09 (C)	10 (A)
Part 6				
11 (B)	12 (D)	13 (C)		

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Section 3 Content Words with Similar Meaning

Chapter 11 Verbs with Similar Meaning

Hackers Test

p. 326

Part 5

01 (C)	02 (C)	03 (B)	04 (C)	05 (D)
06 (A)	07 (C)	08 (A)	09 (B)	10 (D)

Part 6

11 (B)	12 (B)	13 (A)

Chapter 12 Nouns with Similar Meaning

Hackers Test

p. 332

Part 5

01 (A)	02 (B)	03 (C)	04 (D)	05 (C)
06 (C)	07 (B)	08 (B)	09 (D)	10 (C)

Part 6

11 (A)	12 (C)	13 (D)

Chapter 13 Adjectives, Adverbs with Similar Meaning

Hackers Test

p. 338

Part 5

01 (D)	02 (A)	03 (B)	04 (C)	05 (B)
06 (A)	07 (C)	08 (B)	09 (C)	10 (A)

Part 6

11 (B)	12 (C)	13 (A)

Reading

Section 1 Types of Questions

Chapter 01 Overview Questions

Hackers Practice

p. 349

Reading Practice

01 (B)	02 (A)	03 (B)	04 (C)

Paraphrasing Practice

05 (B)	06 (B)	07 (B)	08 (A)	09 (B)
10 (A)	11 (B)	12 (A)		

Hackers Test

p. 352

01 (C)	02 (D)

Chapter 02 Information Questions

Hackers Practice

p. 355

Reading Practice

01 (C)	02 (A)	03 (A)

Paraphrasing Practice

04 (B)	05 (A)	06 (A)	07 (B)	08 (B)
09 (A)	10 (B)	11 (B)		

Hackers Test

p. 358

01 (D)	02 (B)	03 (C)	04 (A)	05 (D)

Chapter 03 NOT / TRUE Questions

Hackers Practice

p. 361

Reading Practice

01 (C)	02 (A)	03 (B)

Paraphrasing Practice

04 (B)	05 (A)	06 (A)	07 (B)	08 (B)
09 (A)	10 (B)	11 (A)		

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Hackers Test p. 364

01 (C) 02 (B) 03 (B)

Chapter 04 Inference Questions

Hackers Practice p. 367

Reading Practice

01 (C) 02 (A) 03 (A)

Paraphrasing Practice

04 (A) 05 (A) 06 (B) 07 (B) 08 (A)
09 (B) 10 (A) 11 (B)

Hackers Test p. 370

01 (C) 02 (A) 03 (C)

Chapter 05 Synonym Questions

Hackers Practice p. 378

01 (A)	02 (A)	03 (B)	04 (A)	05 (A)
06 (A)	07 (A)	08 (B)	09 (A)	10 (A)
11 (B)	12 (A)	13 (A)	14 (B)	15 (A)
16 (A)	17 (B)	18 (A)	19 (A)	20 (B)
21 (A)	22 (B)	23 (B)	24 (B)	25 (A)
26 (B)	27 (A)	28 (B)	29 (B)	30 (A)
31 (A)	32 (A)	33 (B)	34 (A)	35 (A)
36 (B)	37 (A)	38 (B)	39 (A)	40 (B)
41 (A)	42 (A)	43 (B)	44 (A)	45 (A)
46 (B)	47 (A)	48 (A)	49 (B)	50 (B)
51 (A)	52 (B)	53 (A)	54 (A)	55 (A)
56 (A)	57 (A)	58 (B)	59 (A)	60 (A)

Hackers Test p. 380

01 (B) 02 (A) 03 (B) 04 (C)

Section 2 Single Passages

Chapter 06 E-mails / Letters

Hackers Practice p. 387

Reading Practice

01 (B) 02 (B) 03 (A)

Hackers Test p. 388

01 (B) 02 (C) 03 (D) 04 (A)

Chapter 07 Advertisements

Hackers Practice p. 393

Reading Practice

01 (C) 02 (A) 03 (C)

Hackers Test p. 394

01 (C) 02 (B) 03 (B) 04 (B) 05 (D)

Chapter 08 Notices & Announcements

Hackers Practice p. 399

Reading Practice

01 (A) 02 (B) 03 (C)

Hackers Test p. 400

01 (D) 02 (B) 03 (B) 04 (B) 05 (D)
06 (C)

Chapter 09 Articles & Reports

Hackers Practice p. 405

Reading Practice

01 (C) 02 (B) 03 (B)

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Hackers Test p. 406

01 (B)	02 (D)	03 (D)	04 (B)	05 (C)
06 (D)	07 (B)			

Chapter 10 Memorandums

Hackers Practice p. 411

Reading Practice

01 (C)	02 (B)	03 (B)

Hackers Test p. 412

01 (D)	02 (B)	03 (C)	04 (A)	05 (B)

Chapter 11 Information

Hackers Practice p. 417

Reading Practice

01 (B)	02 (A)	03 (C)

Hackers Test p. 418

01 (C)	02 (D)	03 (D)	04 (B)	05 (D)

Chapter 12 Non-Prose Readings

Hackers Practice p. 423

Reading Practice

01 (B)	02 (C)	03 (B)

Hackers Test p. 424

01 (D)	02 (B)	03 (B)	04 (C)	05 (D)

Section 3 Double Passages

Chapter 13 E-mail / Letter-Related Readings

Hackers Practice p. 429

Reading Practice

01 (B)	02 (B)	03 (B)	04 (C)

Hackers Test p. 430

01 (A)	02 (B)	03 (B)	04 (B)	05 (D)
06 (B)	07 (A)	08 (B)	09 (C)	10 (B)

Chapter 14 Advertisement-Related Readings

Hackers Practice p. 435

Reading Practice

01 (C)	02 (C)	03 (B)	04 (C)

Hackers Test p. 436

01 (A)	02 (B)	03 (D)	04 (A)	05 (B)
06 (D)	07 (C)	08 (B)	09 (B)	10 (C)

Chapter 15 Announcement-Related Readings

Hackers Practice p. 441

Reading Practice

01 (B)	02 (B)	03 (A)	04 (B)

Hackers Test p. 442

01 (B)	02 (D)	03 (A)	04 (B)	05 (B)
06 (B)	07 (C)	08 (C)	09 (A)	10 (C)

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Chapter 16 Article-Related Readings

Hackers Practice

p. 447

Reading Practice

01 (B)	02 (C)	03 (C)	04 (B)

Hackers Test

p. 448

01 (B)	02 (D)	03 (A)	04 (B)	05 (D)
06 (B)	07 (D)	08 (A)	09 (B)	10 (D)

Chapter 17 Non-Prose-Related Readings

Hackers Practice

p. 453

Reading Practice

01 (A)	02 (A)	03 (C)	04 (B)

Hackers Test

p. 454

01 (D)	02 (C)	03 (B)	04 (B)	05 (A)
06 (B)	07 (C)	08 (A)	09 (B)	10 (C)

Actual Test 1

Part 5 p. 460

101 (A)	102 (D)	103 (A)	104 (B)	105 (C)
106 (B)	107 (C)	108 (D)	109 (D)	110 (A)
111 (B)	112 (B)	113 (B)	114 (C)	115 (A)
116 (B)	117 (B)	118 (C)	119 (A)	120 (D)
121 (B)	122 (A)	123 (C)	124 (D)	125 (C)
126 (A)	127 (B)	128 (A)	129 (A)	130 (B)
131 (B)	132 (B)	133 (D)	134 (A)	135 (D)
136 (A)	137 (A)	138 (C)	139 (C)	140 (A)

Part 6 p. 464

141 (A)	142 (D)	143 (D)	144 (B)	145 (C)
146 (B)	147 (B)	148 (C)	149 (A)	150 (A)
151 (C)	152 (B)			

Part 7 p. 468

153 (B)	154 (C)	155 (B)	156 (A)	157 (A)
158 (D)	159 (B)	160 (D)	161 (A)	162 (D)
163 (D)	164 (B)	165 (C)	166 (A)	167 (B)
168 (C)	169 (D)	170 (B)	171 (D)	172 (A)
173 (B)	174 (B)	175 (A)	176 (A)	177 (D)
178 (B)	179 (C)	180 (D)	181 (C)	182 (B)
183 (C)	184 (B)	185 (C)	186 (D)	187 (B)
188 (A)	189 (D)	190 (D)	191 (B)	192 (B)
193 (C)	194 (C)	195 (D)	196 (C)	197 (C)
198 (C)	199 (A)	200 (B)		

Actual Test 2

Part 5 p. 486

101 (A)	102 (C)	103 (A)	104 (C)	105 (C)
106 (C)	107 (D)	108 (A)	109 (D)	110 (B)
111 (D)	112 (A)	113 (A)	114 (B)	115 (D)
116 (D)	117 (D)	118 (B)	119 (C)	120 (B)
121 (B)	122 (C)	123 (D)	124 (A)	125 (B)
126 (C)	127 (B)	128 (B)	129 (A)	130 (B)
131 (D)	132 (C)	133 (C)	134 (B)	135 (A)
136 (B)	137 (C)	138 (A)	139 (B)	140 (B)

Part 6 p. 490

141 (D)	142 (C)	143 (A)	144 (B)	145 (D)
146 (A)	147 (B)	148 (C)	149 (D)	150 (C)
151 (C)	152 (A)			

Part 7 p. 494

153 (A)	154 (B)	155 (B)	156 (C)	157 (C)
158 (B)	159 (D)	160 (B)	161 (C)	162 (B)
163 (B)	164 (B)	165 (D)	166 (B)	167 (C)
168 (C)	169 (B)	170 (C)	171 (B)	172 (C)
173 (B)	174 (B)	175 (C)	176 (B)	177 (C)
178 (B)	179 (B)	180 (D)	181 (A)	182 (C)
183 (D)	184 (B)	185 (C)	186 (C)	187 (B)
188 (C)	189 (A)	190 (B)	191 (C)	192 (B)
193 (A)	194 (D)	195 (B)	196 (D)	197 (C)
198 (A)	199 (D)	200 (A)		

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