

# Reading

## Part 5

**Directions:** In each question, you will find a word or phrase missing. Four answer choices are given below each sentence. You must choose the best answer to complete the sentence. Then mark your answer (A), (B), (C) or (D) on the Answer Sheet.

101. We need a \_\_\_\_\_ person like Mr. Griegs working for our company.  
(A) decide  
(B) decision  
(C) decisive  
(D) decisively
102. If you pay the entire bill before the end of the month, they \_\_\_\_\_ you any interest.  
(A) don't charge  
(B) won't charge  
(C) aren't charging  
(D) wouldn't charge
103. You cannot put \_\_\_\_\_ that task any longer; it needs to be done before the end of this week.  
(A) on  
(B) up  
(C) off  
(D) out
104. Mr. Sterling was very unhappy to hear about Peter's absence from the meeting and made certain to \_\_\_\_\_ him for it.  
(A) reprove  
(B) improve  
(C) approve  
(D) disprove
105. We had to go into the office and finish up work on the report \_\_\_\_\_ it was a Saturday.  
(A) therefore  
(B) because  
(C) since  
(D) even though
106. You can just leave your hat and gloves \_\_\_\_\_ the closet shelf and proceed to the conference room.  
(A) in  
(B) between  
(C) on  
(D) though
107. When I arrived at the Emergency Responders meeting, coffee \_\_\_\_\_.  
(A) was serving  
(B) was being served  
(C) served  
(D) had served
108. We overspent our budget last year, so we really need to \_\_\_\_\_ this year.  
(A) economy  
(B) economize  
(C) economics  
(D) economist
109. \_\_\_\_\_ she got this job, she worked for a large company on the West Coast.  
(A) Before  
(B) First  
(C) Prior  
(D) Earlier
110. Sam has contributed a lot to the company since he started working here, and I think we should consider \_\_\_\_\_ him a raise.  
(A) give  
(B) given  
(C) giving  
(D) to give
111. Because of the company's expansion, several new employees \_\_\_\_\_ over the next few months.  
(A) hire  
(B) will hire  
(C) are hiring  
(D) will be hired
112. I think you will find that your staff will do the extra work more \_\_\_\_\_ if you provide a bonus.  
(A) read  
(B) reading  
(C) ready  
(D) readily

113. We kept on interviewing candidates \_\_\_\_\_ we found the right person for the job.  
(A) after  
(B) because  
☒ (C) until  
(D) although
114. \_\_\_\_\_ is very important in my office, so I try never to arrive late.  
(A) Punctual  
(B) Punctually  
(C) Punctuate  
☒ (D) Punctuality
115. Everyone \_\_\_\_\_ extra hours at the moment until the project is completed.  
(A) works  
☒ (B) is working  
(C) had worked  
(D) work
116. If you are unhappy with your work situation, you need to \_\_\_\_\_ your dissatisfaction to your boss.  
☒ (A) express  
(B) repress  
(C) impress  
(D) oppress
117. We \_\_\_\_\_ all this office furniture from a discount vendor last year, and he gave us a very good price.  
☒ (A) purchased  
(B) revived  
(C) polished  
(D) rejected
118. He usually ends up disappointed because his \_\_\_\_\_ are too high.  
(A) expects  
(B) expect  
(C) expectant  
☒ (D) expectations
119. The interns who worked with us last summer \_\_\_\_\_ very helpful.  
(A) was  
☒ (B) were  
(C) are  
(D) is
120. His business wasn't at all \_\_\_\_\_ and he lost a great deal of money.  
(A) comparable  
(B) fallible  
(C) agreeable  
☒ (D) profitable
121. Everyone was late for the meeting \_\_\_\_\_ the traffic was so terrible.  
(A) although  
(B) but  
☒ (C) because  
(D) despite
122. You could \_\_\_\_\_ your boss to get someone to help you with this extra work.  
(A) to ask  
(B) asking  
☒ (C) ask  
(D) will ask
123. They \_\_\_\_\_ to look for new clients after the first of the year.  
(A) intern  
(B) intact  
☒ (C) intend  
(D) intake
124. He \_\_\_\_\_ drives his car to work because he doesn't like dealing with the traffic in the city.  
☒ (A) never  
(B) always  
(C) usually  
(D) mostly
125. We will need to call your references in order to \_\_\_\_\_ the information you included in your job application.  
(A) conform  
☒ (B) confirm  
(C) conflict  
(D) confine
126. If you had told me you were coming, I \_\_\_\_\_ the documents ready for you.  
☒ (A) would have had  
(B) will have  
(C) had had  
(D) have had

127. They hope \_\_\_\_\_ the report well before next Friday's deadline.  
(A) finish  
☒ (B) to finish  
(C) finishing  
(D) will finish
128. They took the bus \_\_\_\_\_ New York, and arrived there in about five hours.  
(A) in  
(B) at  
☒ (C) to  
(D) by
129. If you are not happy with the agenda, we can \_\_\_\_\_ the order of the presentations.  
☒ (A) vary  
(B) variable  
(C) variety  
(D) variation
130. \_\_\_\_\_ have to be signed by all parties involved or they are not valid.  
(A) Contract  
(B) The contract  
(C) A contract  
☒ (D) Contracts
131. You can contact me \_\_\_\_\_ by e-mail or by telephone.  
(A) but  
(B) both  
☒ (C) either  
(D) neither
132. I think you will find that Ms. Lang is \_\_\_\_\_ on that subject than anyone else in this office.  
(A) knowledgeable  
(B) knowledgeable  
(C) most knowledgeable  
☒ (D) more knowledgeable
133. Any ~~knowledgeable~~ merchandise can be returned to the store for a complete refund.  
(A) deflactive  
(B) detective  
(C) deductive  
(D) defective
134. They had \_\_\_\_\_ most of the brochures before anyone else even had a chance to look at them.  
(A) take  
(B) took  
☒ (C) taken  
(D) taking
135. \_\_\_\_\_ your résumé and references to my assistant before the end of the week.  
(A) To give  
☒ (B) Give  
(C) Giving  
(D) Given
136. Jim \_\_\_\_\_ in the same house since he was a child.  
(A) lives  
(B) lived  
(C) is living  
☒ (D) has lived
137. The rent here is high, but it is \_\_\_\_\_ office in the building.  
☒ (A) the largest  
(B) larger  
(C) large  
(D) enlarge
138. Your \_\_\_\_\_ will help us get the work done on time.  
(A) cooperate  
☒ (B) cooperation  
(C) cooperative  
(D) cooperatively
139. We thought about \_\_\_\_\_ extra help but then decided that it wouldn't be necessary.  
(A) hire  
☒ (B) hiring  
(C) to hire  
(D) hired
140. The suits in this store \_\_\_\_\_ much less than those other suits, and the quality is just the same.  
☒ (A) cost  
(B) price  
(C) money  
(D) bill