

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. When Ms. Song gets here, we _____ the meeting.
(A) start
(B) will start
(C) have started
(D) are starting
102. Don't forget to sign the application form _____ you submit it.
(A) while
(B) after
(C) as soon as
(D) before
103. The final report should be sent _____ the company's main office before the end of the month.
(A) in
(B) to
(C) on
(D) for
104. All employees _____ to attend next Friday's staff meeting.
(A) encourage
(B) will encourage
(C) are encouraged
(D) are encouraging
105. We _____ each staff member to do his or her part to get this project completed on time.
(A) expect
(B) expel
(C) expend
(D) expedite
106. The association conference will take place _____ December.
(A) in
(B) on
(C) at
(D) of
107. Mr. Lutz is _____ to take on such a big responsibility because he doesn't feel prepared for it at this time.
(A) relieved
(B) reluctant
(C) reliable
(D) relocated
108. The current _____ of this office plans to leave before the end of the month.
(A) occupancy
(B) occupying
(C) occupy
(D) occupant
109. We are looking for ways to reduce expenses _____ our financial situation is not good.
(A) although
(B) but
(C) because
(D) or
110. The office closes _____ noon on Saturdays.
(A) at
(B) on
(C) in
(D) to
111. The director says that she _____ to hire several new staff members next year.
(A) plan
(B) plans
(C) planning
(D) planned
112. Mr. Chan _____ in charge of operations since the beginning of last year.
(A) is
(B) was
(C) has been
(D) will be

113. Replacement cartridges for the printer can be found _____ the top shelf of the supply closet.
(A) on
(B) in
(C) at
(D) between
114. Both lunch _____ dinner are served in the company cafeteria.
(A) or
(B) either
(C) but
(D) and
115. Requests for extra time off must _____ by the employee's supervisor.
(A) approve
(B) be approved
(C) be approving
(D) approval
116. The board of directors agreed _____ Ms. Silva's contract for another year.
(A) renew
(B) to renew
(C) renewing
(D) will renew
117. It is important to dress _____ when going on a job interview.
(A) profess
(B) profession
(C) professional
(D) professionally
118. Ms. Toth slipped and fell _____ she was walking on the icy sidewalk in front of the building.
(A) while
(B) during
(C) although
(D) but
119. We prohibit _____ in any part of the building or grounds.
(A) smoke
(B) to smoke
(C) smoking
(D) will smoke
120. All packages, bags, and bundles will be _____ by a security officer before leaving the building.
(A) respected
(B) inspected
(C) prospected
(D) suspected
121. The new office is _____ 151 North Main Street.
(A) on
(B) at
(C) in
(D) for
122. We are concerned _____ the high rate of absenteeism among our employees.
(A) on
(B) for
(C) about
(D) of
123. The new building will be dedicated _____ June 30.
(A) on
(B) in
(C) at
(D) to
124. The rent on this office is _____ than the rent we have been paying at our old place.
(A) high
(B) higher
(C) highly
(D) highest
125. _____ we were careful with expenses, we still went over our budget this year.
(A) If
(B) Since
(C) Because
(D) Even though
126. She delayed _____ the contract until she had a chance to speak with her attorney.
(A) sign
(B) signing
(C) to sign
(D) signature

127. The woman _____ rents this office uses it only a few days a month.
(A) who's
(B) whose
(C) who
(D) whom
128. If your passport is no longer _____, then you should use some other form of identification.
(A) valid
(B) validate
(C) validating
(D) validation
129. He _____ about that issue for last month's report.
(A) writes
(B) wrote
(C) is writing
(D) written
130. _____ your supervisor if you plan to be away from the office for any length of time during the day.
(A) Notify
(B) Notifying
(C) Should notify
(D) Will notify
131. Mr. Carlo was very upset when he learned that he had been passed _____ for the promotion.
(A) in
(B) out
(C) over
(D) through
132. We have spent too much money and will have to _____ for the rest of the year.
(A) economy
(B) economize
(C) economist
(D) economically
133. Time is short and we will have to work very hard to _____ our goals by the end of the year.
(A) perceive
(B) receive
(C) conceive
(D) achieve
134. You can choose to have your paycheck mailed to you, _____ you can have your salary deposited directly into your bank account.
(A) or
(B) if
(C) but
(D) so
135. This building, _____ was built more than 100 years ago, is scheduled for demolition next month.
(A) it
(B) that
(C) was
(D) which
136. If you _____ your application tomorrow, you will still be eligible for the job.
(A) to submit
(B) submitted
(C) submit
(D) submits
137. We _____ in the elevator when the electricity went out, and we were stuck there for almost an hour.
(A) rode
(B) were riding
(C) ridden
(D) had ridden
138. You must _____ every item on the form or your application will not be considered.
(A) complete
(B) to complete
(C) completing
(D) will complete
139. We feel _____ about coming to an agreement on the issue soon.
(A) hoping
(B) hopeful
(C) hopefully
(D) to hope
140. _____ in today's business world is difficult, and many new businesses fail.
(A) Compete
(B) To compete
(C) Competing
(D) Have competed

