

# 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 the contracts \_\_\_\_\_ ready, have them sent to the purchaser.  
(A) am  
(B) is  
(C) are  
(D) be
102. The \_\_\_\_\_ of the new building will start next month.  
(A) constructive  
(B) construction  
(C) construct  
(D) constructed
103. The stapler is \_\_\_\_\_ the desk.  
(A) on  
(B) through  
(C) into  
(D) without
104. Mr. Selvas delivered the \_\_\_\_\_ bid to the client.  
(A) seals  
(B) seal  
(C) sealing  
(D) sealed
105. If your flight is delayed, \_\_\_\_\_ me from the airport.  
(A) calling  
(B) will call  
(C) call  
(D) called
106. The airport taxes are \_\_\_\_\_ in the ticket price.  
(A) including  
(B) include  
(C) been included  
(D) included
107. Ms. Najar wants to \_\_\_\_\_ the costs by tonight.  
(A) final  
(B) finalize  
(C) finally  
(D) finality
108. A computer is \_\_\_\_\_ than a typewriter.  
(A) more efficient  
(B) most efficient  
(C) the most efficient  
(D) the more efficient
109. Mr. Flynn is the person \_\_\_\_\_ orders office supplies.  
(A) which  
(B) whose  
(C) who  
(D) whom
110. The budget analysis is due \_\_\_\_\_ Friday.  
(A) at  
(B) from  
(C) until  
(D) on
111. New paint \_\_\_\_\_ pictures will make the office look better.  
(A) but  
(B) and  
(C) as  
(D) though
112. Everyone is \_\_\_\_\_ that Ms. Howard seldom leaves before 6:30.  
(A) aware  
(B) await  
(C) awaken  
(D) awe

113. The itinerary \_\_\_\_\_ with the cruise list.  
(A) be filing  
(B) is filed  
(C) be filed  
(D) is filing
114. Passengers can check in for the charter flight \_\_\_\_\_ 8:00 and 12:00 tomorrow.  
(A) between  
(B) with  
(C) through  
(D) from
115. The president had her travel agent \_\_\_\_\_ the reservations.  
(A) made  
(B) has made  
(C) make  
(D) makes
116. It is \_\_\_\_\_ to transfer a documentary by e-mail **than** by fax.  
(A) fast  
(B) fastest  
(C) the faster  
(D) faster
117. Mr. Dietze typed the speech, \_\_\_\_\_ Ms. Lang prepared the charts.  
(A) or  
(B) and  
(C) where  
(D) during
118. The head of the porters \_\_\_\_\_ guests with their luggage.  
(A) assist  
(B) were assisting  
(C) assists  
(D) are assisting
119. Ask the accounts receivable clerk \_\_\_\_\_ the invoice.  
(A) to send  
(B) sending ask sb to do sthing  
(C) will send  
(D) sends
120. An administrative assistant keeps an office running \_\_\_\_\_.  
(A) smooth  
(B) smoothness  
(C) smoothed  
(D) smoothly
121. Each passenger's name \_\_\_\_\_ with his or her cabin number.  
(A) is list  
(B) listing  
(C) is listed  
(D) is listing
122. The manager got his staff \_\_\_\_\_ last weekend.  
(A) to work  
(B) was working  
(C) workable  
(D) worked
123. The variety of insurance benefits \_\_\_\_\_ very broad under this policy.  
(A) are  
(B) is  
(C) being  
(D) be
124. The directory lists each passenger's name \_\_\_\_\_ address.  
(A) and  
(B) the  
(C) but  
(D) nor
125. Please leave your luggage \_\_\_\_\_ the bus for loading.  
(A) among  
(B) between  
(C) from  
(D) beside
126. Mr. Cain will return your call \_\_\_\_\_ he arrives.  
(A) soon  
(B) as soon  
(C) as soon as  
(D) soon than

127. If the product were not safe, we \_\_\_\_ it.  
(A) had sold  
(B) don't sell  
(C) will sell  
(D) would not sell
128. The cruise handbook \_\_\_\_ all ship policies.  
(A) explains  
(B) is explaining  
(C) explain  
(D) explaining
129. \_\_\_\_ costs make profits smaller.  
(A) Raise  
(B) Risen  
(C) Rising  
(D) Raised
130. Mr. Larsen \_\_\_\_ for meetings.  
(A) late is always  
(B) is always late  
(C) always late is  
(D) is late always
131. \_\_\_\_ we had checked the figures, the supervisor found a mistake.  
(A) Unless  
(B) However  
(C) Since  
(D) Even though
132. Mr. Lazer wants to make \_\_\_\_\_.  
(A) a meeting  
(B) an hour  
(C) an appointment  
(D) a time
133. The financial team \_\_\_\_ that the offer was rejected.  
(A) was disappointed  
(B) were disappointed  
(C) was disappointing  
(D) were disappointing
134. A record of complaints \_\_\_\_\_ kept in the purser's office.  
(A) are  
(B) is  
(C) were  
(D) has
135. The only difference \_\_\_\_\_ the two flights is time of departure.  
(A) with  
(B) then  
(C) between  
(D) among
136. \_\_\_\_\_ Ms. Butrus was late, she did not miss the performance.  
(A) During  
(B) Because  
(C) In spite of  
(D) Although
137. Mr. Dekar was responsible for \_\_\_\_\_ the data.  
(A) organization  
(B) organizing  
(C) organized  
(D) organize
138. The company \_\_\_\_\_ spouses of employees in the invitation to the banquet.  
(A) are included  
(B) have included  
(C) is including  
(D) has including
139. Ms. Yu has suggested \_\_\_\_ more reservation clerks.  
(A) hire  
(B) hiring  
(C) hired  
(D) to hire
140. The meeting will be held \_\_\_\_\_.  
(A) of  
(B) in  
(C) for  
(D) on

