

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) knowledgeably
(B) knowledgeable
(C) most knowledgeable
(D) more knowledgeable
133. Any knowledgeably 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