

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 are ready, have them sent to the purchaser.
i (A) am
he / he/it (B) is
(C) are ✓
(D) be
102. The construction of the new building will start next month.
(A) constructive ✓
(B) construction ✓
(C) construct
(D) constructed
103. The stapler is on the desk.
(A) on ✓
(B) through
(C) into
(D) without
104. Mr. Selvas delivered the sealed bid to the client.
(A) seals
(B) seal
(C) sealing -
(D) sealed
105. If your flight is delayed, call me from the airport.
(A) calling
(B) will call
(C) call ✓
(D) called
106. The airport taxes are included in the ticket price.
(A) including
(B) include
(C) ^{be} been included
(D) included
107. Ms. Najar wants to finalize the costs by tonight.
(A) ~~final~~ adj
(B) finalize ✓
(C) ~~finally~~ adv
(D) finality N
108. A computer is more efficient than a typewriter.
(A) more efficient ✓
(B) most efficient
(C) the most efficient ✓
(D) the more efficient
109. Mr. Flynn is the person who orders office supplies.
(A) which vật
(B) whose tính từ sở hữu
(C) who người ✓
(D) whom tân ngữ
110. The budget analysis is due on Friday.
(A) at
(B) from
(C) until
(D) on ✓
111. New paint and pictures will make the office look better.
(A) but
(B) and ✓
(C) as
(D) though
112. Everyone is aware that Ms. Howard seldom leaves before 6:30.
(A) aware nhận thức/biết ✓
(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 S+ had/have do something
 (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
 (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 ✓ get SO to do ST
 (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 _____ Thursday.
 (A) of
 (B) in
 (C) for
 (D) on

