

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.

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|---|---|
| 101. When the contracts _____ ready, have them sent to the purchaser.
(A) am
(B) is
(C) are
(D) be | 107. Ms. Najar wants to _____ the costs by tonight.
(A) final
(B) finalize
(C) finally
(D) finality |
| 102. The _____ of the new building will start next month.
(A) constructive
(B) construction
(C) construct
(D) constructed | 108. A computer is _____ than a typewriter.
(A) more efficient
(B) most efficient
(C) the most efficient
(D) the more efficient |
| 103. The stapler is _____ the desk.
(A) on
(B) through
(C) into
(D) without | 109. Mr. Flynn is the person _____ orders office supplies.
(A) which
(B) whose
(C) who
(D) whom |
| 104. Mr. Selvas delivered the _____ bid to the client.
(A) seals
(B) seal
(C) sealing
(D) sealed | 110. The budget analysis is due _____ Friday.
(A) at
(B) from
(C) until
(D) on |
| 105. If your flight is delayed, _____ me from the airport.
(A) calling
(B) will call
(C) call
(D) called | 111. New paint _____ pictures will make the office look better.
(A) but
(B) and
(C) as
(D) though |
| 106. The airport taxes are _____ in the ticket price.
(A) including
(B) include
(C) been included
(D) included | 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
(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

