

## Part 6:

**Directions:** Read the texts below. You will find a word or phrase missing in some of the sentences. Below each of the sentences, four answer choices are given. Select the most appropriate answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your Answer Sheet.

Questions 141-143 refer to the following memo.

### MEMO

To: All staff  
From: D. Rivera  
Re: Office Dress Code

It has come to our attention that a number of staff members have been coming to work in inappropriate \_\_\_\_\_. Please be reminded that this is a place of business and that staff members are expected to dress

141. (A) attire  
(B) transportation  
(C) schedules  
(D) attitudes

professionally. This means that casual clothing such as shorts, T-shirts, sandals, and sneakers should not \_\_\_\_\_

142. (A) wear  
(B) worn  
(C) be wearing  
(D) be worn

in the office. This is of particular importance when meeting with clients. Remember that each one of you represents the company and needs to keep in mind the impression that you give to clients and potential clients.

If you have any questions or concerns about this policy, please let \_\_\_\_\_ know.

143. (A) I  
(B) him  
(C) you  
(D) me

I will be happy to clarify any issues for you and listen to yours concerns.  
Thank you for your cooperation.

Questions 144-146 refer to the following article.

As we age, it becomes more and more important to get regular exercise. At the same time, our work lives may become more and more \_\_\_\_\_.

144. (A) vacant  
(B) relaxed  
(C) hectic  
(D) dull

How can a busy professional find time for exercise in an already overscheduled life? The answer is to exercise a little bit at time over the course of the day. It all adds up, and you may find that by the end of the day you have gotten thirty minutes of exercise or more just by finding small opportunities here and there. The possibilities are endless. For example, \_\_\_\_\_ you park your car farther away from

145. (A) so  
(B) if  
(C) because  
(D) although

your office than you normally do, you can get several minutes of walking time in, both on the way to and from the office. If you work in a tall building, skip the elevator and take the stairs, at least for part of the way. \_\_\_\_\_

146. (A) Climb  
(B) Climbs  
(C) Climbing  
(D) To climb

stairs provides good aerobic exercise. There are many more possibilities. How many can you think of?

Questions 147-149 refer to the following notice.

**JOB OPPORTUNITIES AT THE SHINDLIN COMPANY**

Are you looking for a position that makes full use of your talents and at the same time allows you to grow in your profession? The Shindlin Company, a leading publisher of reference and educational books, provides a dynamic and creative workplace with a full package of benefits and opportunities for \_\_\_\_\_.

- 147.** (A) advice  
(B) adversity  
(C) advertising  
(D) advancement

We are looking for talented professionals with a wide variety of skills. We are also looking for college students and recent college graduates to fill a number of internship positions. We welcome your \_\_\_\_\_. Please review the

- 148.** (A) applicant  
(B) application  
(C) to apply  
(D) apply

list of job openings below, or submit your resume along with a letter of interest to hr@shindlinco.com. We will contact you when we \_\_\_\_\_ an opening that matches your skills and background.

- 149.** (A) have  
(B) will have  
(C) had  
(D) have had

Questions 150-152 refer to the following email.

To: Mi Ja Kim  
From: Eun Hee Cho  
Subject: Help with workshop

Hello, Ms. Kim,

I am working on the logistics for next week's workshop, and I need some help with planning the lunch. I've looked over the budget, and it appears that we don't have a great deal of money to spend for this. I am having a hard time finding a good \_\_\_\_\_ service that doesn't charge too much.

- 150.** (A) accounting  
(B) banking  
(C) catering  
(D) organizing

Can you suggest one that can serve a decent meal at a decent price? I also need your suggestions for a place to serve the lunch. Mr. Song suggested one of the conference rooms, but \_\_\_\_\_ all seem too small to me.

- 151.** (A) them  
(B) they  
(C) he  
(D) it

Do you think we could use the cafeteria? I would really \_\_\_\_\_ your ideas and suggestions.

- 152.** (A) appreciate  
(B) appreciative  
(C) appreciation  
(D) appreciated

Thank you very much.

Eun Hee Cho