

# 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. If the delivery is late, we \_\_\_\_\_ the shipping charges.  
(A) paid  
(B) will pay  
(C) have paid  
(D) are paying
102. We cannot process the order \_\_\_\_\_ we get a copy of the purchase order.  
(A) because  
(B) that  
(C) until  
(D) when
103. The visitors will be arriving \_\_\_\_\_ the office in twenty minutes.  
(A) at  
(B) with  
(C) into  
(D) for
104. Please use the \_\_\_\_\_ envelope for your reply.  
(A) is enclosed  
(B) enclose  
(C) enclosing  
(D) enclosed
105. Mr. Mura depends on his assistant for \_\_\_\_\_.  
(A) advise  
(B) adverse  
(C) advice  
(D) adversity
106. The package should arrive \_\_\_\_\_ Tuesday.  
(A) in  
(B) on  
(C) over  
(D) at
107. The newspaper expects circulation \_\_\_\_\_ next year.  
(A) to ascend *tăng*  
(B) to increase  
(C) to escalate *leo thang*  
(D) to raise
108. Using a checklist is an \_\_\_\_\_ way to make plans.  
(A) effective  
(B) effect  
(C) effectiveness  
(D) effectively
109. The food has been ordered, \_\_\_\_\_ it has not arrived.  
(A) or  
(B) since  
(C) because  
(D) but
110. The bus will leave promptly \_\_\_\_\_ 8:30.  
(A) until  
(B) to  
(C) at  
(D) for
111. The head of operations \_\_\_\_\_ to the management convention.  
(A) going  
(B) are going  
(C) go  
(D) is going
112. A customer service representative \_\_\_\_\_ at our catalogue number.  
(A) always is available  
(B) is always available  
(C) is available always  
(D) being always available

113. The telephone directory is \_\_\_\_\_ the telephone.  
(A) among  
(B) to  
(C) under  
(D) between
114. Our company stands for quality \_\_\_\_\_ design.  
(A) or  
(B) and  
(C) but  
(D) neither
115. The supervisor had Ms. Balla \_\_\_\_\_ her job responsibilities.  
(A) to write  
(B) wrote  
(C) written  
(D) write
116. Mr. Camelio promises \_\_\_\_\_ the error right away.  
(A) will correct  
(B) correcting  
(C) to correct  
(D) corrects
117. \_\_\_\_\_ it was late, Ms. Glaser stayed to finish her work.  
(A) Although  
(B) During  
(C) Since  
(D) While
118. The \_\_\_\_\_ about our recycling plans will reassure consumers.  
(A) public  
(B) publish  
(C) publishing  
(D) publicity
119. The travel agent persuaded us \_\_\_\_\_ an evening flight.  
(A) to take  
(B) taking  
(C) took  
(D) taken
120. This model has seldom been brought in for \_\_\_\_\_.  
(A) despair  
(B) compares  
(C) impairs  
(D) repairs
121. Can you meet with us \_\_\_\_\_ 11:00?  
(A) on  
(B) for  
(C) at  
(D) in
122. The manager suggested \_\_\_\_\_ a research team.  
(A) organized  
(B) organizing  
(C) organizes  
(D) to organize
123. Mr. Benito received the notice \_\_\_\_\_ January 5.  
(A) on  
(B) in  
(C) at  
(D) to
124. This list of contributors is more \_\_\_\_\_ that one.  
(A) current  
(B) currently  
(C) current than  
(D) current as
125. The fax was not received \_\_\_\_\_ the fax number was wrong.  
(A) until  
(B) because  
(C) although  
(D) once
126. The ship's captain requests that all passengers \_\_\_\_\_ emergency procedures.  
(A) reviewing  
(B) reviews  
(C) review  
(D) to review

127. The person \_\_\_\_\_ lost a briefcase may claim it in the lobby.  
 (A) whose  
 (B) which  
 (C) whom  
 (D) who
128. This memo is \_\_\_\_\_ the previous one.  
 (A) as confusing  
 (B) confusing as  
 (C) as confusing as  
 (D) as confused as
129. Ms. Friel \_\_\_\_\_ about her promotion before it was announced.  
 (A) knew  
 (B) known  
 (C) is knowing  
 (D) has known
130. Please \_\_\_\_\_ me any time if I can help you.  
 (A) are calling  
 (B) call  
 (C) calls  
 (D) will call
131. The ship's restaurant is located \_\_\_\_\_ the sun deck.  
 (A) on  
 (B) under  
 (C) in  
 (D) over
132. What \_\_\_\_\_ will the delay have on the contract?  
 (A) effect  
 (B) effective  
 (C) effectively  
 (D) effectiveness
133. Mr. Dimitri has a \_\_\_\_\_ for the Palace Hotel.  
 (A) rumination  
 (B) reservation  
 (C) trepidation  
 (D) motivation
134. Our latest advertising package includes videos \_\_\_\_\_ brochures.  
 (A) but  
 (B) or  
 (C) and  
 (D) either
135. The merger, \_\_\_\_\_ will be announced today, should be extremely profitable.  
 (A) when  
 (B) whose  
 (C) it  
 (D) which
136. The receptionist \_\_\_\_\_ a message if you do not answer your phone.  
 (A) takes  
 (B) took  
 (C) take  
 (D) taken
137. The secretary \_\_\_\_\_ a letter when the computer crashed.  
 (A) composed  
 (B) is composing  
 (C) was composing  
 (D) composes
138. Tomorrow we \_\_\_\_\_ the letter by overnight mail.  
 (A) will send  
 (B) sent  
 (C) had sent  
 (D) is sending
139. My cousin was very \_\_\_\_\_ when he got the job.  
 (A) surprise  
 (B) surprised  
 (C) surprising  
 (D) surprises
140. The computer operators work at night \_\_\_\_\_ on weekends.  
 (A) nor  
 (B) but  
 (C) neither  
 (D) and

