

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 letter.

Dear Member,

It's tie to renew your membership in the Professional Business Association (PBA). PBA has been providing its members with professional business support since 1965. As a member of PBA, your form part of the most well-regarded community of business professionals in the country. Your membership _____ you to numerous benefits, including: a **141.** (A) entices

(B) entitles

(C) entities

(D)entireties

subscription to our monthly newsletter. *The Business Professionals*; reduced rates at our annual conference; access to professional legal advice; discounts on health and life insurance; as well as many other benefits. Please complete the membership renewal form below and send _____ in with your membership fee. If you renew your membership **142.** (A) it

(B) them

(C) they

(D) us

before May 15, you _____, as our thanks, an autographed copy of *The Ladder to Business Professionals Success*, **143.** (A) receive

(B) receives

(C) received

(D) will receive

written by PBA member Harlan McGee.

Sincerely,
Angelina Park
BPA President

Questions 144-146 refer to the following article.

There are many steps involved in preparing to give a presentation. You need to plan exactly what you are going to say, and you need to organize your visuals. But in addition to the content of your presentation, you also need to consider your own appearance. The way you _____ is just as important as the information you impart. You need to pay as **144.** (A) speak

(B) arrive

(C) dress

(D) enter

much attention to your clothes as you do to your charts and graphs. If you look professional, your audience will take you seriously and pay attention to what you say. If, _____, you seem unconcerned with your appearance, your audience **145.** (A) therefore

(B) on the other hand

(C) as a result

(D) moreover

will probably be equally unconcerned with anything you have to say. _____ the clothes you will wear is an **146.** (A) Choose

(B) Will choose

(C) Choosing

(D) Chosen

important part of preparing to give a presentation.

Questions 147-149 refer to the following memo.

To: All Apex, Inc. Employees

From: Ken Ferguson

Re: Parking

Subject: July 9, 20__

This is a reminder about the parking situation in our building. All employees of Apex, Inc. may park in the building garage free of charge. However, a parking sticker must _____ on the lower right-hand corner of your windshield. If you do **147.** (A) display

(B) displays

(C) will display

(D) be displayed

not have a sticker, please let me know. Your parking sticker allows you to park in spaces marked "Apex" only. If you park in any other space, your car will be subject to fines and towing, whether or not you have a sticker. Please be careful about this. The garage attendants are very _____ about the parking rules.

148. (A) strict

(B) stricken

(C) strident

(D) strike

Also, please _____ your clients that they may park in the spaces marked "visitor", but they must have a visitor **149.** (A) advice

(B) advise

(C) advisor

(D) advisory

parking pass. These are available from our receptionist.

Thank you for your cooperation.

Questions 150-152 refer to the following e-mail.

To: Andrew Jones
From: Eliza Higgins
Date: September 22
Subject: Office Space

Hi Andrew,

I wanted to let you know that I am looking for a new office space and to ask you to keep an eye out for me. My business is _____ and I have hired several new employees over the past few months, so I really need a bigger office. **150.** (A) expecting

- (B) demanding
- (C) expanding
- (D) decreasing

My _____ is to be downtown although I know it might be difficult to find something there. At the very least, I would **151.** (A) ideal

- (B) ideally
- (C) idealistic
- (D) idealize

like to be near the major bus and subway lines so that my business is accessible to my clients. Since my business has been doing so well, I can afford to pay a higher rent than I am paying now. Please let me know if you hear any offices that might be _____ to my needs.

- 152.** (A) suit
- (B) suite
 - (C) suiting
 - (D) suitable