

## TEST 4\_15 MINUTES

### Part 5:

Choose the word or phrase that best completes the sentence.

1. When Tabitha was transferred to the head office in New York, a farewell party \_\_\_\_\_ for her.  
(A) was held  
(B) held  
(C) is held  
(D) holds
2. Last week, the government \_\_\_\_\_ several major changes to tax laws for small businesses.  
(A) announces  
(B) announced  
(C) was announcing  
(D) has announced
3. The new office \_\_\_\_\_ is now here and must be used for all formal letters to clients.  
(A) station  
(B) stationed  
(C) stationery  
(D) stationing
4. The conference is only in its second day, but we \_\_\_\_\_ three keynote speeches and seven seminars already.  
(A) will attend  
(B) are attending  
(C) had attended  
(D) have attended
5. A decision on the budget has \_\_\_\_\_ before the end of the week, or all projects will need to be put on hold.  
(A) made  
(B) to be made  
(C) been making  
(D) to be making
6. No one is allowed to enter the basement storage area without prior \_\_\_\_\_.  
(A) acquaintance  
(B) acceptability  
(C) authenticity  
(D) authorization
7. The \_\_\_\_\_ of the parts was delayed by the strike.  
(A) manufacturing  
(B) manufactures  
(C) manufactured  
(D) to manufacture
8. You should contact a representative if your order is not \_\_\_\_\_ on time.  
(A) deliver  
(B) delivered  
(C) delivery  
(D) delivering

9. It has not \_\_\_\_\_ what caused the industrial accident at the Riverside Business Park last night.
- (A) determined
  - (B) been determined
  - (C) been determining
  - (D) had determination
10. Management has not yet decided on a \_\_\_\_\_ for the team-building retreat.
- (A) locate
  - (B) located
  - (C) location
  - (D) locating
11. According to the IT department, the new computer system should \_\_\_\_\_ by the end of the week.
- (A) be installed
  - (B) installed
  - (C) install
  - (D) have installed
12. The investigator has been looking into what \_\_\_\_\_ last week but has not shared his findings yet.
- (A) happened
  - (B) is happening
  - (C) was happened
  - (D) happens
13. By this time next year, we \_\_\_\_\_ in business in this location for 25 years.
- (A) are
  - (B) have been
  - (C) will have been
  - (D) are going to be
14. The new \_\_\_\_\_ is able to speak six languages fluently, according to her résumé.
- (A) accountant
  - (B) accounting
  - (C) account
  - (D) accountable
15. During a presentation to the funding committee, the projector \_\_\_\_\_ stopped working.
- (A) suddenly
  - (B) inevitably
  - (C) hopefully
  - (D) shortly

## Part 6

Questions 16 – 19 refer to the following letter. 

### Evergreen Credit Card Services

3434 Market Square  
Upton, UT 84017

Dear Mr. McCartney,

Thank you for choosing to use Evergreen Credit Card Services. We \_\_\_\_\_ to let you know that after  
16.

reviewing your account, we have approved you for an \_\_\_\_\_ in your credit limit. Your new limit is now  
17.

\$5,000. \_\_\_\_\_. We look at your payment history and overall credit card \_\_\_\_\_ to make this decision.  
18. 19.

This will allow you to make purchases that you once thought might be impossible, such as a new refrigerator or a postponed house project. If you have any questions about what this means for you and your credit, give us a call at 555-2948. Once again, thank you for choosing us.

Esteban Domingo  
Credit Services

16. (A) written  
(B) are writing  
(C) are written  
(D) writing

17. (A) increase  
(B) authorization  
(C) enlargement  
(D) interest

18. (A) This new limit will go into effect immediately.  
(B) Payments will be credited the next business day.  
(C) The card will be sent to the address listed in the account.  
(D) The design of the card can be changed online.

19. (A) using  
(B) used  
(C) uses  
(D) usage

Questions 20 – 23 refer to the following advertisement. 

### Work for a Dynamic Company and Help Your Community!

InterConnect is a top telecommunications company that specializes in access across North America. As we grow, so does our desire to help and positively influence the communities we serve. To this end, InterConnect \_\_\_\_\_ an exciting new opportunity open for a new Community Relations Director at  
20.

our San Francisco corporate office. The person who will serve in this position \_\_\_\_\_ in charge of our  
21.

social responsibility programs, including creating new programs focused on environmental awareness and improving community relations. The director must also possess a minimum of 10 years' experience, have excellent written and verbal skills, and be able to multitask. \_\_\_\_\_. We ask that all applicants submit a  
22.

writing sample along with their \_\_\_\_\_ and résumé to [rjrichardson@interconnect.com](mailto:rjrichardson@interconnect.com).  
23.

20. (A) is having  
(B) are having  
(C) have  
(D) has

21. (A) will be  
(B) is being  
(C) has been  
(D) was

22. (A) The new office will be located on the top floor.  
(B) Knowledge of Spanish is also a plus.  
(C) InterConnect is happy to help the local community.  
(D) The new program is expected to start next week.

23. (A) application  
(B) applicant  
(C) applicative  
(D) appliance