

## PRACTICE – VERB TENSES

1. My friend was ----- from her job yesterday.  
(A) terminated  
(B) terminating  
(C) being terminated  
(D) been terminated
2. The printer ----- by a new model next week.  
(A) will be replaced  
(B) will replace  
(C) will be replacing  
(D) replaced
3. The prices of breakfast and swimming pool ----- in the total hotel price.  
(A) have been included  
(B) have included  
(C) has included  
(D) has been included
4. The red light ----- that a message has been sent.  
(A) indicates  
(B) indicating  
(C) indicate  
(D) indicator

5. This lawyer always ----- high fees for his consulting services.  
(A) charge  
(B) charges  
(C) charged  
(D) charging
6. The memo ----- to the department managers after it had been checked.  
(A) was sent  
(B) sent  
(C) sends  
(D) had been sent
7. The sales department ----- sales goals for the last quarter.  
(A) reached  
(B) reaching  
(C) reach  
(D) reachable
8. I want translation software that ----- English and Japanese into Korean.  
(A) translate  
(B) translates  
(C) translating  
(D) translate
9. A large percentage of graduates are ----- careers in high-tech industries such as IT security, programming and software development.  
(A) seeking  
(B) sought  
(C) to seek  
(D) seeker
10. Kristen, who ----- the company's branch office in Washington, had a lunch meeting with the CEO yesterday.  
(A) run  
(B) runs  
(C) running  
(D) were running
11. The mineral booms has brought about an economic boom, which in turn means that real estate values have ----  
--- to record levels.  
(A) rose  
(B) rise  
(C) risen  
(D) rising
12. Many physicians ----- that exercise is beneficial to our health.  
(A) agreement  
(B) agree  
(C) to agree  
(D) agreeing
13. The plant manager will be ----- a day-long safety workshop.  
(A) organizing  
(B) to organize  
(C) organization  
(D) organized
14. A training program for new employees ----- proposed by Mr. Taylor.  
(A) have been  
(B) are being  
(C) was  
(D) will

15. Ideas regarding our new proposal -----  
-- welcomed by the board of manager.  
(A) is  
(B) are  
(C) will  
(D) has been
16. A room for our two next conferences  
----- to be reserved now.  
(A) need  
(B) needs  
(C) is needed  
(D) are needed
17. The survey carried out among  
the plant's employees ----- their  
objection to the new regulations.  
(A) reveals  
(B) reveal  
(C) have revealed  
(D) revealing
18. Applicants are ----- to submit their  
photo identification at the information  
desk.  
(A) reminded  
(B) remind  
(C) reminding  
(D) to remind
19. Opinions ----- about the issue of  
building a new parking garage.  
(A) are divided  
(B) is dividing  
(C) have divided  
(D) will divide
20. At the yesterday's meeting, Ms.  
William ----- some suggestions to  
reduce expenditure.  
(A) makes  
(B) make  
(C) made  
(D) has made

Questions 1-2 refer to the following invitation.

**The Business Initiative Society  
of Greater San Marino**

invites you to our regularly held Social Hour.

This is an open forum for owners of small companies  
to meet and discuss issues affecting our area.

San Marino Botanical Gardens

Every Friday evening

6:30–7:30 P.M.

Light refreshments will be served.

*Upcoming speakers*

April 1: Alfredo Rojas, San Marino Mayor

April 8: Alexis Lin, San Marino Chamber of Commerce President

April 15: Dana O’Leary, owner, Pinewood Grill

1. For whom is the invitation intended?

- (A) Government officials
- (B) Expert gardeners
- (C) New residents
- (D) Local businesspeople

2. How often is the event held?

- (A) Once a day
- (B) Once a week
- (C) Once a month
- (D) Once a year

**Discover Hidden Meledonia** ..... 187



Souvenir shops in Krolleen's Old Town are plentiful, and they are not hard to locate. Unfortunately, they are also often overpriced. Tourists are better off purchasing traditional Meledonian handcrafts from individual street vendors, who sell their goods from stalls that line the side streets of the town center. One can find items like hand-knitted sweaters with traditional Meledonian folk motifs, felted wool hats and coasters, carved wooden mugs, dark Meledonian chocolate, and hand-painted marzipan sweets. The quality of the goods is comparable to that of the goods found in the souvenir shops, and the vendors are willing to negotiate their prices.

There is one shop, however, that is definitely worth a visit. The Halinga Boutique is located in Old Town Krolleen on the north side of the castle wall at 18 Videvika. This is the largest souvenir shop in the area, and it offers a broad selection of traditional items. The Halinga Boutique is a good option for the tourist who does not have time to browse the street stalls and prefers the convenience of one-stop shopping.

3. What is mainly discussed in the excerpt?
- (A) How to negotiate prices
  - (B) Where to make purchases
  - (C) When to travel to Meledonia
  - (D) Which traditional items are hardest to buy
4. What is mentioned about street stalls in Krolleen?
- (A) They are busiest during local holidays.
  - (B) They sell articles of clothing.
  - (C) They are usually family-owned.
  - (D) They feature traditional musical instruments.
5. Why does the writer recommend shopping at the Halinga Boutique?
- (A) It has a wide variety of products in stock.
  - (B) The service is fast.
  - (C) The staff is friendly.
  - (D) It offers items that cannot be found at the street stalls.

Questions 6-9 refer to the following document.

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☆☆☆

### Unadilla Fence and Supply, Inc.

3220 Rt. 7 East, Unadilla, NY 13849  
1-800-555-4344

Sales – Installation – Repairs  
Residential – Industrial  
All Types of Fencing  
Landscape Supplies – Sheds – Outdoor Furniture

Proposal submitted to <b>Manesh Goyal</b>	Home Phone <b>607-555-1327</b>
Street <b>78 Chippewa Trail</b>	Job Location <b>West on Rt. 7 to County Line Rd. Left after one mile to Arapaho Trail. Left onto Chippewa Trail.</b>
City and State <b>Unadilla, NY</b>	

We hereby submit specifications and estimates for the furnishing and installation of the following:

**Take down and remove 20 sections of 3-rail fence with attached wire mesh. Install approximately 205 feet of 4-foot-high fence with regular posts. 26 fence sections, two 4-foot gates. Top of fence to be as level as possible**

Customer responsible for determining property lines and location of fence, clearing fence line, and obtaining permits.

We hereby propose to furnish labor and materials in accordance with the above specifications for the sum of **Three Thousand Eight Hundred and Ninety dollars (\$3,890)**. 50 percent deposit required. Balance due upon completion.

This proposal may be withdrawn by Unadilla Fence and Supply if not accepted within 30 days.

SECTION 10  
UNIT 10-71E1

6. What type of document is this?

- (A) An advertisement
- (B) A proposal
- (C) A work schedule
- (D) An order form

7. What kind of work is being discussed?

- (A) Replacement of a fence
- (B) Installation of a patio
- (C) Lawn maintenance
- (D) Furniture repair

8. What is NOT stated in the document?

- (A) The terms may no longer apply after 30 days.
- (B) The total amount must be paid in advance.
- (C) The customer must get permits for the work.
- (D) The materials are included in the price.

9. The word "balance" in paragraph 4, line 3 is closest in meaning to

- (A) deficit
- (B) remainder
- (C) resource
- (D) supply

Questions 10-13 refer to the following product review.

## OMETROELECTRIC.COM

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**REVIEWS**HOMEPRODUCTSPURCHASE

**Posted by:** John Dietrich  
**Date:** April 16, 09:22

Ometro Electric is known for the high quality of its household and kitchen appliances, and, as the owner of an Ometro microwave oven, I decided to buy a top-of-the-line Ometro refrigerator for my newly remodeled kitchen. Like other Ometro kitchen appliances, the OM2010 is a high-priced item. But despite the cost, I purchased this model because it was the most spacious one available. The advertisements mentioned easy-to-adjust shelves and a large freezer drawer on the bottom, and I was convinced that I would be able to store just about anything I needed to. Unfortunately, there were some problems. The refrigerator's shelves were actually very difficult to adjust. A clasp broke when I was attempting to remove a shelf, and the interior wall of the refrigerator was scratched. I called the manufacturer to explain the problem, but the customer support specialist was not helpful; he offered to replace the broken shelf but did not know how to address the initial problem of adjusting the shelves. I had been planning to buy an Ometro washing machine as well, but after this unsatisfactory experience, I think I will choose a different brand.

10. What product is being reviewed?

- (A) A microwave oven
- (B) A refrigerator
- (C) A bookcase
- (D) A washing machine

11. What advantage of the product is mentioned?

- (A) Dependability
- (B) Ease of use
- (C) Affordable price
- (D) Storage capacity

12. Why did the customer contact the manufacturer about the product?

- (A) It did not arrive on time.
- (B) It was delivered in damaged condition.
- (C) It was missing some parts.
- (D) It did not fit the advertised description.

13. What did the company offer to the customer?

- (A) A full refund
- (B) A repair suggestion
- (C) A replacement part
- (D) A discount on a purchase

Questions 14-17 refer to the following contract.

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### Service Contract

Derek Souter of Odyssey, Inc., (hereafter referred to as "Contractor") agrees to provide services to Virginia Wilcox, owner of Wilcox Stationery, (hereafter referred to as "Client") according to the following terms.

#### Description of Services

The Contractor will install shrubbery and four trees at 1500 Bridge Road. The Contractor agrees to use only high-quality materials. The Contractor must show project designs to the Client, and the Client must authorize them before work begins.

#### Work Schedule

The project will be completed on or before May 25. Delays due to weather conditions will be acceptable, provided that the project is completed no later than June 15.

#### Payments

The Client shall pay a deposit of 20 percent of the estimated total cost on the contract signing date. The Contractor will present an invoice for the remaining balance on completion of all work, including any authorized changes requested by the client. The Client shall then pay the balance within 15 days of the invoice date.

#### Other Terms

The Client may make reasonable changes to the design as long as these changes are submitted to the Contractor before work begins and the Contractor determines that the changes will not affect the project schedule. The Contractor must obtain all required construction permits from city authorities for the work performed.

#### Contractor:

<i>Derek Souter</i>	<i>Owner, Odyssey, Inc.</i>	<i>May 1</i>
Signature	Title	Date

#### Client:

<i>Virginia Wilcox</i>	<i>Owner, Wilcox Stationery</i>	<i>May 1</i>
Signature	Title	Date

14. What type of business is Odyssey, Inc.?
- (A) A floral shop
  - (B) An office supply store
  - (C) A landscaping company
  - (D) A financial services firm
15. What is Ms. Wilcox required to do before work begins?
- (A) Finalize the project work schedule
  - (B) Approve the design for the project
  - (C) Calculate the estimated cost of the project
  - (D) Complete a purchase order for materials
16. What is indicated about the deposit?
- (A) It is due on May 1.
  - (B) It was paid in cash.
  - (C) It will be refunded.
  - (D) It is 15% of the total cost.
17. According to the contract, what is Odyssey, Inc., responsible for?
- (A) Informing employees about safety regulations
  - (B) Scheduling maintenance after the project is completed
  - (C) Providing Ms. Wilcox with a list of potential suppliers
  - (D) Getting approval from the city to perform work

Questions 18-21 refer to the following meeting minutes.

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공무원

**Clemington Park Service  
February 6 Management Meeting**

Roll Call 7:30 P.M.:

Chair . . . . . Terri Hopkins (TH)  
Vice Chair . . . . . Annene Bender (AB)  
Secretary . . . . . John Thompson (JT)  
Treasurer . . . . . Alfonso Romero (AR)

Updates

Hamilton Park fence – AR requested an update on the planned repairs for the fence on Elm Road. AB verified that the board requires three estimates before making a decision and acknowledged that she would present the repair estimates at next month’s meeting.

New Business

New bicycle trails – TH proposed adding two bicycle trails to the three walking trails already in existence. Discussion of costs involved with adding more trails followed. JT suggested that, instead, one of the walking trails be turned into a trail exclusively for bicycles. Motion to approve made by AB, seconded by AR. All voted yes.

New Personnel – JT proposed the idea of hiring one additional part-time maintenance employee to work at Hamilton Park on Saturdays. Currently, full-time employees take turns on a rotating basis to work this extra day. Discussion followed concerning the costs involved in hiring and training a new employee. AB suggested maintaining the current situation. Motion to approve made by TH. This motion was not seconded. JT shared the current salary guidelines for full-time personnel working eight hours of overtime. Discussion centered on the money that could be saved by hiring a new part-time employee rather than paying a full-time employee overtime pay. Motion to hire one additional part-time maintenance worker for Saturdays made by JT, seconded by AR. All voted yes.

History Fair Extension – AR reviewed the profit report received in January relating to the History Fair. He noted that this event was very popular. After a breakdown of expenses, the total revenue came to \$1,250.00. TH suggested extending the December event from one day to two days. Discussion was tabled until the March meeting.

18. Who will report in March on planned repairs?
- (A) Terri Hopkins
  - (B) Annette Bender
  - (C) John Thompson
  - (D) Alfonso Romero
19. What is suggested about park trails?
- (A) They are expensive to create.
  - (B) They are easy to maintain.
  - (C) They are used more frequently on Saturdays.
  - (D) They are primarily for bicycle riding.
20. Why did Mr. Thompson recommend hiring a new part-time employee?
- (A) Because full-time employees are not willing to work on Saturdays
  - (B) Because paying a part-time employee will save the park service money
  - (C) Because full-time employees are not available for maintenance work
  - (D) Because the salary guide has been updated to include part-time employees
21. When did the History Fair take place?
- (A) In December
  - (B) In January
  - (C) In February
  - (D) In March