

## PRACTICE

### Exercise 1. Choose the correct answer

1. The assets of Marble Faun Publishing Company ..... last quarter when one of their main local distributors went out of business.
  - A. suffer
  - B. suffers
  - C. suffering
  - D. suffered
2. While Mr. Christopher Bloom is in New York to meet with an important client, he may ..... a few financial investment seminars.
  - A. attend
  - B. attendance
  - C. were attending
  - D. attendee
3. Since the scope of the work of Mr. Kim covered all operations in the warehouse, he ..... responsibility for any accidents, delay in delivery, and breakage of stocks.
  - A. claims
  - B. to claim
  - C. claimed
  - D. claiming
4. Having ..... all the topics in the lesson plan, Mrs. Charles gave her students an assignment about their visions and plans after graduation from the university.
  - A. covers
  - B. covered
  - C. covering
  - D. to cover
5. Ms. Reed ..... by Fulton Consulting as a Senior Policy Analyst since January, 2001.
  - A. employs
  - B. was an employer
  - C. is an employee
  - D. has been employed

6. The survey ..... that 47 percent of our customers have recommended us to their friends, relatives, or coworkers.

- A. found
- B. founded
- C. finding
- D. to find

7. The 2000 U.S. census note that out of a population of nearly 300 people, 31.1 million, just over ten percent, had ..... outside the U.S.

- A. born
- B. are born
- C. been born
- D. were born

8. We are currently seeking an experienced sales manager .....has at least five years of experience.

- A. he
- B. if
- C. who
- D. because

9. The number of foreign students .....want to learn Korean is gradually increasing.

- A. which
- B. that
- C. for
- D. while

10. A new security door, .....can be operated by remote control, will be installed next month.

- A. that
- B. it
- C. them
- D. which

11. Remember that work-life balance issues can affect .....in any stage of the life cycle.

- A. who
- B. whom
- C. whoever
- D. anyone

12. Melissa Jenkins says that her main goal is .....a career in the field of public relations.

- A. pursues
- B. pursued
- C. to pursue
- D. being pursued

13. Reporters at Channel 6 News should have worked harder to confirm the scandalous

story before .....it to the world as fact

- A. announcing
- B. announced
- C. announces
- D. announcement

14. The newest Chrysler sedan is both stylishly modeled and .....at a reasonable price,

providing consumers with an attractive car for people of all age groups.

- A. offers
- B. offering
- C. offered
- D. offer

15. A little over 6,000 prominent news journalists have come together .....the eighth

annual Outstanding Achievement in Newscasting award ceremony.

- A. to attend
- B. attendant
- C. attendance
- D. attend

16. The vice president's main duty at the moment is .....candidates for a promotion to the position of a director in the sales department.

- A. reviewed
- B. reviewing
- C. reviews
- D. review

17. The inspector has not finished .....her investigation into the company's unfair promotion practices.

- A. conducts
- B. to conduct
- C. conducting
- D. conduct

18. Before the end of the year, the supervisors must spend time .....appraisal of each worker's contribution to the company.

- A. wrote
- B. write
- C. written
- D. writing

19. Please .....the amount due to May 14 to avoid late fees and other penalties.

- A. remitted
- B. remittance
- C. remit
- D. remitting

20. Many fitness enthusiasts mention to us that if we do not spend more than 30 minutes a day ....., we usually cannot expect to get into great shape.

- A. exercising
- B. exercises
- C. exercise
- D. exercised

21. We are currently seeking an experienced sales manager .....has at least five years of experience.

- A. he
- B. who
- C. if
- D. because

22. The number of foreign students .....want to learn Korean is gradually increasing.

- A. which
- B. for
- C. that
- D. while

23. A new security door, .....can be operated by remote control, will be installed next month.

- A. that
- B. them
- C. it
- D. which

24. Many people .....were surveyed indicated that they are planning to buy a new car.

- A. they
- B. which
- C. who
- D. those

25. The airport limousine service, .....has been running since January, has been favorably received by travelers.

- A. who
- C. when
- B. what
- D. which

26. Remember that work-life balance issues can affect ..... in any stage of the life cycle.

- A. who
- B. whom
- C. whoever
- D. anyone

27. Twenty percent of the people ..... were surveyed said that they were very satisfied with the product and would buy it again.

- A. which
- B. how
- C. whom
- D. what

28. Sakamoto Components' yearly delivery figures are confidently ..... to surpass those of the last year by a significant margin.

- A. expected
- B. expects
- C. expecting
- D. expect

29. A storm front ..... by squalls is forecast to pass through the southeast part of the region by early afternoon.

- A. will accompany
- B. to accompany
- C. accompanying
- D. accompanied

30. All employees aspiring to promotions to management positions ..... to have at least five years' field experience.

- A. require
- B. are required
- C. requires
- D. has required

**Exercise 2. Choose the correct answer**

1. Ms. Adams is the .....who picked up the packet of promotional materials that came yesterday.
  - A. one
  - B. those
  - C. others
  - D. anybody
2. Unless the owner can be located within three weeks, the watch that Ms. Bryers found at the park is .....to keep.
  - A. it
  - B. her
  - C. hers
  - D. itself
3. The company you work for is willing to take advantage of new technology, but .....are concerned about adverse consequences.
  - A. other
  - B. others
  - C. the other
  - D. another
4. The website sponsored by the city monitoring committee will help you protect .....against Internet threats.
  - A. yours
  - B. your
  - C. yourself
  - D. your own
5. Since she's running late for .....meeting downtown, Ms. Joyce will have to catch a taxi.
  - A. She
  - B. her
  - C. hers
  - D. herself

6. Our new website allows .....to keep track of all orders.

A. our

B. ours

C. us

D. we

7. Only.....with a renewed membership card may attend the concert.

A. this

B. them

C. whose

D. those

8. Workers are advised not to operate certain machines by.....

A. they

B. them

C. their

D. themselves

9. This plan outlines the topics .....plan to discuss at this afternoon's staff meeting.

A. my

B. me

C. I

D. mine

10. New students at Strafford College of Computer Science are advised to take a free students' guide booklet and review .....thoroughly.

A. themselves

B. them

C. itself

D. it

Exercise 3. Questions 1-4 refer to the following notice.

**Continue your education!**

Would you like to return to school but can't afford the high price of a university education?

Then take classes at Beaufort Community College. We offer classes in economics, math, science, computer science, and much more. Visit our Web site at [www.beaufortcc.edu](http://www.beaufortcc.edu) to learn about our classes and.....(1).....for them.

.....(2)..... Some are for people learning the basics. Others are for more advanced learners. .....(3).....of these classes are affordable to anyone who is interested in becoming more educated.

We look forward to.....(4).....you on campus this coming semester.

1. A. will register  
B. registering  
C. register  
D. registered
2. A. You can transfer credits from other schools.  
B. The prices of our classes are incredibly low.  
C. Make selections from a variety of classes.  
D. We are pleased to confirm your registration.
3. A. All  
B. Every  
C. Both  
D. Each
4. A. calling  
B. recruiting  
C. visiting  
D. seeing

Exercise 4. Questions 1-4 refer to the following notice.

**ATTENTION ALL TENANTS**

Wimberley Group will .....(1)..... its rent collection system to electronic one. This change will apply to all apartments effective February 1 .....(2)..... Cash and personal checks will no longer be accepted.

Every tenant needs to create a user profile at [www.wimberleygroup.com](http://www.wimberleygroup.com). After logging in, tenants will be able to .....(3)..... a payment. You can do this by selecting the unpaid bill and then clicking on the button at the bottom of the screen. .....(4)..... you hit "Pay", the amount you designate will be deducted from your registered credit card or bank account. If you wish to arrange automatic payments, please click the button labeled "Pay this amount every month".

Thank you for your cooperation. If you have any questions, email us at [help@wimberleygroup.com](mailto:help@wimberleygroup.com).

1. A. induce  
B. fluctuate  
C. convert  
D. recover
2. A. Tenants had found the new system easy to use.  
B. From that day on, tenants must pay their rental fees online.  
C. The new system allowed for a greater variety of payment options.  
D. Only certain Wimberley Group occupants will be affected.
3. A. postpone  
B. cancel  
C. oppose  
D. make
4. A. Even though  
B. During  
C. Since  
D. As soon as

Exercise 5. Questions 1-4 refer to the following announcement.

**Notice for All Staff**

The shopping mall our store is located in will be closed from December 24 to 26.

.....(1)....., some of you will be coming in on December 24 to set up for our post-holiday sale. The guard who usually opens the mall doors in the morning is off duty during this time.

.....(2).....Daniel Manahan is the most senior staff member, so I will give it to him, and he will let everyone inside.

It is vital that you.....(3).....Daniel at the entrance at exactly 10 A.M. We don't want to waste time making him go back and forth to open the doors, so please be considerate and arrive as.....(4).....as you can.

Thank you for your understanding.

Alison Culpepper

Store manager

1. A. Besides

B. Otherwise

C. Accordingly

D. However

2. A. Making sure we answer customer inquiries in a timely manner is our priority.

B. You should be able to use your employees pass to access the mall.

C. A security code will therefore be required to enter the building.

D. You will need to handle backorders caused by his absence.

3. A. are meeting

B. meet

C. had met

D. met

4. A. punctually

B. regularly

C. politely

D. impressively

Exercise 6. Questions 1-4 refer to the following announcement.

Southwestern Residences

**IMPORTANT ANNOUNCEMENT**

The building's.....(1).....will perform maintenance checks on the condominium's electrical circuits and switch boxes on Monday between 10 A.M and 1 P.M. During this time, the power supply will be.....(2)..... We apologize for any inconvenience this may cause.

.....(3).....However, repair work may need to be carried out if any problems are detected. .....(4)....., the shutdown may be extended to accommodate repairs.

For details regarding this and other related matters, please contact the building superintendent, Ms. Jena Gordon, at 555-2124. Thank you for your patience and understanding.

1. A. administer  
B. administrative  
C. administration  
D. administratively
2. A. motivated  
B. pressured  
C. interrupted  
D. dismissed
3. A. A realtor will be showing people around the building during this time.  
B. The maintenance check lasted through the weekend.  
C. We are sorry that we were unable to complete the inspection.  
D. We intend to restore electricity immediately following the inspection.
4. A. In this case  
B. Above all  
C. By far  
D. On the contrary

**Exercise 7. Questions 1-4 refer to the following article.**

The GizmoTech Technology Showcase will be held at Somerset Hall on Friday, October 3 from 7:30 pm to 11:45 pm. The most highly anticipated item, the GizPhone Gold, is expected to draw a huge crowd of people anxious to purchase the device as soon as it goes on sale at midnight.....(1).....the event. During the showcase GizmoTech employees will be.....(2).....available to answer people's questions. Attendees will also have the opportunity to try the device out for themselves after a demonstration of its functions. ....(3)..... Given that GizmoTech inventory has been known to sell out in a matter of minutes, this is sure to provide consumers with added incentive to sign up early. Anyone interested in is advised to register at [www.GizmoTech.com>Showcase](http://www.GizmoTech.com>Showcase) as soon as possible to avoid.....(4).....shout out of the exhibit.

1. A. throughout  
B. within  
C. following  
D. into
2. A. daily  
B. lately  
C. normally  
D. readily
3. A. Best of all, they will be given priority status to buy the phone.  
B. GizPhone Golds will likely hit shelves a month after the product launch.  
C. Their products will be sold at marked-down prices to all customers.  
D. In fact, the company's other products sold remarkably well this year.
4. A. get  
B. getting  
C. gotten  
D. got

**Exercise 8. Questions 1-4 refer to the following article.**

City Officials Close to Selecting Developers for Downtown Building.

Marinville officials have shortlisted developers they are considering to redo the Halpern building. There are now only three ..... (1) ..... remaining from an initial 25.

As stipulated when the project first started, the firms left in the running must now add more detail to the plans they submitted at the beginning of the year. In their ..... (2) ..... presentations, they should demonstrate that they can meet all of the board's remodeling requirements. ..... (3) ..... "If all goes all well", says Brian Schmidt, director of the Marinville Downtown Authority, "We'll select the most ..... (4) ..... candidate, draw up an agreement, and get started before the year is out".

1. A. obstacles  
B. agencies  
C. locations  
D. questionnaires
  
2. A. preceding  
B. general  
C. forthcoming  
D. incomplete
  
3. A. The candidates all came up with compelling final proposals.  
B. They hoped to develop a construction plan at that time.  
C. The deadline was extended to allow for additional projects.  
D. A complete budget and detailed blueprints must also be included in the proposal.
  
4. A. impression  
B. impressionable  
C. impressed  
D. impressive