

450+ NEW – LESSON 5: READING PARTS 5 & 6 (WORD FORM)

PART 5: Incomplete Sentences (12 questions)

Choose the best answer to complete each sentence.

1. The manager asked us to submit the report by Friday to avoid any _____.
A. delayed
B. delaying
C. delay
D. delays
2. The company's financial performance improved _____ over the last two quarters.
A. significance
B. significantly
C. significant
D. signify
3. Our marketing team needs to focus on more _____ ways to reach our target customers.
A. effect
B. effective
C. effectively
D. effectiveness
4. The CEO emphasized the importance of innovation during _____ presentation.
A. hers
B. her
C. she
D. herself
5. The new employee adapted to the working environment faster than we had _____.
A. expect
B. expecting
C. expected
D. expects
6. Please speak to Mr. Tanaka or Ms. Lee if you have any questions about the policy. Both of them are familiar with it, and you can ask _____.
A. theirs
B. them
C. their
D. themselves
7. Although the results were not what we had hoped for, the team handled the situation _____.
A. professionally
B. profession
C. professional
D. professionalism
8. The training manual was updated to include _____ procedures for remote employees.
A. special
B. specially
C. specialize
D. specialization

9. The tour guide asked the visitors to seat _____ before the show began.
A. themselves
B. them
C. their
D. theirs
10. The advertisement was not as _____ as the company had anticipated.
A. attract
B. attractive
C. attractively
D. attraction
11. Before making a decision, please read the instructions carefully and follow them _____.
A. attention
B. attentive
C. attentively
D. attending
12. The interns were given simple tasks to help them become more _____ with the office system.
A. familiar
B. familiarity
C. familiarize
D. familiarly

PART 6: Text Completion (2 Passages, 4 questions each)

Choose the best word or phrase to fill in each blank.

Passage 1: Company Announcement

To all staff members,

We are pleased to announce that the annual employee recognition ceremony will be held on October 12th in the main conference hall. The event will honor those who have made _____ (13) contributions to our company.

All staff members are encouraged to attend and show support for their colleagues. Light refreshments will be provided, and we hope everyone will enjoy this opportunity to _____ (14) and celebrate together.

Please RSVP by October 5th by contacting the HR department. If you have any dietary restrictions, let us know in advance so we can make the appropriate _____ (15).

Thank you again for your continued dedication. We look forward to seeing you there and celebrating your hard work and _____ (16).

Sincerely,
The Management Team

13.
A. meaning

- B. meaningful
- C. mean
- D. meaningfully

14.

- A. connect
- B. connection
- C. connected
- D. connecting

15.

- A. arrange
- B. arranging
- C. arrangement
- D. arrangements

16.

- A. achieve
- B. achieving
- C. achievement
- D. achiever

 **Passage 2: Email from Customer Support**

Subject: Update on Your Service Request

Dear Mr. Grant,

Thank you for contacting our support center. We apologize for the inconvenience caused by the recent issue with your account. Our technical team has reviewed the situation and taken the necessary steps to correct the _____ (17).

We understand how important reliable service is and want to assure you that we are working hard to improve our systems. Please monitor your account and let us know if you notice any further _____ (18).

For your _____ (19), we have added one month of free service to your current plan. We hope this will demonstrate our commitment to excellent customer service.

If you have questions or need further assistance, please do not hesitate to contact _____ (20).

Best regards,
Customer Support Team

17.

- A. problem
- B. problematic
- C. problems
- D. problematically

18.

- A. interruptions

- B. interrupted
- C. interrupt
- D. interrupting

19.

- A. satisfy
- B. satisfaction
- C. satisfactory
- D. satisfied

20.

- A. we
- B. our
- C. us
- D. ourselves