# NEW – LESSON 26 – READING PARTS 5 & 6

## PART 5

### (I)

**(Part 5): Read and choose the correct answer.**

**1. The manager, along with her assistants, _____ reviewing the project timeline carefully.**

(A) are
(B) were
(C) is
(D) have

**2. The sales team and the marketing director _____ a new promotional strategy.**

(A) develops
(B) has developed
(C) is developing
(D) have developed

**3. Each employee _____ their own login credentials and follows the company's IT policy.**

(A) have
(B) has
(C) had
(D) having

**4. The director _____ the agenda and _____ the final decisions to the team.**

(A) review - deliver
(B) reviews - delivers
(C) review - delivers
(D) reviews - deliver

### (II)

**1.**
Either the interns or the project manager ___ responsible for submitting the final report before Friday.
(A) is
(B) are
(C) have been
(D) were

**2.**
Both the marketing team and the sales department ___ involved in developing the new campaign strategy.
(A) was
(B) is
(C) are
(D) has been

**3.**
Neither the director nor the board members ___ willing to approve the budget without further revisions.

LIVEWORKSHEETS

(A) is
(B) are
(C) was
(D) has been

**4.**
The CEO, together with several senior executives, ___ attending the international conference in Dubai next month.
(A) are
(B) is
(C) have been
(D) were

**5.**
A number of new safety regulations ___ implemented to comply with updated industry standards.
(A) has been
(B) are being
(C) is being
(D) was

**6.**
The number of job applicants ___ significantly decreased since the company moved its headquarters.
(A) has
(B) have
(C) are
(D) were

**7.**
Not only the HR director but also the department heads ___ expected to attend the quarterly performance review.
(A) is
(B) are
(C) have been
(D) was

**8.**
Milk and whole grains ___ essential components of a balanced diet recommended by nutritionists.
(A) is
(B) are
(C) has been
(D) was

**9.**
Either the quarterly bonuses or the annual incentives ___ likely to be adjusted in light of the company's current financial situation.
(A) is
(B) are

LIVEWORKSHEETS

(C) was
(D) has been

**10.**
Each of the proposed measures ___ been carefully evaluated before being submitted to the board.
(A) have
(B) has
(C) are
(D) were

**11.**
Most of the construction work on the new plant ___ completed ahead of schedule, despite the recent supply shortages.
(A) was
(B) were
(C) have been
(D) are

**12.**
The quality of the research papers, as well as the clarity of the presentations, ___ impressed the conference judges.
(A) have
(B) has
(C) were
(D) are

**13.**
Either the production reports or the financial analysis from the past three quarters ___ to be reviewed before the merger can proceed.
(A) need
(B) needs
(C) has needed
(D) is needing

**14.**
What worries the shareholders most ___ the lack of transparency in the company's recent transactions.
(A) are
(B) is
(C) have been
(D) were

LIVEWORKSHEETS

# PART 6

## Extra Practice (Part 6): Read and choose the correct answer.

**To:** All Department Heads
**Subject:** Upcoming Internal Audit

As part of our annual compliance review, the internal audit team will be visiting each department next week. The schedule of audit sessions, along with specific documentation requirements, _____ **(1)** provided in the attachment to this memo. Please review the schedule carefully and ensure your employees _____ **(2)** aware of the assigned times and necessary materials.

The Finance Director, the Operations Manager, and I _____ **(3)** available throughout the week to assist with any questions or issues that may arise.

In addition, each department _____ **(4)** expected to submit a summary of major process improvements implemented over the past year. These summaries will help the auditors understand how we are addressing previous recommendations.

Thank you for your cooperation.

— Compliance Office

**1.**
A. has been
B. have been
C. is
D. was

**2.**
A. is
B. has been
C. are
D. was

**3.**
A. is
B. are
C. was
D. has been

**4.**
A. is
B. are
C. have
D. has

**(Part 6): Read and choose the correct answer.**

Mr. Christopher Brown
Dream Travel Agency
4589 Sunshine Avenue

Dear Mr. Brown,
Thank you very much for offering me the opportunity to work at Dream Travel Agency. I appreciate the time you spent meeting with me to discuss the job.

It was a difficult decision, but I will not be accepting the position. Actually, I **(5)** _____ a job as a management analyst from one of the biggest logistics company in the country. And working as a management analyst **(6)** _____ what I have wanted to do for a long time.

Once again, I would like to express my gratitude for the offer and my regrets that I will not be able to join the company at this time. I hope you understand my decision.

Truly,
Hazel Higgins

**5.**

(A) have been offered

(B) has been offered

(C) have offered

(D) has offered

**6.**

(A) is

(B) are

(C) have been

(D) had been

LIVEWORKSHEETS

**(Part 6): Read and choose the correct answer.**

**To:** All Staff
**Subject:** Important Update on the New Software Rollout

Dear Team,

The launch of the new project management software _____ **(7)** planned for the beginning of next month. The IT department, along with the software vendor and several external consultants, _____ **(8)** currently conducting final tests to ensure a smooth transition.

Neither the training sessions nor the user manuals _____ **(9)** ready yet, but the training coordinator and her assistants _____ **(10)** working hard to complete these materials before the rollout date.

Please make sure that your team members _____ **(11)** informed about the upcoming changes and _____ **(12)** encouraged to participate actively in the training programs.

Thank you for your cooperation.

— Management

**7.**
(A) are
(B) is
(C) were
(D) have been

**8.**
(A) is
(B) has been
(C) was
(D) are

**9.**
(A) are
(B) is
(C) has
(D) was

**10.**
(A) is
(B) was
(C) are
(D) has been

**11.**
(A) is
(B) are
(C) has
(D) was

**12.**
(A) is
(B) are
(C) has
(D) have

LIVEWORKSHEETS