LESSON 15 – READING PARTS 5 & 6

I.

Extra practice: Let's do another practice. Read and choose the correct answer.

1. The accountants _____ keep a record of all payments in the company every day.
A. have to **B.** had to **C.** has to

2. Last year, he _____ into debt after losing his job.
A. get **B.** got **C.** will get

3. You _____ the discount of 5% for your next purchase.
A. will get **B.** got **C.** get

4. We always ____ free delivery on orders over $200.
A. offer **B.** offered **C.** offers

To: Technical Support Staff
From: Glen Holderness, Managing Director
Re: Communication skills
Hi, everyone,
Firstly, I'd like to thank you for your excellent work. You are an essential part of the Vesper Insurance Inc.!
However, a few of your colleagues from around the company **(5)** _____ about the way you interact with other staff. It seems that some of you are impatient when dealing with their problems. I realize it must be hard explaining technical matters to people who lack capacity with computers. However, we need to do something about this problem.

(5)
A. has complained
B. complains
C. have complained
D. complaining

II.

Task 1: (Reading Part 5) Read and choose the correct answer.

1. The company _____ a new CEO every four years.
A. appoints
B. appointed
C. is appointing
D. will appoint

2. The construction team _____ 60 hours a week for the past two months in order to finish the project on time.
A. is working
B. will have worked
C. has been working
D. works

3. The finance team _____ a new automated system for handling all accounting and payroll duties.
A. has installed
B. is installed
C. installing
D. to install

4. Kirsten Gerhart, 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

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Task 2: (Reading Part 6) Read and choose the correct answer.

From: Gavin Henderson, MultiSupplies

To: Gloria Sanchez, Hamilton Retail

Re: Bad news

Dear Ms. Sanchez,

I'm sorry to inform you that your shipment **(5)** _____ a couple of days late. Originally, we had scheduled to send your merchandise by the 4th of June, but the delivery is now going to arrive on the 7th. Unfortunately, we have had trouble getting hold of some of the personal care goods you requested.

We are still waiting for a delivery from our warehouse in Memphis.

I apologize for any inconvenience, and I assure you that your shipment is now our top priority . We will do everything we can to ship it to you promptly. We will also compensate you financially for the delay.

If you have any other questions or concerns, please contact me.

Regards,

Gavin Henderson

5.

(A) arrived

(B) has arrived

(C) arrives

(D) will arrive

Task 2: (Reading Part 6) Read and choose the correct answer.

Milford Education to Launch the E-Lator

Milford Education, a leading publisher of foreign language dictionaries and learning materials, **(6)** _____ a free online translation service. The service, known as the E-Lator, can translate text instantly into several different languages. The company spokesperson is promising that the website, www. milfordelator.com, will become available for public use on Monday next week.

Traditionally, such online services have proven unreliable, providing users with awkward translations. However, Milford Education executives are confident that the E-Lator can produce natural translations in almost all circumstances. They firmly believe that the E-Lator site will become an extremely useful source for foreign language learners.

Initially, the E-Lator will be able to translate short passages to and from English, French, German, Spanish, Portuguese and Japanese. The designers are currently working on adding several other languages to this list, including Russian, Chinese and Korean.

6.

(A) launches

(B) launched

(C) were launching

(D) will launch

III.

1.

Because the CEO frequently ___ unexpected questions during meetings, the staff always come prepared with additional data.

(A) asks

(B) is asking

(C) has asked

(D) asked

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2.
The IT department ___ several servers at the moment, so access to the company's database will be limited until this evening.
(A) maintains
(B) is maintaining
(C) has maintained
(D) maintained

3.
The marketing team ___ three major campaigns this year, each of which has significantly boosted brand recognition.
(A) launches
(B) is launching
(C) has launched
(D) launched

4.
Although the company ___ a record profit last quarter, it chose not to distribute dividends due to upcoming investments.
(A) posts
(B) is posting
(C) has posted
(D) posted

5.
The auditor noticed that the financial manager ___ several documents when the power outage suddenly occurred.
(A) reviews
(B) was reviewing
(C) had reviewed
(D) reviewed

6.
By the time the merger was officially announced, both firms ___ months of confidential negotiations.
(A) conduct
(B) had conducted
(C) conducted
(D) were conducting

7.
If the proposal receives approval today, the contractor ___ construction work as early as next Monday.
(A) will begin
(B) is beginning

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(C) begins
(D) is going to

8.
Look at those market indicators—the demand for electric vehicles ___ surge dramatically in the next decade.
(A) will
(B) is going to
(C) is
(D) has

9.
At this time tomorrow, the sales team ___ negotiations with the European distributor in Berlin.
(A) has started
(B) will be starting
(C) starts
(D) is starting

10.
By the end of this fiscal year, the research division ___ a prototype that can be tested in commercial markets.
(A) develops
(B) will develop
(C) will have developed
(D) developed

IV.

The annual conference on digital transformation ___ (1) in Singapore next month, attracting more than 5,000 participants worldwide.
Organizers ___ (2) additional keynote speakers to address emerging issues in cybersecurity at present.
In addition, all attendees are required to register online, as on-site registration will be strictly limited to those who ___ (3) an invitation code.

1. (A) takes place (B) took place (C) will take place (D) taking place
2. (A) confirm (B) are confirming (C) confirmed (D) have confirmed
3. (A) provide (B) providing (C) provides (D) will provide

When the acquisition ___ (4) earlier this year, analysts expressed concerns about potential market disruptions.
However, the parent company ___ (5) new guidelines by the time the integration process officially begins.

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Moreover, the CEO emphasized that transparency and accountability are fundamental values that the firm must continually ___ (6).

4. (A) announces (B) was announced (C) has announced (D) will be announced
5. (A) has established (B) had established (C) will have established (D) is establishing
6. (A) uphold (B) upholding (C) upholds (D) upheld

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