

Step A Choose the word or phrase that best completes the sentence.

1. Many people are persuaded _____ our new vitamin containers because they are a better value.
(A) buying
(B) bought
(C) to buy
(D) will buy
2. _____ missing the flight, passengers should check in at least two hours before departure.
(A) To avoid
(B) Avoid
(C) Avoiding
(D) Avoidance
3. Tartarus Mining Corporation had to pay a record penalty after it failed to _____ several environmental standards.
(A) met
(B) meet
(C) meeting
(D) meets
4. It is important to _____ for the conference early, as organizers need to know how many attendees are coming.
(A) registration
(B) register
(C) registers
(D) registering
5. The museum allows visitors _____ a water bottle inside, as long as it's clear plastic.
(A) took
(B) taken
(C) to take
(D) take
6. University management has agreed _____ exam dates because several mistakes were discovered in the original schedule.
(A) rescheduling
(B) was rescheduling
(C) has rescheduled
(D) to reschedule
7. With its new Family Finance program, Fullers Bank helps families _____ and understand their own finances better.
(A) to plan
(B) planned
(C) are being planned
(D) planning
8. _____ the best candidate, the HR team advertised the job position for almost two months.
(A) Selection
(B) Select
(C) Selecting
(D) To select

Questions 1–4 refer to the following e-mail.

Dear Valued Customer,

Thank you for _____ your home computer from Reynolds on December 17.

1.

Reynolds aims to give the best shopping experience to every customer. Your valuable feedback will help us improve our processes and offer better service.

Reynolds has asked Data Point, a business research company, to help run a customer survey. To make sure that we are _____ the best possible service, please give us your feedback using the attached short survey. _____ the survey should take less than ten minutes.

2.

3.

Your answers, and those by other customers, will be used to improve Reynolds operations. This information will not be used for sales or advertising. It is our policy to protect your privacy and personal data.

_____ our gratitude for completing the survey, an e-mail will be sent with an attached \$50 discount coupon, which can be used on any future purchase.

4.

Kind regards,

Martine Grant
Customer Support

1. (A) purchasing
(B) purchases
(C) purchase
(D) purchased

2. (A) disrupting
(B) consuming
(C) providing
(D) involving

3. (A) Complete
(B) Completed
(C) Completing
(D) Completes

4. (A) Expressing
(B) To express
(C) Expresses
(D) Expression

1. _____ money is a priority for most recent graduates, and the Oculus Credit Union can help you do it.
(A) Saved
(B) Saving
(C) Save
(D) Have saved
2. The owners of the Garrett Cafe avoided _____ their prices until their rent was increased a second time.
(A) be raised
(B) raising
(C) raise
(D) to raise
3. Customers are used to _____ their own shopping bags since plastic bags were banned last month.
(A) are bringing
(B) brought
(C) bringing
(D) bring
4. Our Wednesday morning training session is for _____ how to run an effective team.
(A) explanation
(B) explained
(C) explain
(D) explaining
5. The director has said that we can give up _____ our paper filing system once a good digital alternative is found.
(A) be maintained
(B) maintaining
(C) maintenance
(D) maintain
6. Every _____ held at the Wallace Art Museum this year was given excellent reviews by local media.
(A) exhibited
(B) to exhibit
(C) exhibiting
(D) exhibition
7. Despite _____ the details of her booking, Ms. Luthra was unable to check in without identification.
(A) remembered
(B) has remembered
(C) remembering
(D) to remember
8. Erin McClane was involved in a number of local charities before _____ our organization as a volunteer coordinator.
(A) joining
(B) joint
(C) joined
(D) to join

Questions 1–4 refer to the following information.

Because summer has started, it's time to think about sun protection! Here are some useful tips

_____ getting burned by the sun next time you're at the beach:

1.

Use plenty of sunscreen

"These days most people remember _____ sunscreen," says skin doctor Lena Yang. "But they never use enough. Most people use only 25 to 50 percent of the recommended amount of sunscreen."

2.

Cover up

Sunscreen will protect your skin, but clothing is even more effective. When you're outdoors, wearing a hat and a T-shirt with long sleeves is guaranteed _____ your skin safe.

3.

Remember your eyes

Your eyes need _____ protected from the sun too, so buy a nice pair of sunglasses, particularly if you drive a lot.

4.

1. (A) prevented
(B) preventing
(C) prevents
(D) to prevent

3. (A) to keep
(B) be keeping
(C) keep
(D) kept

2. (A) bring
(B) brought
(C) to bring
(D) bringing

4. (A) is
(B) be
(C) to be
(D) to