

Step-by-Step Practice Test

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

1. A book is being _____ by Pete Hawkes about the collapse of Red Shift Construction.
(A) write
(B) writing
(C) wrote
(D) written
2. Our two-page advertisement will be _____ in the June issue of a business magazine.
(A) publisher
(B) publish
(C) publication
(D) published
3. This is a great place for lunch because the food is prepared _____ Pierre Duchamp, a respected chef and TV personality.
(A) with
(B) for
(C) by
(D) since
4. On the radio this morning, motorists _____ told to drive slowly on the slippery roads.
(A) was
(B) were
(C) be
(D) being
5. A local catering company has been _____ for the end-of-year celebration.
(A) held
(B) eaten
(C) hired
(D) served
6. It's natural to be disappointed _____ the outcome of the awards ceremony, but Tari Real Estate still has a lot to be proud of.
(A) at
(B) on
(C) as
(D) to
7. Each month a sum of money is _____ to Target Security for its 24-hour patrol service.
(A) pay
(B) paying
(C) paid
(D) pays
8. The Retina MX70 is _____ the best camera on the market for under \$500.
(A) considerably
(B) considered
(C) considerable
(D) considerate

Step B Choose the word or phrase that best completes the text.

Questions 1–4 refer to the following memo.

TO: All Staff
 FROM: Ralph Hill, Team Leader, HR Division
 DATE: October 11
 SUBJECT: Leave policy reminder

This memo is a brief reminder about our system for taking days off work. Some employees seem not to properly 1. how it works.

Full-time employees 2. to take 20 days off work each year. Temporary contract workers may have a different amount, which will be written in their contract.

Applications must 3. on the company website. Your application will then be sent to your supervisor. Please do not make any vacation plans until you have confirmed your request with your supervisor and the application 4. approved.

Salary may be deducted if an employee takes more days of annual leave than he or she is allowed.

Please call the HR Team at ext. 2412, or read the full version of the company's employment policy for more details.

Yours sincerely,

Ralph Hill

1. (A) understood
 (B) understanding
 (C) be understood
 (D) understand

2. (A) are allowed
 (B) allow
 (C) allowance
 (D) allowed

3. (A) made
 (B) makes
 (C) be made
 (D) make

4. (A) has been
 (B) been
 (C) are
 (D) being

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

1. By the end of the week, the panel _____ interviewed over thirty candidates.
(A) will have
(B) will
(C) was
(D) is going to
2. Jack Hyde will _____ a speech publicly for the first time at this year's fair.
(A) makes
(B) make
(C) be made
(D) making
3. Members of the Palmerston community _____ coming to Dr. Tortora's general practice for over two decades.
(A) have
(B) have been
(C) was
(D) be
4. I called the restaurant and _____ that there will be a table for twelve available this Friday.
(A) confirmed
(B) confirm
(C) confirmation
(D) confirming
5. Next month, members from our corporate division will be _____ in a local soccer competition.
(A) participation
(B) participate
(C) participated
(D) participating
6. Ian Campbell _____ oversee the network upgrade while Ella is away on holiday.
(A) has
(B) is going to
(C) has been
(D) is
7. Patrick _____ an extra set of keys for the office in case anyone needs to visit over the weekend.
(A) is possessing
(B) possessing
(C) possesses
(D) possess
8. Griffon Technology's excellent reputation and office culture _____ a lot of interest from job seekers worldwide.
(A) attract
(B) is attracted
(C) are attracted
(D) has attracted

Step B Choose the word or phrase that best completes the text.

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

To: Customer Enquiries <service@king.org.ut>
 From: Tom Holloway <tholloway@chatmail.com>
 Date: 17 August
 Subject: Laptop repair

Dear King Computers,

I am the owner of a King laptop that stopped working about a week ago. I 1. it two years ago and I 2. its paperwork, including the receipt and warranty card. I want to know how I can get the laptop repaired.

I 3. many important work files and personal photographs on that laptop. I will be very upset if everything is lost.

I don't know if the laptop is still covered by the warranty. However, I am prepared to pay any amount of money if my lost data 4. I considered taking it to a King service center, but I couldn't find any locations near my house.

Please let me know my options. During business hours, I can be reached at 572-9941, but an e-mail would be fine, too.

Kind regards,

Tom Holloway

- | | |
|---|--|
| 1. (A) purchase
(B) am purchasing
(C) was purchasing
(D) purchased | 3. (A) has
(B) have
(C) am having
(D) will have |
| 2. (A) has been lost
(B) losing
(C) lose
(D) have lost | 4. (A) will be restored
(B) is restoring
(C) restores
(D) is restored |

Step-by-Step Practice Test

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

Step B Choose the word or phrase that best completes the text.

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

Step-by-Step Practice Test

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

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

Step B Choose the word or phrase that best completes the text.

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

Dear Valued Customer,

Thank you for 1. your home computer from Reynolds on December 17.

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 2. the best possible service, please give us your feedback using the attached short survey. 3. the survey should take less than ten minutes.

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.

4. 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.

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

Step-by-Step Practice Test

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

1. Passengers _____ in the priority train seats are asked to get up for the elderly, pregnant women, and people with disabilities.
(A) sat
(B) sitting
(C) has sat
(D) seats
2. The _____ changes will be made before the draft is shown to the chief editor.
(A) suggest
(B) suggestive
(C) suggestion
(D) suggested
3. According to an article _____ in a science magazine, it is possible to create alternative energy.
(A) publish
(B) publishing
(C) published
(D) publishes
4. _____ written a report on the subject, Ben McGraw is the best person to ask about our work in Argentina.
(A) Have
(B) Having
(C) Has
(D) Have been
5. The _____ payment method is by credit card, but we also accept most other kinds of payment.
(A) preferring
(B) prefer
(C) preferred
(D) preference
6. An automatic payment _____ for Monday wasn't made because there weren't enough funds in the account.
(A) schedule
(B) schedules
(C) scheduling
(D) scheduled
7. The crane _____ for the construction work can only be moved using a special kind of truck.
(A) require
(B) requirement
(C) requiring
(D) required
8. Cars _____ down Thorn Street will notice that the speed limit has been reduced to 40 kilometers per hour.
(A) traveling
(B) to travel
(C) traveler
(D) traveled

Step B Choose the word or phrase that best completes the text.

Questions 1–4 refer to the following advertisement.

This Mother's Day, celebrate your mother with one of our flower bouquets! We have 25 different arrangements — **1.** — a variety of beautiful and colorful flowers. We also have a — **2.** — bouquet option for a special personal touch.

Customers — **3.** — with a credit card will receive a handmade card from an extensive range of designs. One card is included with each bouquet.

We now offer gift baskets as well! These include packets of fine teas and coffees, cheese, and chocolate — **4.** — in a wooden basket full of fresh flowers.

Delivery is free for purchases over \$60 and can be arranged in-store or via the website. Be sure to submit your order early. Mother's Day is the busiest day of the year for most flower shops!

- | | |
|---|--|
| <p>1. (A) feature
(B) featured
(C) featuring
(D) features</p> | <p>3. (A) paid
(B) payment
(C) pays
(D) paying</p> |
| <p>2. (A) customizing
(B) customized
(C) to customize
(D) customize</p> | <p>4. (A) presented
(B) presenting
(C) present
(D) presentable</p> |