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# Reading Practice Test

## PART 5: INCOMPLETE SENTENCES

**Directions:** Each sentence is missing a word or phrase. Four possible answer options are shown. Choose the best answer option and mark the corresponding letter on your answer sheet.

**101.** We are relying on the _____ of everyone in the department to meet the deadline on this project.

(A) collaborate
(B) collaborator
(C) collaboration
(D) collaboratively

**102.** As soon as Ms. Lark _____ the documents, I will put them in an envelope and mail them.

(A) is signing
(B) will sign
(C) signed
(D) signs

**103.** Since so few people were able to attend, we decided to put _____ the meeting until next week.

(A) off
(B) on
(C) up
(D) in

**104.** The amount they paid the consultant is quite low and not fair _____ for the high quality of work he did.

(A) expenditure
(B) disbursement
(C) compensation
(D) indebtedness

**105.** _____ the office is located in a prime downtown location, the rent is actually not very high.

(A) Because
(B) Although
(C) Even
(D) Therefore

**106.** If you place your desk _____ those two windows, you will be able to take advantage of the natural sunlight.

(A) through
(B) between
(C) inside of
(D) from

**107.** Several members of the audience left the auditorium before the speaker _____ his speech.

(A) finishing
(B) have finished
(C) had finished
(D) had been finished

**108.** _____ we expected work on this project to be finished by June, but now it looks as though we will need a few more weeks.

(A) initial
(B) Initiate
(C) Initiative
(D) Initially



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**109.** We hope to see a substantial _____ in sales by the end of the quarter.

(A) rise
(B) raise
(C) up
(D) elevate

**110.** Mr. Kim expects _____ with several clients during his trip to the coast.

(A) meet
(B) meeting
(C) to meet
(D) meets

**111.** Anyone who remains _____ in finding out more about this opportunity should contact the program director.

(A) interest
(B) interested
(C) interesting
(D) interests

**112.** Because of our large backlog, we won't be able to review your request _____ Friday.

(A) to
(B) soon
(C) until
(D) as

**113.** Unless you have a minimum of five years' experience in this field, you won't _____ for the job.

(A) qualify
(B) quantify
(C) quantity
(D) qualification

**114.** Dr. Chantal _____ in Europe this week, but she will be back in the office next Monday.

(A) travel
(B) have traveled
(C) did travel
(D) is traveling

**115.** It really is a very informative article if you _____ a few minor factual errors.

(A) overhead
(B) overload
(C) overstay
(D) overlook

**116.** If you leave the office early this afternoon, you _____ the holiday party we have planned.

(A) miss
(B) will miss
(C) have missed
(D) are missing

**117.** _____ with your supervisor directly about this problem is probably the best way to handle it.

(A) Speak
(B) Speaks
(C) Speaking
(D) Will speak

**118.** Any employee who has worked here a minimum of two years _____ eligible for a raise.

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

**119.** We probably should put some money aside in a special _____ to ensure that we can meet these extra expenses.

(A) account
(B) accountant
(C) accounting
(D) accountable

**120.** It will be difficult to go back and change the details of the contract _____ it has been signed.

(A) by
(B) once
(C) during
(D) following

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**121.** Roger decided not to accept the job _____ the salary he was offered was a good deal less than he had hoped for.
(A) unless
(B) since
(C) though
(D) despite

**122.** Miranda gained a lot of _____ into French culture while living and working in Paris all those years.
(A) inspire
(B) inside
(C) insight
(D) inspect

**123.** We _____ have job openings in this office, so I suggest you submit your application to another department of the company.
(A) seldom
(B) always
(C) usually
(D) often

**124.** We cannot do anything to correct the problem if no one is willing to take _____ for the mistakes that were made.
(A) response
(B) responsible
(C) responsibly
(D) responsibility

**125.** If the weather hadn't been so bad, more people _____ up for the meeting.
(A) showed
(B) shown
(C) had shown
(D) would have shown

**126.** Mr. Smithers is not in the office right now, but you could _____ him on his cell phone.
(A) call
(B) to call
(C) calling
(D) will call

**127.** I considered _____ for a job with that company, but I finally decided to stay where I am.
(A) apply
(B) to apply
(C) applying
(D) applied

**128.** In order to _____ expenses on our trip, we have decided to stay at a less luxurious hotel.
(A) minimal
(B) minimize
(C) minimum
(D) miniature

**129.** Everybody _____ that the new city theater is a great improvement over the old one.
(A) agree
(B) agrees
(C) have agreed
(D) agreements

**130.** After the conference in Honolulu, I plan to catch a plane _____ Tokyo.
(A) to
(B) by
(C) at
(D) on

**131.** Neither the bus _____ the train will get you to the meeting on time.
(A) either
(B) and
(C) nor
(D) or

**132.** The play last night wasn't bad, but I thought the one we saw last week was _____.
(A) entertained
(B) entertainment
(C) most entertaining
(D) more entertaining



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133. After you have reviewed those documents, _____ them on my desk.
(A) leave
(B) to leave
(C) leaving
(D) have left

134. I never eat in the cafeteria because I don't like the _____ of food they offer.
(A) select
(B) selective
(C) selection
(D) selectively

135. We have been _____ this space for the past seven years and would like to stay for at least another seven.
(A) rent
(B) rents
(C) rented
(D) renting

136. Of all the reports I have read about the situation, this one is certainly the _____.
(A) more comprehensive
(B) most comprehensive
(C) comprehensive
(D) comprehension

137. We plan on _____ at least a week at the beach next month.
(A) spend
(B) to spend
(C) spending
(D) may spend

138. I have asked the new assistant _____ me put the mailing together.
(A) helped
(B) can help
(C) helping
(D) to help

139. We decided to have the entire office _____ before the conference next month.
(A) painted
(B) painter
(C) painting
(D) paint

140. I _____ in an apartment ever since I sold my house last summer.
(A) live
(B) lived
(C) am living
(D) have been living

## This is the end of Part 5.

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# PART 6: TEXT COMPLETION

**Directions:** Read the passages. Four answer options are given below each of the incomplete sentences. Choose the best answers to complete the sentences. Mark (A), (B), (C), or (D).

**Questions 141–143** refer to the following e-mail.

From: marina@company.com

To: larry@larryinc.com

Subject: Car

Hi Larry,

I hope everything is going well with your business. I'm writing to ask if you would do me a tremendous favor. A client will be visiting from out of town tomorrow. We have meetings and appointments planned at several different locations around the city, and I was expecting to use my car to get to them. Unfortunately, it broke down yesterday and is now at the garage. The _____ says he can't have it repaired and ready for me until sometime next week.

**141.** (A) mechanic
(B) mechanical
(C) mechanism
(D) mechanistic

So I was wondering if I could _____ your car tomorrow. I would pick it up at your house in the

**142.** (A) lend
(B) give
(C) loan
(D) borrow

morning and bring it back to you by early evening. I would even drop you off at the subway station so you could get to work. Please _____ me know if you can help me out. I would greatly

**143.** (A) to let
(B) lets
(C) let
(D) letting

appreciate it.

Thanks,

Marina



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**Questions 144–146** refer to the following instructions.

**Store Return Policy**

You may return your purchase to the store for a complete refund at any time and for any reason _____ 60 days of the purchase date. You must return your purchase in

**144.** (A) without
(B) within
(C) during
(D) while

_____ original packaging, and you must include all parts. Returns must be accompanied

**145.** (A) it
(B) its
(C) their
(D) yours

by the receipt as proof of place and date of purchase. Any item that is obviously used or mishandled or that is missing parts is not returnable. You may choose to receive your refund in the form of _____ cash or store credit. Please direct any questions about this policy

**146.** (A) either
(B) both
(C) also
(D) nor

to the store manager.

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**Questions 147–149** refer to the following article.

The City Council voted yesterday to _____ ten million dollars in additional funds

**147.** (A) disprove
(B) reprove
(C) approve
(D) improve

to expand parking in the downtown commercial district. Shoppers and merchants _____

**148.** (A) agree
(B) equal
(C) same
(D) alike

have long been complaining about the lack of adequate parking downtown. "It simply drives customers away," said Charlene Pembroke, spokesperson for the Downtown Merchants Association. "It hurts our bottom line." A recent poll sponsored by the association showed that more and more shoppers are choosing to spend their time and dollars in suburban malls rather than fight for parking spaces downtown. Pembroke expressed _____ with the decision

**149.** (A) satisfaction
(B) satisfactorily
(C) satisfactory
(D) satisfy

of the City Council. "On behalf of the members of the Downtown Merchants Association, I thank the City Council for finally showing some sense," she said in an interview yesterday.



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**Questions 150–152** refer to the following memo.

**InterOffice Memo**

To: All staff

From: P. Jenkins, Office Manager

Subject: Out of the office

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I will be out of the office for all of next week. In my absence, any questions regarding office procedures should _____ to my assistant, Mary Stevens. She will also have the key to the supply closet

**150.** (A) direct
(B) directed
(C) be directed
(D) are directing

and can _____ you with any office supplies you may need during this time. If you have been

**151.** (A) instruct
(B) provide
(C) require
(D) arrange

contemplating any large purchase orders, I ask you _____ until my return on August 10. I will be

**152.** (A) wait
(B) waiting
(C) to wait
(D) may wait

happy to assist with ordering at that time.

Thank you.

## This is the end of Part 6.

Go to the next page to start Part 7. →


LIVEWORKSHEETS

# PART 7: READING COMPREHENSION

**Directions:** In this part you will read different types of texts. The texts are followed by questions. Choose the best answers to the questions, and mark (A), (B), (C), or (D).

**Questions 153–154** refer to the following advertisement.

**Come on down to Herbert's for the annual**

**end-of-the-year sale.**

Only three days left to get unbelievable prices on selected items.

Men's and Ladies' Sweaters----------$20–$30

All Footwear in Store----------30% off

Children's Winter Jackets----------$10, $15, or $20 off

Men's Shirts and Pants----------up to 20% off

**Coupon**

Herbert's

**$20** off coupon

Good for any purchase exclusive of sale items

One coupon per customer per visit

Good through December 21

**153.** What is on sale at a 30 percent discount?

(A) Jackets

(B) Sweaters

(C) Shoes and boots

(D) Shirts and pants

**154.** What can the coupon be used for?

(A) All items

(B) All sale items

(C) All children's items

(D) All regularly priced items



LIVEWORKSHEETS

**Questions 155–158** refer to the following notice.



The next meeting of the Techno Business Group will take place on February 23 from noon until 2:00 p.m. at the Woodside Café. This is the third in a series of networking events organized for people who are considering starting up a technology business. The intent is to provide a relaxed and casual atmosphere in which to network with other technology business owners and potential business partners. This event is co-sponsored by the Woodside Economic Development Corporation, the Northside Investment Advisory Group, and Woodside Business College.

There is no charge for attending this event beyond the cost of the lunch provided by the café ($15/person). The event is open to all who are interested. Membership is not required. However, membership information is available at our **website, www.technogroup.com.**

A list of upcoming events will be posted on the website soon, or you can call the events coordinator, Janet Selway, at 594-555-9761.

**155.** Who is the meeting for?

(A) Business entrepreneurs

(B) Business professors

(C) Investment advisors

(D) Development organizations

**156.** How many meetings have already taken place?

(A) One

(B) Two

(C) Three

(D) Four

**157.** What is the purpose of the meeting?

(A) To have lunch

(B) To meet others with similar interests

(C) To learn about making investments

(D) To recruit members

**158.** What information does Janet Selway offer?

(A) A schedule of future events

(B) Reports on past events

(C) Membership applications

(D) Café lunch menus

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**Questions 159–160** refer to the following document.

Steadman Brothers Company

Estimate

| | |
|---|---|
| Date: | May 14 |
| Job description: | To paint the premises at 346 Cornwall Avenue, Suite 34. Walls and ceilings. Includes prep work: spackling, sanding, minor repairs, and cleanup after job. Start date May 21, with completion by May 30. |
| Colors: | Ceilings: flat white<br>Walls: satin light blue |
| Estimate: | $4,000. We require a 25% deposit. Please remit a check for $1,000 made out to Steadman Brothers Company. Balance of $3,000 due upon completion of the job. |

Thank you for your business!

**159.** When will the painting work begin?

(A) May 14

(B) May 12

(C) May 21

(D) May 30

**160.** How much has to be paid before the work begins?

(A) $1,000

(B) $2,500

(C) $3,000

(D) $4,000

**Questions 161–162** refer to the following advertisement.

**For Rent** First floor of Main Street building suitable for retail. Large display windows facing street, storage area, manager's office, total of 5,000 square feet. Customer parking in rear. In mixed residential/commercial neighborhood convenient to public transportation. Call landlord for further information: 867-555-4825. Open house next Sunday, 2–5 p.m. 436 South Main Street. Looking for something a little different? We have other commercial properties available. Visit our website to see what's available.

**161.** What is for rent?

(A) A house

(B) Office space

(C) Store space

(D) An apartment building

**162.** How can you see the space?

(A) Call the owner for an appointment

(B) Speak with the property manager

(C) Visit it next Sunday

(D) Look at a website



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**Questions 163–165** refer to the following brochure.

# Sunshine, Inc.
# Winter Packages

**Has winter got you down? Try a little Sunshine!**

We'll whisk you away to a tropical paradise where you can luxuriate in the warm sand and gentle ocean breezes. You'll stay at a luxury beachside hotel with all the amenities. You can spend your days relaxing poolside or take advantage of any of our optional side excursions. If a more active vacation suits your fancy, we also have a variety of hiking, fishing, sailing, and horseback riding trips. See inside to find out more.

**Beach Resort Vacations**

Seven days, breakfast and dinner included.....$1500/person (double occupancy)*
Ten days, breakfast and dinner included.....$2000/person (double occupancy)*
Two weeks, breakfast included.....$2700/person (double occupancy)*

* subtract $50 a day for single occupancy
All prices exclusive of airfare. Call our office for current prices on airline tickets at **800-555-4300.**

**163.** What kind of business is Sunshine, Inc.?

(A) A hotel resort
(B) A travel company
(C) A cruise ship company
(D) A package delivery service

**164.** The word "amenities" in line 6 is closest in meaning to

(A) services
(B) rooms
(C) meals
(D) guests

**165.** What is NOT found in the brochure?

(A) The office phone number
(B) Information about trips
(C) Airline ticket prices
(D) A list of vacation types

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LIVEWORKSHEETS

**Questions 166–169** refer to the following article.

## Disaster Loans Available

Disaster relief programs that arose after the Green River overflowed its banks last spring are still in operation, providing assistance to homeowners and businesses alike. Government and private charitable organizations have been making funds available in the form of both loans and grants to people who lost property as a result of the flood. These are monies offered to help families rebuild homes that were washed away and to assist businesses with replacing inventory that was submerged in the flood waters.

In addition, a number of local banks have set up programs for people who need smaller amounts of money to repair lesser damages caused by the disaster. Stateside Bank is one of several banks that have set up a special loan program to make it possible for local residents to complete small jobs, such as repairing flooded basements and replacing waterlogged furnaces. Stateside is offering loans in amounts up to $15,000 per family. The low rate of four percent with a maximum term of ten years makes it possible for working families to take on these loans without undue financial burden. So far, the bank has lent out over $500,000 in these loans, and strong interest in the loans continues. As a result of the continuing interest, the bank has decided to extend the program for three more months. Qualifying families have until December 31 to apply. The bank has earmarked one million dollars for these special disaster-relief loans. Property insurance typically covers fires, storms, and earthquakes but not flood damage unless special flood insurance has been purchased, so this type of loan assistance is crucial to the recovery of the region.

**166.** What was the disaster?

(A) A flood

(B) A fire

(C) A storm

(D) An earthquake

**167.** Who qualifies for the Stateside Bank loans?

(A) Families who lost their homes

(B) Business owners who lost their inventory

(C) People who want to buy homes

(D) Families whose houses had minor damage

**168.** When do the Stateside Bank loans have to be repaid?

(A) Before December 31

(B) Before next spring

(C) Within three months

(D) Within ten years

**169.** What is the total amount Stateside Bank plans to lend in disaster loans?

(A) $15,000

(B) $150,000

(C) $500,000

(D) $1,000,000



LIVEWORKSHEETS

**Questions 170–172** refer to the following notice.



## NOTICE

The next meeting of the Oakmont Condo Association will take place on Saturday, September 12 at 1:00 p.m. in the first floor lounge. This is the regular general monthly meeting and is open to all building residents. Items on the agenda will include:

- Fixing the roof: costs, schedule, bid procedure
- Improving visitor parking: whether we need more spaces, possible locations
- Building maintenance crew: whether we need additional workers
- Painting interior halls: we need to vote on a color

In addition, the Social Committee will present their ideas for the annual holiday party and also ask for ideas from the association members. We plan to adjourn at 2:30 p.m., at which time refreshments will be served. All who wish to may stay to enjoy a social hour. The room has been reserved by another group at 5:00 p.m. Please be considerate and leave the room clean.

**170. Who is the meeting for?**

(A) Occupants of the building
(B) Visitors to the building
(C) Building staff
(D) Committee heads

**171. Which of the following will NOT be discussed?**

(A) Building repairs
(B) Hiring staff
(C) Social events
(D) Condo fees

**172. The word "adjourn" in line 14 means**

(A) begin
(B) enjoy
(C) end
(D) stay

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**Questions 173–176** refer to the following article.

**Is Breakfast Part of Your Day?**

Do you often find yourself feeling sluggish midmorning? Do you reach for coffee, a sugary soda, or a candy bar in order to keep going? Unfortunately, this scenario is all too common. Walk into any office around 11:00 in the morning and you are likely to see desks littered with candy bar wrappers and empty cups. Contrary to what you may think, this is not due to heavy morning workloads. The problem starts earlier in the day, at the breakfast table. There is nothing truer than that old adage, "Breakfast is the most important meal of the day." Some people skip breakfast because they are in a hurry. Others are watching their weight and want to avoid the calories. However, starting the day without breakfast actually ends up causing more problems later in the day. A nutritious breakfast provides you with the energy you need to stay alert and productive throughout the morning. Without it, you end up reaching for that caffeine or candy bar. This gives you a short burst of energy but then leaves you feeling even more tired. And, as everyone knows, candy and soda provide you with only empty calories and no nutritional value. So make breakfast part of your day. It doesn't have to be a huge meal but should be nutritionally balanced. Make sure it includes fruit, protein, and a grain. You'll arrive at the office with the energy you need to tackle whatever is waiting for you at your desk.

**173.** Who is this information for?

(A) Office workers

(B) Nutritionists

(C) Dieters

(D) Cooks

**174.** What commonly happens around midmorning?

(A) People start to feel tired.

(B) The workload gets heavier.

(C) People clean up their desks.

(D) There is a scheduled coffee break.

**175.** The word "skip" in line 10 is closest in meaning to

(A) share

(B) omit

(C) dislike

(D) prefer

**176.** What does the writer recommend?

(A) Drink coffee

(B) Eat at your desk

(C) Eat low-calorie food

(D) Have breakfast



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