

READING**Part 5 Incomplete Sentences**

Choose the word that best completes the sentence.

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| <p>10. When using these facilities, please _____ to the rules posted by the door.
 (A) adhere (C) adherence
 (B) adhering (D) adhered</p> <p>11. As the chairman stood to give his _____, everyone in the room was listening.
 (A) conclusion (C) conclusive
 (B) conclude (D) concluding</p> <p>12. George decided to _____ his business trip by a few days so he could do some sightseeing.
 (A) length (C) lengthy
 (B) lengthen (D) lengthened</p> | <p>13. The original members of the committee met _____ for lunch or dinner.
 (A) period (C) periodically
 (B) periods (D) periodic</p> <p>14. As her first _____, the committee chairwoman wanted to attract new, energetic members to the group.
 (A) prior (C) prioritize
 (B) priority (D) prioritized</p> <p>15. Even as they _____ through the hundreds of pages of supporting material, the committee was still not convinced that the project was justified.
 (A) progression (C) progresses
 (B) progressed (D) progressive</p> |
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Part 6 Text Completion**Memo**

To: Department Staff
 From: Alison Roth, Department Manager
 Re: Meeting

All members of the department staff are requested to attend a department meeting next Friday morning. As you know, we meet 16 to review our work of the past months and finalize plans for the coming months. The goal of this Friday's meeting is to set our priorities for the next six months. The meeting agenda is attached for your review. Let's agree to follow the agenda and not 17 other matters at this time so that we can finish the meeting in a timely manner. The most important item on the agenda is the budget. We need to take a careful look at our spending practices. We 18 too much money over the past six months. Please come with ideas about how we can use our funds more efficiently in the future. Please arrive at the meeting on time so that we can conclude before 12:00.

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| <p>16. (A) period
 (B) periodic
 (C) periodical
 (D) periodically</p> <p>17. (A) set back
 (B) go ahead
 (C) bring up
 (D) adhere to</p> | <p>18. (A) waste
 (B) have wasted
 (C) will waste
 (D) are wasting</p> |
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Part 7 Reading Comprehension

Questions 19–23 refer to the following agenda and e-mail message.

Perruche, Inc.	
Annual Meeting	
May 17, 20—	
1:00 P.M.	
Agenda	
1. Progress report on overseas expansion	Robert Fleurat
2. Reducing waste in our plants	Madeline Costello
3. Reassessing our financial goals	Jean Duprey
4. Hiring and firing policies	Cynthia Weinstein
5. Looking ahead: priorities for the next decade	Samuel Lyon

To: Cynthia Weinstein
 From: Samuel Lyon
 Subject: Yesterday's meeting

Hello Cynthia,

We all missed you at yesterday's meeting. We were concerned that a medical emergency prevented your attendance but are glad to know that you are all right now. The meeting went well, and we were able to adhere to the agenda for the most part. There was only one small change. Jean gave his presentation on finance right after Robert since he had to leave early. Your secretary faxed a copy of your report to me, and I read it in your place. There were a few questions which will be submitted to you by e-mail. The meeting was not lengthy at all. In fact, even though we had scheduled three hours for the entire meeting, we actually concluded half an hour earlier than that. You see how efficient we have become. A copy of the meeting minutes will be faxed to you before 5:00 today. I hope to speak with you soon.

Samuel

19. What was the second item presented at the meeting?
 (A) Progress report on overseas expansion.
 (B) Reducing waste in our plants.
 (C) Reassessing our financial goals.
 (D) Hiring and firing policies.
20. Who read the report on hiring and firing policies?
 (A) Madeline Costello.
 (B) Jean Duprey.
 (C) Cynthia Weinstein.
 (D) Samuel Lyon.
21. What time did the meeting end?
 (A) 1:00.
 (B) 3:30.
 (C) 4:00.
 (D) 4:30.
22. The word *goals* in line 3 of the agenda is closest in meaning to
 (A) objectives
 (B) problems
 (C) needs
 (D) decisions
23. The words *adhere to* in line 6 of the e-mail are closest in meaning to
 (A) study
 (B) design
 (C) follow
 (D) understand