

## WORD PRACTICE

## LISTENING COMPREHENSION



## Part 1 Photo

Look at the picture and listen to the sentences. Choose the sentence that best describes the picture.



1. (A) (B) (C) (D)

## Part 2 Question-Response

Listen to the question and the three responses. Choose the response that best answers the question.

2. (A) (B) (C)      3. (A) (B) (C)

## Part 3 Conversation

Listen to the dialogue. Then read each question and choose the best answer.

- |   |  |
|---|--|
| <p>4. What does the man think of the current lobby?<br/>           (A) People conduct a lot of conversations there.<br/>           (B) It's quite pleasant.<br/>           (C) More people should use it.<br/>           (D) It's not a good place for conversations.</p> | <p>6. When will the new lobby be finished?<br/>           (A) This afternoon.<br/>           (B) In two weeks.<br/>           (C) Next month.<br/>           (D) In four months.</p> |
| <p>5. What might be disruptive to the business?<br/>           (A) Loud conversations in the lobby.<br/>           (B) Remodeling work.<br/>           (C) The need to scrutinize plans.<br/>           (D) A heavy workload.</p>   |  |

## Part 4 Talk

Listen to the talk. Then read each question and choose the best answer.

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|---|--|
| <p>7. What is this talk about?<br/>           (A) How to encourage collaboration.<br/>           (B) How to increase productivity.<br/>           (C) How to concentrate.<br/>           (D) How to design an office.</p>                                     | <p>9. Why is it important to have a large work room?<br/>           (A) To allow staff members to work together.<br/>           (B) To maintain a high level of activity.<br/>           (C) To increase concentration.<br/>           (D) To have a more attractive design.</p> |
| <p>8. What is the problem with a large, open office?<br/>           (A) It isn't conducive to collaboration.<br/>           (B) It doesn't include options.<br/>           (C) Work is easily disrupted.<br/>           (D) It isn't adjacent to a lobby.</p> |  |

**READING****Part 5 Incomplete Sentences**

Choose the word that best completes the sentence.

10. The data entry clerk is so accustomed to working by herself that I really doubt if she is capable of \_\_\_\_\_ on this project.  
 (A) collaborated (C) collaborator  
 (B) collaborating (D) collaborates
11. Sue always \_\_\_\_\_ so hard on her work that she forgets where she is.  
 (A) concentrated (C) concentration  
 (B) concentrates (D) concentrating
12. The constant flow of traffic by the researcher's desk proved to be very \_\_\_\_\_.  
 (A) disruptive (C) disruption  
 (B) disrupts (D) disrupted
13. The employee lounge is for everyone's enjoyment so please don't use it \_\_\_\_\_.  
 (A) inconsiderate (C) inconsiderately  
 (B) inconsiderateness (D) inconsideration
14. Some people always \_\_\_\_\_ for the easy way out.  
 (A) opt (C) optional  
 (B) option (D) options
15. After close \_\_\_\_\_ of the options, the managers chose an advertising company to do all the publicity for the new campaign.  
 (A) scrutinize (C) scrutiny  
 (B) scrutinizing (D) scrutable

**Part 6 Text Completion****Notice**

In order to maintain a professional office environment that is 16 to work, all staff members are asked to observe the following guidelines.

- Be 17 of your coworkers. When using an open work area, do not speak in loud voices or turn on radios.
- Our clients are important. Do not disrupt your coworkers when they are meeting with clients.
- Remember that the lobby is the first place our clients see when they enter the office. Please 18 by doing your best to keep this area clean and neat.

16. (A) optional  
 (B) conducive  
 (C) inscrutable  
 (D) collaborative
17. (A) consideration  
 (B) considerably  
 (C) considerate  
 (D) consider
18. (A) can cooperate  
 (B) to cooperate  
 (C) cooperating  
 (D) cooperate

## Part 7 Reading Comprehension

Questions 19–23 refer to the following memo.

Memo	
To:	All office staff
From:	P. Windermere, Office Manager
Re:	Parking situation
<p>As you may be aware, starting next week, the parking garage will be closed for repairs to the upper level due to damage caused by the heavy rains last month. There will be no parking allowed on any level of the garage while the repairs are taking place, as parked cars may hamper the work. Cars parked in the garage will be towed at the owner's expense. While the garage is closed, you may opt to park on the street or in the lot adjacent to the building. Remember that it is a private lot and a fee will be charged. I realize that the parking options will be limited, and I am open to any suggestions for solutions to this parking situation that any of you may have. Unfortunately, the repair work will take more than a few weeks. We cannot expect the garage to open again until two months from now. In the meantime, I thank you for your cooperation.</p>	

19. Why will the garage be closed?
  - (A) It needs repairs.
  - (B) The fees are too high.
  - (C) Its parking options are limited.
  - (D) Street parking is better.
20. What will happen to cars that are parked in the garage?
  - (A) They will be charged a fee.
  - (B) They will be repaired.
  - (C) They will be towed.
  - (D) They will be used for work.
21. When will the garage reopen?
  - (A) In a week.
  - (B) In just a few weeks.
  - (C) In a month.
  - (D) In two months.
22. The word *hamper* in line 6 is closest in meaning to
  - (A) allow
  - (B) interfere
  - (C) encourage
  - (D) contribute
23. The word *adjacent* in line 9 is closest in meaning to
  - (A) distant
  - (B) underneath
  - (C) next to
  - (D) across from