

## Incomplete Sentences

Choose the word or phrase that best completes the sentence.

1. Johnny continued to make -----, though he was told not to.

- (A) noisy
- (B) sounded
- (C) loud
- (D) noise

2. ----- what to do, he just waited until his father arrived.

- (A) Know not
- (B) Not know
- (C) No knowing
- (D) Not knowing

3. He has traveled to Africa before, -----?

- (A) does he
- (B) doesn't he
- (C) has he
- (D) hasn't he

4. Mike ----- repaired the car.

- (A) did not
- (B) does not have
- (C) did not have
- (D) has not

5. I'm afraid we ----- the day very much.

- (A) not enjoyed
- (B) enjoyed not
- (C) didn't enjoy
- (D) didn't enjoyed

6. "Didn't you ----- the exam?" "No, I did not."  
(A) succeed  
(B) pass  
(C) success  
(D) graduate

7. I would like you ----- go out with him at night.  
(A) no  
(B) not  
(C) no to  
(D) not to

8. He may ----- been there before.  
(A) not have  
(B) have no  
(C) haven't  
(D) has not

9. My grandfather moves slowly and speaks -----.  
(A) quiet  
(B) with quiet  
(C) quietly  
(D) in quiet

10. Mr. Lee ----- better than he writes.  
(A) speaks  
(B) tells  
(C) told  
(D) asks

11. Roger ----- nor flowers when he was in prison.  
(A) neither saw birds  
(B) saw birds neither  
(C) saw neither birds  
(D) neither did birds

12. Venus ----- the closest planet to the sun; Mercury is.

(A) is no  
(B) is not  
(C) no is  
(D) not is

13. On my trip to Italy, I lost a suitcase, broke my glasses, and ----- my flight home.

(A) miss  
(B) missed  
(C) did miss  
(D) missing

14. The children enjoy playing in the sand and ----- in the ocean.

(A) to swim  
(B) swimming  
(C) swim  
(D) likes swimming

15. Let's ----- the art gallery first, and then have some lunch.

(A) trip  
(B) journey  
(C) visit  
(D) turn up

## Incomplete Texts

**Questions 1 through 4** refer to the following memo.

To: All employees  
From: The Accounts Department  
Re: Taxes

It will soon be time to file your tax returns. We will not be issuing financial statements automatically to ----- employees as we have done in the past. If you need a statement of

1. (A) all  
(B) every  
(C) each  
(D) much

your income for the past year, please apply ----- writing to the Accounting office as soon as

2. (A) to  
(B) with  
(C) in  
(D) to

possible. Please give the accounting office the following information:

- full name
- social security number
- employee number
- company department
- home address

We will mail all statements to your home address. If you wish to receive your statement at a different address, please be sure to inform us. Because we anticipate a large response to this memo, we have ----- a deadline of March 15<sup>th</sup>. You must send your ----- by this date, or

3. (A) set  
(B) put  
(C) held  
(D) designed
4. (A) application  
(B) applying  
(C) apply  
(D) applicable

we cannot guarantee your statement.

**Questions 5 through 8** refer to the following letter.

Mr. John Edwards,  
14 Taylor's Lane  
Uxbridge

Uxbridge Bank  
22 High Street  
Uxbridge  
January 18<sup>th</sup>

Dear Mr. Edwards,

Thank you for ----- to Uxbridge Bank last week for an interview. It was a pleasure to meet

5. (A) entering  
(B) coming  
(C) going  
(D) visiting

you and talk with you. I and my colleagues were very impressed with your knowledge and experience. It therefore gives me great ----- to be able to offer you a position. We would

6. (A) pleasure  
(B) regret  
(C) sorrow  
(D) happy

like you to start on Thursday February 2<sup>nd</sup>, for a two day training period. Your full duties would begin on Monday February 6<sup>th</sup>. If you are ----- in this position, please telephone me

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

on 012-220-772 before 2 p.m. on January 24<sup>th</sup>. If I have not ----- from you by then, I will

8. (A) listened  
(B) heard  
(C) listen  
(D) hear

assume you are no longer interested.

I look forward to hearing from you.

Sincerely,

Martha Green  
Personnel Manager

**Questions 9 through 12** refer to the following memo.

To: Molly Green and Alistair Debrett  
From: Health and Safety Department  
Re: First Aid Training

It has come to our attention that you have not ----- completed a basic first aid training course.

9. (A) still  
(B) yet  
(C) until  
(D) after

All employees must have first aid training ----- two years. You must attend a training course

10. (A) every  
(B) each  
(C) most  
(D) all

on March 27<sup>th</sup>. The course will start at 9 a.m. and will finish at 6 p.m. We will inform your department. You will be paid one hour of overtime because it ----- later than your regular

11. (A) commences  
(B) finishes  
(C) opens  
(D) exceeds

work hours. If you do not attend the course you will lose one day's salary. If you really cannot attend on March 27<sup>th</sup>, you must inform us immediately or it will be too late to change the date. Thank you for your -----.

12. (A) cooperate  
(B) cooperating  
(C) cooperates  
(D) cooperation

## Reading Comprehension

Questions 1 through 3 refer to the following letter.

### The Orange Cat Coffee Shop

Dear Customers,

Beginning next month, we will no longer be accepting Orange Cat Coffee Coupons. The recent increasing price of coffee beans has made it difficult to keep both the everyday low prices that our customers have come to expect and the high quality of our drinks. We have decided not to raise prices. Instead, we will do away with the coupon system. We will continue to accept coupons until the end of the month.

Thank you for choosing The Orange Cat.

Sincerely,

The Management

1. What is the name of the coffee shop?  
(A) The Valued Customer  
(B) The London Coffee Shop  
(C) The Orange Cat  
(D) The Open Letter
2. What does the coffee shop plan to stop using?  
(A) Coffee  
(B) Coffee coupons  
(C) Coffee beans  
(D) Low prices
3. Coupons will continue to be accepted until when?  
(A) The end of this month  
(B) The end of next month  
(C) The beginning of this month  
(D) The end of the year

**Questions 4 through 7 refer to the following notice.**

## Notice to All Employees

As part of our "Good Health" policy, we wish to inform our employees of the new no-smoking policy in the office. In order to create a clean working environment, smoking is no longer allowed in the office break-room or in the restrooms. All offices, of course, remain no smoking areas. The only area in which smoking will be allowed is the new smoking lobby near the parking area. Although this is outdoors, it is a covered area. Therefore it is possible to use it in all weather conditions. Also, we are not allowing smoke breaks longer than five minutes for every one hour period. This means that smokers may take a five-minute break each hour of work or a ten-minute break every two hours of work. We will not be monitoring workers, but we do expect you to stick to this timing. For a cooperative office atmosphere, we need workers to feel that everyone is working equal hours. As this is the official policy for the company, no exceptions will be allowed. From next month, we will be introducing a bonus system for all employees who give up smoking for more than three months. More information will be given at a later date. If you feel that this policy is somehow unfair or that you are being discriminated against, we encourage you to contact your department's supervisor.

Thank you.

4. According to this notice, smoking is not allowed in which of the following?
  - (A) The break-room
  - (B) Restrooms
  - (C) The parking area
  - (D) A and B
5. What is the allowed length of time for smoke breaks?
  - (A) Five minutes for each hour of work
  - (B) Five minutes for every two hours work
  - (C) Ten minutes for each hour of work
  - (D) It is not stated in the notice.
6. If workers feel that the smoking policy is unfair, whom should they contact?
  - (A) A co-worker
  - (B) The company owner
  - (C) The fire department
  - (D) A department supervisor
7. What will happen next month?
  - (A) All smokers will be monitored.
  - (B) Bonuses will be given to people who stop smoking.
  - (C) People will be discriminated against.
  - (D) Department supervisors will contact all workers.

Questions 8 through 11 refer to the following article

## How Not to Succeed in Your Job

Many magazines have articles on how to be a success, but here at *Business Monthly, the Magazine for Busy Businesspeople*, we thought it would be helpful if our readers knew how to fail.

**Step One:** Don't come to work on time. If you want to fail at work, then don't be on time. Punctuality, or being where you should when you should, is a common trait of successful people. If you don't want to succeed, be late for all of your appointments.

**Step Two:** Don't ask questions. Successful people often try to learn what they don't already know. They ask questions if they are unsure of a situation or a procedure. If you want to fail, make sure you keep your questions to yourself.

**Step Three:** Never learn new things. In order to get ahead in your career, it is necessary to keep yourself updated on current information in your field. Information changes quickly; if you want to be left behind, then don't keep up with the changes.

**Step Four:** Don't mind your own business. MYOB, or Mind Your Own Business, means not getting involved in office gossip. If you talk about others behind their backs, then you can expect that others are talking about you as well. So if you want to fail, stick your nose where it does not belong.

8. According to the article, what does punctuality mean?

- (A) Having good punctuation when writing
- (B) Being where you should
- (C) Being successful
- (D) Being where you should, when you should

9. According to this article, what is true about successful people?

- (A) They are late, don't ask questions, and never learn new things.
- (B) They are late, don't ask questions, and try to learn new things.
- (C) They are late, ask questions, and try to learn new things.
- (D) They aren't late, ask questions, and try to learn new things.

10. What does MYOB mean?

- (A) That you should study about business in school
- (B) That you should not get involved in office gossip
- (C) That you should prepare to own your own business
- (D) That you should talk a lot about other people

11. What are the steps of failure?

- (A) Being late, not asking anything, gossiping, and not learning
- (B) Being late, asking questions, talking about others, and not learning
- (C) Being punctual, not asking questions, gossiping, and not learning
- (D) Being late, not asking questions, not learning, and not gossiping