

Q1 He described the ..... very carefully.  
(a) processing (b) sequence (c) follows (d) followed

Q2 The first thing was to be ..... since you started at a time when most people were asleep.  
(a) punctual (b) pointed (c) punctilious (d) pointing

Q3 Immediately you arrived you had to start sorting the mail into different pigeon .....  
(a) parts (b) gaps (c) slots (d) holes

Q4 Sometimes you found some ..... handwriting and didn't know where the letter should go.  
(a) wonderful (b) meticulous (c) terrible (d) beautiful

Q5 He was always criticising teachers for not teaching children to write .....  
(a) personally (b) privately (c) proper (d) properly

Q6 These letters should be put to one side and old Charlie, the handwriting ....., would look through them later.  
(a) expert (b) exponent (c) exhibitor (d) executive

Q7 The next ..... was to draw some cold water, fill the kettle and make a cup of tea.  
(a) foot (b) step (c) pace (d) stride

Q8 Ted was always calm and optimistic. He never let himself get ..... by the job.  
(a) doomed (b) downgraded (c) depressed (d) downed

Q9 He left me alone for an hour to follow his method and asked me to call him if I ..... any difficulties.  
(a) encountered (b) engendered (c) entered (d) enquired

Q10 As he had been very busy in his house since two that morning ..... of a burst water pipe, he went to have a rest.  
(a) through (b) for (c) on (d) because