650+ Lesson 15 – Parts 5 & 6

Part 5

I.

1.
A number of urgent requests _____ received this morning, requiring immediate responses.
(A) was
(B) has been
(C) were
(D) is

2.
James _____ years ago, but he still has stock in his former employer.
(A) retire
(B) retired
(C) has retired
(D) retiring

3.
Neither the managers nor the CEO _____ willing to compromise on the budget reduction.
(A) are
(B) were
(C) is
(D) have been

4.
The Pioneer Fund _____ the company's biggest earner over the past four years.
(A) has been
(B) is
(C) was
(D) will be

5.
When Martin _____ the contract, he discovered that he had been deceived.
(A) reads
(B) read
(C) reading
(D) has read

6.
The CEO, along with several advisors, _____ scheduled to deliver the keynote speech at the summit.
(A) are
(B) were
(C) is
(D) have been

7.
If you _____ that there may be financial wrongdoing, please notify your supervisor.
(A) believe
(B) had believed

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(C) believing
(D) believes

8.
Thirty minutes of technical delays _____ enough to disrupt the entire broadcasting schedule.
(A) are
(B) have been
(C) were
(D) is

9.
What the new IT specialist knows about data systems _____ useful when the office updates its computer programs.
(A) was
(B) will be
(C) were
(D) is

10.
After returning from vacation, we learned that a storm _____ our house.
(A) had damaged
(B) damages
(C) damage
(D) was damaging

11.
Both the project manager and the senior engineer _____ attending the press conference next week.
(A) is
(B) are
(C) has been
(D) was

12.
The reports estimate that earnings _____ by the end of next year.
(A) will double
(B) has doubled
(C) are doubling
(D) doubled

13.
Either the regional office or the headquarters _____ responsible for issuing the compliance report.
(A) is
(B) are
(C) were
(D) have been

14.
William reluctantly _____ the seminar, but he surprisingly found it very helpful.
(A) attends
(B) attended
(C) attending
(D) has attended

15.
The manufacturing company _____ to increase production capacity in order to keep pace with its

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competitors.
(A) needs
(B) is needing
(C) need
(D) has needed

16.
Not only the suppliers but also the distributor _____ under investigation for fraudulent invoices.
(A) are
(B) was
(C) were
(D) have been

17.
The number of high-profile clients _____ steadily increasing over the past three years.
(A) have been
(B) are
(C) has been
(D) were

18.
Each of the proposals _____ carefully reviewed before the board makes a decision.
(A) have been
(B) has been
(C) were
(D) are

19.
As soon as the board _____ its decision, the managers will implement the plan.
(A) makes
(B) will make
(C) made
(D) making

20.
A majority of employees in the overseas branch _____ dissatisfied with the new shift schedule.
(A) appears
(B) appear
(C) has appeared
(D) is appearing

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II.

Extra practice (Part 5): Read and choose the best answer.

1. The special discount _____ offered to all members does not apply for purchases of $1,000 or more.
(A) was **(B)** is **(C)** will be **(D)** being

2. Two days after the jobs _____ on the website, more than 200 applications arrived in the company's mailbox.
(A) posted **(B)** will be posted **(C)** are posting **(D)** were posted

3. Mr. Scott, Ms. Chandler's lawyer, _____ to permit the release of any of her personnel files last night.
(A) refuses **(B)** is refusing **(C)** has refused **(D)** refused

4*. The staff members unanimously agreed to accept the offer of a bonus and pay _____ from management.
(A) rose **(B)** raise **(C)** raising **(D)** raised

Part 6

I.

Extra practice (Part 6): Read and choose the best answer.

Questions 1-4 refer to the following article.
Bixby Bank to Open New Branch Downtown
Hampton City (January 17) – Yesterday, a spokeswoman for Bixby Bank announced that the bank **(1)** ___ a new branch in the downtown part of Hampton City. The office **(2)** ___ on the second floor of the Silverwood Shopping Center. Bixby Bank is the state's fastest growing bank. Headquartered in Montgomery, the bank **(3)** ___ branch offices at a swift pace during the past two years. This year, it plans to open more than 30 branch offices across the entire state. The office in the mall will be Hampton City's fourth Bixby Bank. The bank has been growing so much thanks to its emphasis on customer relations and quality service. In a recent survey, Bixby Bank ranked much higher than all of its competitors regarding how well it treats its customers and which services it provides for them. Bixby Bank **(4)** ___ more than $25 million in profits last year, and analysts believe it will more than double that number this year.

1*.
(A) opens
(B) has opened
(C) is opening
(D) to open

2.
(A) locates
(B) is locating
(C) located
(D) will be located

3.
(A) opens
(B) is opened
(C) was opening
(D) has been opening

4.
(A) records
(B) recorded
(C) is recording
(D) has recorded

II.

Company Internal Memo

To: All Department Heads
From: HR Division
Subject: Annual Performance Review

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Each of the employees in your division _____ (1) required to submit a self-evaluation form no later than September 25. Neither the HR manager nor the board members _____ (2) willing to extend the deadline, so please ensure timely submission.

A number of complaints _____ (3) received last year due to late submissions, and the number of penalties imposed on departments that ignored the deadline _____ (4) significantly higher than before.

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(1)
(A) are
(B) is
(C) were
(D) have been

(2)
(A) is
(B) are
(C) were
(D) have been

(3)
(A) was
(B) were
(C) has been
(D) is

(4)
(A) have been
(B) were
(C) was
(D) has been

III.

1.
With PharmaNext currently holding a monopoly on work-related stress-relieving drugs, MediComp has unveiled their new product in an attempt to control the market. According to a company spokesperson, Stress-Out TM will _____ in treating stress caused by illnesses and pains.
(A) aid
(B) to aid
(C) Aiding
(D) aided

2.
Thank you for contacting Blue-Ray Distributors about the problem with your plasma television. We _____ for your inconvenience and will do everything possible to provide you with a solution.
(A) apologize
(B) apologizing
(C) to apologize
(D) apology

3.
Your main duties will be scheduling appointments and events, transmitting information and following up on projects conducted by the staff. During your three-month trial period, you will be trained by Nelson Meade,

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whom you _____ during your interview.
(A) meet
(B) met
(C) would have meet
(D) will meet

4.
Now that the winter season is nearly over, all company cars must _____ in for necessary maintenance and repairs.
(A) be turned
(B) to turn
(C) turn
(D) turning

Extension

1.
The fee must _____ within two days if you do not wish to forfeit your reservation.
(A) be paying
(B) be paid
(C) to pay
(D) have paid

2.
All _____ for long-distance phone calls made from the office are the employee's responsibility.
(A) charge
(B) charging
(C) to charge
(D) charges

3.
The employees in the accounting division were stunned to learn that three of their co-workers _____ that very morning.
(A) had fired
(B) will have been fired
(C) had been fired
(D) fired

4.
A replacement for the outgoing advertising manager has not yet been _____, but the possibilities have been narrowed down to five applicants.
(A) chose
(B) choice
(C) chosen
(D) choose

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