

# 650+ Lesson 16 – READING PARTS 5 & 6

## Part 5

### I.

1. Employee satisfaction has increased \_\_\_\_\_ since we implemented a flexible work schedule and improved communication channels within the company.

- (A) highly
- (B) entirely
- (C) largely
- (D) markedly

2. The government refused to take responsibility for the decrease in output and productivity, blaming market \_\_\_\_\_ instead.

- (A) issues
- (B) figures
- (C) reasons
- (D) forces

3. The board decided to \_\_\_\_\_ its decision to close the plant, and instead announced an ambitious plan for expansion.

- (A) get back to
- (B) get along with
- (C) go back on
- (D) go out of

4. In order to \_\_\_\_\_ the power failure during the show, the entire audience was offered complimentary tickets for another performance.

- (A) make up for
- (B) put up with
- (C) come round to
- (D) drop out of

### II.

1. \_\_\_\_\_ for decades in the technology sector, Ms. Ruiz was chosen to lead the new innovation team.

- (A) Working
- (B) Worked
- (C) Having worked
- (D) To work

2. The company succeeded in \_\_\_\_\_ a strong presence in both domestic and international markets.

- (A) establish
- (B) established
- (C) establishing
- (D) establishment

3. \_\_\_\_\_ by the positive feedback, the design team decided to expand the project.

- (A) Encouraging
- (B) Encouraged
- (C) Having encouraged
- (D) To encourage

4. The CEO's speech emphasized the importance of \_\_\_\_\_ change rather than reacting to it.

- (A) anticipating
- (B) anticipate
- (C) anticipated
- (D) to anticipate

5. The marketing department came \_\_\_\_\_ a creative campaign to boost product awareness.

- (A) over
- (B) across
- (C) up with
- (D) through

6. The board decided to phase \_\_\_\_\_ older models as the new line gained popularity.

- (A) out
- (B) up
- (C) away
- (D) back

7. The HR manager was praised for her ability to deal \_\_\_\_\_ workplace conflicts effectively.

- (A) in
- (B) of
- (C) with
- (D) at

8. The company is counting \_\_\_\_\_ its loyal customers to support the upcoming product launch.

- (A) for
- (B) in
- (C) on
- (D) over

9. The project fell \_\_\_\_\_ expectations despite months of preparation.

- (A) over
- (B) short of
- (C) across
- (D) into

10. The CEO called \_\_\_\_\_ the team to remain committed during the restructuring phase.

- (A) off
- (B) on
- (C) up
- (D) for

11. The finance department pointed \_\_\_\_\_ several errors in the quarterly report.

- (A) up
- (B) out
- (C) off
- (D) about

12. \_\_\_\_\_ adequate market analysis, the product launch was postponed.

- (A) Lacked
- (B) Lacking
- (C) Having lacked
- (D) Lack

13. The company's new policy aims at \_\_\_\_\_ productivity through flexible scheduling.

- (A) increasing
- (B) increase
- (C) to increase
- (D) increased

14. The CFO asked all departments to \_\_\_\_\_ their spending in light of declining profits.

- (A) scale up
- (B) scale down
- (C) pull off
- (D) set back

15. The company will phase \_\_\_\_\_ single-use plastic packaging by the end of next year.

- (A) out
- (B) off
- (C) down
- (D) up

16. The training session aims to \_\_\_\_\_ employees with practical negotiation techniques.

- (A) endow
- (B) furnish
- (C) equip
- (D) supply

## Part 6

### III.

#### NOTICE OF POWER OUTAGE AT THE WAREHOUSE

We regret to inform all employees at the warehouse that there will be a scheduled power outage on Monday, March 22 at 10 a.m. The power will be (1) \_\_\_\_\_ for approximately 2 hours to perform essential maintenance on the electrical system. We understand that this may cause some inconvenience, but we must comply with safety regulations to ensure a secure working environment. During the outage, please be aware that all (2) \_\_\_\_\_ items in the refrigerators may be affected. We advise you to check your food before consuming it to avoid any potential health risks. Please note that this outage will only affect the warehouse, and other facilities will not be impacted. We appreciate your patience and cooperation during this necessary maintenance.

1.

- (A) turned on
- (B) turned up
- (C) turned off
- (D) turned into

2.

- (A) exposed
- (B) perishable
- (C) renewable
- (D) destructible

### IV.

#### NOTICE OF TEMPORARY NETWORK DISRUPTION

We would like to notify all employees that the company's internal network will undergo a scheduled update on **Friday, July 12 at 8 p.m.** During this period, access to the shared drive and internal communication tools will be shut down for approximately three hours. The IT department will conduct a full system upgrade to improve data security and enhance connection stability.

We strongly advise staff to (1) \_\_\_\_\_ any important files before the maintenance begins to prevent potential data loss. All departments are also requested to postpone file transfers or uploads until the process is complete.

Once the update is finished, the network will be restored automatically. We appreciate your understanding and cooperation as we work to (2) \_\_\_\_\_ the reliability of our digital infrastructure.

1. (A) back up	2. (A) reinforce
(B) bring about	(B) restore
(C) keep out	(C) disregard
(D) hold over	(D) conceal

## Office Renovation Announcement

To improve working conditions and productivity, the management has decided to carry out a complete renovation of the **main office building** starting next month. Employees are advised to (3) \_\_\_\_\_ their belongings before construction begins, as access to several floors will be restricted.

The renovation plan, (4) \_\_\_\_\_ by the Facilities Department earlier this year, aims to modernize the workspace layout and implement eco-friendly materials. Temporary workstations will be arranged on the 3rd floor, and all operations will continue as usual.

Once the renovation is completed, management hopes the upgraded environment will (5) \_\_\_\_\_ collaboration and overall efficiency across departments.

3. (A) clear out	4. (A) being drafted	5. (A) bring about
(B) break through	(B) having drafted	(B) look into
(C) take off	(C) drafted	(C) set aside
(D) pull away	(D) to draft	(D) run over

## Staff Training & Policy Update

The company's new digital compliance policy will take effect on **August 1**. All employees are required to complete the online training course before the deadline. The HR Department will (6) \_\_\_\_\_ login details and instructions by next Monday.

(7) \_\_\_\_\_ the complexity of the new system, the department has extended the completion deadline by one week to ensure everyone can adapt smoothly. During this period, supervisors should encourage team members to ask questions and share common issues.

The new policy, once fully implemented, is expected to (8) \_\_\_\_\_ greater transparency and accountability across all divisions.

6. (A) send out	7. (A) To consider	8. (A) result in
(B) turn in	(B) Considering	(B) come through
(C) take over	(C) Having considered	(C) fall back on
(D) come across	(D) Considered	(D) give off