

# Step-by-Step Practice Test

## **Step A** Choose the word or phrase that best completes the sentence.

1. Everybody is invited to the Griffon Room, where Craig Preston is giving a \_\_\_\_\_ about next year's budget.  
(A) present  
(B) presented  
(C) presentable  
(D) presentation
2. Tomorrow afternoon we are conducting interviews for the sales \_\_\_\_\_ position.  
(A) assistance  
(B) assisted  
(C) assistant  
(D) assist
3. If you are not satisfied with your purchase, please return it to the store within seven days for a full \_\_\_\_\_.  
(A) refunded  
(B) refund  
(C) refunds  
(D) refunding
4. Every \_\_\_\_\_ is expected to complete a short training session when they first start at the company.  
(A) employee  
(B) employ  
(C) employable  
(D) employment
5. The electrical \_\_\_\_\_ in the storeroom needs to be checked by maintenance staff.  
(A) equipment  
(B) equipments  
(C) equip  
(D) equipped
6. July is a busy period for Wentworth Hotel, so it's important to make a \_\_\_\_\_ in advance.  
(A) reserves  
(B) reserving  
(C) reservation  
(D) reserved
7. Mr. Issac finally got the marketing job, although there were a lot of \_\_\_\_\_ for the position.  
(A) applying  
(B) applicant  
(C) applicants  
(D) applications
8. \_\_\_\_\_ participants got a small gift after the annual ceremony.  
(A) Every  
(B) All  
(C) Little  
(D) Much

Questions 1–4 refer to the following notice.

### New Monthly Transportation Card: Chapel Metro

A monthly transportation card is now available for 1 on city bus routes. Passengers who use the bus every day will benefit from the reduced price. It's much cheaper than paying every time you board the bus. Each card is valid for 30 days.

Please note that the monthly transportation card only applies to public bus routes. The card cannot be used on routes managed by private companies.

There are two 2 methods available. The card can be found at convenience stores around the city as well as online on the Chapel Metro website.

The website now features a handy Fare Calculator, which can be used to choose the best transportation card 3 for you. You simply need to enter some personal details and the calculator will do the rest. Please contact our customer service department during business hours at 412-5003 if you have any 4.

1. (A) use (B) user (C) usage (D) using	3. (A) decision (B) result (C) option (D) outcome
2. (A) pays (B) paying (C) payers (D) payment	4. (A) introductions (B) inquiries (C) appointments (D) requests

## **Pronouns**

## Step-by-Step Practice Test

### **Step A** Choose the word or phrase that best completes the sentence.

1. This team consists of six members, \_\_\_\_\_ of whom has an important function.  
(A) some  
(B) all  
(C) each  
(D) any
2. We at Westhampton Pharmacy are grateful for the opportunity to give back to \_\_\_\_\_ community.  
(A) their  
(B) ours  
(C) his  
(D) our
3. A survey of employees showed that \_\_\_\_\_ were unhappy with their working hours.  
(A) some  
(B) any  
(C) each  
(D) every
4. Some students receive their grades in the mail, while others simply check \_\_\_\_\_ online.  
(A) this  
(B) that  
(C) theirs  
(D) itself
5. Usually, when one colleague goes to lunch, \_\_\_\_\_ stay back and answer the phones.  
(A) them  
(B) the others  
(C) another  
(D) he
6. We believed that our company's profits were much larger than \_\_\_\_\_ of his company.  
(A) this  
(B) these  
(C) that  
(D) those
7. Dynamix, Inc. is seeking applications from \_\_\_\_\_ with experience in project management.  
(A) them  
(B) those  
(C) that  
(D) this
8. If the digital timer is set, the Sahara heating unit will turn on by \_\_\_\_\_.  
(A) it  
(B) itself  
(C) herself  
(D) themselves

Carson Real Estate  
2452 Oranje Street  
Felbrand  
97488

December 9

Dear Carson Real Estate,

My wife and I are living in a rental house at 12 Autumn Grove, Fairmont. Our twelve-month contract is going to expire soon, but \_\_\_\_\_ would like to stay for another two months.

1.

In March, I will start a new job overseas, so we would like to stay in this house until that time, which would be the most convenient option for us.

I believe that our rental period will be extended automatically until \_\_\_\_\_ is canceled. Can you

2.

confirm if this is correct? If we cannot extend our current contract, we would like to negotiate \_\_\_\_\_.

3.

Please let us know as soon as possible. If we can't stay here, my wife and I would need to find a new apartment, and we'd also need some time to organize all \_\_\_\_\_ furniture.

4.

Yours sincerely,

Michael Barker

1. (A) their (B) we (C) they (D) he	3. (A) other (B) another (C) others (D) the others
2. (A) it (B) all (C) them (D) every	4. (A) us (B) we (C) ourselves (D) our