

STAGE 3 - READING PRACTICE

Lesson 1 – Homework

Part A

Choose the word or phrase that best complete the sentence

1. You and Jane use the same accounting programs, but _____ is a newer version.
(A) her
(B) hers
(C) she
(D) she's
2. _____ the boss hires has to be much better than the last person he hired.
(A) Whoever
(B) Whatever
(C) However
(D) Whichever
3. All of _____ are available online more cheaply than here at this store.
(A) that
(B) they
(C) these
(D) none
4. The company was expecting many complaints from customers about the mistake, but there were _____.
(A) no
(B) another
(C) one
(D) none
5. _____ who are interested in joining the planning committee should talk to Jane in personnel.
(A) This
(B) That
(C) Those
(D) These
6. Here at LifeLine Insurance, _____ ensure that our customers pay the best rates for the most comprehensive services.
(A) we
(B) us
(C) our
(D) ours
7. The manager _____ called the supplier to ask why the shipment was running late.
(A) her
(B) hers
(C) she
(D) herself
8. As the owner, _____ is ultimately responsible for the success or failure of his company.
(A) he
(B) she
(C) it
(D) we

9. The training manual states that it is everyone's _____ to lock the supply room at the end of the day.
(A) responsibility
(B) blame
(C) faulty
(D) charge
10. The contract didn't specify who would be in charge of _____ all advertising for the product.
(A) holding
(B) producing
(C) proceeding
(D) gathering
11. Those who cannot attend the meeting this afternoon, please notify _____ by 11 a.m.
(A) me
(B) my
(C) mine
(D) I
12. It was later discovered that two of the candidates already knew _____.
(A) other
(B) others
(C) another
(D) one another
13. Contrary to what _____ experts have stated, property prices will not increase this year.
(A) another
(B) others
(C) the others
(D) other
14. The manager insisted that the new employee not go to the bank by _____ since she didn't know proper procedures.
(A) ourselves
(B) yourself
(C) himself
(D) herself
15. Since _____ knows how to fix the printer, it is best that the printer company's technicians look at it.
(A) no one
(B) another
(C) one
(D) the others

Part B

Question 1-4 refer to the following e-mail

To: mfreeman@dominion.com
From: jwickizer@ewingtel.com
Subject: Contract
Date: August 21

Dear Mary,

I tried to call you earlier, but you were in a meeting. I wanted to tell you about the results of the client meeting. They agreed to all the _____ of the contract, but wanted to change the part about
1.

the amount of mileage they would be allowed per vehicle. _____. I will go back to the office and
2.

adjust that number. Could you look over the contract once more before I send it to them to sign? I'll have it in your inbox by later this afternoon. Once _____ agree to it, I will send it to them immediately.
3.

They promised to send _____ back within a few hours.
4.

I'll talk to you soon.

Janet Wickizer

1. (A) clauses
(B) terms
(C) notes
(D) contributions

3. (A) you
(B) your
(C) yourself
(D) she

2. (A) I'm not sure they allow that.
(B) The vehicle will be ready by next week.
(C) No one was there to meet me.
(D) They said that the figure we gave them was a bit too low.

4. (A) itself
(B) it's
(C) its
(D) it

Question 5-8 refer to the following e-mail

To: rquintos@colenet.ca
From: f.caine@freiweil.ca
Subject: Re: Printer Repair
Date: April 3

Dear Ms. Quintos,

We have looked over your model FR-441 printer that you brought in for _____ last week. We have
5.

examined the machine and after several test prints, we have not found the error you mentioned in
_____ claim. You stated that the printer stops in the middle of a print job, as well as fails to print in
6.

color. _____. We believe the problem might be with your computer and its settings. One of our service
7.

technicians would be happy to call you and talk to you about your settings. We will send your printer back
to you on Thursday by _____ delivery. You should receive it in one business day.
8.

We thank you for using Freiweil products and look forward to hearing from you soon.

Francis Caine
Freiweil Service Manager

5. (A) service
(B) look
(C) council
(D) delivery

6. (A) you
(B) your
(C) yours
(D) our

7. (A) If you keep using this printer, other errors may occur.
(B) The claim form you filled out was incomplete.
(C) We have not experienced these problems.
(D) Your printer is now ready for pick-up.

8. (A) express
(B) direct
(C) door
(D) free