STAGE 3 - READING PRACTICE

Lesson 2 – Homework

Part A

Choose the word or phrase that best complete the sentence

1. The town _____ to hold a sporting event to promote tourism in the area.
   (A) is hoped
   (B) hopes
   (C) will be hoping
   (D) hoping

2. The arbitrator _____ a very successful contract between management and the union last week.
   (A) negotiates
   (B) negotiated
   (C) will negotiate
   (D) will be negotiating

3. Milton Investment Bankers _____ such a profitable quarter until last year.
   (A) had not
   (B) had never had
   (C) will never have
   (D) have had not

4. JS Holdings _____ a branch abroad for the first time in its company's history.
   (A) will be opening
   (B) is open
   (C) opening
   (D) was open

5. At the seminar this coming Monday, we _____ people to complete a form to tell us more about themselves and their companies.
   (A) were asked
   (B) will be asking
   (C) asked
   (D) have been asked

6. All travel expenses will be reimbursed as long as all _____ are submitted with your travel expense report.
   (A) receipts
   (B) bonuses
   (C) purchases
   (D) certificates

7. The delivery company _____ to drop off the package by 2 p.m., just in time for the presentation.
   (A) to agree
   (B) agreed
   (C) was agreeing
   (D) would agree

8. Ernest _____ more than enough experience to become head of advertising.
   (A) has
   (B) having
   (C) is having
   (D) will have

LIVEWORKSHEETS

9. Confectionery manufacturers from all over the world _____ at the first international Candy Expo last month.
   (A) conferred
   (B) contradicted
   (C) converted
   (D) convened

10. We must have the valves repaired before the safety inspectors _____ next Thursday.
   (A) are coming
   (B) come
   (C) have come
   (D) will come

11. The city council _____ they will discuss transportation-related problems at the next town hall meeting.
   (A) was announced
   (B) is announced
   (C) announced
   (D) announcing

12. After becoming CEO of Rochester Textiles, John Markos soon _____ the admiration of his staff.
   (A) earned
   (B) had been earning
   (C) earn
   (D) be earning

13. We _____ at least twenty new interns for the new internship program that will begin next month.
   (A) expects
   (B) are expecting
   (C) is expected
   (D) will be expected

14. When you _____ Evan, please ask him to call the personnel manager.
   (A) see
   (B) saw
   (C) will see
   (D) are going to see

15. We had been working for five straight hours before we finally finished the _____.
   (A) proposal
   (B) motion
   (C) suggestion
   (D) advice

LIVEWORKSHEETS

Part B

Question 1-4 refer to the following letter.

2455 Main Street
Dixon, MI 58336

Dear Mr. Garrison,

I am writing to answer your question regarding our return policy. In order to return your item, it must be in its original packaging, and you must have your original receipt.

Unfortunately, this does not guarantee that we _____ the item. As these products have to be resold,
1.

provided they are without defects, the packaging must be in good condition, and the products must have all parts included. Upon receiving your package, we _____ that the box had been cut up so severely
2.

that we are unable to resell it in this packaging. Also, the charger for the item seems to be missing. Therefore, we cannot refund your item. At this time, we can offer to repair the product or exchange it for one that does work. _____. The number is on our company website.
3.

We _____ for the inconvenience and look forward to hearing from you soon.
4.

Janice Tamara
Customer Service Relations

1. (A) refunded
(B) refund
(C) will refund
(D) will have refunded

2. (A) notice
(B) noticed
(C) noticing
(D) will notice

3. (A) The repaired item will be sent through express delivery.
(B) We spoke to you on the phone last week about this.
(C) Send the package in a self-addressed box.
(D) Please call us to process this service order.

4. (A) are apologizing
(B) have apologized
(C) apologized
(D) apologize

LIVEWORKSHEETS

Question 5-8 refer to the following e-mail

Winchester Community Career Fair

Still deciding which career to pursue? _____ to the Winchester Community Career Fair on
5.

September 20 and speak with representatives from 100 companies in the area to learn more about their companies and the jobs they offer. The fields _____ from sales to IT to engineering. Visitors are even
6.

welcome to submit their résumés, with some companies holding on-the-spot job interviews. Don't have a résumé? Don't worry, as the city career services center will be offering workshops on résumé building and interviewing techniques. All are welcome to come. _____. Please be dressed in standard business
7.

clothing. The fair will be open from 10 a.m. to 4 p.m. See the Winchester City website for a complete _____ of companies attending.
8.

5. (A) Come
(B) Coming
(C) To come
(D) Have come

6. (A) to range
(B) have ranged
(C) range
(D) ranging

7. (A) We will resume talks after lunch.
(B) No sign-up is required to attend.
(C) Please see the check-in desk for parking validation.
(D) Submissions will be accepted until the day before the fair.

8. (A) database
(B) form
(C) report
(D) list

LIVEWORKSHEETS