

TEST 2 _ 15 MINUTES

Part 5

Choose the word or phrase that best completes the sentence.

1. Maria designed the new company brochures _____.
(A) quickly
(B) quickness
(C) quicken
(D) quickening
2. Market research, performed before you even ask for a bank loan, is _____ part of establishing a successful business.
(A) essential
(B) that essential
(C) an essential
(D) this essential
3. It is our company's wish that _____ employee perform at least 4 hours of community service per year.
(A) all
(B) very
(C) most
(D) every
4. The _____ information available on the mysterious offshore company frustrated investigators looking into the fraud.
(A) little
(B) a little
(C) few
(D) many
5. The company had the _____ support of the board when deciding to merge with their rival company.
(A) completely
(B) complete
(C) completed
(D) completes
6. The company scarcely had enough money to remain solvent and could not pay _____ employees.
(A) them
(B) his
(C) its
(D) it
7. Money is _____ from that account to our business accounts the 10th of every month.
(A) remitted
(B) turned back
(C) put
(D) handed in
8. The president, Naoki Mtsumi, asked that _____ be the one to announce the new product.
(A) his
(B) him
(C) he
(D) himself

9. The publicity from the article caused the company to increase brand _____.
(A) awareness
(B) alertness
(C) knowledge
(D) scene
10. Because Ivan was not feeling _____ well, he decided he would go home early and rest.
(A) ever
(B) much
(C) most
(D) very
11. Interviews at the _____ company don't come very often.
(A) nation
(B) nationality
(C) nationally
(D) national
12. The corporate party was held in hopes of _____ up the atmosphere of the company.
(A) lived
(B) live
(C) livening
(D) liven
13. Being _____ qualified to respond to the questions, the director of marketing answered the reporter.
(A) almost
(B) the most
(C) of the more
(D) the mostly
14. Whether he wants to or not is irrelevant; he is _____ obligated to finish the job.
(A) contractual
(B) contracts
(C) contracting
(D) contractually
15. Bernhard registers for _____ conference he can in the hope of increasing his professional network.
(A) any
(B) little
(C) few
(D) none

Part 6

Questions 1 – 4 refer to the following letter. 

Dear Mr. Athlestad,

I _____ about the rental property on 54 Front Street, the lease of which will expire on December 31.
1.

I would like to inform you that we are leaving upon the end of this lease. We _____ to a new area.
2.

Despite your recent offer, we are unable to stay here at the current monthly rent price. We will be leaving on December 27 for another property. _____. We have looked at several other properties but have not
3.

yet signed a contract. Let me know if a _____ offer can be made. I would be more than happy to meet
4.

you at your office to discuss another arrangement.

Xavier Zahar

1. (A) write
(B) am writing
(C) will write
(D) would write

2. (A) have moved
(B) moved
(C) is moving
(D) will be moving

3. (A) I sent the contract to you last week.
(B) This place has a lot to offer us.
(C) We are still open to further negotiation.
(D) The space is much bigger than our current one.

4. (A) better
(B) good
(C) well
(D) best

Questions 5 – 8 refer to the following e-mail.

To: hgeld@freenet.com
From: snaito@greenhotel.com
Subject: Charge Error
Date: March 12

Dear Ms. Geld,

Following your request on January 20, we reviewed our bank statements for your deposit of \$164.23 made through our website. While our system _____ the order, an error occurred, which resulted in your

5.

credit card being charged twice. This often happens when the button is _____ pressed twice.

6.

Therefore, we have refunded the full amount to you. _____. Please check with your bank to make sure

7.

the funds have been credited to your account. If they have not been received, please contact us again. We apologize for this error, and we appreciate your _____ at our hotel. Please let us know if you have

8.

any questions.

Satomi Naito
Guest Services

5. (A) processes
(B) proceseed
(C) is processing
(D) was processing

6. (A) accidents
(B) accidental
(C) accident
(D) accidentally

7. (A) The credit card is in the name of someone else.
(B) Please send us a receipt of your order.
(C) This refund will show within seven business days.
(D) The hotel will be closed on those days.

8. (A) hospitality
(B) patronage
(C) well-being
(D) kindness