

READING

In this section of the test, you will have the chance to show how well you understand written English. There are three parts to this section, with special directions for each part.

YOU WILL HAVE ONE HOUR AND FIFTEEN MINUTES TO COMPLETE PARTS 5, 6, AND 7 OF THE TEST.

Part 5: Incomplete Sentences

Directions: In your test book, you will see a sentence with a missing word. Four possible answers follow the sentence. Choose the best answer to the question and fill in the corresponding oval on your answer sheet.

101. When the contracts _____ ready, have them sent to the purchaser.
(A) am
(B) is
(C) are
(D) be
102. The _____ of the new building will start next month.
(A) constructive
(B) construction
(C) construct
(D) constructed
103. The stapler is _____ the desk.
(A) on
(B) through
(C) into
(D) without
104. Mr. Selvas delivered the _____ bid to the client.
(A) seals
(B) seal
(C) sealing
(D) sealed
105. If your flight is delayed, _____ me from the airport.
(A) calling
(B) will call
(C) call
(D) called

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106. The airport taxes are _____ in the ticket price.
 (A) including
 (B) include
 (C) been included
 (D) included
107. Ms. Najar wants to _____ the costs by tonight.
 (A) final
 (B) finalize
 (C) finally
 (D) finality
108. A computer is _____ than a typewriter.
 (A) more efficient
 (B) most efficient
 (C) the most efficient
 (D) the more efficient
109. Mr. Flynn is the person _____ orders office supplies.
 (A) which
 (B) whose
 (C) who
 (D) whom
110. The budget analysis is due _____ Friday.
 (A) at
 (B) from
 (C) until
 (D) on
111. New paint _____ pictures will make the office look better.
 (A) but
 (B) and
 (C) as
 (D) though
112. Everyone is _____ that Ms. Howard seldom leaves before 6:30.
 (A) aware
 (B) await
 (C) awaken
 (D) awe
113. The itinerary _____ with the cruise list.
 (A) be filing
 (B) is filed
 (C) be filed
 (D) is filing
114. Passengers can check in for the charter flight _____ 8:00 and 12:00 tomorrow.
 (A) between
 (B) with
 (C) through
 (D) from
115. The president had her travel agent _____ the reservations.
 (A) made
 (B) has made
 (C) make
 (D) makes
116. It is _____ to transfer a document by e-mail than by fax.
 (A) fast
 (B) fastest
 (C) the faster
 (D) faster
117. Mr. Dietze typed the speech, _____ Ms. Lang prepared the charts.
 (A) or
 (B) and
 (C) where
 (D) during
118. The head of the porters _____ guests with their luggage.
 (A) assist
 (B) were assisting
 (C) assists
 (D) are assisting
119. Ask the accounts receivable clerk _____ the invoice.
 (A) to send
 (B) sending
 (C) will send
 (D) sends

120. An administrative assistant keeps an office running _____.
 (A) smooth
 (B) smoothness
 (C) smoothed
 (D) smoothly
121. Each passenger's name _____ with his or her cabin number.
 (A) is list
 (B) listing
 (C) is listed
 (D) is listing
122. The manager got his staff _____ last weekend.
 (A) to work
 (B) was working
 (C) workable
 (D) worked
123. The variety of insurance benefits _____ very broad under this policy.
 (A) are
 (B) is
 (C) being
 (D) be
124. The directory lists each passenger's name _____ address.
 (A) and
 (B) the
 (C) but
 (D) nor
125. Please leave your luggage _____ the bus for loading.
 (A) among
 (B) between
 (C) from
 (D) beside
126. Mr. Cain will return your call _____ he arrives.
 (A) soon
 (B) as soon
 (C) as soon as
 (D) soon than
127. If the product were not safe, we _____ it.
 (A) had sold
 (B) don't sell
 (C) will sell
 (D) would not sell
128. The cruise handbook _____ all ship policies.
 (A) explains
 (B) is explaining
 (C) explain
 (D) explaining
129. _____ costs make profits smaller.
 (A) Raise
 (B) Risen
 (C) Rising
 (D) Raised
130. Mr. Larsen _____ for meetings.
 (A) late is always
 (B) is always late
 (C) always late is
 (D) is late always
131. _____ we had checked the figures, the supervisor found a mistake. .
 (A) Unless.
 (B) However
 (C) Since
 (D) Even though
132. Mr. Lazer wants to make _____.
 (A) a meeting
 (B) an hour
 (C) an appointment
 (D) a time
133. The financial team _____ that the offer was rejected.
 (A) was disappointed
 (B) were disappointed
 (C) was disappointing
 (D) were disappointing


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134. A record of complaints _____ kept in the purser's office.
(A) are
(B) is
(C) were
(D) has
135. The only difference _____ the two flights is time of departure.
(A) with
(B) then
(C) between
(D) among
136. _____ Ms. Butrus was late, she did not miss the performance.
(A) During
(B) Because
(C) In spite of
(D) Although
137. Mr. Dekar was responsible for _____ the data.
(A) organization
(B) organizing
(C) organized
(D) organize
138. The company _____ spouses of employees in the invitation to the banquet.
(A) are included
(B) have included
(C) is including
(D) has including
139. Ms. Yu has suggested _____ more reservation clerks.
(A) hire
(B) hiring
(C) hired
(D) to hire
140. The meeting will be held _____ Thursday.
(A) of
(B) in
(C) for
(D) on

Part 6: Text Completion

Directions: In your test book, you will see four passages each with four blanks. Under each blank are four answer options. Choose the word or phrase that best completes the blank.

Questions 141–143 refer to the following letter.

Green Office Renovators
17 Hukou Street
Taipei, Taiwan
106-03

Kao-Chin Su-mei, Vice President
No. 377, Sung Chiang Road.
Taipei, Taiwan
103-09

Dear Kao-Chin Su-mei,

March 2, 20--

I understand you are thinking about renovating your office building. Thank you for considering Green Office Renovators. More important, thank you for ...(141)... interest in caring for the earth. With your help we can help protect the world for the future.

Please read through the enclosed brochure. It provides information on all of our environmentally friendly materials and products. You will notice that we take measures to reduce waste at all times, including recycling extra materials and avoiding products with excess packaging. We do not use any cleaning products or paints that ...(142)... disposal as hazardous waste.

If you have done any research you will notice that our fees are considerably lower than our competitors. However, we hope you will agree that spending more on the initial cost of the renovations is worth it for the future of both your company and the earth itself. Though energy-efficient appliances and lights are more expensive to install, they will instantly begin to save you money. In addition, statistics show that companies that demonstrate ...(143)... for the environment are more popular among consumers.

I look forward to discussing the renovation needs of your company.

Sincerely,

Cai Mi

Cai Mi

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141. (A) its
(B) their
(C) your
(D) my

142. (A) require
(B) requires
(C) is requiring
(D) are requiring

143. (A) concern
(B) happiness
(C) skills
(D) time

Questions 144–146 refer to the following e-mail.

To: clementinebooks@learning.org
From: rep990@gaspower.net
Re: Equal Payment Billing Plan

Dear Sheldon Murray,

It has come to my attention that your business is still paying its gas bills using our Monthly Plan. During the past year, your ...(144)... bill was for \$400 in the month of January. However, your bills were as low as \$23 in the summer months. The majority of your annual fees occurred in the four months of winter.

We believe that you are an excellent candidate for our Equal Billing Plan. Approximately 78% of our customers have switched to this option since it became available three years ago. Though the amount of money you spend in the year will be identical, your higher bills will be ...(145)... throughout the year. This makes it easier to budget your finances.

With the Equal Billing Plan, the amount you pay per month is based on an approximation. To do this we take an average from the bills in your previous year. After six months on the Equal Billing Plan we will adjust this amount depending on whether or not you use more or less gas than we ...(146).... At the end of the year you will receive a debit or credit from us to balance the amount owed with the amount used.

144. (A) high
(B) higher
(C) highest
(D) most high

145. (A) marked down
(B) built up
(C) spread out
(D) topped off

146. (A) estimated
(B) permitted
(C) inquired
(D) ordered

Questions 147–149 refer to the following article.

February 7th, 20–

ALGOA BAY TIMES

**Airport Lounge Removes
Free Internet Service**

By Kelly Christie

As of this Friday passengers at Port Elizabeth Airport will no longer ...(147)... free Internet service in the business travelers' lounges.

Since January of last year, free Internet access has been available in the business lounges in Terminals B and C. To enter the lounges, travelers must have a VIP card, which costs about \$240 USD per year. Benefits of the business lounge include free coffee, snacks, and newspapers, as

well as ...(148)... printers and fax machines. They also provide an escape from crowded terminal waiting rooms.

Passengers with VIP cards will now have to purchase Internet access at \$5 per hour, with a two-hour minimum. Airport officials have been planning to remove the free service provider for several months, but have been presented with many petitions, mainly from business travelers who have already purchased their annual nonrefundable VIP passes. "The only reason I bought the pass was so that I could go online with my laptop at Port Elizabeth. I wouldn't bother using the lounge just for free refreshments and newspapers," said Alistair Willows, who makes ...(149)... trips from Europe to South Africa for business.

147. (A) offer
(B) offered
(C) be offered
(D) be offering

148. (A) visits to
(B) repair of
(C) access to
(D) purchase of

149. (A) frequent
(B) frequency
(C) frequently
(D) frequencies

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Questions 150–152 refer to the following ad.

Attention Small Business Owners

Are you tired of paying too much for office supplies? It's time to stop throwing your money away on overpriced products. Meade's Paper Store offers top quality office products at ...(150)... prices. We supply all your paper needs and also stock writing utensils, computers and computer supplies, office furniture, and more! There's ...(151)... reason the shop anywhere else. Meade's has it all. We have two convenient locations! Visit our main store downtown next to City Hall, or our new branch in the Valley Shopping Mall. ...(152)... advantage of this week's special: all paper goods are 20% off now through Saturday. When you visit, don't forget to ask about our frequent shopper program.

150. (A) easy
(B) bargain
(C) retail
(D) top

151. (A) no one
(B) none
(C) not
(D) no

152. (A) Take
(B) Taking
(C) To take
(D) Can take