Part 5 Incomplete Sentences

Mini-Test

Choose the word or phrase that best completes the sentence. App

Answer Key p.28

1. _____ with a question should stay afterward to speak with me personally.
(A) That
(B) Those
(C) Them
(D) Thing

2. We need to hire a _____ accountant to make sure all our numbers are correct.
(A) certifying
(B) certifiable
(C) certified
(D) certifies

3. To ensure our staff is well-rested, we _____ one Friday off a month in addition to weekends off.
(A) offer
(B) offered
(C) offering
(D) to offer

4. The _____ return policy caused a great amount of dissatisfaction among customers.
(A) confusingly
(B) confused
(C) confuse
(D) confusing

5. Please read the advertisement to ensure that you have the _____ requirements for this position.
(A) obliged
(B) frequent
(C) minimum
(D) minute

6. The biography of Chemcorp's CEO, _____ by an economics professor, was very popular.
(A) writing
(B) written
(C) writes
(D) wrote

7. In _____ of the chief of marketing's retirement, we must create a posting to recruit someone else.
(A) consultation
(B) anticipation
(C) interest
(D) expectation

8. We require that all official documents be typed on letterhead paper in the format _____.
(A) specialized
(B) specified
(C) selecting
(D) picking

First News
LIVEWORKSHEETS

9. The office has decided to switch to using _____ ink cartridges in all of the printers.
(A) recycled
(B) recycling
(C) recycles
(D) being recycled

10. Brian is the man who fixed the _____ photocopier in the boss's office yesterday.
(A) breaking
(B) breaks
(C) broken
(D) broke

11. He said he found the report confusing and wanted it rewritten for _____.
(A) visibility
(B) modesty
(C) simpleness
(D) clarity

12. Before we opened our café, we had a _____ company make new menus.
(A) designed
(B) design
(C) designing
(D) having designed

13. We need to find a system that enforces _____ when workers make a mistake.
(A) accounting
(B) accountability
(C) accountant
(D) account

14. Do not leave carry-on bags _____ at any time as they may be removed without notice.
(A) neglected
(B) isolated
(C) separated
(D) unattended

15. We have a _____ reservation for four people at the famous Chinese restaurant downtown.
(A) stand
(B) stood
(C) standing
(D) stands

LIVEWORKSHEETS

Part 6 Text Completion

Mini-Test

Choose the best word or phrase for each blank.

Answer Key p.29

Questions 1 – 4 refer to the following notice. App

Notice to All Movie World House Managers

Now that the summer movie season is approaching, we would like to remind all of our managers that there is an _____ increase of 200% in food and beverage sales for the summer.
1.

For fountain beverages, such as sodas, as well as our premium drinks, we expect sales to increase by 300%. To make sure that we achieve these intended sales _____, we recommend having promotions on
2.

these products. We will allow management to create special sets to promote them. _____.
3.

Also, please be reminded that Movie World movie theaters are now selling Sugar Cone ice cream bars. When _____ the bars, each theater is free to determine their own price. However, the suggested
4.

selling price is $4.75.

Thank you all, and have a great summer.
Movie World Headquarters

1. (A) expecting
(B) expected
(C) expectation
(D) expectancy

2. (A) limits
(B) failures
(C) goals
(D) boundaries

3. (A) Summer is a popular time of year.
(B) Customers are only allowed one refill.
(C) The new machines will allow faster refills.
(D) Please make sure all signage adheres to company policies.

4. (A) pricing
(B) price
(C) to price
(D) having priced

First News
LIVEWORKSHEETS

Questions 5 – 8 refer to the following article. App

New Telescope for Observatory

A spokesperson for the Collinswood Astronomical Observatory _____ that a large donation has been
5.

made toward their campaign to acquire a new telescope. "Without the generous support of this donor, the idea of _____ a new telescope for the observatory would be exactly that—an idea," said director
6.

of the observatory, Dr. Matthew Hughes. The _____ of this equipment has been delayed several times
7.

due to local budget cuts. _____. Last month, the roof of the building had to be fixed after a large hole
8.

appeared during a recent storm. Members of the local chapter of the National Astronomical Society hope their headquarters is able to purchase the new telescope and use it for the next "Evening Under the Stars" event they hold each year.

5. (A) has confirmed
(B) confirming
(C) has been confirmed
(D) is confirmed

6. (A) to get
(B) getting
(C) gotten
(D) be gotten

7. (A) gift
(B) filling
(C) atonement
(D) acquisition

8. (A) Priority was given to more pressing matters.
(B) The society is looking for new members.
(C) A microscope will be used in its place.
(D) A charity event was held last month in its honor.

LIVEWORKSHEETS