II. READING - PART 5: INCOMPLETE SENTENCES

Overview

In Part 5 of the Reading Test, you will read sentences and complete them. There is a total of 30 items in this part of the test. For each sentence, you will choose among four answer options to complete the sentence. The sentence topics focus on common business and everyday themes. The sentences focus on different types of language issues.

Part 5 sentences may deal with **themes** such as:

- Offices issues
- Financial issues
- Sales and marketing
- Business transactions
- Schedules
- Transportation
- Tourism
- Dining out
- Entertainment
- Weather

Part 5 items may focus on **grammar** issues such as:

- Verb tense
- Verb form
- Subject-verb agreement
- Pronouns
- Prepositions
- Transition words
- Comparative adjectives
- Adverbs
- Time clauses
- Conditionals

Part 5 items may focus on **vocabulary** issues such as:

- Word families (related words)
- Parts of speech
- Word meaning
- Commonly confused words

Strategy Review

Remember, in the test...

- Read the whole sentence carefully. Do not stop when you see the blank. This will help you to get an idea of the context.
- Decide if the focus is grammar or vocabulary. Then look more closely and ask yourself what exactly is being tested.
- Look at the words before and after the blank and try to identify the part of speech, and the meaning, of each missing word or phrase.
- Eliminate any answers that you are sure are wrong.
- If you are not sure about the answer, don't waste time. Decide quickly and move on to the next item.

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Practice Exercise:

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

1. When filling out the order form, please _____ your address clearly to prevent delays. (A) fix (B) write (C) send (D) direct	16. For optimal safety on the road, avoid _____ the view of the rear window and side-view mirrors. (A) obstructs (B) obstructed (C) obstruction (D) obstructing
2. Ms. Morgan recruited the individuals that the company _____ for the next three months. (A) will employ (B) to employ (C) has been employed (D) employ	17. Having proper ventilation throughout the building is _____ for protecting the health and well-being of the workers. (A) cooperative (B) visible (C) essential (D) alternative
3. The contractor had a fifteen-percent _____ in his business after advertising in the local newspaper. (A) experience (B) growth (C) formula (D) incentive	18. _____ sales of junk food have been steadily declining indicates that consumers are becoming more health-conscious. (A) In addition to (B) The fact that (C) As long as (D) In keeping with
4. The free clinic was founded by a group of doctors to give _____ for various medical conditions. (A) treatment (C) treated (B) treat (D) treating	19. The sprinklers for the lawn's irrigation system are _____ controlled. (A) mechanically (B) mechanic (C) mechanism (D) mechanical
5. Participants in the walking tour should gather _____ 533 Bates Road on Saturday morning. (A) with (B) at (C) like (D) among	20. The library staff posted signs to _____ patrons of the upcoming closure for renovations. (A) notify (B) agree (C) generate (D) perform

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6. The artist sent _____ best pieces to the gallery to be reviewed by the owner. (A) him (B) himself (C) his (D) he	21. Mr. Ross, _____ is repainting the interior of the lobby, was recommended by a friend of the building manager. (A) himself (B) he (C) who (D) which
7. The figures that accompany the financial statement should be _____ to the spending category. (A) relevance (B) relevantly (C) more relevantly (D) relevant	22. The guidelines for the monthly publication are _____ revised to adapt to the changing readers. (A) courteously (B) initially (C) periodically (D) physically
8. The building owner purchased the property _____ three months ago, but she has. already spent a great deal of money on renovations. (A) yet (B) just (C) few (D) still	23. _____ an ankle injury, the baseball player participated in the last game of the season. (A) In spite of (B) Even if (C) Whether (D) Given that
9. We would like to discuss this problem honestly and _____ at the next staff meeting. (A) rarely (B) tiredly (C) openly (D) highly	24. The governmental department used to provide financial aid, but now it offers _____ services only. (A) legal (B) legalize (C) legally (D) legalizes
10. The store's manager plans to put the new merchandise on display _____ to promote the line of fall fashions. (A) soon (B) very (C) that (D) still	25. At the guest's _____, an extra set of towels and complimentary soaps were brought to the room. (A) quote (B) graduation (C) request (D) dispute

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11. During the peak season, it is _____ to hire additional workers for the weekend shifts. (A) necessitate (B) necessarily (C) necessary (D) necessity	26. The upscale boutique Jane's Closet is known for selling the most stylish _____ for young professionals. (A) accessorized (B) accessorize (C) accessorizes (D) accessories
12. _____ that the insulation has been replaced, the building is much more energy-efficient. (A) Now (B) For (C) As (D) Though	27. The company started to recognize the increasing _____ of using resources responsibly. (A) more important (B) importantly (C) importance (D) important
13. Mr. Sims needs a more _____ vehicle for commuting from his suburban home to his office downtown. (A) expressive (B) reliable (C) partial (D) extreme	28. _____ restructuring several departments within the company, the majority of the problems with miscommunication have disappeared. (A) After (B) Until (C) Below (D) Like
14. The company _____ lowered its prices to outsell its competitors and attract more customers. (A) strategy (B) strategically (C) strategies (D) strategic	29. The riskiest _____ of the development of new medications are the trials with human subjects. (A) proceeds (B) perspectives (C) installments (D) stages
15. _____ Mr. Williams addressed the leg audience, he showed a brief video about the engine he had designed. (A) Then (B) So that (C) Before (D) Whereas	30. _____ seeking a position at Tulare Designs must submit a portfolio of previous work. (A) Anyone (B) Whenever (C) Other (D) Fewer

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