

READING TEST PART 6: TEXT COMPLETION

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

Practice 1:

Questions 141–143 refer to the following letter.

Chandi Akella
Rapid Technology, Inc.
450 Cherry Circle
Detroit, MI 40355

Dear Ms. Akella:

I was interested to read about your company in the online issue of "Technology Today." Perhaps your company's technology can help us.

I own a candy company in Tennessee. We _____ a variety of kinds

141. (A) consume
(B) manufacture
(C) purchase
(D) desire

of candy which are sold all over the USA and in other countries as well. As part of their work, my employees use heavy equipment and move large boxes every day. Sometimes they fall or hurt their backs. As a result, they _____ days of work. Everyone suffers from this situation.

142. (A) avoid
(B) gain
(C) miss
(D) save

These accidents cost my company a lot of money, and my employees suffer from health problems.

Rapid Technology's "cobots" may help. I understand that a "cobot" is like a robot. However, it is a robot that collaborates—or works with—people. So, you call it a "cobot." Is that correct? I understand that people are _____ when they work with cobots. However, the article I read only

143. (A) safer
(B) more safely
(C) safety
(D) more safety

discussed cobots at car companies. Could they also be used at a candy company?

We are very interested in cobots, but we are not sure if they would work here. What do you think? Please reply via mail. Thank you.

Best wishes,



Priscilla Parton
President, Prissy's Candies

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

To:	IEP Group All
From:	Karin O'Flaherty
Subject:	Office procedures

Dear Teachers,

Our new school year is starting. I would like to remind everyone about the rules for using our office during this exciting and busy time. Please review these procedures carefully.

1. Door Code: You need a code to unlock the office door. New teachers, your code will arrive this week.
2. Telephone: Everyone shares the same telephone number. If you answer a call for another teacher, please take a message and leave _____ in the teacher's mailbox.
144. (A) them
(B) her
(C) his
(D) it
3. Computers: Please share the computers. Remember to sign _____
145. (A) in
(B) up
(C) out
(D) to

after using the computer. For help with the computer, please call Mario at extension 421.

4. Copying: Copying can be very _____, so please make only a few copies.
146. (A) costly
(B) useful
(C) necessary
(D) complicated
5. Eating: Please eat in the lunchroom. After eating, throw all trash in the bin. Keep this room clean at all times.

We have some new teachers this semester. They are not yet familiar with our office procedures. Please help these new teachers, and welcome them to our program. Thank you.

Best Wishes,
Karin

Karin O'Flaherty
Program Coordinator

Questions 147–149 refer to the following letter.

RDA COMPANY

5943 Alton Lane
Irvine, CA 91628

Office Services, Incorporated
Ms. Misato Sakai
1300 Lincoln Lane
San Francisco, CA 94043

Dear Ms. Sakai:

My boss recommended your company as the fastest at shipping office supplies. I work at RDA Company, and we urgently need some supplies. I hope that you can ship these items _____.

147. (A) quickly
(B) quicker
(C) quickest
(D) quickness

We need two large desks, model 156A, one dark brown and the other black. We also need two chairs for the new desks. We would like the colors to _____ the desks, so please send one dark brown and one black chair.

148. (A) contrast with
(B) differ from
(C) match
(D) cover

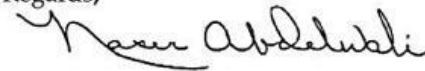
We need one new computer, model ABG439, with a medium-sized, flat-screen monitor. Please _____ two speakers.

149. (A) include
(B) included
(C) to include
(D) will include

We also need ten boxes of white, letter-sized paper.

Please send everything immediately. Our new employees need these supplies as soon as possible. Thank you for your assistance.

Regards,



Naser Abdelwali
Human Resources Director

Questions 150–152 refer to the following letter.

The Little Tea Room
Blumberg 77
Adlkofen, Germany

Dr. Johannes Spieker
Hinterkirchstrasse 15
Frieburg, Germany

Dear Dr. Spieker:

January 7, 20__

I wanted to write and personally thank you for your kind effort in helping to tend to one of our _____ at our restaurant in her time of need. Briana

150. (A) doctors
(B) nurses
(C) customers
(D) employees

Hilton, the woman you helped resuscitate on Monday, gave me your name and address when I spoke to her on the phone today. You _____ be glad to

151. (A) had better
(B) could
(C) will
(D) are

know that she is recovering in the hospital and is almost ready to be released.

As it turns out, you assumed correctly that the woman was suffering from a severe and sudden allergic reaction to nuts. She had neglected to inform the waitress that she couldn't eat any food containing nuts. Your skill and presence of mind saved her from suffering a terrible tragedy.

Please bring your family in for a complimentary meal at your earliest convenience so _____ I may thank you in person.

152. (A) that
(B) thus
(C) there
(D) this

Sincerely,

Henrik Andresen

Henrik Andresen, Manager