Step-by-Step Practice Test

Step A Choose the word or phrase that best completes the sentence.

1. Everybody is invited to the Griffon Room, where Craig Preston is giving a _____ about next year's budget.
   (A) present
   (B) presented
   (C) presentable
   (D) presentation

2. Tomorrow afternoon we are conducting interviews for the sales _____ position.
   (A) assistance
   (B) assisted
   (C) assistant
   (D) assist

3. If you are not satisfied with your purchase, please return it to the store within seven days for a full _____.
   (A) refunded
   (B) refund
   (C) refunds
   (D) refunding

4. Every _____ is expected to complete a short training session when they first start at the company.
   (A) employee
   (B) employ
   (C) employable
   (D) employment

5. The electrical _____ in the storeroom needs to be checked by maintenance staff.
   (A) equipment
   (B) equipments
   (C) equip
   (D) equipped

6. July is a busy period for Wentworth Hotel, so it's important to make a _____ in advance.
   (A) reserves
   (B) reserving
   (C) reservation
   (D) reserved

7. Mr. Issac finally got the marketing job, although there were a lot of _____ for the position.
   (A) applying
   (B) applicant
   (C) applicants
   (D) applications

8. _____ participants got a small gift after the annual ceremony.
   (A) Every
   (B) All
   (C) Little
   (D) Much

LIVEWORKSHEETS

Questions 1–4 refer to the following notice.

New Monthly Transportation Card: Chapel Metro

A monthly transportation card is now available for ——— **1.** on city bus routes. Passengers who use the bus every day will benefit from the reduced price. It's much cheaper than paying every time you board the bus. Each card is valid for 30 days.

Please note that the monthly transportation card only applies to public bus routes. The card cannot be used on routes managed by private companies.

There are two ——— **2.** methods available. The card can be found at convenience stores around the city as well as online on the Chapel Metro website.

The website now features a handy Fare Calculator, which can be used to choose the best transportation card ——— **3.** for you. You simply need to enter some personal details and the calculator will do the rest. Please contact our customer service department during business hours at 412-5003 if you have any ——— **4.**.

1. (A) use
(B) user
(C) usage
(D) using

2. (A) pays
(B) paying
(C) payers
(D) payment

3. (A) decision
(B) result
(C) option
(D) outcome

4. (A) introductions
(B) inquiries
(C) appointments
(D) requests

Pronouns

LIVEWORKSHEETS

Step-by-Step Practice Test

Step A Choose the word or phrase that best completes the sentence.

1. This team consists of six members, _____ of whom has an important function.
   (A) some
   (B) all
   (C) each
   (D) any

2. We at Westhampton Pharmacy are grateful for the opportunity to give back to _____ community.
   (A) their
   (B) ours
   (C) his
   (D) our

3. A survey of employees showed that _____ were unhappy with their working hours.
   (A) some
   (B) any
   (C) each
   (D) every

4. Some students receive their grades in the mail, while others simply check _____ online.
   (A) this
   (B) that
   (C) theirs
   (D) itself

5. Usually, when one colleague goes to lunch, _____ stay back and answer the phones.
   (A) them
   (B) the others
   (C) another
   (D) he

6. We believed that our company's profits were much larger than _____ of his company.
   (A) this
   (B) these
   (C) that
   (D) those

7. Dynamix, Inc. is seeking applications from _____ with experience in project management.
   (A) them
   (B) those
   (C) that
   (D) this

8. If the digital timer is set, the Sahara heating unit will turn on by _____.
   (A) it
   (B) itself
   (C) herself
   (D) themselves

LIVEWORKSHEETS

Carson Real Estate
2452 Oranje Street
Felbrand
97488

December 9

Dear Carson Real Estate,

My wife and I are living in a rental house at 12 Autumn Grove, Fairmont. Our twelve-month contract is going to expire soon, but _____ **1.** would like to stay for another two months.

In March, I will start a new job overseas, so we would like to stay in this house until that time, which would be the most convenient option for us.

I believe that our rental period will be extended automatically until _____ **2.** is canceled. Can you confirm if this is correct? If we cannot extend our current contract, we would like to negotiate _____ **3.**.

Please let us know as soon as possible. If we can't stay here, my wife and I would need to find a new apartment, and we'd also need some time to organize all _____ **4.** furniture.

Yours sincerely,

Michael Barker

1. (A) their
(B) we
(C) they
(D) he

2. (A) it
(B) all
(C) them
(D) every

3. (A) other
(B) another
(C) others
(D) the others

4. (A) us
(B) we
(C) ourselves
(D) our

LIVEWORKSHEETS