Reading Part 3

Read the sentences. Choose the correct word to fill the space.

1. Jim, Leanne and Hiromi are all having lunch .....

   a) really.
   b) well.
   c) together.

2. Olaf is ..... the train to Hanover this afternoon.

   a) making
   b) putting
   c) taking

3. "I'm so busy, I'm not going to ..... the phone," said John.

   a) reply
   b) speak
   c) answer

4. Anyone entering the building must show some .....

   a) information.
   b) identification.
   c) invitation.

5. Nobody can use the photocopier, as it's out of .....

   a) work.
   b) date.
   c) order.

6. A couple of items from our order number 35S99 are .....

   a) lacking.
   b) wanting.
   c) missing.

7. The equipment in the room is in very good .....

   a) condition.
   b) performance.
   c) situation.

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8. We will have to ..... in to Mario's demand, otherwise we could lose the contract!

   a) move
   b) give
   c) stay

9. ..... for the conference begins at 8.30am in the Queen's Hall.

   a) Assistance
   b) Collection
   c) Registration

10. "Which security guards are on the night ..... today?" asked the manager.

   a) period
   b) model
   c) shift

11. We offer various options for the collection and ..... of commercial waste.

   a) disposal
   b) rejection
   c) throwing

12. Consumer ..... in our industry is at an all-time low.

   a) hope
   b) courage
   c) confidence

13. There are many reasons why teenagers are ..... to buy the product.

   a) unenthusiastic
   b) reluctant
   c) passive

14. The successful candidate must ..... strong interpersonal skills.

   a) possess
   b) indicate
   c) deliver

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15. The annual report talks at great ..... about the company's underlying values.

    a) detail
    b) point
    c) length

16. The food in the staff canteen has improved beyond all .....

    a) consideration.
    b) recognition.
    c) reflection.

17. When Dennis Greenholm ..... the top job, it was a major surprise to the owners of the company.

    a) turned down
    b) pulled back
    c) put away

18. The move is expected to lead to the ..... of hundreds of new jobs.

    a) construction
    b) arrival
    c) creation

19. "Now I'd like you to list and ..... these qualities in importance," said the trainer.

    a) count
    b) rank
    c) measure

20. The Managing Director urged staff to do all they could to ..... the changes.

    a) convey
    b) yield
    c) facilitate

21. In this case, the ..... responsibility lies with the Chief Financial Officer.

    a) ultimate
    b) extreme
    c) sheer

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22. The next couple of months are likely to be difficult for the company, as the effects of their recent merger …… in July.

    a) take up
    b) run on
    c) kick in

23. Recent well-publicised events may negatively …… on the brand.

    a) affect
    b) impact
    c) bear

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