

101. Next week, the study hall ----- open 24 hours due to final exams.

- (A) was
- (B) are
- (C) will be
- (D) has been

102. The dinner reservations ----- the company's annual gathering have been booked by the planning committee.

- (A) for
- (B) by
- (C) about
- (D) in

103. Mrs. Jackson, the manager of the facility department, checks computers ----- for software errors and viruses.

- (A) recently
- (B) widely
- (C) regularly
- (D) brightly

104. An ----- of the project deadline would give the advertising team more time to do market research thoroughly.

- (A) extended
- (B) extendable
- (C) extend
- (D) extension

105. Applicants for next year's internship can either fill out their application online ----- use a mail-in form.

- (A) as
- (B) or
- (C) nor
- (D) and

106. As part of our service to the local community, our company frequently sends out surveys to monitor client -----.

- (A) satisfy
- (B) satisfactory
- (C) satisfaction
- (D) satisfactorily

107. Mr. Phillips is running late due to bad traffic, but he should be arriving -----.

- (A) openly
- (B) shortly
- (C) nearly
- (D) urgently

108. Despite it being held late at night, the youth benefit was ----- attended by many of the area's businesses.

- (A) quite
- (B) many
- (C) some
- (D) well

109. We plan to send Mr. Copperfield a letter to acknowledge that ----- funding proposal has been accepted by the directors.
- (A) he  
(B) him  
(C) his  
(D) himself
110. A number of the city's architectural firms are bidding to ----- the capitol building's dome to its original design.
- (A) restart  
(B) regain  
(C) restore  
(D) replace
111. Our company needs someone in public relations with the ability to speak ----- with the press.
- (A) effect  
(B) effective  
(C) effectiveness  
(D) effectively
112. Enclosed please find the invoice for the products ----- you ordered a week ago.
- (A) that  
(B) then  
(C) what  
(D) when
113. Jeil Software offers a service to send bills ----- from the delivery to be paid within two weeks of the order date.
- (A) separately  
(B) jointly  
(C) diversely  
(D) partially
114. Ms. Garrison will design the template for the presentation, and any changes thereafter must be approved by -----.
- (A) she  
(B) her  
(C) hers  
(D) herself
115. As a result of booking conflicts with the conference room, today's meeting will be ----- until tomorrow morning.
- (A) scheduled  
(B) postponed  
(C) expected  
(D) continued
116. A newsletter went out to many of the online magazine subscribers who did not ----- cancel their subscriptions.
- (A) known  
(B) knowledge  
(C) knowledgeable  
(D) knowingly

117. Prior to the reception, have one of the staff print ----- the guest list and bring it to the security guards at the main entrance.

- (A) out
- (B) of
- (C) within
- (D) between

118. At Hampshire Inc., we work very hard to provide a ----- working atmosphere for our employees, which leads to high productivity.

- (A) tender
- (B) pleasant
- (C) confident
- (D) fragile

119. Software ----- at Grainger Programs can work as freelancers or as full-time staff members.

- (A) develops
- (B) developers
- (C) developed
- (D) developments

120. After a brief trial period, the office manager put a stop to background music after seeing that it was too ----- for the workers.

- (A) distraction
- (B) distract
- (C) distracting
- (D) distractedly

121. All employees are welcome to join in on the retirement ----- being held for Ms. Jane Clark in honor of her long career with Garrison Pharmaceuticals.

- (A) progress
- (B) approval
- (C) encouragement
- (D) celebration

122. When Tim ----- to the south this week on business, he will be accompanied by his assistant.

- (A) to go
- (B) going
- (C) goes
- (D) was going

123. Harris Interior is known to offer ----- service at affordable costs.

- (A) skilled
- (B) reliable
- (C) earnest
- (D) tactful

124. ----- in the textile industry is expected to decrease due to Fabric For You's monopoly over its rival companies.

- (A) Competition
- (B) Competitor
- (C) Competitive
- (D) Compete

125. ----- recent gossip in the office, the head manager threatened to quit if the union's demands were not met.
- (A) Nevertheless  
(B) Even though  
(C) According to  
(D) As if
126. The school board is taking ----- measures to increase enrollment by offering advanced placement courses.
- (A) significantly  
(B) significant  
(C) signify  
(D) significance
127. The use of the new digital security system was called into question because of technical problems that ----- when the building manager did a trial run.
- (A) engaged  
(B) revealed  
(C) reacted  
(D) emerged
128. Last Tuesday, marketing associates from numerous IT companies ----- at a hotel in New York.
- (A) convenes  
(B) convening  
(C) convened  
(D) convene
129. A variety of ----- psychologists, including Dr. Royer, have sent letters to the government demanding increased funds for psychiatric clinics.
- (A) notable  
(B) customary  
(C) definite  
(D) elaborate
130. A recent review of the company's budget has proven that it has ----- focused on accumulating overhead.
- (A) excessive  
(B) excess  
(C) excessively  
(D) excessiveness
131. Not many people went to the store the first year it opened, but its outdoor sports gear became increasingly popular in ----- years.
- (A) next  
(B) subsequent  
(C) followed  
(D) late
132. After Eva ----- Puris Plants, she nearly doubled sales by reinventing the company's public image.
- (A) joins  
(B) joined  
(C) is joined  
(D) has been joined

133. The workshop aims to educate the staff about the company's products and to improve communication ----- its many divisions.
- (A) among  
(B) under  
(C) past  
(D) behind
134. The historic library downtown is being considered for renovation as it shows significant signs of -----.
- (A) decrease  
(B) shape  
(C) limit  
(D) wear
135. The success of Warner Books is in large part due to ----- efforts to attract scholarly readers.
- (A) deliberates  
(B) deliberately  
(C) deliberate  
(D) deliberating
136. If it merges with General Engines, American Motors will attain the top ----- among automobile manufacturers.
- (A) order  
(B) schedule  
(C) position  
(D) record
137. Since her promotion to director of production, Mary Povak has been working to make solid business relationships with factories ----- China.
- (A) somewhat  
(B) moreover  
(C) everywhere  
(D) throughout
138. For large financial institutions, offering low interest loans is the ----- element in building a long-term client base.
- (A) handy  
(B) key  
(C) marginal  
(D) complete
139. An excess of 50 percent of the bank's major investors have transferred their money into the recently developed ----- plan.
- (A) save  
(B) saved  
(C) safely  
(D) savings
140. A new store policy dictates that any furniture order made online that exceeds \$1000 ----- for a \$50 rebate.
- (A) equips  
(B) qualifies  
(C) supplies  
(D) arranges

Questions 141-143 refer to the following memo.

From: Jeremy Swift

Subject: New Project Development Head

Date: Fri, 25 Feb 2007

To: All Employees

It's a great honor to announce Belle Weatherly as the new head of Project Development. Ms.

Weatherly ----- as the company's project proposal writer while in graduate school. She then became

141. (A) serves  
(B) served  
(C) is serving  
(D) will serve

the assistant manager for the division when her proposals were successfully implemented. Ms.

Weatherly has supported the company in its effort to become the corporate investments ----- that it

142. (A) leads  
(B) leading  
(C) leader  
(D) leadership

is today.

Her remarkable capacity to identify worthy project endeavors and her strengths in winning contracts have lead to her current ----- to project development head.

143. (A) increase  
(B) notice  
(C) objective  
(D) promotion

Questions 144-146 refer to the following advertisement.

*Job opening for manuscript reader*

Mark Wellston Company, a well-established publishing firm, ----- for a manuscript reader with a

144. (A) searched  
(B) will have searched  
(C) was searching  
(D) is searching

strong background in literature criticism. The job will be located at the main branch on Westmont Avenue and 125<sup>th</sup> Street.

The successful applicant will possess five years of experience in selecting manuscripts for publication in a similar working ----- . He or she must have a thorough understanding of what

145. (A) work  
(B) condition  
(C) nature  
(D) environment

publishers seek in unpublished works. The selected candidate will start work ----- December 1.

146. (A) since  
(B) through  
(C) on  
(D) until

Questions 147-149 refer to the following letter.

May 19, 2007

GEORGE O'GRADY

1219 North Quinn Street

Chrysler Village

West Virginia 23103

Dear Mr. O'Grady,

This is in regard to your inquiry about Grand Hotel's group rates.

We presently offer group rates that apply to all types of groups from student tours to senior citizen clubs. However, these rates will increase by the end of the month, ----- those who reside in Virginia.

147. (A) particularly  
(B) not only  
(C) in addition to  
(D) except for

That rate will stay the same at \$40 per person for groups of five persons or more. The price for groups outside of the state will increase by \$5.00 per person on June 1.

To help you make a decision, an occupancy rates table is -----.

148. (A) enclosure  
(B) enclosed  
(C) enclosing  
(D) enclosure

The hotel managers ----- that the increases are scheduled for next month and we thank you for

149. (A) regret  
(B) concern  
(C) doubt  
(D) bother

writing in and considering our hotel.

Sincerely yours,  
Calley Smith  
Reservations



Questions 150-152 refer to the following email.

From: Jimmy Paige  
Subject: Defective Product Returns  
Date: Tues, 20 Mar 2002 10:19:23 +0900  
To: Our Valued Customers

This is in response to requests by customers for a clarification of our new policy on defective product returns. Please be reminded that on September 1, Media-Equip Company ----- new rules

150. (A) implemented  
(B) implements  
(C) will implement  
(D) is implementing

ensuring our customers that any defective products will be refunded in full.

As of that date, a damaged item may be returned at the company's expense within two months of purchase ----- it was not used after the package was opened.

151. (A) provided  
(B) however  
(C) once  
(D) whereas

We ask that you keep the ----- policy in mind for future orders. If you have any further

152. (A) new  
(B) close  
(C) now  
(D) soon

questions, please contact a customer representative. Thank you.

101	C	102	A	103	C	104	D	105	B
106	C	107	B	108	D	109	C	110	C
111	D	112	A	113	A	114	B	115	B
116	D	117	A	118	B	119	B	120	C
121	D	122	C	123	B	124	A	125	C
126	B	127	D	128	C	129	A	130	C
131	B	132	B	133	A	134	D	135	C
136	C	137	D	138	B	139	D	140	B
141	B	142	C	143	D	144	D	145	D
146	C	147	D	148	B	149	A	150	C
151	A	152	A						

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