

101. This morning, Ms. Ashcroft ----- by her home to pick up the files she needed for the meeting.
- (A) drop (B) will drop
(C) dropped (D) was dropped
102. A severe rain storm in the west part of the state ----- flight cancellations at several airports in the region.
- (A) embarked (B) caused
(C) instructed (D) functioned
103. Mr. Tang asks that all those coming to the workshop confirm their attendance with ----- by Friday morning.
- (A) he (B) himself
(C) him (D) his
104. ----- her business trip, Michelle will visit branch offices in Santiago, Lima, and Mexico City.
- (A) During (B) Beside
(C) Around (D) Under
105. All vacation request forms must be ----- to a supervisor for authorization.
- (A) forward (B) forwards
(C) forwarded (D) forwarding
106. Employees should speak to the ----- for information about work shifts and hours.
- (A) managing (B) manages
(C) managed (D) manager
107. Customers must submit ----- original receipts and a completed return form to receive a refund.
- (A) each (B) both
(C) every (D) neither
108. One of the main goals of Regent Banks seminars is developing and maintaining staff -----.
- (A) outcome (B) motivation
(C) actuality (D) avoidance
109. Mr. Choi, the new customer relations employee, was told to acquaint ----- with the policies contained in the company handbook.
- (A) him (B) he
(C) himself (D) his
110. The proprietor of Indus Restaurant ----- advertises in the local paper about lunch menus or other particular promotions.
- (A) often (B) greatly
(C) yet (D) much
111. The Pentworth Department Store chain is sponsoring several charity events to promote the company and give it an ----- public image.
- (A) improve (B) improvement
(C) improvably (D) improved
112. The planning committee has decided not to meet this week, ----- even the following week, due to the fact that most of the members will be on vacation.
- (A) over (B) or
(C) between (D) but
113. It is the duty of the public relations director to make sure that all ----- released to the press is accurate.
- (A) information (B) to inform
(C) informative (D) informatively
114. Patients of Leland Clinic are asked to fill out forms including their ----- information and medical history.
- (A) factual (B) personal
(C) understandable (D) absolute
115. Unhappy with the level of last month's profit margin, the owner of Kenton Automotive ----- developed a new advertising strategy.
- (A) quick (B) quicker
(C) quickly (D) quickness
116. Read through the car rental contract and write your ----- on the blank on the document.
- (A) purchase (B) payment
(C) signature (D) agreement
117. The ----- for Veloce Airlines has been on customer satisfaction as well as constantly improving its service.
- (A) prioritize (B) priority
(C) prioritization (D) prioritized
118. Travelers cannot purchase duty-free items ----- showing the salesclerk a passport and boarding pass.
- (A) into (B) throughout
(C) above (D) without
119. Items sold on Adventia Electronics' Web site can be shipped to ----- within the country.
- (A) totally (B) about
(C) anywhere (D) everything
120. At the present rate, Davenport Furniture can produce ----- living room sets to reach their annual goal by the end of the month.
- (A) proportionate (B) enough
(C) proper (D) applicable

121. Those wishing to make reservations at hotels in Honolulu for the month of July are urged to make them in advance as availability is ----- limited during that time.
(A) remotely (B) precisely
(C) neatly (D) usually
122. Only articles ----- the magazine's target readership will be considered for publication by the features editor.
(A) relevant to (B) agreeing to
(C) interested to (D) allowing to
123. The financial advisor recommended that Blue-Fount Industries ----- the factory expansion plans until the end-of-year figures are available.
(A) stay (B) delay
(C) eliminate (D) persuade
124. Generix Corporation and Sommerheld Industries are reported to be ----- to finalizing the details of their upcoming merger.
(A) nearness (B) nearly
(C) near (D) nearing
125. Cars rented from Isis Transport Agency must be returned ----- clients within the time indicated on the printed agreement.
(A) after (B) by
(C) on (D) with
126. Rayburn Studios postponed the release of the film Storm-Man in theaters ----- because of poor critical reviews.
(A) reputation (B) reputing
(C) reputedly (D) reputed
127. Mr. Saunders thoroughly explained some of the sales figures in the annual report prior to ----- the budget for the upcoming year.
(A) disputing (B) allowing
(C) announcing (D) arguing
128. Through her generous efforts in promoting education, Ms. Kingston has revealed her exceptional ----- to the city's youth over the past decade.
(A) insurance (B) cooperation
(C) management (D) commitment
129. Deciding to go ahead with construction of the new subway line is one ----- result of the discussions being held between the city council and the transport authority.
(A) potential (B) potentially
(C) potentiality (D) potentialities
130. At the beginning, economists ----- the rise in the price of oil to the economic recession, but recently they claim there are additional factors.
(A) attribute (B) attributed
(C) attributing (D) attributer
131. ----- the real estate firm placed the order for office supplies two weeks ago, they still have yet to be delivered.
(A) In spite of (B) Although
(C) However (D) Furthermore
132. Samantha Darren has been working in the field of science longer than any ----- researcher employed at the laboratory.
(A) additional (B) other
(C) farther (D) exceptional
133. The ----- expected album from the musical group Minute-Men will soon be for sale in stores around the globe.
(A) enthusiastic (B) enthusiastically
(C) most enthusiastic (D) enthusiasm
134. Those planning to visit the southwest region may wish to travel there in the winter, one of the few times of year when the ----- hot and humid area is cool.
(A) alternatively (B) otherwise
(C) nevertheless (D) anyhow
135. Charleston Bank has created a new online banking system because we feel ----- would be more convenient for our customers.
(A) it (B) they
(C) who (D) some
136. The marketing staff was ----- for developing the successful promotional strategy that led to record-breaking profits.
(A) assured (B) created
(C) included (D) commended
137. The educational background of the applicants is just one of the qualifications Mr. Benjamin will consider ----- selecting a person for the general manager position.
(A) in (B) but
(C) what (D) already
138. The Goldstein Architectural Firm will ----- a model of its design for the new office tower at a special ceremony next week.
(A) unfasten (B) renew
(C) unveil (D) reunite
139. By the time Ms. Abruzzi returns from her trip to Milan, the workers ----- the renovations to her kitchen and living room.
(A) completing (B) had completed
(C) were completed (D) will have completed
140. As there has been such ----- in the cost of raw materials, it is difficult for the accounting department to come up with a production budget for next quarter.
(A) recommendation (B) fluctuation
(C) redundancy (D) compensation

Question 141-143 refers to the following email.

To: Ms. Mitchell
From: Tom Lackey
Subject: Your order
Date: November 3

This is a notice to inform you that we received your order for a desk, chair and filing cabinet. The first two ----- will arrive

141. (A) items
(B) elements
(C) tasks
(D) features

at your office at 227 Edgehill Avenue on Friday, November 7 as planned. However, there is a delay with the filing cabinet because your particular selection is currently out of stock. As a result, it ----- in a separate delivery next week. To ensure

142. (A) was shipped
(B) to ship
(C) will be shipped
(D) ship

successful delivery, please make sure to inform us of your desired arrival date. If ----- is at your office to receive the

143. (A) no one
(B) nothing
(C) neither
(D) none

shipment, we will not be able to leave the package unattended.

Questions 144-146 refer to the following advertisement.

Here at Huffa Securities, we ----- our clients sound

144. (A) have been given
(B) are given
(C) were given
(D) have been giving

investment advice since 1961. Our comprehensive investment guide is ----- reading for anyone new to the

145. (A) recommending
(B) recommendations
(C) recommended
(D) recommended to

world of stocks. And our quarterly stock analyst reports provide customers with the latest market trends, hottest stocks, and best investment strategies. Those who are interested in historical data can even get complimentary past ----- by contacting our representatives Monday through

146. (A) gifts
(B) supplies
(C) issues
(D) bunches

Friday between 9 am and 6 pm at 555-9464, extension 218.

Questions 147-149 refer to the following letter.

Dear Mr. Fisher,

After reviewing your product brochure, I met with the board last week to discuss options for updating our information systems. We talked about the need to integrate our departmental data, and I introduced your company's administrative software, Redex. Our primary concern is whether the software is ----- for our particular business and

147. (A) product
(B) productive
(C) to produce
(D) produced

if we could customize it. ----- we want to be able to add,

148. (A) In case
(B) Still
(C) Nonetheless
(D) For instance

delete, or edit input fields in the databases. So we would like a full product demonstration at our next meeting, which -----

149. (A) held
(B) is held
(C) was held
(D) will be held

on the 15th of next month. Please let me know if you are available to demonstrate your software on that date.

Questions 150-152 refer to the following advertisement.

Unger Pianos is an elite name in the business of musical instruments. ----- Unger produced its first piano back in

150. (A) Before
(B) If
(C) When
(D) Since

1912, it has grown into one of the largest instrument companies in the world. By receiving repeated awards for its advanced designs, Unger Pianos ----- respect as a leader in

151. (A) was gained
(B) is gained
(C) gain
(D) has gained

innovation. The company's founder, Asa Unger, always had a ----- for emphasizing creativity in his business model, and

152. (A) service
(B) attainment
(C) reputation
(D) perception

that emphasis remains today. If you're interested in buying the best musical instruments on the market, you should do yourself a favor and choose Unger. You won't regret it.

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

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