

READING TEST

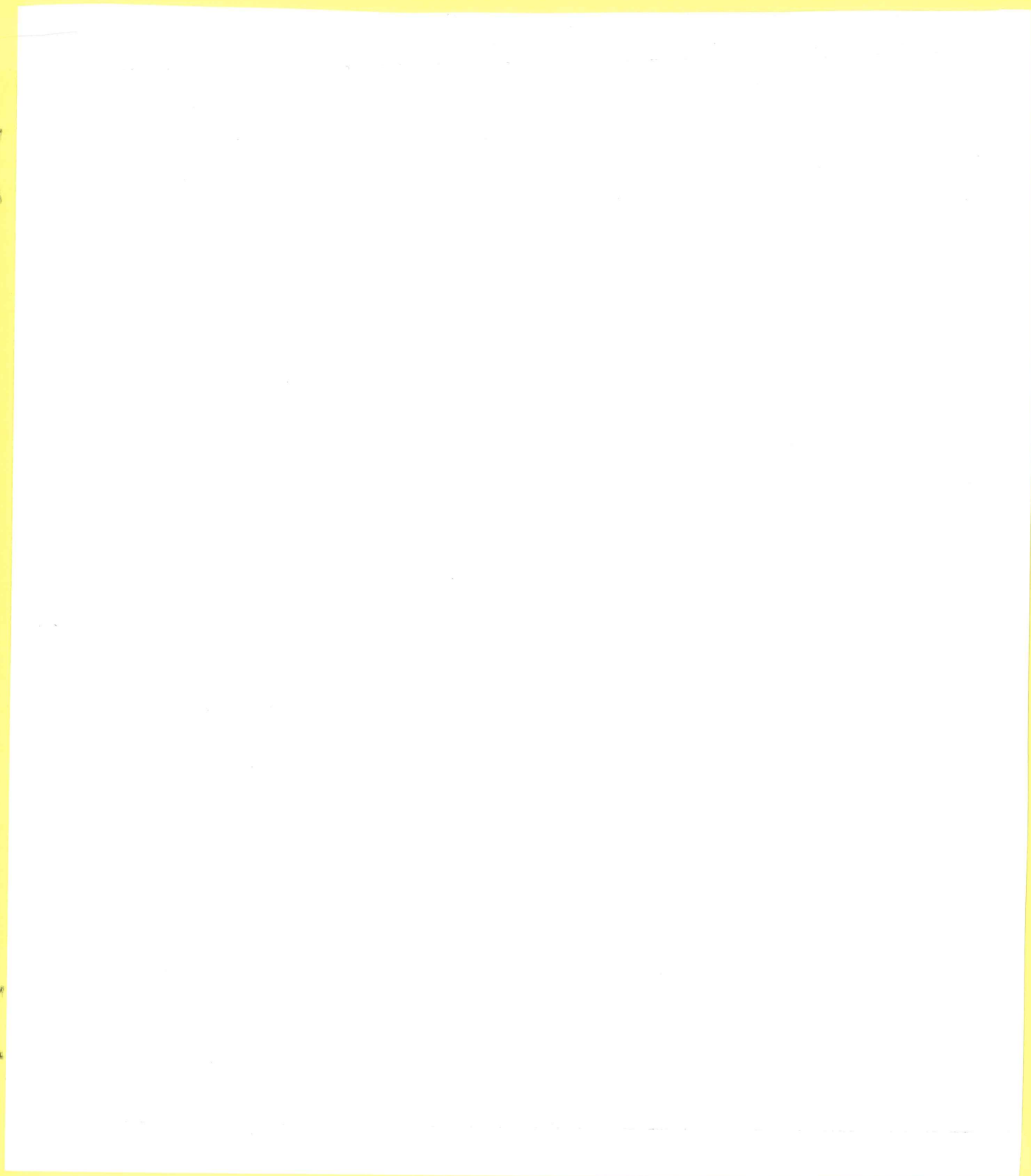
In the Reading test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading test will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the time allowed.

You must mark your answers on the separate answer sheet. Do not write your answers in the test book.

PART 5

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

101. Mr. Doh _____ clients' phone calls.
(A) rarely returns
(B) returns rarely
(C) has returned rarely
(D) rarely had returned
102. Success depends _____ the efforts of the organization.
(A) from
(B) in
(C) on
(D) of
103. There has been strong competition; _____, the new company has made great profits.
(A) instead
(B) nonetheless
(C) then
(D) despite
104. Ms. Shirish will resign her position as chief _____ officer.
(A) operator
(B) operational
(C) operation
(D) operating
105. The weather report predicts it will rain _____ become colder.
(A) neither
(B) nor
(C) and
(D) either
106. The printer _____ paper.
(A) ran into
(B) ran out of
(C) ran without
(D) ran over
107. The electricity went out _____ we were making coffee.
(A) so
(B) because of
(C) while
(D) for
108. _____ all the negotiators, Ms. Neos seems the most reliable.
(A) From
(B) As
(C) Of
(D) But



109. The sales division reported a 64 percent drop _____ the last sales period.
 (A) during
 (B) with
 (C) at
 (D) to
110. The company is financially sound; _____, there is no debt.
 (A) in spite of
 (B) for example
 (C) on the other hand
 (D) nevertheless
111. Get the invoice _____ upon receipt.
 (A) signature
 (B) sign
 (C) signed
 (D) signing
112. _____ time to submit a bid.
 (A) Still there is
 (B) Is there still
 (C) There is still
 (D) They're still is
113. Our future will be _____ on what services we can provide.
 (A) basic
 (B) based
 (C) basing
 (D) base
114. If there _____ better communication, I would not resign.
 (A) were
 (B) was
 (C) is
 (D) will be
115. _____ the critics and answer their questions.
 (A) Stand in for
 (B) Stand at
 (C) Stand with
 (D) Stand up to
116. By the end of this century, business _____ greatly.
 (A) will be changed
 (B) will have changed
 (C) changes
 (D) changed
117. The _____ market has declined in many parts of the country.
 (A) homing
 (B) housed
 (C) homes
 (D) housing
118. _____ saving money, you will purchase a reliable product.
 (A) With
 (B) So
 (C) Besides
 (D) Consequently
119. _____ one partner has resigned, others are quitting, too.
 (A) Because
 (B) Although
 (C) If
 (D) Before
120. The management makes an assessment _____.
 (A) rarely
 (B) still
 (C) monthly
 (D) already
121. The chairman said his _____ would continue his strategies.
 (A) successful
 (B) successor
 (C) success
 (D) successive
122. This region _____ as the costliest place to do business.
 (A) often is referred
 (B) is often referred
 (C) is referred often to
 (D) is often referred to
123. Since 1990, our customers _____ with our service.
 (A) are satisfied
 (B) have satisfied
 (C) have been satisfying
 (D) have been satisfied

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124. People either don't have the money _____ they aren't willing to spend it.
 (A) and
 (B) neither
 (C) or
 (D) although
125. The group is composed _____ five companies.
 (A) in
 (B) of
 (C) up
 (D) from
126. In order to make more money, Mr. Garcia has decided to _____ a second job.
 (A) take off
 (B) take out
 (C) take from
 (D) take on
127. A survey of the _____ shows they are satisfied with their jobs.
 (A) employment
 (B) employs
 (C) employees
 (D) employing
128. _____ the bad location, the management is confident of success.
 (A) Despite
 (B) Since
 (C) With
 (D) As
129. Company officials must disclose their own _____ affairs.
 (A) finance
 (B) financing
 (C) financial
 (D) financed
130. The new business has _____ incorporated.
 (A) still
 (B) once
 (C) yet
 (D) already
131. The manufacturer listed assets _____ liabilities.
 (A) but
 (B) nor
 (C) and
 (D) so
132. The competitor's attempt to _____ the new company was stopped.
 (A) take off
 (B) take over
 (C) take to
 (D) take out
133. The new agent has experience _____ not expertise.
 (A) but
 (B) and
 (C) with
 (D) however
134. _____ the flight is canceled, the seminar will have to be postponed.
 (A) While
 (B) If
 (C) Although
 (D) Besides
135. The proposal was submitted _____ April 28.
 (A) at
 (B) the
 (C) on
 (D) from
136. _____ costs have increased dramatically.
 (A) Advertising
 (B) Advertisements
 (C) Advertised
 (D) Advertise
137. Ford Motor Company reported a drop _____ quarterly profits.
 (A) to
 (B) from
 (C) in
 (D) with

138. The company was _____ by an immigrant.

- (A) found
- (B) founding
- (C) find
- (D) founded

139. Mr. Daley is our most skilled speaker; _____, he is unavailable to give the presentation.

- (A) besides
- (B) nevertheless
- (C) for example
- (D) while

140. Have Ms. Alva _____ a press release immediately.

- (A) writes
- (B) to write
- (C) writing
- (D) write

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SECTION II: READING

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Part 5: Incomplete Sentences

Directions: Questions 101-140 are incomplete sentences. Four words or phrases, marked (A), (B), (C), (D) are given beneath each sentence. You are to choose the one word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and mark your answer.

101 The meeting _____ by the time the General Manager arrived.

- (A) will begin
- (B) ended
- (C) had already started
- (D) finishing

102 Would you mind _____ the report by this afternoon instead of tomorrow morning?

- (A) completing
- (B) finish
- (C) completed
- (D) to finish

103 Doris Grayson was especially disappointed when the opportunity to attend the sales convention _____.

- (A) put off
- (B) called off
- (C) handed over
- (D) fell through

104 _____ Dr. Harper has already given a keynote address at an international conference, Dr. Frank has never even addressed a classroom.

- (A) Whereas
- (B) Despite
- (C) However
- (D) In spite of

105 Our deputy marketing assistant is looking forward to _____ right away.

- (A) you visit
- (B) talk with you
- (C) seeing your proposal
- (D) hear from you

106 Payment for services _____ shall be transferred within two weeks of the invoice date.

- (A) rendered
- (B) did
- (C) products
- (D) made

107 The new key account manager is responsible not only for coordinating with the sales department _____ planning the design layout.

- (A) also for
- (B) as well as
- (C) and
- (D) but also for

108 Many administrative assistants find it _____ to use the updated software program.

- (A) beneficial
- (B) benefit
- (C) beneficiary
- (D) benefactor

- 109 Since there were so many delegates in the plenary, it was not difficult to _____ to a different meeting without being noticed.
 (A) make up
 (B) run down
 (C) turn over
 (D) slip away
- 110 Our research methodology _____ higher success rates than other methods do.
 (A) yields
 (B) lead to
 (C) gotten
 (D) achieve
- 111 The acquisition of our Asian subsidiary was so expensive that it put us _____ for the first year, but the investment certainly has paid off handsomely.
 (A) one for the books
 (B) coast is clear
 (C) out on a limb
 (D) head over heels
- 112 _____ today's technological advances, holographic video conferencing will soon be possible.
 (A) Since
 (B) Given
 (C) Referring
 (D) Because
- 113 According to standard procedure, only after a down payment _____ the product be reserved.
 (A) to be made and
 (B) is paid then
 (C) has been made will
 (D) done so
- 114 Our non-disclosure principle _____ the exposure of our clients' names.
 (A) does not permit
 (B) allowance
 (C) no permission
 (D) about
- 115 _____, the price you are offering is far too low for such a high-quality product.
 (A) With an economic bubble
 (B) Melting pot
 (C) With all due respect
 (D) Spirit of the law
- 116 Government spending impacts Gross Domestic Product, _____?
 (A) isn't it
 (B) doesn't it
 (C) haven't they
 (D) will it
- 117 It was _____ who phoned during your lunch break.
 (A) him
 (B) them
 (C) he
 (D) her
- 118 The meeting had to be canceled when the Chairperson determined that a _____ had not been reached.
 (A) quorum
 (B) quarry
 (C) quandary
 (D) qualm
- 119 Can I _____ your phone number in case we need to contact you this evening?
 (A) write off
 (B) notice
 (C) put off
 (D) jot down
- 120 The term "cloud computing" _____ the practice of accessing information which has been stored online.
 (A) focus on
 (B) refers to
 (C) focusing on
 (D) referring to

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121 _____, business-class tickets on this flight are less expensive than economy fares.

- (A) In view of the fact that
- (B) Oddly enough
- (C) By virtue of
- (D) Owing to

122 At five o'clock, we _____ for their arrival for three full hours.

- (A) have waited
- (B) be waiting
- (C) will have been waiting
- (D) was going to wait

123 Because that business unit had _____ turnover, three employees were fired.

- (A) too little
- (B) too few
- (C) a little
- (D) a few

124 Dr. Griffin _____ head of the Global Finance Department since July 1982.

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

125 _____, not five but rather ten of the unsuccessful candidates had been pre-screened through telephone interviews.

- (A) Considerably
- (B) Pleasantly
- (C) Actually
- (D) Leisurely

126 The job description calls for bookkeeping, filing and _____.

- (A) to write letters
- (B) office management
- (C) to make phone calls
- (D) greet clients

127 Since the emergency loan was only _____, Johnson & Co. ended up going bankrupt.

- (A) abundant
- (B) a drop in the bucket
- (C) plentiful
- (D) a piece of cake

128 Our headquarters have been located in Geneva _____.

- (A) very long time
- (B) ten years ago
- (C) very soon
- (D) for ages

129 This retailer _____ gone out of business because there's a "For Rent" sign on the shop door.

- (A) since
- (B) has apparently
- (C) actually
- (D) was in fact

130 If you do not work more _____ expect to complete this project on time.

- (A) hard so you
- (B) efficient and you
- (C) hardly, you can
- (D) efficiently, you cannot

131 Our new secretary, _____, has proven very helpful.

- (A) which is fluent in Tagalog
- (B) she is friendly
- (C) who used to work in Denver
- (D) you will meet

132 You will receive a 5% _____ within two weeks if you pay the full amount due by Monday.

- (A) rebuke
- (B) rebuff
- (C) rebate
- (D) rebuttal

133 Employees are obliged to make sure that all confidential documents are treated _____.

- (A) accordingly
- (B) according to
- (C) accordion
- (D) according

134 _____ managers deal with conflicts among employees.

- (A) Should
- (B) Often must
- (C) They
- (D) Can your

135 Captain Pott's commander ordered him not to fire the gun, but he fired it _____.

- (A) despite
- (B) nonetheless
- (C) in spite of
- (D) despise

136 _____ offered the transfer, she would accept it immediately.

- (A) Were she to be
- (B) She is
- (C) When she will be
- (D) Since she has been

137 _____ chaired an international meeting.

- (A) Ms. Ong was delighted to
- (B) Her boss says Ms. Ong can
- (C) Ms. Ong mentioned that she could
- (D) Seldom has Ms. Ong

138 The organization's goals include increasing market size, _____ costs and developing a highly professional management style.

- (A) to decrease
- (B) less
- (C) a decrease in
- (D) cutting

139 The GRT & Co. representative said he _____ for our order since last month, but he only placed the order last week.

- (A) is waiting
- (B) was going to wait
- (C) have waited
- (D) had been waiting

140 We will need to hire a professional _____ to help us get these documents into Mandarin by Wednesday.

- (A) translate
- (B) translation
- (C) translator
- (D) translating

SECTION II: READING

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Part 5: Incomplete Sentences

Directions: Questions 101-140 are incomplete sentences. Four words or phrases, marked (A), (B), (C), (D) are given beneath each sentence. You are to choose the one word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and mark your answer.

- 101** If there is anything else I can do for you, do not _____.
- (A) hesitate to ask
(B) worry to say
(C) concern about asking
(D) worried
- 102** Ms. Banks will notify the relevant authorities about this transaction, _____ she?
- (A) doesn't
(B) hasn't
(C) won't
(D) isn't
- 103** _____ the flight from Hong Kong landed than the snow storm began.
- (A) As soon
(B) When
(C) Yet
(D) No sooner had
- 104** With employees from around the world, international firms benefit from _____ training.
- (A) diversely
(B) diversity
(C) diversion
(D) diversify
- 105** The Chief Financial Officer was surprised to learn that it was _____ who had been chosen.
- (A) hers
(B) her
(C) she
(D) them
- 106** Mr. Frank's fight against the union _____ his claims to care about worker rights.
- (A) blink of an eye
(B) flies in the face of
(C) face value
(D) about face
- 107** As my grandmother says, the less you need, the _____ you have.
- (A) most
(B) more
(C) many
(D) much
- 108** They insisted on attending _____ the cocktail reception nor the gala dinner afterwards.
- (A) neither
(B) both
(C) either
(D) such

109 The chairman's scandals, ranging from insider trading to fraud, _____ not enough to draw a jail sentence.

- (A) was
- (B) had
- (C) is
- (D) were

110 The Japanese tourism industry _____ a lot to the overwhelming success of the latest big-budget samurai film.

- (A) own
- (B) owe
- (C) owing
- (D) owes

111 _____, this industry has been allowed to operate with limited concern for the environment.

- (A) Essential
- (B) By and large
- (C) Primary
- (D) By the by

112 The thesis paper was so badly written, and its structure was so chaotic, that the overall meaning remained _____.

- (A) intelligible
- (B) transparent
- (C) incomprehensible
- (D) unambiguous

113 _____ has been made of the program to develop employee morale, but few tangible improvements have resulted.

- (A) Much
- (B) Many
- (C) Less
- (D) Any

114 If it had not rained, Jerry _____ to the football field.

- (A) had gone
- (B) will go
- (C) is going
- (D) would have gone

115 Today's merger of Brazil's rival software companies is causing commotion _____ the stock market.

- (A) in
- (B) by
- (C) into
- (D) under

116 Before we negotiate any further, we must _____ a tentative contract.

- (A) take notice
- (B) write over
- (C) draw up
- (D) sign to

117 Only through _____ leadership will that company ever make a profit.

- (A) consistent
- (B) consistently
- (C) consistence
- (D) constantly

118 The grant funding provided was, unfortunately, too _____ too late.

- (A) many
- (B) little
- (C) much
- (D) few

119 No one realized that the car _____ to Edinburgh and back overnight.

- (A) drive
- (B) were driven
- (C) are driving
- (D) had been driven

120 _____ of the clear demand for better telecommunications services, conditions have actually gotten worse.

- (A) Considering
- (B) In spite
- (C) Because
- (D) Despite

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121 This study on the communication patterns between men and women _____ inconclusive.

- (A) have proven
- (B) have shown
- (C) has proven
- (D) is shown

122 The Credit Department is not as _____ it could be.

- (A) profit like
- (B) profiting so
- (C) profiting like
- (D) profitable as

123 I _____ you did not attend the convention this year.

- (A) hoping
- (B) am confident such
- (C) were assumed
- (D) would rather that

124 Given his prior knowledge of events, Gupta was _____ surprised to learn that earnings had fallen by a full fifteen percent.

- (A) less than
- (B) much
- (C) real
- (D) such

125 Without _____ handshake, our limousine driver sped off into the night.

- (A) further ado
- (B) so much as a
- (C) missing a beat
- (D) so on and so forth

126 _____ Dr. Spiel started delegating to all of the associates, his work has decreased.

- (A) During
- (B) When
- (C) Ever since
- (D) While

127 The 8 am train, _____ surprisingly was on time this morning, takes ten minutes to the city.

- (A) so
- (B) which
- (C) but
- (D) and

128 The successful conclusion of the labor lawsuit led to Joe's receiving _____ payment for his salaries of the previous four years.

- (A) callow
- (B) retrospect
- (C) infantile
- (D) retroactive

129 Dr. King, _____ last Friday, is due to visit us next week.

- (A) whose sister you met
- (B) which visit
- (C) whose brother
- (D) he telephoned

130 When Mr. Carvajal _____ to Senior Director, he requested a transfer to the head office in Rome.

- (A) was promoting
- (B) has promoted
- (C) promoted
- (D) was promoted

131 Have you heard who will take _____ for Jackie when she is on maternity leave?

- (A) apart
- (B) over
- (C) to
- (D) after

132 It is important that we have appropriate disability infrastructure, _____ wheelchair ramps and special parking places.

- (A) included
- (B) such
- (C) example
- (D) such as

133 When Professor Brinkley won the top scientific award, he was humble and took _____.

- (A) for granted
- (B) a rain check
- (C) it all in stride
- (D) a straw poll

134 The Association of Environmental Analysts has _____ guidelines for the implementation of its latest conservation project.

- (A) agreed upon
- (B) talked into
- (C) acted up
- (D) asked over

135 While the presentation was _____, the room was so hot that I had a hard time staying awake.

- (A) information
- (B) inform
- (C) informative
- (D) informal

136 The two directors have not spoken to _____ since the merger took place in September.

- (A) another
- (B) other
- (C) together
- (D) each other

137 _____ an increase in government spending, the agricultural sector is now flourishing.

- (A) Due
- (B) Because of
- (C) Since
- (D) Because

138 _____ bought the house, we would be much more stable financially.

- (A) If we
- (B) Since we
- (C) Had we not
- (D) Yesterday we

139 The central bank will offer tax incentives in order to put some life into the slow and _____ stock market.

- (A) sluggish
- (B) bustling
- (C) dynamic
- (D) thriving

140 We were sad to learn that our favorite restaurant is shutting down _____.

- (A) a bit much
- (B) fish out of water
- (C) a penny for your thoughts
- (D) for good

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101 They will have tied _____ the meeting by the time you get there.

- (A) down
- (B) over
- (C) up
- (D) under

105 I really do mind _____ late every morning.

- (A) you come
- (B) your coming
- (C) you coming
- (D) you had come

102 I have been working here _____ the agency hunted me down.

- (A) for
- (B) since
- (C) when
- (D) by

106 It is essential that the financial department _____ your request for more funds.

- (A) backs
- (B) will back
- (C) back
- (D) has backed

103 My manager has fallen ill and will have to _____ the meeting until he gets better.

- (A) put off
- (B) call off
- (C) get rid of
- (D) pass over

107 If you _____ here on time, you would have heard what the CEO had to say.

- (A) would have got
- (B) will get
- (C) have got
- (D) had got

104 _____ I like working here, I'm going to have to leave in a few months.

- (A) Despite
- (B) However
- (C) Although
- (D) In spite of

108 How long _____ involved in that project last year?

- (A) have you been
- (B) were you
- (C) did you
- (D) had you been

109 I expect you to have _____ the problem with the photocopier by tomorrow morning.

- (A) sorted out
- (B) finished
- (C) handled with
- (D) dealt

110 I'll have to take a _____ on our lunch date until next week.

- (A) delay
- (B) put off
- (C) hold over
- (D) raincheck

111 The merger of the two leading European commercial real estate companies was _____ to all competitors.

- (A) a warning
- (B) warning
- (C) threatening
- (D) threaten

112 She decided to _____ after twenty years of service to the company.

- (A) give up
- (B) stand up
- (C) demission
- (D) stand down

113 The whole workforce was _____ by her unexpected decision.

- (A) taken in
- (B) taken down
- (C) taken over
- (D) taken aback

114 It is _____ that we will get a raise this year, given the bad results.

- (A) likely
- (B) unlikely
- (C) not unlikely
- (D) probability

115 _____ the price, I do not expect to have to pay for delivery.

- (A) Considering
- (B) Consider
- (C) Thinking of
- (D) Due

116 He was able to command a high salary _____ his MBA.

- (A) thanks to
- (B) because
- (C) thanks
- (D) due to

117 I think our company provides the best value for money by far, but one could say I _____.

- (A) am convinced
- (B) have prejudice
- (C) have bias
- (D) am biased

118 He _____ gas on the highway and missed his plane.

- (A) ran into
- (B) ran up
- (C) ran out of
- (D) had no left

119 They have _____ this fantastic robot, which can replace astronauts in space.

- (A) come into
- (B) come over
- (C) come out of
- (D) come up with

120 The act of phishing refers to tricking someone into _____ personal information online.

- (A) giving away
- (B) giving out
- (C) making clear
- (D) giving into

121 It's a waste of time negotiating with him; he will never _____ your demands.

- (A) give through to
- (B) give out to
- (C) give over to
- (D) give into

122 I have _____ think about organizing a crèche for our working mothers.

- (A) suggested the boss
- (B) asked the boss
- (C) asked the boss to
- (D) insisted that the boss

123 Climate change will directly _____ future food availability and compound the difficulties of feeding population.

- (A) affect
- (B) effect
- (C) infect
- (D) be effecting

124 Scientists have uncovered a gene that could help develop new varieties of crops able to _____ the changing world climate.

- (A) deal
- (B) cope with
- (C) handle with
- (D) face up

125 Once you have read the report please add your comments and return _____ to the HR department.

- (A) it
- (B) them
- (C) you
- (D) its

126 The new department assistant is _____ the former one.

- (A) more efficiently than
- (B) is far more efficient as
- (C) is greatly more efficient as
- (D) is far more efficient than

127 We have 12,000 people on our _____, compared to 800 last year.

- (A) payslips
- (B) pay
- (C) payroll
- (D) turnover

128 Customer satisfaction _____ our reacting immediately to complaints and requests.

- (A) depends on
- (B) depends
- (C) counts on
- (D) due to

129 Our Christmas party gives an enormous _____ of pleasure to staff at the end of each year.

- (A) sum
- (B) amount
- (C) part
- (D) share

130 The person _____ you submitted your request for a transfer is no longer with us.

- (A) to whom
- (B) who
- (C) whom
- (D) to who

131 In this company people have to pay to park their cars in private or council-_____ car parks.

- (A) head
- (B) run
- (C) lead
- (D) leading

132 Following John Farmer's resignation, Jill Dunning will step in as _____ director until a permanent director can be found.

- (A) action
- (B) actor
- (C) acting
- (D) acted

133 Farmers will soon find it easier to select crops that will _____ easily in the UK environment.

- (A) thrive
- (B) blossom
- (C) growing
- (D) grow up

134 Considering the _____ weather conditions, it would be dangerous for any flights to take off today or tomorrow.

- (A) current
- (B) actual
- (C) now
- (D) today's

135 If you are _____ working here, you should get your application in by tomorrow at the latest.

- (A) interested
- (B) interested in
- (C) interest is
- (D) interestingly

136 There are few _____ rules in the way in which you deal with American business colleagues.

- (A) hard and fast
- (B) hard-fast
- (C) fast and hard
- (D) fast-hard

137 He has worked hard _____ his life and deserves a comfortable retirement.

- (A) throughout
- (B) his whole long
- (C) through
- (D) while

138 He does not get _____ until ten each night.

- (A) to home
- (B) home
- (C) to house
- (D) house

139 The accounting firm _____ a lot of criticism when the company they were working for went bankrupt.

- (A) came in for
- (B) went in for
- (C) came over
- (D) went under

140 We are trying to _____ why we lost the deal and let everyone down.

- (A) calculate out
- (B) work
- (C) figure out
- (D) figure

