

- 98 B** The speaker says, "I just got a call from the Ms. Hernandez letting us know that the Managing Director is on his way over this afternoon for a surprise visit." **A** is wrong because Ms. Hernandez will not visit. Instead, the correct response is **B**, "an executive will drop by."
- 99 C** The speaker wants the listeners to "tidy up" the office. The speaker says, "I want everything shipshape by the time he arrives. Get the knick knacks off your desks and hang your coats on the racks, not on the back of your chairs, please." "Shipshape" means very clean.
- 100 A** The speaker says, "I don't want anyone to ask him about the restructuring plans or to mention the fact that Lee gave notice." To "give notice" means to quit a job, so **A** ("an employee's resignation") is correct.

SECTION II: READING

Part 5: Incomplete Sentences

- 101 A** "Hesitate" is a verb which must be followed by an infinitive – the "to" form of a verb. "If there is anything else I can do for you, do not hesitate to ask" is a standard phrase used in business English.
- 102 C** In a tag question, such as this one, the ending should be in the same tense as the verb in the main clause. The verb is "will notify" (future simple tense), so "won't she?" is the only possible choice.
- 103 D** The sentence means that immediately after the flight landed, the snow storm started. **B** does not work because "when" is not possible with "than" in the same sentence. **A** ("As soon") also does not work with "than."
- 104 B** A noun or adjective to complement "training" is necessary here. **D** ("diversify") is a verb and **A** ("diversely") is an adverb, so both are incorrect. **C** ("diversion") means to divert attention away from something, which does not make sense in this sentence.
- 105 C** The verb "to be" must be followed by a preposition in the subjective case. **C** ("she") is in the subjective case. **B** ("her") and **D** ("them") are in the objective case. **A** ("hers") is a possessive pronoun.
- 106 B** **B** ("flies in the face of") means that something is the opposite of what is usual or expected. In this sentence, if Mr. Frank fights against the union, then he would not be expected to care about worker rights. To take something at "face value" (**C**) is to accept it as exactly as it appears to be. An "about face" (**D**) is a sudden change of opinion.
- 107 B** Parallel structure indicates that "less" and "more" should be paired. As such, **B** is correct, and the other responses are not possible.
- 108 A** Parallel structure indicates that "neither" and "nor" should be paired. As such, **A** is correct. **C** ("either") is paired with "or."
- 109 D** The subject of the sentence is the plural noun "scandals." **A** and **C** are singular, and therefore incorrect. The verb "had" is not possible in this sentence, so **B** is wrong.

- 110 D** The singular subject “industry” requires a singular verb. Therefore, **A** and **B** can be eliminated. To “owe a lot to” something is to be grateful for its contribution. In this sentence, the Japanese tourism industry is grateful to the samurai film.
- 111 B** The most logical response is “by and large,” which means “on the whole” or “generally speaking.” “Essential” (**A**) is an adjective meaning “necessary.” “Primary” (**C**) is an adjective meaning “first in importance.” “By the by” (**D**) means “incidentally.”
- 112 C** A thesis paper that is “badly written” and “chaotic” would most likely be difficult to understand. **A**, **B** and **D** all refer to something that is clear and easily understood.
- 113 A** “Has” is singular, so **B** (“many”) can be eliminated. “Much has been made of” is an idiom which means “the topic has received a lot of attention.”
- 114 D** This is a conditional in which the subordinate clause contains the past perfect tense of the verb, and the independent clause contains the modal “would have” plus the past participle. This kind of conditional is used to imagine the past result of a condition that did not happen in the past. In other words, it can be assumed that it did rain and that Jerry did not attend.
- 115 A** The correct idiomatic phrase is “in the stock market.” “On the stock market” is also possible, but none of the other options listed in this question are possible.
- 116 C** To “draw up a contract” is to put it into writing. **A** (“take notice”) means to observe something with special attention. To “write over” (**B**) can mean either to write something again or to write on top of something, thereby concealing the original.
- 117 A** An adjective to modify “leadership” is necessary here. “Consistent” leadership is “steady” leadership. **B** (“consistently”) and **D** (“constantly”) can be eliminated, because they are adverbs.
- 118 B** The subject “funding” is singular. **A** (“many”) and **D** (“few”) are used with plurals, so can be eliminated. **C** (“much”) is used with negatives, so is incorrect in this sentence.
- 119 D** The past perfect tense is used to describe an action that took place before a point in the past. In this case, the car was driven to Edinburgh and then later, it was observed that no one had noticed. Since a car cannot drive itself, the passive voice is necessary. **A** (“drive”) and **C** (“are driving”) are in the active voice, so they can be eliminated.
- 120 B** Neither **A** (“Considering”) nor **D** (“Despite”) can be used with “of,” so those options can be eliminated. **C** (“Because”) can be used with “of,” but it does not make sense in this context. “Clear demand for better telecommunications services” would not logically lead to conditions getting worse.
- 121 C** The subject “study” is singular, so **A** and **B** can be eliminated. **D** (“is shown”) would have to be followed by “to be” (as in “is shown to be”).
- 122 D** A comparison can be set up with “as + adjective + as.” Only **D** (“profitable as”) has the necessary “as.”
- 123 D** In discussing a course of action we would prefer someone else to take, we use “I would rather (that) + past tense.” Therefore, **D** (“would rather that”) is the best choice.

- 124 A** Since Gupta had “prior knowledge of events,” he probably was not “surprised to learn” of the developments. Therefore, **A** (“less than”) is the most logical answer.
- 125 B** “Without so much as a handshake (**B**), our limousine driver sped off into the night” means that the limousine driver failed to give a handshake before leaving. **A** (“without further ado”) means without further activity. **C** (“without missing a beat”) means to confidently continue an activity after having been interrupted. **D** (“so on and so forth”) means etcetera.
- 126 C** “Ever since” refers to a period of time and is used with the past tense and present perfect tense. The combination of tenses in this sentence makes the other options impossible.
- 127 B** A relative clause is a subordinate clause modifying a noun. “Which” is a word used to introduce a relative clause (in this case, “which surprisingly was on time this morning”).
- 128 D** **D** (“retroactive”) refers to a reinstatement of conditions which existed in the past. In this case, it indicates that Joe received payment for his salaries of the previous four years. **A** (“callow”) means inexperienced, and **C** (“infantile”) means immature. **B** (“retrospect”) refers to a review of past events.
- 129 A** “Whose” is a pronoun describing something that belongs to someone. Since this relative clause must modify “Dr. King,” a person, choice **B** can be eliminated. **D** is redundant, and **C** would require a verb. The best response is **A** (“whose sister you met”).
- 130 D** Since Mr. Carvajal cannot promote himself, the passive voice is necessary. The best answer is **D** (“was promoted”), which is a past simple passive.
- 131 B** To “take over” (**B**) for someone means to act as a substitute. In this case, Jackie will be at home with a new baby (“on maternity leave”), so someone must assume responsibility for her tasks. To “take after” (**D**) means to “resemble,” and to “take to” (**C**) means to make a habit of something.
- 132 D** In this sentence, “wheelchair ramps and special parking places” are given as examples of “appropriate disability infrastructure.” **D** (“such as”) can be used to set off an example. **C** (“example”) is missing the word “for.”
- 133 C** To “take something in stride” (**C**) means to “deal with it calmly.” To “take a rain check” (**B**) means to “decline an offer,” suggesting you will accept it later. To “take a straw poll” (**D**) means to “survey some people to get their opinions on a topic.” To “take something for granted” (**A**) means to “fail to show your appreciation.”
- 134 A** To “agree upon” (**A**) something means to “arrive at a shared opinion.” To “act up” (**C**) means to behave badly or strangely. To “ask over” (**D**) means to invite.
- 135 C** An adjective to modify the noun “presentation” is necessary here. **A** and **B** can be eliminated because they are not adjectives. **D** (“informal”) is an adjective but does not make sense in this context. “Informal” means “casual,” whereas the speaker implies that the presentation was interesting.

- 136 D** D (“each other”) is the only possible option here. “Spoken to” cannot be followed by “together” (C). While “spoken to” can be followed by A and B, they would in turn need to be followed by a noun (i.e. “spoken to other people”).
- 137 B** Every option except for B is incomplete. A would need to be “due to.” C would need to be “since there was.” D would need to be “because of.”
- 138 C** Since this is a conditional sentence, only C is possible. C (“had we not”) is an example of an inverted conditional, which means that the verb comes before the subject.
- 139 A** The stock market is described as “slow” and needing “some life.” Therefore, the only possibility is “sluggish” (A). “Sluggish” means “slow to respond.” All of the other options mean “active.”
- 140 D** “For good” (D) means “forever.” “A bit much” (A) means “excessive” or “annoying.” “A penny for your thoughts” (C) is used when asking a person what s/he is thinking about. “Fish out of water” (B) refers to a new and confusing situation for a person.

Part 6: Text Completion

- 141 B** To be “behind” on a payment means to be late in paying a bill.
- 142 C** A verb is necessary here, so A and D can be eliminated. To “remember” (B) is to think of something again. To “remind” (C) is to cause someone to remember something. “Remind” makes the most sense in this context.
- 143 D** “As a result” is a transitional phrase which acts as a bridge between two sentences. In this case, because “group policy clearly states late payment as grounds for termination of the contractual agreement... Bixby & Co. employees currently have no supplemental health insurance coverage.”
- 144 A** Only A (“thanks to”) is complete. B would need to be “due to,” and C would need to be “on account of.” D would need to be “because of.”
- 145 D** “Will _____ seen” indicates that the missing verb should complete a future simple passive tense. Only D (“no longer be”) does that.
- 146 B** “Instead” is used when presenting substitutes or replacements. In this case, “paper containers” will replace “polystyrene packaging.”
- 147 C** The phrasal verb “begin by” must be followed by a gerund, the -ing form of a verb. Therefore, C (“outlining”) is the only possible response.
- 148 B** To “put forward” (B) ideas is to present them to a group. To “call off” (A) means to “cancel,” whereas to “put off” (D) means to “postpone.” To “bring over” (C) means to carry something to a different place (and an example would be, “Can you please bring that paper over to my desk?”).
- 149 A** To “address” a question means to focus attention on it. In this sentence, “focus” (B) would need to be followed by the word “on.” “Look” (D) would need to be followed by the preposition “at.” C is wrong because the speaker obviously will not ask a question, but rather will discuss a topic.

- 150 D** “Piece” is singular, so the only possible option here is **D** (“each”).
- 151 C** An adjective modifying “precision” is necessary. **B** and **D** are adverbs, and **A** is a noun. “Optimum” (**C**) can function as both a noun and an adjective.
- 152 B** “Day” is singular, so **A** and **C** can be eliminated. “It’s” (**D**) is short for “it is,” so does not make sense here.
- 153 C** The article states, “First, make your Objective section very specific. What field and type of position are you interested in, and why are you a suitable candidate for the job?” Answers **A**, **B** and **D** are too vague, whereas **C** meets the criteria.
- 154 A** The article states that “keywords” should be “relevant to the position you are seeking.” The words in **A** (“slip, deposit and transfer”) are relevant to the job of a bank teller. In contrast, words such as “clinic,” “medicine,” “travel” and “classroom” in the other answers are not relevant to the job.
- 155 B** The passage states, “summarize your qualifications (education and work experience) in enough detail that the prospective employer can get a clear picture of what you offer.” Therefore, **A** (“avoid detail”) is not correct, and **B** (“be explicit”) is the best answer. “Explicit” means clear and fully revealed. The word “shun” means “avoid,” so **C** (“shun keywords”) contradicts the passage, as it says to make sure that the résumé is “loaded with keywords.” **D** is wrong because the passage does not directly advise using a résumé-writing service; it recommends checking the credentials of résumé-writing services before using them.
- 156 D** According to the passage, CHS can help locate employees “around the world.” Of these options, only a “multinational bank” (**D**) would most likely need that service. All the other examples represent rather small-scale businesses. A “tailor” is a person who sews clothes.
- 157 C** The passage states, “We can provide your employees with special rates at leading hotels across the world.” Therefore, CHS arranges for clients to get “hotel discounts” (**C**).
- 158 A** The courses offered by “Settling-in Services” can help employees “more quickly accommodate to their new surroundings.” “Language instruction” (**A**) is a logical example of such a course offering.
- 159 B** The passage states, “No refunds or exchanges are possible.” Therefore, “items cannot be returned” (**B**) is correct.
- 160 B** The passage states, “All credit card transactions are processed on a secure server.” Therefore, the policy promises that “payment information is secure” (**B**).
- 161 D** The passage discusses credit card payment, then says, “payment by check, bank transfer or money order is also possible.” The only option not mentioned is “cash” (**D**).
- 162 C** The article states, “As companies downsize to cut costs, job security has suffered. Boomer households have increased personal savings to compensate.” Put another way, “economic insecurity” (**C**) “contributes to higher savings rates.” The article does not mention the “availability of eggs” (**B**) or “more efficient banks” (**D**). **A** contradicts the passage.

- 163 C** The article states, “‘Excess’ saving can lead to an overall decrease in consumption.” Less consumption means “fewer purchases” (C). A (“heightened consumption”) is the opposite. B (“better economic trends”) and D (“more boomers”) are not “disadvantages.”
- 164 A** According to the passage, “elevated rate of return” (B) and “decreased job security” (C) promote increased savings, so both answers can be eliminated. The passage states, “Today’s climate of corporate restructuring is also giving boomers the jitters. As companies downsize to cut costs, job security has suffered.” Put another way, “less corporate restructuring” (A) can help boomers feel secure, and therefore, can “counteract increased savings.” “Lower consumption” (D) is a consequence of increased savings, not a counteracting factor.
- 165 D** The passage states, “...The time for the fulfillment of the obligations will be extended for a period equal to that during which such circumstances will remain in force.” It then goes on to list “acceptable reasons for delay” (D).
- 166 B** One example of a “relevant circumstance” is “military operations of any character.” “War” (B) is an example of that. The other answer choices were not mentioned.
- 167 A** The passage states, “If these circumstances continue for over four months, each party has the right to withdraw from the contract and neither party has the right to claim damages from the other party.” Therefore, “if relevant circumstances continue for five months,” then “one party cannot sue another” (A).
- 168 C** The passage states that FreeDoc’s technical specifications are “non-proprietary” and “can be used by anyone without restriction.” Therefore, C is the best response. The other options indicate that FreeDoc is not freely available to “anyone without restriction.”
- 169 B** The passage states, “In other words,” .fd “is an abbreviation for FreeDoc and the third letter indicates the focus (i.e. .fdp for presentation).” Therefore, B (“fdh”) is correct.
- 170 D** The passage states, “FreeDoc’s format is adaptable enough...” “Adaptable” is similar in meaning to “flexible” (D). Choices A, B and C indicate the opposite.
- 171 C** The tone of the lecture is very straightforward and balanced, so C is correct. “Disoriented” (D) means “confused,” and “hostile” (B) means “angry.”
- 172 A** The speaker states that GATT “was designed to support international trade and reduce protectionism.” Therefore, A is the best answer. B (“to reduce international trade”) is the opposite of what GATT was “created to accomplish.” The passage mentions “targeted subsidies” as an example of protectionism, so C is wrong. D (“to produce commodities”) is too vague.
- 173 A** A threat to GATT was the fact that “some governments carry out protectionism, often in the form of trade barriers.” Therefore, A is correct. B, “countries with inexpensive labor,” and D, “transportation infrastructure,” were mentioned as relative advantages which countries may have. C is the goal of GATT, rather than its threat.
- 174 D** The speaker states, “Tonight, we will look at the history of GATT as well as at potential future scenarios for the WTO.” Therefore, D is the best answer. “Inception”

- means “a period of beginning.” **B** is not possible, since, according to the Lecture, GATT was only a treaty and is currently replaced by the WTO.
- 175 B** The passage states, “You can only make a booking if you are 18 years old or over.” Therefore, “being of a certain age” (**B**) is necessary when making a reservation. All the other answer choices state the opposite of the booking rules.
- 176 C** The passage states, “You need only state the name of one guest per room.” Therefore, to book five rooms, five names must be provided, whereas the capacity of each room does not matter.
- 177 B** The passage states, “You must not resell or transfer any booking. We may treat any attempt by you to do so as a terminable breach of this contract and, accordingly, we will have the right to terminate your booking...” Therefore, Stanford Hotel can cancel a booking if a guest sells a reservation (**B**). Means of payment (as in **A**) are not discussed, and **C** and **D** contradict the information from the passage.
- 178 C** The article states that WaterFresh executives “face criminal charges after revelations that the company knowingly withheld information.” In other words, WaterFresh executives had “hidden the truth” (**C**). Choices **A**, **B** and **D** are not mentioned.
- 179 A** The article states that benzene “has been linked to cancer.” Put another way, benzene is “carcinogenic.”
- 180 D** The article states that WaterFresh “shares fell 25%.” **D** (“plummeted”) means to fall a lot. **A** and **B** both mean to increase a lot, and **C** means to stay at the same level.
- 181 B** The editorial refers to Garner’s “stellar performance as mayor for the past four years” and urges people to vote for him again. A politician seeking re-election is referred to as an “incumbent.” Therefore, **B** is correct. The other options, including Garner’s age or suitability for office, cannot be assumed.
- 182 A** **B** (“punctual”) means “always on time,” and **C** (“affluent”) means “wealthy.” Neither is mentioned in the editorial. The editorial does praise his experience though, such as with “Chris has been actively involved in politics on the local, state and national levels since 1985 and has played an important part in mobilizing the electorate in the last two elections.” Garner’s intellectual capabilities (**D**) are not mentioned in the passages.
- 183 A** Maglia states, “Yes, Garner has provided subsidies for business development, and yes, that has led to almost 200 new jobs. It has also led, however, to degradation of our environment.” She clearly does not disagree with **C** (“The number of jobs created by the subsidies”), but she does disagree with **A** (“The impact of the subsidized business development”). Garner’s length of time in politics is not mentioned in Maglia’s letter.
- 184 D** This is what Maglia states about the factories: “The three new factories subsidized through Garner have been allowed to get away with releasing an unprecedented level of toxins into our air and water.” In other words, the problem she mentions is **D** (“increased pollution”).
- 185 B** Maglia states, “D.L. Swanson is also an accomplished business person, and unlike Garner, has fought to improve the schools in our communities.” In other words, both

candidates have a “business background” (B), but only Swanson has “worked to improve schools” (A). Maglia states that only Garner “has tried to cut social-service jobs” (C) and enjoys golfing (D).

- 186 C** Sasha states, “For the first three months, our company’s actual expenses have significantly outpaced budgeted expenses,” so C (“The budget does not balance”) is correct. B is wrong because the company is spending too much money (rather than not “enough”). The work of the Executive Committee (A) is not mentioned, and D contradicts the information from the memo.
- 187 A** Sasha states, “I have stepped in temporarily to do the bookkeeping until we get on our feet.” In other words, he is doing the accounting for the company and since he is an Executive Committee member, A is correct. To “get on our feet” means to become stable financially.
- 188 D** The predictions were correct only in Rent and Printing, so D is the best answer.
- 189 B** Sasha asks for feedback regarding how to “beef up revenue” (or “increase earnings”), so B is correct. C and D do not make sense as a business would want to increase income and productivity instead of decreasing them. Increased outlay (A) is cited as a problem, not as a goal.
- 190 B** Sasha states, “We promised our investors that we would break even by the end of the year.” “Break even” means to “recoup an investment,” so B is correct. “Break apart” (D) means to separate into pieces, and it is clear that Sasha does not want that for his company.
- 191 A** The first sentence of Huber’s letter states, “I am writing in reference to your job advertisement.” The letter goes on to use the word “résumé” a few times, so it can be assumed that this is a “cover letter for an application” (A).
- 192 D** Sonoda’s email states, “The position in Montgomery would require the skills mentioned on your résumé, in addition to policy design. Is that an area you are interested in exploring?” If Huber has not explored the area yet, we can assume it most likely is “not mentioned on the résumé” (D).
- 193 D** Huber states, “My decision to leave Brandise and Sons stems from disagreements with my direct superior.” Put another way, Huber has conflicts with his boss (D).
- 194 C** Huber offered to visit the headquarters in Boise, and Sonoda said, “Please contact me directly to set up a meeting at our headquarters.” It can be assumed that Huber will most likely visit Boise next.
- 195 D** Sonoda’s email said that Oxford Travel Associates would “eventually need at least one personal reference from your current place of employment.” Since Huber’s current place of employment is Brandise and Sons, D is the best response. The other options are not mentioned.
- 196 A** Johnson states, “We regret to inform you that items TY39S and JU80S are not in stock and have been placed on back order.” That means the items are unavailable, so A is correct. The letter does not mention B (“incorrect address”), C (“damaged item”) or D (“Trailblazer Fashions’ business troubles.”)

- 197 C** The letter states that “items TY39S and JU80S are not in stock.” According to the order form, those are the Pant Suit and the Cardigan.
- 198 B** Johnson advises solving the problem by using the “convenient online form to make any changes to your shipping preferences.” In other words, Bright should alter her order, and **B** is correct. Bright has already chosen “Standard Delivery” and put “items into one shipment,” so **C** and **D** can be eliminated. Cover letter (**A**) is never mentioned.
- 199 C** The order form states that returned items should be “accompanied by a receipt.” Therefore, if “there is no receipt provided” (**C**), then most likely a product return will not be granted.
- 200 D** The order form states that the credit card is “subject to credit approval.” In other words, if “credit approval request was rejected,” (**D**), then a *Trailblazer Fashions* credit card would be denied.

