

1. I am \_\_\_\_\_ SIIT student.
- a
  - an
  - the
  - (blank; nothing needed)
2. If your meal is unsatisfactory, we \_\_\_\_\_ it without question.
- will replace
  - replaces
  - are replacing
  - replaced
3. The results of the traveler preference survey are \_\_\_\_\_.
- surprised
  - surprises
  - surprise
  - surprising
4. The technicians in the research division \_\_\_\_\_ the process confidential.
- is keeping
  - are keeping
  - to keep
  - has kept
5. Most of the employees \_\_\_\_\_ in the company cafeteria.
- eating
  - eats
  - eat
  - to eat

6. Mr. Meisel \_\_\_\_\_ to get to work early.
- a. is liking
  - b. likes
  - c. would be liking
  - d. like
7. The ticket holders may be \_\_\_\_\_ about the change in date.
- a. confusing
  - b. confuse
  - c. confused
  - d. confuses
8. The conference \_\_\_\_\_ was scheduled for next week has been postponed.
- a. that
  - b. whose
  - c. it
  - d. who
9. The reception clerk \_\_\_\_\_ on the telephone when the phone went dead.
- a. talked
  - b. is talking
  - c. was talking
  - d. would talk
10. The latest version of the software \_\_\_\_\_ with your new computer.
- a. includes
  - b. is included
  - c. is including
  - d. included

11. Mr. Jones \_\_\_\_\_ investing in that company, but he finally decided against it.
- a. considered
  - b. considerate
  - c. considerable
  - d. considerably
12. Once you start using the new software, you will be able to do your work much more \_\_\_\_\_.
- a. ease
  - b. easily
  - c. easier
  - d. easement
13. They will interview each candidate before they \_\_\_\_\_ who to hire.
- a. decide
  - b. are deciding
  - c. will decide
  - d. decided
14. These rooms \_\_\_\_\_ before the conference next week.
- a. paint
  - b. will paint
  - c. are going to paint
  - d. will be painted
15. The new chairs that he bought for the office \_\_\_\_\_ not very comfortable.
- a. is
  - b. are
  - c. do
  - d. was

16. Students are required to have \_\_\_\_\_ pencil for OMR exams.
- a. a
  - b. an
  - c. the
  - d. - (blank; nothing needed)
17. You should \_\_\_\_\_ with your boss before committing yourself to that project.
- a. will speak
  - b. speak
  - c. speaking
  - d. spoken
18. This store offers a wide \_\_\_\_\_ of office equipment.
- a. select
  - b. selective
  - c. selection
  - d. selecting
19. \_\_\_\_\_ have changed the face of the modern workplace.
- a. Computers
  - b. Computer
  - c. The Computer
  - d. A computer
20. All employees \_\_\_\_\_ to attend next Friday's staff meeting.
- a. encourage
  - b. will encourage
  - c. are encouraged
  - d. are encouraging

21. The director says that she \_\_\_\_\_ to hire several new staff members next year.
- a. plan
  - b. plans
  - c. planning
  - d. planned
22. Requests for extra time off must \_\_\_\_\_ by the employee's supervisor.
- a. approve
  - b. approved
  - c. be approving
  - d. be approved
23. She is \_\_\_\_\_ M.E. student.
- a. a
  - b. an
  - c. the
  - d. - (blank; nothing needed)
24. She delayed \_\_\_\_\_ the contract until she had a chance to speak with her attorney.
- a. sign
  - b. signing
  - c. to sign
  - d. signature
25. He \_\_\_\_\_ about that issue for last month's report.
- a. writes
  - b. wrote
  - c. is writing
  - d. written

26. If you \_\_\_\_\_ your application tomorrow, you will still be eligible for the job.
- to submit
  - submitted
  - submit
  - submits
27. We feel \_\_\_\_\_ about coming to an agreement on this issue soon.
- hoping
  - hopeful
  - hopefully
  - to hope
28. The \_\_\_\_\_ businessperson always dresses appropriately.
- success
  - succeed
  - successful
  - succession
29. Several important pieces of information were \_\_\_\_\_ from the report.
- omit
  - omitted
  - omitting
  - omission
30. You can always count on Ms. Cho, as she is one of our most \_\_\_\_\_ employees.
- depend
  - depending
  - dependable
  - dependence

31. He \_\_\_\_\_ to SIIT every day.
- a. has went
  - b. have gone
  - c. go
  - d. goes
32. The office was in excellent condition when we moved in because the former \_\_\_\_\_ was very tidy.
- a. occupy
  - b. occupied
  - c. occupant
  - d. occupancy
33. No one can go home \_\_\_\_\_ the work is finished.
- a. if
  - b. until
  - c. since
  - d. because
34. There were several qualified candidates for the job, but we could \_\_\_\_\_ only one.
- a. chose
  - b. chosen
  - c. choose
  - d. choice
35. \_\_\_\_\_ Mr. Lee works very hard and always meets his deadlines, he still hasn't been given a promotion.
- a. Since
  - b. Even
  - c. Despite
  - d. Although

36. He \_\_\_\_\_ an employee of this company ever since he first started working.
- is
  - was
  - has been
  - will be
37. We \_\_\_\_\_ finish this work soon because the deadline is approaching.
- have
  - had to
  - have to
  - will have
38. \_\_\_\_\_ off the lights before you leave the office.
- Turn
  - Turned
  - Turning
  - Will turn
39. The books that he recommended \_\_\_\_\_ not very interesting.
- was
  - were
  - is
  - did
40. Our business is rapidly \_\_\_\_\_ and we are hiring many new people.
- expand
  - expands
  - expanding
  - has expanded



41. The building \_\_\_\_\_ during the heavy thunderstorm last night.
- damage
  - damaged
  - was damaged
  - was damaging
42. People who have no \_\_\_\_\_ are seldom disappointed.
- expectations
  - expectancy
  - expects
  - expect
43. The price of all cruises \_\_\_\_\_ airfare and all transfers.
- have included
  - includes
  - are including
  - include
44. Mr. Brett missed the plane \_\_\_\_\_ he was working late.
- before
  - until
  - because
  - and
45. Our \_\_\_\_\_ are trying to hire our best employees.
- competition
  - competitive
  - competitors
  - competitively

46. Ms. Mosley is \_\_\_\_\_ member of our advertising team.
- creative
  - most creative
  - more creative
  - the most creative
47. The airport was \_\_\_\_\_ Mr. Debionne had expected.
- the busiest
  - busier than
  - busy as
  - as busy
48. The board of directors will meet \_\_\_\_\_ October 10.
- for
  - to
  - on
  - in
49. A firm will not \_\_\_\_\_ if its employees are unhappy.
- prosper
  - prosperous
  - prosperity
  - prospering
50. The Mid America Airlines flight \_\_\_\_\_ Phoenix will be arriving at Gate 9 in five minutes.
- from
  - in
  - by
  - on

51. Every morning, a member of the kitchen staff turns on the ovens and \_\_\_\_\_ the coffee.
- a. brewing
  - b. has brewed
  - c. brews
  - d. brewed
52. The sign said, " \_\_\_\_\_ students should attend every class".
- a. a
  - b. an
  - c. the
  - d. - (blank; nothing needed)
53. All citizens are getting richer because of a good \_\_\_\_\_.
- a. economy
  - b. economical
  - c. economic
  - d. economics
54. This year the annual meeting takes place \_\_\_\_\_ Toronto.
- a. on
  - b. for
  - c. by
  - d. in
55. Ms. Neil \_\_\_\_\_ the general manager of the hotel since 2004.
- a. is
  - b. has been
  - c. had been
  - d. had

56. We read about Mr. Moriwaki's promotion \_\_\_\_\_ the company newsletter.
- a. in
  - b. of
  - c. on
  - d. to
57. We will have to \_\_\_\_\_ strictly to meet expenses this month.
- a. economy
  - b. economize
  - c. economist
  - d. economical
58. The missing document was \_\_\_\_\_ in an empty office.
- a. discover
  - b. discovery
  - c. discovered
  - d. discovering
59. If you need any help filling out the forms, \_\_\_\_\_ somebody at the front desk.
- a. to ask
  - b. asking
  - c. asks
  - d. ask
60. I want chicken, potatoes \_\_\_\_\_ and water for lunch.
- a. ; (semicolon)
  - b. : (colon)
  - c. , (comma)
  - d. ' (apostrophe)

61. The new company headquarters is \_\_\_\_\_ Main Street.
- a. at
  - b. on
  - c. in
  - d. to
62. The old house on the corner is \_\_\_\_\_ down and needs some serious repair work.
- a. fell
  - b. falls
  - c. fallen
  - d. falling
63. You can expect \_\_\_\_\_ your first paycheck before the end of your first month of employment.
- a. receive
  - b. to receive
  - c. receiving
  - d. recipient
64. It is better for the economy to buy things that are produced \_\_\_\_\_ rather than bringing in products from far away.
- a. local
  - b. localize
  - c. locally
  - d. location
65. He might \_\_\_\_\_ a discount if he pays for his ticket before next week.
- a. get
  - b. gets
  - c. will get
  - d. going to get

66. After listening to his thorough \_\_\_\_\_, I had no problems understanding how to use the software.
- a. explains
  - b. explained
  - c. explanation
  - d. explanatory
67. \_\_\_\_\_ safety glasses help prevent eye injury.
- a. a
  - b. an
  - c. the
  - d. - (blank; nothing needed)
68. The list of registered guests \_\_\_\_\_ sitting on the manager's desk.
- a. have
  - b. were
  - c. are
  - d. is
69. Mr. Sato \_\_\_\_\_ here for many years and is one of our most knowledgeable employees.
- a. is working
  - b. used to work
  - c. has been working
  - d. will have worked

### Reading 1

The International Experience Project (IEP) provides young professionals with the opportunity to gain work experience abroad. IEP was founded by Margery Wilson four years ago. "When I graduated from college," she explained, "my dream was to work abroad for one or two years, learn another language, and experience living in another country. I knew I wanted to do this, but I did not know how to find a job abroad. That was six years ago. At that time, there were no employment agencies that specialized in helping job seekers like myself. So, I decided to start my own."

Since its beginnings, IEP has provided jobs for several thousand young professionals in countries all

around the world. Knowing a foreign language helps, says Wilson, but it is not a prerequisite for all jobs. In fact, many of the companies that provide employment for her clients also provide language training. IEP finds jobs for people in all fields, from economics to science to teaching. "All you need is a college degree, an interest in other countries, and an adventurous spirit," says Wilson.

Questions:

70. What kind of business is IEP?

- a. An employment agency
- b. A travel agency
- c. A language school
- d. A teacher training school

71. How long ago was IEP started?

- a. One year
- b. Two years
- c. Four years
- d. Six years

72. What is a requirement for using IEP's services?

- a. Foreign language skills
- b. Experience living abroad
- c. A science background
- d. A college degree

## Reading 2

For Sale:

There is a fully equipped convenience store on North Main Street close to downtown. It has annual sales of \$2,198,456. It sells snacks, groceries, newspapers, gasoline, etc. There is ample customer parking behind it. There is a spacious two-bedroom owner's apartment on the second floor. The owner is asking \$750,000. This includes building and grounds, all equipment, and \$85,000 in inventory. No brokers, please. It will be shown by appointment only. Call Maria at White Horse Realty: 243-8674.

Questions:

73. What is above the store?

- a. A place to live
- b. A snack bar
- c. A place for equipment
- d. An office

74. How much is the store being sold for?

- a. \$85,000
- b. \$750,000
- c. \$835,000
- d. \$2,198,456

75. The word inventory in line 4 is closest in meaning to:

- a. rents
- b. accounts
- c. furnishings
- d. merchandise

Example

---