



Developing Skills for the TOEIC® Test

Paul Edmunds · Anne Taylor



First News



NHÀ XUẤT BẢN TRẺ

Developing Skills for the TOEIC[®] Test

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Developing Skills for the TOEIC® Test

By Paul Edmunds · Anne Taylor

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Developing Skills for the TOEIC® Test

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CONTENTS

Introduction	4
UNIT 1 Gerunds and Infinitives	6
UNIT 2 Auxiliary Verbs	18
UNIT 3 Subject-Verb Agreement	30
UNIT 4 Verb Form and Tenses	42
UNIT 5 Participial Forms	54
UNIT 6 Comparatives and Superlatives	66
UNIT 7 Negation	78
UNIT 8 Pronouns and Determiners	90
UNIT 9 Nouns and Articles	102
UNIT 10 Relative Clauses	114
UNIT 11 Conjunctions and Prepositions	126
UNIT 12 Conditionals	138
UNIT 13 Other Possible Questions	150
UNIT 14 Review	162
Practice Test	175
Transcript and Answer Key	217
Appendix	255
Answer Sheet	271

Introduction

Developing Skills for the TOEIC® Test is designed to help students prepare by providing practice with question formats, vocabulary, grammar, and structures commonly found on the TOEIC® test.

The TOEIC® test is a standardized test created by Educational Testing Service (ETS), and students taking the test will find that it shares many similarities with other ETS products. *Developing Skills for the TOEIC® Test* provides students with repeated practice through sample questions that mirror the content of the TOEIC® test. *Developing Skills for the TOEIC® Test* also includes a practice test to give students a better feel for what will be expected of them in actual test situations.

Mini Tests with Grammar Focus

The fourteen units in this book are designed as mini practice tests. These mini tests familiarize students with the kinds of tasks they will encounter on the actual TOEIC® test. Each unit is thematically organized. Units 1–12 focus on a particular grammar point which is highlighted in the incomplete sentences and incomplete texts exercises. An appendix explaining each grammar focus is included at the back of the book.

Each unit is organized in the same format as the real TOEIC® test; according to skill (listening or reading) and task types (picture description, questions and responses, short conversations, short talks, incomplete sentences, incomplete texts, and reading comprehension). Organizing each unit this way enables the students to become familiar with the layout, structure, and question format of the real TOEIC® test while still practicing specific grammar and vocabulary.

Practice Test

Developing Skills for the TOEIC® Test includes one full-length practice test. This test gives students a better feel for what will be expected of them in actual test situations. The full-length practice test provides students with 100 listening questions and 100 reading questions.

It is recommended that students using this book work through all of the material in the units before taking the practice test. After working through the material within all fourteen units, students will be better prepared for a timed, full-length test simulation. This way the students will have studied fourteen units of tailored, level-appropriate language before their exposure to a full-length practice test. To get the most benefit from the practice test, it is recommended that students take the test under exam conditions which includes following the time limits set for the actual test. The listening section should take up to 45 minutes while the reading section should take up to 75 minutes.

A blank sample answer sheet is available at the back of the book for use when taking the full-length practice test.

Transcripts and Answer Key

This book includes full transcripts for the listening tasks in each unit and in the practice test. There is a full answer key with explanations of the answers for the incomplete sentences and incomplete texts questions. The explanations allow students to understand why each answer is correct and why the other answer choices are wrong. This helps students to build knowledge on the type of wrong answer choices to expect and how to eliminate them.

Grammar Appendix

The Grammar Appendix outlines the grammar focus of each unit, including key points and particular structures of interest. These are fundamental grammar points frequently tested on the TOEIC® test.

Developing Skills for the TOEIC® Test provides students with repeated practice through sample questions that are based on the content of the TOEIC® test. The fourteen thematically organized units contained in this book give students the opportunity to develop their test-taking skills while getting more accustomed to the TOEIC® test format. While *Developing Skills for the TOEIC® Test* provides excellent development for students studying for the TOEIC® test, it also has a natural progression of English that is applicable for English language learners.

Please keep in mind that the TOEIC® test should not be regarded as a definitive assessment of how well a student speaks or understands English. The test can only assess how well students take the TOEIC® test. Students are therefore urged to learn as much as they can about the test and to approach it through strategic practice in order to achieve a higher score in future testing situations.

Lời giới thiệu

Developing Skills for the TOEIC® Test được biên soạn nhằm giúp các thí sinh chuẩn bị cho kỳ thi TOEIC bằng cách thực hành với các dạng câu hỏi, từ vựng, ngữ pháp và cấu trúc câu thường gặp trong bài thi TOEIC.

Bài thi TOEIC là một bài thi chuẩn hóa do Dịch vụ Khảo thí Giáo dục (Educational Testing Service) biên soạn, vì vậy thí sinh có thể nhận thấy có nhiều điểm tương đồng giữa TOEIC và các kỳ thi khác của ETS. *Developing Skills for the TOEIC® Test* giúp thí sinh thực hành lặp đi lặp lại với các câu hỏi mẫu tương tự như trong bài thi thật. Sách cũng cung cấp một bài thi thực hành nhằm giúp thí sinh hiểu rõ hơn mình cần chuẩn bị những gì cho kỳ thi thật.

Những bài thi nhỏ với trọng tâm nhấn vào ngữ pháp

Mười bốn bài học trong sách được biên soạn như những bài thi mẫu nhỏ. Những bài thi nhỏ này giúp thí sinh làm quen với nhiều dạng bài tập khác nhau thường gặp trong các kỳ thi thật. Những bài học này được cấu trúc theo chủ đề. Các bài 1-12 tập trung vào từng điểm ngữ pháp cụ thể được nhấn mạnh trong các bài tập hoàn chỉnh câu và hoàn chỉnh đoạn văn. Phần phụ lục giải thích từng trọng tâm ngữ pháp cũng được đính kèm ở phần cuối sách.

Mỗi bài học trong sách được tổ chức cùng thể thức như bài thi TOEIC® thật sự, theo kỹ năng (nghe hay đọc) và dạng đề bài (miêu tả hình ảnh, hỏi đáp, đối thoại ngắn, bài nói ngắn, câu chưa hoàn chỉnh, đoạn văn chưa hoàn chỉnh và đọc hiểu). Việc tổ chức bài học kiểu này không những giúp cho thí sinh làm quen với bố cục, cấu trúc, các dạng câu hỏi của bài thi TOEIC® thật mà còn giúp họ thực hành những bài tập về từ vựng và các điểm ngữ pháp cụ thể.

Bài thi thử

Developing Skills for the TOEIC® Test còn có một bài thi mẫu nhằm giúp thí sinh hiểu rõ hơn mình cần chuẩn bị những gì cho kỳ thi thật sự. Bài thi mẫu gồm có 100 câu hỏi cho phần thi Nghe và 100 câu hỏi Đọc hiểu.

Thí sinh nên học hết nội dung trong sách trước khi làm bài thi thực hành ở phần cuối sách. Sau khi học qua tất cả 14 bài học, thí sinh sẽ sẵn sàng để làm một bài thi đầy đủ, có tính thời gian như trong thực tế. Để khai thác cao nhất hiệu quả của bài thi thực hành này, hãy làm bài trong điều kiện và với các giới hạn thời gian như đang thi thật sự. Phần nghe dài khoảng 45 phút trong khi phần đọc hiểu lên đến 75 phút.

Ở cuối sách còn có một tờ trả lời (Answer Sheet) để thí sinh sử dụng khi tiến hành làm bài thi thử.

Transcript và Answer Key

Quyển sách còn có phần Transcript ghi lại nội dung của các bài luyện nghe trong mỗi bài học và trong bài thi thử. Phần Answer Key đi kèm sau đó cung cấp những câu trả lời đầy đủ kèm theo lời giải thích cho phần hoàn chỉnh câu và hoàn chỉnh đoạn văn. Phần giải thích giúp cho thí sinh hiểu tại sao đáp án này là đúng và tại sao đáp án kia là sai. Vì vậy, thí sinh có thể xây dựng cho mình kỹ năng nhận dạng những đáp án sai và loại bỏ chúng trong bài thi TOEIC.

Phụ lục về ngữ pháp

Phần phụ lục về ngữ pháp sẽ liệt kê lại trọng tâm ngữ pháp trong từng bài học, bao gồm các điểm chính và cấu trúc đặc biệt cần quan tâm. Đây chính là những điểm ngữ pháp cơ bản thường được kiểm tra trong các kỳ thi TOEIC.

Developing Skills for the TOEIC® Test cung cấp cho thí sinh những bài thực hành lặp đi lặp lại bằng những câu hỏi mẫu dựa vào nội dung của bài thi TOEIC. 14 bài học được tổ chức theo chủ đề trong sách này mang lại cho thí sinh cơ hội phát triển những kỹ năng làm bài thi và đồng thời làm quen với thể thức thi TOEIC. Cuốn sách không những giúp thí sinh tiến bộ trong việc học để đạt kết quả tốt nhất trong kỳ thi TOEIC mà còn giúp cho học viên ở các trung tâm Anh ngữ nâng cao khả năng Anh ngữ của mình.

Các bạn hãy luôn nhớ rằng kỳ thi TOEIC không phải là một sự đánh giá chính thức về khả năng nói hay hiểu tiếng Anh của mình. Kỳ thi này chỉ có thể đánh giá khả năng làm bài thi TOEIC của thí sinh mà thôi. Chỉ cần ôn tập càng nhiều càng tốt, có chiến lược rõ ràng cho kỳ thi là thí sinh có thể đạt kết quả tốt trong kỳ thi TOEIC.

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5. (A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)
2. (A) (B) (C)
3. (A) (B) (C)
4. (A) (B) (C)
5. (A) (B) (C)

PART 3 Short Conversations

Listen and choose the best answer to each question.

1. Where is this conversation taking place?
 - (A) At a university
 - (B) At a hotel
 - (C) On the subway
 - (D) At home

2. Why will the man leave his room late?
 - (A) He will wake up late.
 - (B) He is expecting a phone call.
 - (C) He wants to stay longer.
 - (D) He lost his room key.

3. What time will the man probably leave?
 - (A) 11:30
 - (B) 11:00
 - (C) 10:30
 - (D) 10:00

4. What is being explained?
 - (A) How to make a photocopy
 - (B) How to make a phone call
 - (C) How to send a fax
 - (D) How to dial a number

5. What will the woman put in the tray?
 - (A) A folder
 - (B) Documents
 - (C) An original idea
 - (D) A phone number

6. Which button should the woman press?
 - (A) The red button
 - (B) The red button, then the green button
 - (C) The green button, then the red button
 - (D) The green button

PART 4 Short Talks

Listen and choose the best answer to each question.

1. What kinds of activities are offered at this resort?

- (A) Indoor activities
- (B) Outdoor activities
- (C) Both indoor and outdoor activities
- (D) Only children's activities

2. Which water activity is offered?

- (A) Swimming
- (B) Scuba diving
- (C) Water polo
- (D) River rafting

3. Who should guests contact with questions?

- (A) The hotel manager
- (B) The activities coordinator
- (C) The front desk
- (D) The clerk

4. Who are the new people in the department?

- (A) Beverly and Chava
- (B) Chava and many others
- (C) Hale and Chava
- (D) Hale and Beverly

5. Where is this meeting taking place?

- (A) At a university
- (B) In a department store
- (C) On a plane
- (D) Over the phone

6. What will everyone at the meeting receive?

- (A) A book
- (B) An introduction
- (C) A copy of the last meeting
- (D) The department meeting schedule

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

1. Who does she ----- to take care of her?
(A) want
(B) wants
(C) to want
(D) will want
2. I can't afford ----- a new car.
(A) buy
(B) to buy
(C) buying
(D) bought
3. They are considering ----- to Atlanta.
(A) move
(B) to move
(C) moving
(D) will move
4. I would like ----- by your office on my way home.
(A) drop
(B) to drop
(C) dropping
(D) will drop
5. I seldom forget ----- my teeth before going to bed.
(A) brush
(B) to brush
(C) brushing
(D) brushed
6. They politely asked me ----- in another place.
(A) stand
(B) to stand
(C) standing
(D) stood
7. Since we live by an airport, we can easily watch the airplanes ----- off.
(A) take
(B) to take
(C) be taking
(D) will take
8. We think ----- him to have access to the Internet is a bad idea.
(A) allow
(B) to allow
(C) allowing
(D) allowance

9. My son is not very good at ----- yet.

- (A) drive
- (B) to drive
- (C) driving
- (D) will drive

10. They were heard ----- goodbye to their friends.

- (A) say
- (B) saying
- (C) said
- (D) be saying

11. Now we are going to ----- about our plans for next year.

- (A) discuss
- (B) tell
- (C) talk
- (D) say

12. Please keep me ----- as to his whereabouts.

- (A) inferred
- (B) informed
- (C) deformed
- (D) reformed

13. I'm looking forward to ----- from you soon.

- (A) hear
- (B) hearing
- (C) heard
- (D) have heard

14. Mother ----- me clean the floor with a mop.

- (A) got
- (B) made
- (C) forced
- (D) told

15. Nobody is opposed ----- your suggestion.

- (A) at
- (B) on
- (C) to
- (D) with

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following memo.

Memo

To: All employees

From: James Scott

Re: Meeting changed

As you know, we scheduled a meeting for Friday, June 22nd at 3:00 p.m. However, I feel we need ----- the time of this meeting because of recent problems. I have talked to the manager,

1. (A) changed
(B) to change
(C) changing
(D) change

and he has agreed ----- it to Monday, June 18th. This will be an important meeting, so I

2. (A) to move
(B) move
(C) moving
(D) of moving

----- see everyone there. I apologize for causing any inconvenience.

3. (A) wanting
(B) wanting to
(C) want to
(D) want

Thank you for your time.

Questions 4 through 6 are based on the following email.

To: jslyons@netco.com
From: homefurnishings@homecare.com
Date: Jan 15 2006
Subject: Order confirmation #26678

Dear Mr. Lyons,

I am ----- this email to confirm your recent order with Home Furnishings. Your order has been

4. (A) send
(B) to send
(C) sending
(D) sent

processed, and your items will be sent on January 17th. The items should arrive by January 20th. Please let us know if you would prefer ----- these items delivered in the morning or the

5. (A) delivering
(B) to have
(C) to having
(D) had

afternoon. Thank you for ----- Home Furnishings. We hope to serve you again soon.

6. (A) realizing
(B) seeing
(C) knowing
(D) using

Sincerely,
Brenda Smith
Sales Executive

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following advertisement.

Green Grass All Year Round

Having nice green grass all year long is easy with regular use of "Winterize." Remember to "Winterize" your lawn this fall. This special fertilizer keeps the roots of your lawn alive during the winter. By strengthening the roots of your lawn, it leads to better growth in the spring. This product is also ideal for all outdoor plants, shrubs, and trees, keeping them strong and healthy during the coming cold months. Available at all good gardening centers.

1. When will this product show results?
 - (A) Winter
 - (B) Spring
 - (C) Fall
 - (D) Summer
2. Which of the following is this product NOT suitable for?
 - (A) House plants
 - (B) Shrubs
 - (C) Lawns
 - (D) Trees

Questions 3 through 5 are based on the following information.

Thank you for choosing this high quality office chair. It is made of the finest materials available to ensure many years of use and comfort. We are sure you will enjoy its many features for years to come. Remember that you can adjust the tilt of the chair using the knob underneath, and the height of the chair with the lever on the side. This chair also comes with a three-year warranty, which covers the full cost of replacement parts and labor in the unlikely event that you have any problems with your chair. If you have any questions about assembly or the warranty, please call our toll free number: 1-800-450-0000.

3. What kind of product is this information for?
 - (A) A kitchen appliance
 - (B) Furniture
 - (C) Electronics
 - (D) Sports equipment
4. How long is this product guaranteed?
 - (A) Two months
 - (B) Three months
 - (C) Two years
 - (D) Three years
5. How can you adjust the height of this product?
 - (A) With a knob
 - (B) By tilting it
 - (C) With a lever
 - (D) By calling the toll free number

Questions 6 through 10 refer to the following memo and article.

To: All customer financial advisors

From: Head office

Re: Credit card use

With Thanksgiving next month, and Christmas also getting closer, we would like you to use the following information to help you advise customers. When customers come to get advice about reducing or avoiding credit card debt, give them a copy of the attached article. Explain to them that they should spend only what they can afford. Help them understand the main reasons for debt. Also, please become familiar with our new interest rates because customers may ask about them.

HOLIDAY DEBT

During the holiday season, many Americans find themselves in great financial trouble. Recent studies show that the average American buys many more gifts than he or she can afford. That may help explain why the average American has a debt of \$7,000. Many citizens have even larger debts of between \$15,000 and \$18,000. The use of credit cards is the main source of debt in holiday spending. Financial advisors recommend that consumers only spend as much as they can afford during the holiday season to avoid financial difficulties in the following months. Interest can significantly increase the final costs. Please ask one of our advisors for a list of current interest rates.

6. What is the main reason for debt in holiday spending?
- (A) Credit cards
 - (B) Americans
 - (C) Holidays
 - (D) Financial advisors
7. How much does the average American owe?
- (A) \$7,000
 - (B) \$12,000
 - (C) \$15,000
 - (D) \$18,000
8. Who is this article for?
- (A) Clients of the bank
 - (B) Department store shoppers
 - (C) People taking a holiday
 - (D) Lawyers
9. What can cause debts to increase?
- (A) Recent studies
 - (B) Interest
 - (C) Christmas
 - (D) Financial advisors
10. When was this memo probably sent?
- (A) Winter
 - (B) Summer
 - (C) Fall
 - (D) Spring

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5. (A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)
2. (A) (B) (C)
3. (A) (B) (C)
4. (A) (B) (C)
5. (A) (B) (C)

PART 3 Short Conversations

Listen and choose the best answer to each question.

- Where is this conversation taking place?
 - In a car
 - On a bus
 - In an airport
 - In a bus station
 - What time is the next bus?
 - 11:00
 - 11:30
 - 11:15
 - 12:00
 - Which stand does the woman need to go to?
 - Eleven
 - Thirteen
 - Fifteen
 - Seventeen
-
- Where is this conversation probably taking place?
 - In a supermarket
 - In the street
 - On the phone
 - On the radio
 - Which of the following is true?
 - The speakers have never met before.
 - The speakers are good friends.
 - The speakers went to the same elementary school.
 - The man works with the woman.
 - When did the man and woman last meet?
 - Last week
 - Many years ago
 - They have not met before.
 - Last month

PART 4 Short Talks

Listen and choose the best answer to each question.

1. What does the manager want to do?
 - (A) Go to the meeting
 - (B) Leave
 - (C) Save electricity
 - (D) Thank Julie

 2. What should Julie turn off?
 - (A) The printer, photocopier, and lights
 - (B) The computer and printer
 - (C) The printer and lights
 - (D) The photocopier and lights

 3. Who left the copier on last night?
 - (A) The boss
 - (B) Julie
 - (C) Someone in the office
 - (D) The janitor
-
4. Where is this announcement taking place?
 - (A) On a plane
 - (B) In a car
 - (C) At an airport
 - (D) On a boat

 5. How many islands will the group visit today?
 - (A) One
 - (B) Two
 - (C) Three
 - (D) More than four

 6. What will the guests do on Aruba Island?
 - (A) Go shopping
 - (B) Eat at nice restaurants
 - (C) Go to the beach
 - (D) Take a bus

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

1. He is brushing up on his English so that he may ----- a better job.
(A) getting
(B) got
(C) gets
(D) get
2. Although the doctor recommended that he ----- go to work for three days, he went to work today.
(A) must not
(B) not
(C) does not
(D) did not
3. He ----- the position if he had applied for it.
(A) got
(B) can get
(C) could have gotten
(D) can't get
4. It's essential that he ----- his term paper by the end of next week.
(A) submit
(B) submits
(C) submitted
(D) has submitted
5. Wanting to break the ice, he asked her, "----- you like some coffee?"
(A) Do
(B) Can
(C) Would
(D) Could
6. The baby ----- be hungry, because he just had some milk.
(A) isn't
(B) can't
(C) may not
(D) doesn't
7. He doesn't want anything to drink, so he ----- be thirsty.
(A) not
(B) doesn't
(C) is not
(D) must not
8. You had ----- leave now; rush hour traffic has probably already started.
(A) better not
(B) not better
(C) not to better
(D) better to not

9. Usually, he ----- tennis with his students after school.
(A) plays
(B) used to play
(C) played
(D) play
10. You haven't finished your report yet, -----?
(A) do you
(B) did you
(C) have you
(D) haven't you
11. It was ----- cold for the children to play outside without coats.
(A) so
(B) very
(C) too
(D) far
12. I had to ----- an errand for my mother.
(A) run
(B) take
(C) have
(D) send
13. If you work hard, you ----- succeed in what you are doing.
(A) will
(B) ought
(C) couldn't
(D) could have
14. Let's start now, ----- we?
(A) don't
(B) will
(C) force
(D) shall
15. All the documents should be submitted ----- five o'clock tomorrow.
(A) by
(B) to
(C) on
(D) with

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following email.

To: benmerry@jju.com
From: Sarah <s.hall_76@honmail.net>
Subject: Supplies

Ben,

I ----- not had enough time to check the supplies. I am really sorry about this. Can you take

1. (A) am
(B) have
(C) was
(D) didn't

a look and let me know what we need to order? There is a list that you ----- use to help you.

2. (A) had
(B) had to
(C) did
(D) can

You will find it in the third drawer of my desk. I do not know how long it will take you, but I ----- really sorry to ask you to do it by yourself. I owe you a big favor.

3. (A) would be
(B) am
(C) will be
(D) had been

Thanks,
Sarah

Questions 4 through 6 are based on the following memo.

Memo

For: Michael
Caller: Elizabeth
Tel no. 283-7883

Hi Mike,

Elizabeth called at about 10:30 this morning. She has to cancel the appointment you made for this afternoon. There was a fire in her office building last night, and they ----- had to shut the

4. (A) had
(B) has
(C) have
(D) having

whole building. There was a lot of damage. She said it ----- take about a week to repair

5. (A) might
(B) shall
(C) did
(D) won't

everything, but she can meet you tomorrow, if you don't mind meeting here instead of at her office. She ----- like you to call her back as soon as possible.

6. (A) will
(B) would
(C) could
(D) might

Cheers,
Tara

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following reading.



Crazy Sam's End of the Year Computer Sale!

Is your old computer just not good enough any more? No problem! Crazy Sam's has just the solution for you! Stop into our store on the corner of Fourth and Central and you'll find desktop PCs for \$599—\$1099 (monitor included). On the go? Need a laptop? Laptops range from \$799 up to \$1299. And remember, all of Crazy Sam's computers come with a full range of office software like word processing programs and spreadsheets to get you started. So what are you waiting for? Come into Crazy Sam's today and kiss your old computer goodbye!

1. How much does the most expensive desktop computer cost?
 - (A) \$599
 - (B) \$799
 - (C) \$1099
 - (D) \$1299
2. What kind of program is a spreadsheet?
 - (A) Mathematics program
 - (B) Office software
 - (C) Game
 - (D) Communications program

Questions 3 through 5 are based on the following coupon.

25% Discount Coupon

The Minton Corporation appreciates your recent purchase of office supplies through our Internet superstore. To show our appreciation, we would like to offer you this coupon for 25% off your next purchase. This covers all office supplies on our website, including paper clips, paper, writing utensils, and staplers. To redeem this offer, simply enter the special offer code 3JX7781 at the time of your next purchase.

Note: this offer is only valid on purchases of \$50 or more.

- Where can this coupon be used?
 - In stores
 - Online
 - At the post office
 - By catalog
- What is the minimum purchase required to redeem the coupon?
 - \$25
 - \$50
 - \$81
 - \$100
- Which of the following materials is NOT mentioned?
 - Staplers
 - Paper clips
 - Computer supplies
 - Writing supplies

Questions 6 through 10 are based on the following memo and sign.

Memo

To: All Leisure Services Local Directors

From: Derek Gray, New Town Leisure Center Director

Re: Tennis promotion

Date: April 10th

We are trying to increase use of our tennis courts and facilities. At the moment, many of our courts are hardly ever used. If we want to maintain government funding, we need to show that there really is a demand for these facilities. I am planning on displaying the following poster in every local leisure center. Before I send it to the printers, could you take a look and give me your comments and suggestions? Do you think anything should be changed or added?

Many thanks,
Derek Gray

TENNIS FOR ALL!

Tennis continues to be one of the most popular sports all over the world. One of the main attractions of this sport is that it can be played by people of all ages, young and old. Although tennis has a reputation for being an expensive sport, it doesn't have to be. A good racket can cost only \$40 and a can of balls only \$2.00. But where to play? Sure there are fancy private clubs that cost \$100 a month, but why not try one of the many public parks and leisure centers which offer tennis courts free of charge and lessons for a very reasonable price? Contact your local leisure center director for information on how you can get involved in this exciting sport!

6. What is the purpose of this memo and sign?
- (A) To encourage people to use public tennis courts
 - (B) To show the cost of the local tennis clubs
 - (C) To promote a new tennis club
 - (D) To ask for government funding
7. How is tennis usually categorized?
- (A) Complicated
 - (B) Boring
 - (C) Expensive
 - (D) Affordable
8. Who can play this sport?
- (A) Young people
 - (B) Middle aged people
 - (C) Old people
 - (D) People of all ages
9. Where is it expensive to play tennis?
- (A) Parks
 - (B) Private clubs
 - (C) Tournaments
 - (D) Schools
10. Who is Derek Gray?
- (A) A tennis player
 - (B) A tennis club owner
 - (C) The manager of a sports center
 - (D) A film director

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

PART ③ Short Conversations

Listen and choose the best answer to each question.

1. Where are the speakers?
 - (A) On an island
 - (B) At a pharmacy
 - (C) Outside
 - (D) At an auto shop

 2. What is the woman looking for?
 - (A) Medicine
 - (B) Tissues
 - (C) A swim suit
 - (D) A place to wash her hands

 3. Where are the tissues?
 - (A) On the counter
 - (B) On the second shelf
 - (C) Under the aspirin
 - (D) In the corner
-
4. Who prepared the paperwork?
 - (A) The woman
 - (B) The man
 - (C) The main office
 - (D) The secretary

 5. Where is the paperwork now?
 - (A) It is being reviewed.
 - (B) The lawyer has it.
 - (C) It is on the secretary's desk.
 - (D) It is at the main office.

 6. Which of the following is true?
 - (A) The paperwork was full of mistakes.
 - (B) The woman lost the paperwork.
 - (C) The paperwork arrived late.
 - (D) The paperwork was very good.

PART 4 Short Talks

Listen and choose the best answer to each question.

- Which activity does Ann NOT do?
 - Sing
 - Play the piano
 - Keep pets
 - Cook
 - What does Ann have more than fifty of?
 - Songs
 - Favorite recipes
 - Cookbooks
 - Garden tools
 - When does Ann sing and play the piano?
 - After dinner
 - On holidays
 - In the morning
 - Every day
-
- What problem was the man having?
 - He couldn't change his password.
 - The telephone was not working.
 - His computer shut down.
 - He could not connect to the Internet.
 - What did the man forget?
 - His modem
 - His phone line
 - His access number
 - His password
 - Why did the man give up trying yesterday?
 - He had to leave for work.
 - His phone didn't work.
 - He didn't have change for a phone call.
 - He hates waiting.

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

- cats as faithful as dogs?
(A) Be
(B) Is
(C) Am
(D) Are
- Mathematics ----- the study of numbers, quantities, or shapes.
(A) be
(B) is
(C) are
(D) was
- Each book ----- unique illustrations.
(A) have
(B) has
(C) having
(D) haves
- The people ----- lining up to get on the train.
(A) is
(B) gets
(C) are
(D) is being
- The captain, together with his crew members, ----- struggling to control the ship.
(A) was
(B) were
(C) has
(D) becomes
- Each of our products ----- guaranteed for sixty days.
(A) will
(B) to be
(C) is
(D) are
- A number of researchers ----- expected to attend the conference.
(A) be
(B) is
(C) are
(D) become
- Two thirds of the land ----- already been sold.
(A) is
(B) are
(C) has
(D) have

9. Not only the teacher but the students ----- opposed to the new uniforms.

- (A) is
- (B) are
- (C) will
- (D) is being

10. Three hours ----- too short a time for us to talk about this matter.

- (A) is
- (B) are
- (C) takes
- (D) take

11. Could you ----- me a big favor?

- (A) offer
- (B) make
- (C) work
- (D) do

12. He must have missed the train; otherwise, he ----- arrived by now.

- (A) has
- (B) have
- (C) had
- (D) would have

13. There were plenty of people who ----- black.

- (A) was wear
- (B) was wearing
- (C) wearing
- (D) were wearing

14. He is earning ten dollars an hour, which ----- not a small amount of money.

- (A) be
- (B) to be
- (C) is
- (D) are

15. His daughter is married ----- a doctor.

- (A) with
- (B) by
- (C) for
- (D) to

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following note.

Monica,

Mr. Evans from Evans Pies called earlier. He said they ----- made the pumpkin pies you

1. (A) has
(B) have
(C) is
(D) are

ordered for the Thanksgiving party. They are ready for you to pick up this afternoon. He said that ----- might be possible to deliver them if you can call him before 3:30.

2. (A) he
(B) they
(C) it
(D) we

There ----- no delivery charges if you choose that option. Mr. Evans is also going to give you

3. (A) are
(B) is
(C) were
(D) have

free paper plates and napkins as a special gift. His number is 883-0238.

Questions 4 through 6 are based on the following memo.

Memo

To: Dave, Brian, and Gwen

From: Helen

Re: Magazine subscriptions

Date: January 22nd

It's time to renew subscriptions to the company magazine. As you three ----- the subscriptions

4. (A) is
(B) are
(C) had
(D) was

collectors for your department, I'd like to ask you to start talking to the others in your office and ----- if you can get any new subscribers. You did a great job last year, and we now have

5. (A) sees
(B) seem
(C) see
(D) says

over 300 employees reading the magazine. The Head Office wants to increase this by 10%. There is a \$100 bonus for the person who ----- the most subscriptions.

6. (A) sell
(B) sells
(C) did sell
(D) has to sell

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following notice.

Returns Policy

Chafeton Camera Supplies welcomes the return of any of our products within thirty days of purchase. In order to receive a full refund, you must bring your receipt. Returns without a receipt can only be exchanged for store credit.

Important: All returns must be accompanied by the factory packaging and in perfect condition. Returns will not be accepted for any products that were damaged by the customer.

1. How quickly must customers bring products back to the store?
 - (A) Within thirty days
 - (B) In perfect condition
 - (C) Without a receipt
 - (D) Thirty days before
2. What kinds of returns are NOT accepted?
 - (A) Products damaged by the customer
 - (B) Camera products
 - (C) Items without an accompanying receipt
 - (D) Unused items

Questions 3 through 5 are based on the following letter.

To: Lou Barlow
From: J. Mascis
Re: Printer Toner Cartridges
Date: December 8

Dear Mr. Barlow,

Although we have never formally met, I have been working in your company for over eight years in the printing department. I would like to call your attention to the fact that there is a new resource for printer toner cartridges. Currently, we are spending about \$15 for black toner cartridges and \$25 for color cartridges. This is because we are buying them directly from the manufacturer. However, I have recently found an Internet dealer who can supply us with unlimited black cartridges for only \$1.50 each and color cartridges for \$2.50 each. If you are interested, perhaps we could talk about this in more detail at your convenience.

Sincerely,

J. Mascis
Print Shop Manager

3. What is the relationship between Mr. Barlow and Mr. Mascis?
 - (A) They are family.
 - (B) They are good friends.
 - (C) They work in different companies.
 - (D) They work in the same company.
4. How much is the company currently spending on color toner cartridges?
 - (A) \$15
 - (B) \$1.50
 - (C) \$25
 - (D) \$2.50
5. Who can supply the company with inexpensive supplies?
 - (A) The manufacturer
 - (B) An Internet store
 - (C) A friend of Mr. Mascis
 - (D) A local store

Questions 6 through 10 are based on the following announcement and fax.

Job announcement

Orbitron Technologies is now in the process of hiring thirty new systems engineers. This expanding company, located in Golden Oaks, California, will pay each new employee a minimum of \$45,000 a year (up to \$75,000, depending on qualifications) and offers two weeks of vacation time per year. Applicants must hold a degree in systems engineering from an accredited university and have a minimum of two–three years of experience in the field. Please send a current resumé by mail or FAX to Dr. John Poplack by December 15th.

FAX

To: Dr. John Poplack
From: Alex Fenwood
Fax #: 02-992-2006
Date: December 5th

Dear Dr. Poplack,

I am very interested in the position of systems engineer advertised in this week's *Golden Oaks Times*. I have been working as an engineer for the past four years. I graduated from the University of California, Davis with an honors degree in systems engineering. I am sending you a copy of my resumé and the names and telephone numbers of three references. My current employer says he would be very happy to recommend me and is available for discussion of my work.

Thank you for your time.

Sincerely,

Alex Fenwood

6. How much experience should preferred candidates have?
- (A) Less than two years
 - (B) More than three years
 - (C) Two or more years
 - (D) At least three years
7. Where must qualified candidates have a degree from?
- (A) An American university
 - (B) An accredited university
 - (C) A technical college
 - (D) Any engineering school
8. What is the maximum salary possible?
- (A) \$30,000
 - (B) \$45,000
 - (C) \$75,000
 - (D) \$80,000
9. How often is the Golden Oaks Times published?
- (A) Daily
 - (B) Once a week
 - (C) Once a month
 - (D) Annually
10. Which of the following is NOT true?
- (A) Mr. Fenwood has four years experience.
 - (B) Mr. Fenwood's employer knows he is looking for a new job.
 - (C) Mr. Fenwood has a bad relationship with his current employer.
 - (D) Mr. Fenwood attended a university in California.

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5. (A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)
2. (A) (B) (C)
3. (A) (B) (C)
4. (A) (B) (C)
5. (A) (B) (C)

PART 3 Short Conversations

Listen and choose the best answer to each question.

1. Why is the woman upset?
 - (A) She doesn't like Mary.
 - (B) Her desk drawer is disorganized.
 - (C) She has misplaced a phone number.
 - (D) She is late for her meeting.

 2. What does the man think about the woman?
 - (A) She is well organized.
 - (B) She needs to be better organized.
 - (C) She has some good ideas.
 - (D) She is hardworking.

 3. What does the man suggest?
 - (A) Keeping a notebook
 - (B) Calling Mary
 - (C) Going for lunch
 - (D) Looking under her desk
-
4. What is Amy's job?
 - (A) Professor
 - (B) Musician
 - (C) Secretary
 - (D) Librarian

 5. When does the man need the report?
 - (A) Tomorrow
 - (B) This afternoon
 - (C) In an hour
 - (D) Next week

 6. What will Amy do with the report?
 - (A) Type it
 - (B) Write it
 - (C) Fax it
 - (D) Mail it

PART 4 Short Talks

Listen and choose the best answer to each question.

1. What is the person selling?
 - (A) Calendars
 - (B) Catalogs
 - (C) Shoes
 - (D) Desks

 2. For how long can this product be enjoyed?
 - (A) Many years
 - (B) One year
 - (C) Until next month
 - (D) Today

 3. How many different sizes does the product come in?
 - (A) A variety
 - (B) Two
 - (C) Four
 - (D) One for each customer
-
4. Why were commuters delayed this morning?
 - (A) Police investigations
 - (B) Blocked traffic
 - (C) Late workers
 - (D) A fire

 5. What caused the problem?
 - (A) An overturned truck
 - (B) Police
 - (C) Animals
 - (D) Residents of Riverdale

 6. What was one cause of the accident?
 - (A) Ice
 - (B) Fog
 - (C) Poor driving skills
 - (D) Speeding

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

1. He usually ----- the bus to work, but this morning he took the train instead.
(A) takes
(B) took
(C) has taken
(D) had taken
2. We will leave the moment he -----.
(A) arrive
(B) arrives
(C) will arrive
(D) has arrived
3. I wish my mother ----- with me now.
(A) is
(B) be
(C) had been
(D) were
4. He asked me, "When ----- the project?"
(A) you finished
(B) have you finished
(C) did you finish
(D) has you finished
5. I ----- a lot of him lately. I know he is still as athletic as he used to be.
(A) see
(B) will see
(C) have seen
(D) had seen
6. My contact at the conference wasn't exactly a stranger; I ----- her two or three times before.
(A) meet
(B) will meet
(C) have met
(D) had met
7. You ----- worried. Is something wrong?
(A) seem
(B) seems
(C) are seeming
(D) are seemed
8. I ----- out of the window when I saw him step out of the house.
(A) look
(B) looked
(C) was looking
(D) had looked

9. When I asked him how long he had been waiting, he said, "I've been waiting ----- four o'clock."
(A) from
(B) for
(C) since
(D) during
10. I thought I had sent the letter two weeks -----.
(A) ago
(B) before
(C) since
(D) from
11. His ----- of the market was not as detailed as I expected.
(A) analyze
(B) analysis
(C) analytic
(D) analyst
12. Would you like to ----- off your coat?
(A) put
(B) see
(C) take
(D) pull
13. As soon as he ----- ready, they will leave.
(A) get
(B) to get
(C) will get
(D) gets
14. If he ----- on time, everything will be OK.
(A) will come
(B) shall come
(C) come
(D) comes
15. I did nothing, but had to describe ----- detail what I had seen.
(A) at
(B) with
(C) in
(D) to

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following memo.

Memo

To: All checkout operators
From: Systems Operations
Re: New cash desks

We are pleased to inform you that the new cash desks and cash handling system will be introduced on May 5th. We ----- waiting for delivery of the new cash desks since March. The

1. (A) had
(B) were
(C) have been
(D) would have been

delivery ----- because of shipping problems, but now everything is ready to go. We will hold

2. (A) delayed
(B) was delayed
(C) were delayed
(D) is delaying

a training workshop for all checkout staff on April 30th. Staff will be paid for the workshop and attendance is mandatory. The new system should cut down checkout processing time. According to trials, it ----- handling cash much easier and more secure.

3. (A) makes
(B) will have made
(C) making
(D) make

We are looking forward to this exciting new change.

Questions 4 through 6 are based on the following information.

Please note the new staff canteen opening hours.

Due to a lack of demand, the hours ----- . The change will come into effect next week.

4. (A) will have been reduced
(B) have been reduced
(C) had been reduced
(D) reduced

Breakfast time has been shortened. The canteen will now open at 7:30 a.m. and close at 9:30 a.m. The canteen will remain closed from 9:30 a.m. until 11:30 a.m. Lunch ----- served until

5. (A) was
(B) were
(C) will be
(D) has been

2:00 p.m. The canteen will no longer serve hot drinks and snacks in the afternoon. However, there is a new vending machine by the elevator on the 3rd floor and another on the 5th floor. Staff members ----- these at any time.

6. (A) could be using
(B) might have used
(C) may use
(D) are using

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following article.

Washington, D.C.

Investigators have recently found that some insurance companies are using unethical techniques to charge life insurance policy owners more money. The method: blood pressure tests. As part of routine life insurance policy applications, applicants must take a blood pressure test. But some companies administer the test with an armband that is too tight for the client. This tight armband raises the likelihood of a high blood pressure reading, ultimately resulting in a higher monthly premium payment for the client. If you believe that you have had a similar experience, please call your local Better Business Bureau and file a complaint.

1. According to the article, what are blood pressure tests necessary for?
 - (A) Paying higher premiums
 - (B) Client routines
 - (C) Making complaints
 - (D) Life insurance applications
2. According to the article, what should people affected by this experience do?
 - (A) Make a complaint
 - (B) Get a bigger armband
 - (C) Call the police
 - (D) Cancel their policy

Questions 3 through 5 are based on the following advertisement.



Sale

Ever dream of owning your own satellite TV system? Now's your chance! Dudley's Dishes is pleased to offer a free satellite dish, free receiver, and free professional installation for new customers on the satellite network. Just sign up for any program costing \$21.99 or above a month and commit to a one-year contract, and we'll have your system installed in two days. This deal is too good to miss. We offer programming in many different languages, such as English, Spanish, Chinese, and Italian. Call us today for programming packages and details.

3. What kind of equipment does the sale include?
- (A) TVs
 - (B) Computers
 - (C) Satellite dishes
 - (D) Sound systems
4. How long a commitment must a customer make?
- (A) Two years
 - (B) One year
 - (C) Two days
 - (D) Four months
5. Which of the following is NOT free?
- (A) Chinese program package
 - (B) Installation
 - (C) Satellite dish
 - (D) Television receiver

Questions 6 through 10 are based on the following schedule and email.

Important Calendar Dates

August 8

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Office visit, Japan-America Society	4	5 Staff meeting	6
7	8	9	10	11	12	13
14	15	16	17	18	19 Staff meeting	20
21	22 President's birthday office closed	23	24	25 Annual softball tournament	26	27
28	29	30	31 End-of-month sales meeting			

To: whitfield@tinycom.com, Bhejones@gonet.com, hdavis@renet.co
From: jpotter@hnet.com
Subject: August Calendar
Date: July 19

I have been asked to inform you of some changes to the summer events calendar. I would like to ask you to add these changes to the calendar posted in your offices, and to be sure to announce them at your monthly sales meeting at the end of this month. I have attached a copy of the original calendar, but I am afraid you will have to mark the changes for yourselves.

The first change is to the date of visit from the Japan-America Society. This has been postponed for a week and will happen the following Wednesday instead. Next, the annual softball tournament was marked incorrectly as Thursday and Friday, the 25th and 26th. It will be held, as always, on the fourth Friday and Saturday of August. In other words, the 26th and 27th. Finally, the meeting on August 31st is canceled.

Thanks for noting the changes.

Jason Potter

6. How often are the sales meetings scheduled?
- (A) Monthly
 - (B) Bimonthly
 - (C) Biannually
 - (D) Annually
7. What date will the Japan-America Society visit the office?
- (A) August 3rd
 - (B) August 10th
 - (C) August 17th
 - (D) August 24th
8. How long does the sporting event last?
- (A) One day
 - (B) Two days
 - (C) Three days
 - (D) All day
9. What will happen on the fourth Monday in August?
- (A) A softball tournament
 - (B) A staff meeting
 - (C) An office holiday
 - (D) A sales meeting
10. Which event has been canceled?
- (A) A sporting event
 - (B) The president's birthday
 - (C) A sales meeting
 - (D) All the events in August

PART ① Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)
2. (A) (B) (C)
3. (A) (B) (C)
4. (A) (B) (C)
5. (A) (B) (C)

PART ③ Short Conversations

Listen and choose the best answer to each question.

1. Who is the woman calling for?
 - (A) The man
 - (B) The director
 - (C) An extension
 - (D) The project manager

 2. Who does the woman speak to?
 - (A) The operator
 - (B) The project manager
 - (C) Her co-worker
 - (D) The director

 3. What is the woman going to do?
 - (A) Cancel an appointment
 - (B) Call again the same day
 - (C) Call back tomorrow
 - (D) Wait for a phone call
-
4. Why is the woman making this call?
 - (A) To make an appointment
 - (B) To cancel an appointment
 - (C) To make a complaint
 - (D) To ask for a favor

 5. What kind of business is the woman calling?
 - (A) A department store
 - (B) A doctor's office
 - (C) A hair salon
 - (D) An insurance company

 6. Which of the following times is possible for the woman?
 - (A) This morning
 - (B) Tomorrow morning
 - (C) Friday at 4:00 p.m.
 - (D) Tomorrow afternoon at 3:00 p.m.

PART 4 Short Talks

Listen and choose the best answer to each question.

- Where is this message given?
 - At a copy shop
 - On the Internet
 - In a hotel
 - On the third floor
 - What are the hours of operation of this service?
 - Until 2:00
 - All day and all night
 - Several hours a day
 - 9:00 a.m. to 5:00 p.m.
 - Who can help guests who need additional assistance?
 - The clerk
 - The manager
 - The secretary
 - Another guest
-
- Who is the man describing?
 - His wife
 - Lincoln
 - His daughter
 - A new idea
 - What is Rosa's current job?
 - Caregiver
 - Dentist
 - Microbiologist
 - Company manager
 - In which of the following does Rosa NOT have experience?
 - Dentistry
 - Research
 - Microbiology
 - Retail

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

- We are all tired of his ----- speech.
(A) bore
(B) to bore
(C) boring
(D) bored
- The ----- man was identified as her husband.
(A) murder
(B) to murder
(C) murdering
(D) murdered
- He couldn't make himself ----- by his students.
(A) understand
(B) to understand
(C) understanding
(D) understood
- Drivers welcomed the ----- gas prices.
(A) fall
(B) to fall
(C) falling
(D) fell
- People ----- in large cities do not know the pleasure of life in the country.
(A) live
(B) to live
(C) living
(D) lived
- Children ----- up in the country are generally healthy.
(A) bring
(B) to bring
(C) bringing
(D) brought
- to leave early, he sat close to the door.
(A) Want
(B) Wanting
(C) Wanted
(D) To want
- loudly, all the boys got hoarse.
(A) Shout
(B) Shouting
(C) Shouted
(D) To shout

9. They will leave tomorrow morning, weather -----.

- (A) permit
- (B) permitting
- (C) permitted
- (D) to permit

10. Utterly -----, the climbers fell asleep at once.

- (A) exhaust
- (B) exhausting
- (C) exhausted
- (D) to exhaust

11. He is ----- out of employment.

- (A) regrettable
- (B) regrettably
- (C) regretful
- (D) with regret

12. Where can I ----- to Line Three?

- (A) transport
- (B) transfer
- (C) transmit
- (D) transparent

13. Once in a while, I have my shoes -----.

- (A) shine
- (B) shone
- (C) shined
- (D) shinning

14. Some of the criminals were arrested ----- the border.

- (A) cross
- (B) to cross
- (C) crossed
- (D) crossing

15. The CEO was criticized ----- his reckless decision.

- (A) with
- (B) for
- (C) at
- (D) during

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following notice.

Greenwoods Department Store would like ----- its Halloween Coffee Day! We are serving

1. (A) announcing
(B) announcement
(C) to announce
(D) announcer

free coffee and pumpkin snacks on the 10th floor all day on October 31st. All customers are invited to visit the Halloween counter to ----- a coupon for a free cup of coffee and a snack.

2. (A) pick
(B) pick up
(C) drop
(D) drop off

Our complimentary snacks include a wide range of cookies and cakes. The offer is limited to one coupon ----- person, so please don't take more than your share.

3. (A) to
(B) per
(C) on a
(D) by

Let's enjoy the day and make sure there is plenty to go round.

Questions 4 through 6 are based on the following information.

Warning

Have you checked your gas pipes?

When was the last time you had the gas connection and valves in your home checked by a professional? Every year, hundreds of unnecessary fires ----- when faulty valves start to

4. (A) occurrence
(B) occurred
(C) occur
(D) concur

leak. Last year, thirty-two people died from the fumes of escaping gases as they slept. You ----- think your home is safe, but think again. It only takes five minutes to do a check. Those

5. (A) have to
(B) might
(C) wouldn't
(D) should

are five very important minutes. Call the Gas Safety Board today to ----- an appointment.

6. (A) reserve
(B) make
(C) order
(D) call

Your family will thank you.

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following advertisement.

Open House presented by Vaughan Company Realtors

Saturday, 2:00 p.m. – 4:00 p.m.

Welcome to 1906 Saturn Court!

This four-bedroom, two-bathroom home is ready for your family.

Features include a new roof, a new hot water heater, a new air conditioning unit, a landscaped patio, and a newly remodeled dining room.

Local schools are Madson Elementary, Eisenhower Middle School, and Lexington High School.

List price: \$120,000

1. Which of the following is NOT new?
 - (A) Water heater
 - (B) Dining room
 - (C) Patio
 - (D) Air conditioning
2. What is the name of the school for young children?
 - (A) Madson
 - (B) Eisenhower
 - (C) Lexington
 - (D) Saturn Court

Questions 3 through 5 are based on the following letter.

Dear Mr. Daedalus,

Thank you for your interest in Caribbean Cruises. As you probably know, our cruise ships offer the ultimate in comfort and travel experience for every client. Our four-day package includes stops at three different Caribbean islands, full meal and drink service, and an optional dating service for single passengers. Learn more about the history and culture of each island as you explore each one with a knowledgeable tour guide. Once back aboard the ship, you will have the chance to make some of the handicrafts you saw on the island in our special crafts classes.

Please contact one of our friendly sales agents today to book your next cruise with Caribbean Cruises. We are sure we offer the best value for mid-size cruise liners.

Sincerely,

Jenna Robertson
Travel Consultant

3. What kind of information is in this letter?
 - (A) Winter recreation information
 - (B) Historical information
 - (C) Tour information
 - (D) Ship information
4. Who may be interested in the optional dating service?
 - (A) Travel consultants
 - (B) Tour guides
 - (C) Sales agents
 - (D) Single passengers
5. How many islands will the cruise visit?
 - (A) One
 - (B) Three
 - (C) Four
 - (D) Five

Questions 6 through 10 are based on the following emails.

To: Holiday Hotel <Hotel@hhtel.com>
From: Morris Knowles <mknow@bayanet.com>
Subject: Check-out policy
Date: November 4 2006

Dear sir,

I recently made an online reservation, but I have just realized that I do not know your check-out policy. I would like to leave around lunch time. In fact, I plan to have a lunchtime business meeting in the hotel restaurant before leaving. I really don't want to carry my bags with me during the meeting. Is it possible to check out at around 2:00 p.m.?

Sincerely,
Morris Knowles

To: mknowles@bayanet.com
From: Hotel@hhtel.com
Subject: Re: Check-out policy
Date: November 5 2006

Dear Mr. Knowles,

Here is a copy of our check-out policy.

Holiday Hotel Check-out Procedure

Thank you for staying at Holiday Hotel. We hope you have enjoyed your stay. Please note that check-out time is 11:00 a.m. If you have pre-paid for your room, simply leave your key on the dresser and have a nice day. If you have not pre-paid, you may pay the receptionist by check or credit card in the hotel lobby. If you need assistance, you may dial the hotel secretary on extension 611.

I'm afraid you will need to leave your room by our check-out time of 11:00 a.m. However, we would be happy to store your luggage at the front desk while you conduct your meeting.

6. What time does Mr. Knowles hope to check out?

- (A) 11:00 a.m.
- (B) 11:00 p.m.
- (C) 12:00 p.m.
- (D) 2:00 p.m.

7. What will Mr. Knowles do before leaving the hotel?

- (A) Make an online reservation
- (B) Have a business meeting
- (C) Make an important phone call
- (D) Apply for a job

8. Where can clients pay for their stay?

- (A) In the room
- (B) In the lobby
- (C) On the phone
- (D) On the dresser

9. Who can a client call for assistance?

- (A) The bellhop
- (B) The receptionist
- (C) The secretary
- (D) The manager

10. What should Mr. Knowles do with his luggage?

- (A) Leave it in his room
- (B) Leave it at the front desk
- (C) Take it to the restaurant
- (D) Leave it in the lobby

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

PART ③ Short Conversations

Listen and choose the best answer to each question.

1. What are the man and woman discussing?
 - (A) Plans for after a conference
 - (B) Their summer vacation
 - (C) Tours
 - (D) Their boss

 2. What does the man suggest at first?
 - (A) Staying for an extra day
 - (B) Missing the conference
 - (C) Leaving early
 - (D) Taking a week's vacation

 3. What will they do afterwards?
 - (A) Go to a museum
 - (B) Leave New York
 - (C) Go to an art gallery
 - (D) Take a tour
-
4. Why did Mr. Morrison telephone the woman?
 - (A) To interview her
 - (B) To fire her
 - (C) To offer her a job
 - (D) To wish her a nice day

 5. When will the new employee begin to work?
 - (A) Next week
 - (B) Today
 - (C) The first of the month
 - (D) In January

 6. When will the woman finish her present job?
 - (A) Yesterday
 - (B) Today
 - (C) Tomorrow
 - (D) At the end of this week

PART 4 Short Talks

Listen and choose the best answer to each question.

1. What is Mr. West's occupation?
 - (A) Musician
 - (B) Poet
 - (C) Actor
 - (D) Model
 2. How long has Mr. West been in the business?
 - (A) Forty-three years
 - (B) Five years
 - (C) Fourteen years
 - (D) One year
 3. What has Mr. West written for movies?
 - (A) Screen plays
 - (B) Soundtracks
 - (C) Scripts
 - (D) Two songs
-
4. When did the fire start?
 - (A) Three hours ago
 - (B) Yesterday evening
 - (C) Last week
 - (D) This afternoon
 5. What should residents of the area do?
 - (A) Control the fire
 - (B) Turn off their radios
 - (C) Evacuate the area
 - (D) Call the police
 6. What caused the fire?
 - (A) A cigarette
 - (B) A storm
 - (C) An explosion
 - (D) A campfire

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

- The situation is likely to become ----- than we expected it would be.
(A) much bad
(B) much worse
(C) very bad
(D) very worse
- The director is not as particular about the project ----- he used to be.
(A) so
(B) than
(C) as
(D) that
- Of the two games, no one thought the previous one was ----- exciting game.
(A) more
(B) the best
(C) most
(D) the more
- Though he was ----- handsome man she had ever met, Caroline wouldn't go out with him on a date.
(A) the more
(B) more
(C) best
(D) the most
- Of all the presidential aides, they say he has the ----- powerful voice in decision-making.
(A) much more
(B) more than
(C) most
(D) best
- Politicians are said to be the ----- reliable people in the world; nevertheless, there are always some people who seek such a career.
(A) less
(B) least
(C) more
(D) worst
- Mary is the ----- of the four girls who tried out for the baseball team.
(A) tallest
(B) taller
(C) most tall
(D) more taller
- Prior ----- starting the tournament, they shook hands and promised to play fair.
(A) to
(B) than
(C) as
(D) before

9. According to a survey, the size of a man's eyes is generally a bit smaller than -----.
- (A) a woman's
 - (B) those of a woman
 - (C) that of a woman
 - (D) that of a woman's
10. Though he earns ----- much money as I do, he always says he runs short of money.
- (A) as twice
 - (B) twice as
 - (C) so twice
 - (D) twice so
11. If it weighs ----- 15 kilograms, you have to pay extra.
- (A) over
 - (B) more
 - (C) up
 - (D) upward
12. It was so quiet that you could ----- hear a pin drop.
- (A) almost
 - (B) most
 - (C) more
 - (D) utmost
13. He is ----- better than his brother at golf.
- (A) more
 - (B) far
 - (C) very
 - (D) so
14. Charles was ----- than his brother by two years.
- (A) old
 - (B) as old
 - (C) older
 - (D) senior
15. They were ----- to leave when I arrived.
- (A) about
 - (B) on
 - (C) with
 - (D) in

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following letter.

Kelly's Curtains
1-2 High Street
Tel: 0132 774-772

Dear Mr. Singh,

Thank you for your order. Unfortunately, we do not have ----- of the fabric you wanted. You

1. (A) plenty
(B) enough
(C) many
(D) need

chose one of our ----- designs, and the supplier has no plans to make any more because of

2. (A) less popular
(B) popular
(C) most popular
(D) the popular

the lack of demand. You can place a new order for a different fabric if you like. We have many more designs. You will find most of them are ----- than the one you wanted.

3. (A) cheap
(B) the cheap
(C) the cheapest
(D) cheaper

Let me know your decision.

Sincerely,
Kelly Best

Questions 4 through 6 are based on the following advertisement.

Want to get in shape? Need to lose weight? Just want to be -----? More and more people

- 4. (A) most fit
- (B) fittest
- (C) fitter
- (D) the fitter

are concerned with their health and fitness. At the Fit for All Gym, we are offering discounts for new members. We have ----- equipment and the best instructors in town. All our instructors

- 5. (A) the new
- (B) the newest
- (C) the most new
- (D) the newer

are fully qualified. They will be happy to help. In fact, Fit for All Gym instructors were rated ----- gym workers in a recent magazine survey.

- 6. (A) the best friendly
- (B) the friendlier
- (C) the friendliest
- (D) the friendly

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following schedule.

Fall Registration Schedule

Registration catalogs will be available on July 5th. You can find your registration date by looking for the first letter of your last name and department below. Registration begins on July 7th at 8:00 a.m.

Department: Medical/Law

Last name	Date
-----------	------

Graduate (All)	July 7
----------------	--------

Undergraduate	
---------------	--

A - E	July 8
-------	--------

F - I	July 9
-------	--------

J - N	July 10
-------	---------

O - S	July 11
-------	---------

T - Z	July 12
-------	---------

1. According to the calendar, what is the first day for registration?
(A) July 5
(B) July 7
(C) July 12
(D) June 7
2. If an undergraduate has a last name beginning with the letter "P," what day can he or she register?
(A) July 7
(B) July 8
(C) July 11
(D) July 12

Questions 3 through 5 are based on the following article.

Jason Avery has been a professional comedian for over fifteen years. As he says, "It's not easy to make people laugh every night. As a comedian, you have to keep inventing new jokes all the time to keep the public happy." Obviously, Mr. Avery has been very successful doing this. He has appeared on many popular television shows and has been a guest of the President at special ceremonies. Avery's most recent works, in addition to television shows, have been several popular movies and cable broadcast comedy programs. He also frequently donates his time to charity events to help raise money for children in need. The most rewarding part of his job, Avery says, is to see people smile. As Avery says, "It's a hard job, but someone has to do it!"

3. What is Avery's occupation?
 - (A) Actor
 - (B) Broadcaster
 - (C) Comedian
 - (D) Donor
4. Who benefits from Avery's charity performances?
 - (A) Politicians
 - (B) Senior citizens
 - (C) Acting students
 - (D) Children
5. What does Avery like best about his job?
 - (A) Helping others
 - (B) Seeing people smile
 - (C) Being famous
 - (D) Meeting the President

Questions 6 through 10 are based on the following advertisement and email.

Guitar Lessons

Sandra Cooper, the legendary guitarist from the Four Corners area, is now offering guitar lessons for students at all levels. Sandra's expertise is in Spanish and folk guitar styles. She is also well educated in classical guitar but is able to help students with almost any genre. Sandra is a professional musician and has over ten years' teaching experience. Prices start at \$40 an hour, and the lessons are offered in her Santa Fe studio. Call 980-4323 for more information or email sandyguitar@happ.net.

To: sandyguitar@happ.net
From: Louiselovesmusic@netmail.com
Subject: Guitar lessons

Dear Sandra,

I am interested in learning to play the guitar. I already own a guitar and took lessons for six months, about three years ago. Unfortunately, I had an accident and broke my arm. I could not use it for a very long time, but now I am better and want to start the guitar again. I would like to study with you twice a week. I am free every morning except Thursday, and on Monday, Wednesday, and Friday afternoons. I work in the evenings.

I look forward to hearing from you.

Louise Merrifield

6. Which of the following relates to Sandra's best ability?
- (A) Rock and roll
 - (B) Spanish music
 - (C) Classical music
 - (D) All genres
7. Where can a student receive lessons?
- (A) At school
 - (B) In Sandra's studio
 - (C) At home
 - (D) Anywhere
8. How long has Sandra been teaching guitar?
- (A) More than a decade
 - (B) Four years
 - (C) Ten months
 - (D) Forty years
9. Why did Louise stop taking lessons?
- (A) She broke her guitar.
 - (B) Her teacher had an accident.
 - (C) She broke her arm.
 - (D) She got bored.
10. Which of the following times could Louise attend a guitar lesson?
- (A) 10:00 a.m. Thursday
 - (B) 3:00 p.m. Monday
 - (C) 7:00 p.m. Thursday
 - (D) 2:00 p.m. Tuesday

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.



(A) (B) (C) (D)

2. (A) (B) (C) (D)



3. 

(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

PART ③ Short Conversations

Listen and choose the best answer to each question.

1. Why is Mr. Sato worried?
 - (A) He lost his credit card.
 - (B) He is going to Chicago.
 - (C) His check is missing.
 - (D) His desk drawer won't open.

 2. Which of the following is NOT true?
 - (A) Mr. Sato will stay in Chicago overnight.
 - (B) Mr. Sato will use his credit card in Chicago.
 - (C) The woman is going to Chicago.
 - (D) The woman is probably Mr. Sato's secretary.

 3. What does the woman suggest?
 - (A) Making a reservation
 - (B) Looking in his wallet
 - (C) Calling the credit card company
 - (D) Looking in his drawer
-
4. Where is this conversation taking place?
 - (A) In a store in the country
 - (B) In a store in a big city
 - (C) In a store in a small town
 - (D) In a train station

 5. What are they talking about?
 - (A) High prices
 - (B) The boy
 - (C) Good deals
 - (D) Selling shirts

 6. What does the woman think about city life?
 - (A) It would be great to live in the city.
 - (B) It would be too costly.
 - (C) There are some great shirts.
 - (D) It is too noisy.

PART 4 Short Talks

Listen and choose the best answer to each question.

1. What is the T-156?
 - (A) A cell phone
 - (B) An organizer
 - (C) A calendar
 - (D) An address book
 2. How much does this product cost?
 - (A) 156 dollars
 - (B) About 200 dollars
 - (C) Under 100 dollars
 - (D) More than 200 dollars
 3. What does NOT come with the T-156?
 - (A) A phone
 - (B) A calendar
 - (C) A camcorder
 - (D) An organizer
-
4. What sport is quickly growing?
 - (A) Bicycling
 - (B) Skateboarding
 - (C) Extinction
 - (D) Handball
 5. What are opening across America?
 - (A) New parks
 - (B) Popular clubs
 - (C) Sports bars
 - (D) Skateboard stores
 6. In which industry is skateboarding important?
 - (A) Leisure
 - (B) Music
 - (C) Entertainment
 - (D) Fashion

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

- what else to do, he stayed calm and did nothing as asked.
(A) Not knowing
(B) No knowing
(C) Not known
(D) Not knew
- Most people say there is ----- such thing as ghosts, but some still believe in them.
(A) no
(B) not
(C) ever
(D) none
- John continued to tell lies, though his father had told him ----- do so.
(A) to not
(B) to never
(C) not to
(D) no to
- He was strongly criticized for ----- shown up at the conference on time.
(A) having no
(B) having not
(C) no having
(D) not having
- Nobody was allowed to see him at ----- time during the meeting.
(A) the
(B) some
(C) any
(D) a
- As was expected, we got there without ----- difficulty.
(A) so
(B) many
(C) any
(D) some
- Would you like ----- more coffee? Feel free to ask us for anything you want.
(A) lots
(B) some
(C) little
(D) much
- I ----- hardly complete the task in a month; it takes at least four months for that kind of work.
(A) can
(B) could
(C) can't
(D) couldn't

9. Since they did not find ----- further evidence, the case is now considered closed.
(A) any
(B) some of
(C) no
(D) many
10. Not only ----- his vision, but he was left scarred by the accident as well.
(A) did he lose
(B) he lost
(C) lost he
(D) he did lose
11. They do not ----- bars any longer.
(A) frequent
(B) go
(C) drop
(D) call on
12. He was ----- and so had difficulty getting a job at the art store.
(A) color-blind
(B) color-blinded
(C) color-blindness
(D) color-blinding
13. There is no ----- for tomorrow. Why don't we go to the movies?
(A) assign
(B) assigned
(C) assignment
(D) assigning
14. Never ----- dreamed of such a wonderful day as this!
(A) I did
(B) I have
(C) have I
(D) did I
15. Whether or not we play is dependent mostly ----- the weather.
(A) to
(B) on
(C) by
(D) in

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following memo.

Memo

To: All employees

From: Personnel

Re: Uniform

Date: March 27th

Please note that serving uniforms must be worn at all times. You ----- serve customers in

1. (A) might
(B) will
(C) may not
(D) have to

ordinary clothes under any circumstances. We are a professional restaurant, and it is most important that all our staff are ----- alike. Also, we will not tolerate dirty uniforms. Everyone is

2. (A) wearing
(B) dressed
(C) clothing
(D) look

issued two complete sets of uniforms. If you do not have these, please ask the supplies center for additional items. If you are not wearing a complete, clean uniform, you ----- be allowed to

3. (A) will
(B) don't
(C) won't
(D) didn't

work. Thank you for your time.

Questions 4 through 6 are based on the following information.

We are sorry to inform you that the 9:02 a.m. bus from Bedford Mall to Glen Street will ----- run. As there are usually very few people on this bus, we have decided to cancel it until

4. (A) continue
(B) sooner
(C) no longer
(D) not longer

further notice. Please understand that we are not doing this to inconvenience you. In fact, this is a step to save you money. The cost of running unpopular routes adds to overall ticket prices. We would love to be able to offer you all the routes, all the time, but sadly we are just ----- to. Hopefully, we will be starting a new route that passes through both Bedford Mall and

5. (A) don't
(B) didn't
(C) not able
(D) couldn't be able

Glen Street, though as yet that remains undecided. If anyone has ----- questions about this

6. (A) lots
(B) a
(C) any
(D) few

matter, please contact the Valley Buses area manager.

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following notice.

To: All library employees

From: Management

Subject: Elevators

Please note that elevators one and two will be out of service today due to monthly maintenance. Stairs on the east end of the building can be used for access to floors one–three. Elevators three and four, with access to the basement and parking garage, will still be in service. All elevators will be in regular working order tomorrow.

1. Which elevators are NOT working?
 - (A) One and three
 - (B) One and two
 - (C) Three and four
 - (D) Two and three
2. What areas of the building do elevators three and four service?
 - (A) Floors 1-3
 - (B) The east end of the building
 - (C) The cafeteria and break room
 - (D) The garage and basement

Questions 3 through 5 are based on the following form.

Office supply inventory form

On the last day of each month, all employees are responsible for taking an inventory of the remaining supplies in their area. These inventories will be used to make purchases of supplies for the coming month. On the list below, please indicate how many of each you have remaining in your area:

Boxes of paper clips _____	Rubber bands _____
Pencils _____	Boxes of staples _____
White out _____	Reams of copy paper _____
Toner cartridges _____	Pens (black) _____
Pens (red) _____	Pens (blue) _____
Notepads _____	

- When must employees record their inventory?
 - Daily
 - Weekly
 - Twice a month
 - Monthly
- Which of the following is NOT on the inventory form?
 - CDs
 - Paper
 - Pencils
 - Toner
- Which of the following has several entries on the list?
 - Copy paper
 - Notepads
 - Pens
 - Rubber bands

Questions 6 through 10 are based on the following emails.

To: registration@fcc.ac.us

From: Sallyday@tinynet.com

Subject: Free courses

Date: August 3 2006

Dear sir,

I work in the Foothills Community College canteen, and I recently heard about free courses offered by the college. Is it true that all full-time staff can apply for these courses? I have been working here since the middle of June, and I am very interested in studying. Please send me further information about these courses and the application process.

Thank you for your assistance.

Sally Day

To: Sallyday@tinynet.com

From: registration@fcc.ac.us

Subject: Re: Free courses

Date: August 4 2006

Dear Sally,

Here is our free course online information brochure:

Foothills Community College is now pleased to offer free college courses to all of its full-time staff and faculty. Funding for these courses has been provided by the State of Oregon and is available to all full-time staff and faculty who have been working at the college for at least three months. To register for classes:

1. Obtain a class request from the department secretary.
2. Make sure your classes do not interfere with your normal work schedule.
3. Present your selections to your supervisor and obtain his or her signature.
4. Register for your classes online through the college website.
5. When you are asked for payment method, enter your departmental code. Your confirmation for registration will be sent to your email account within one working day.

6. Why did Sally send an email to the community college?
- (A) She wants a job in the canteen.
 - (B) She wants to find out about degree programs.
 - (C) She wants to find out about free programs.
 - (D) She wants to complain about fees.
7. Which of the following is NOT true?
- (A) Sally is eligible for the courses.
 - (B) Sally is a community college employee.
 - (C) Only full-time staff and faculty can take free courses.
 - (D) Confirmations are sent by email.
8. How can a person register for classes?
- (A) On the telephone
 - (B) In the department
 - (C) By mail
 - (D) Online
9. According to the second step, what must applicants do?
- (A) Talk to the supervisor
 - (B) Pay for the classes
 - (C) Check their work schedule
 - (D) Confirm their registration
10. What must applicants receive from their supervisors?
- (A) A signature
 - (B) Permission
 - (C) Payment information
 - (D) A class schedule

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)
2. (A) (B) (C)
3. (A) (B) (C)
4. (A) (B) (C)
5. (A) (B) (C)

PART 3 Short Conversations

Listen and choose the best answer to each question.

1. What does the woman want to do?
 - (A) Go to the warehouse
 - (B) Look for a chair
 - (C) Leave the store
 - (D) Buy a number of chairs
 2. How many chairs are available in total?
 - (A) One
 - (B) Two
 - (C) Three
 - (D) Four
 3. What will the woman do next?
 - (A) Give the man her address
 - (B) Leave the store
 - (C) Cancel her order
 - (D) Look for another item
-
4. How is the weather today?
 - (A) Beautiful
 - (B) Delightful
 - (C) Terrible
 - (D) Chilly
 5. What does the woman want to do this afternoon?
 - (A) Finish a report
 - (B) Go hiking
 - (C) Go shopping
 - (D) Check the weather report
 6. What does the man suggest?
 - (A) Going to the mall
 - (B) Taking a walk
 - (C) Watching a movie
 - (D) Staying home

PART 4 Short Talks

Listen and choose the best answer to each question.

1. What is Grandma's?
 - (A) An old woman
 - (B) A band
 - (C) A restaurant
 - (D) A music supply store
 2. When is Grandma's open?
 - (A) Monday–Saturday
 - (B) Monday–Friday
 - (C) Every day
 - (D) Only weekends
 3. What does Grandma's sell?
 - (A) Guitars
 - (B) Band instruments
 - (C) Pianos
 - (D) All of the above
-
4. What is Mr. Jenson's new position?
 - (A) Supervisor
 - (B) Director
 - (C) Sales manager
 - (D) Office assistant
 5. What is NOT a quality of Mr. Jenson's?
 - (A) Attention to detail
 - (B) Easygoing nature
 - (C) Innovative ideas
 - (D) Approachable manner
 6. Which of the following positions has Mr. Jenson NOT held?
 - (A) Director of human resources
 - (B) Supervisor of communications
 - (C) Sales manager
 - (D) CEO

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

1. He seems to have cut ----- shaving this morning.
(A) him
(B) himself
(C) his
(D) he
2. When I saw her last night, she was talking to ----- loudly.
(A) themselves
(B) hers
(C) herself
(D) she
3. As far as I know, he doesn't have ----- friends.
(A) much
(B) many
(C) quite a little
(D) another
4. ----- parties were satisfied with the contract terms.
(A) Either
(B) One
(C) Both
(D) Any
5. Some metals are magnetic and ----- aren't.
(A) other
(B) another
(C) others
(D) others metals
6. Sorry to say, ----- book contains anything that you've been looking for.
(A) much
(B) many
(C) either
(D) neither
7. A large ----- of sewage was dumped into the river.
(A) lot
(B) number
(C) amount
(D) plenty
8. Let's wait for ----- ten minutes.
(A) more
(B) another
(C) an amount of
(D) every

9. Of all the cars displayed here, this one uses the ----- gas.

- (A) few
- (B) fewer
- (C) less
- (D) least

10. There were too ----- problems for us to solve in a day.

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

11. We stayed ----- all night.

- (A) wake
- (B) waken
- (C) to wake
- (D) awake

12. Let's be ----- and accept his offer.

- (A) really
- (B) realism
- (C) realistic
- (D) realized

13. Despite its importance, only ----- people attended the general meeting.

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

14. ----- three weeks, we go to the movies.

- (A) Each
- (B) All
- (C) Every
- (D) Any

15. He was found guilty ----- possessing illegal drugs.

- (A) with
- (B) in
- (C) from
- (D) of

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following fax.

To: Max Debeni Fax #: 878-9933
From: Mike Souza Fax #: 990-2005

Max,

The books that you ordered are ready for collection. ----- have been checked over, and there

1. (A) It
(B) Their
(C) They
(D) Them

are no printing errors this time. Molly sends you her apologies about the first print run. She should have checked the original, but ----- did not. The files were sent to the printer, and he

2. (A) it
(B) she
(C) her
(D) hers

did not know that there was a mistake on the front cover. We are very embarrassed about ----- error and hope you will continue to work with us in the future.

3. (A) ours
(B) our
(C) we're
(D) us

Regards,
Mike

Questions 4 through 6 are based on the following information.

Product Proposals

We are once again looking for a new and exciting toy to produce for the holiday market. This year, at last, we are holding a company contest to try to find the best idea. If you have a great idea, and you think ----- will be the toy that all the kids want this year,

4. (A) theirs
(B) you
(C) they
(D) yours

submit your idea. Prizes will be awarded to two employees ----- ideas are chosen. The winners

5. (A) that
(B) whose
(C) its
(D) what

will also have the chance to supervise production of ----- toys.

6. (A) its
(B) they're
(C) their
(D) them

So get thinking and give us your ideas!

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following article.

Easterly News Wire Service

Minneapolis, Minnesota

Lake Street Middle School will begin its fall fundraiser today. Boys and girls from Lake Street Middle School will be selling candy and raffle tickets for their annual trip to Washington, D.C. Candy is \$1 and raffle tickets are \$2. There will be four winning raffle ticket numbers. Each winning number will be awarded a gift certificate to Maplewood Mall for \$25. Please try to support our middle school boys and girls so they can make a visit to our nation's capital and learn about the country's history first-hand.

1. How many winning tickets will be drawn?
 - (A) One
 - (B) Two
 - (C) Four
 - (D) Twenty-five
2. Where will the children visit?
 - (A) A historic place
 - (B) The middle school
 - (C) An amusement park
 - (D) A local shopping mall

Questions 3 through 5 are based on the following letter.

Limited Car Manufacturing Company

1 Highway Circle
Harristown, Indiana

To: Stephen Jenson, Comfort Ride Seating Company

Dear Mr. Jenson:

It has come to our attention that your production of car seats for our latest car has decreased. As we previously discussed in our agreement, your company needs to produce 1,000 seats per month in order for us to stay on schedule. Eric White, the production director, was also informed of this demand.

Currently, only 800 seats per month are being manufactured. This decrease in production is causing some serious problems for our company. We must talk about this issue immediately. If your company cannot meet the production quantity specified, we will be forced to look for another company. Please contact us as soon as possible.

Sincerely,
Janet Henderson
Production Manager

3. Which of the following best describes the nature of this letter?
 - (A) Congratulatory
 - (B) Pessimistic
 - (C) Jovial
 - (D) Complaining
4. Who wrote this letter?
 - (A) Eric White
 - (B) Janet Henderson
 - (C) Mr. Jenson
 - (D) The production director
5. By how much has the production been reduced?
 - (A) 200 seats
 - (B) 800 seats
 - (C) 1,000 seats
 - (D) 1,800 seats

Questions 6 through 10 are based on the following sign and email.

Valley Arts and Crafts Show

Friday, March 15–Saturday, March 16

Hours: 9:00 a.m.–4:00 p.m.

Location: State Fair Grounds, Miguel Garcia Room

Price: Free

Come see local artists present their latest paintings, drawings, and handicrafts. Many items will be on sale at reasonable prices. You will also have the opportunity to meet the artists and talk about their latest creations.

Featured artist Janela Hampton will also be signing copies of her latest book of drawings and paintings for all interested customers. Ms. Hampton's newest work was inspired by her travels in Central and South America. We are still accepting applications. If you are a local artist who would like to have a display at the show, email valleyarts@happymail.com by March 1st, stating what kind of work you do.

Hope to see you there!

To: valleyarts@happymail.com

From: awally@netco.com

Subject: Arts show

Date: February 28 2006

Hi,

I am a local artist who produces hand-painted clay pottery. I would love to have a stand at the Valley Arts and Crafts Show. I wanted to get a stand last year, but I applied outside the application period. I really hope that I am in time this year. How much is the cost for artists who have a stand? There is no price on the posters, so I was wondering if it was free. I hope so, but even if there is a charge, I still want to display. Please let me know.

Many thanks.

Amanda Wallace

6. What time will the show begin?
- (A) March 15
 - (B) Friday
 - (C) 4:00 p.m.
 - (D) 9:00 a.m.
7. Who will be signing a new book?
- (A) Many artists
 - (B) Janela Hampton
 - (C) Amanda Wallace
 - (D) Local artists
8. Which area influenced Janela Hampton's work?
- (A) North America
 - (B) Middle America
 - (C) Central America
 - (D) Central United States
9. Which of the following does Amanda Wallace probably NOT produce?
- (A) Watercolor paintings
 - (B) Bowls
 - (C) Plates
 - (D) Dishes
10. Why does Amanda Wallace think stands at the show are free?
- (A) They are not very popular.
 - (B) They were free last year.
 - (C) There is no price in the advertisement.
 - (D) She is an artist.

PART ① Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

PART ③ Short Conversations

Listen and choose the best answer to each question.

1. Where is this conversation taking place?
 - (A) On the bus
 - (B) At the airport
 - (C) In the office
 - (D) At the library

 2. Why is the man visiting Vancouver?
 - (A) For a wedding
 - (B) For business
 - (C) For pleasure
 - (D) For business and pleasure

 3. How long will the man stay in Vancouver?
 - (A) One week
 - (B) Three days
 - (C) Six days
 - (D) One month
-
4. What was the man missing?
 - (A) A stapler
 - (B) Natalya
 - (C) A desk
 - (D) Books

 5. Who borrowed the missing item?
 - (A) The woman
 - (B) The woman and Natalya
 - (C) Natalya
 - (D) The man

 6. What can be said about Natalya?
 - (A) She is dishonest.
 - (B) She usually returns things.
 - (C) She is a lazy worker.
 - (D) She never returns things.

PART 4 Short Talks

Listen and choose the best answer to each question.

1. What is Ms. Adams's occupation?
 - (A) Dentist
 - (B) Professor
 - (C) Reporter
 - (D) Tourist

 2. Where is Ms. Adams from?
 - (A) Cuba
 - (B) England
 - (C) North America
 - (D) Mexico

 3. How long has Ms. Adams been working for *The Daily Star*?
 - (A) Six years
 - (B) One month
 - (C) Six weeks
 - (D) Six months
-
4. How many shows are there tonight?
 - (A) Five
 - (B) Two
 - (C) Nine
 - (D) Three

 5. How long does the show last?
 - (A) Fifteen minutes
 - (B) Two hours
 - (C) Until nine o'clock
 - (D) Two hours forty-five minutes

 6. When can snacks and drinks be purchased?
 - (A) Before the show
 - (B) Only after the show
 - (C) Only halfway through the show
 - (D) Before and halfway through the show

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

- At the exposition, there was a large collection of various ----- that drew the public's interest.
(A) machineries
(B) machine
(C) mechanical
(D) machines
- There was so ----- on the highway that we couldn't even go half the speed limit.
(A) much traffics
(B) much traffic
(C) many traffic
(D) many traffics
- The couple bought ----- before they got married.
(A) a lot of furnitures
(B) a lot of furniture
(C) many furniture
(D) many furnitures
- I have just finished ----- assignment.
(A) a thirty pages
(B) thirty-page
(C) thirty pages
(D) a thirty-page
- NBC news program is going to be changed following the advice of the reviewers.
(A) An
(B) Other
(C) A
(D) Any
- They are developing ----- one-hour program that may interest older viewers.
(A) some
(B) an
(C) a
(D) any
- Could I borrow ----- pen so that I can finish the test?
(A) the
(B) a
(C) some
(D) an
- Martha is wearing ----- beautiful black dress her uncle bought her.
(A) any
(B) an
(C) some
(D) the

9. Some people don't mind paying ----- price to get quality products.

- (A) the double
- (B) double the
- (C) as double as
- (D) as the double

10. My uncle works as a cook ----- prison, but my aunt wants him to work as a chef in a hotel.

- (A) in
- (B) in a
- (C) in the
- (D) in some

11. I would ----- coffee to tea.

- (A) choose
- (B) like
- (C) prefer
- (D) care

12. His wife is said to ----- a supermarket.

- (A) bring
- (B) run
- (C) shop
- (D) do

13. What is your -----, water or juice?

- (A) prefer
- (B) preferable
- (C) preference
- (D) preferential

14. As soon as ----- is over, he hurries home to take care of his sister.

- (A) a school
- (B) the school
- (C) that school
- (D) school

15. The stormy weather kept them ----- going up the mountain.

- (A) of
- (B) from
- (C) with
- (D) for

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following memo.

Memo

To: All Teaching Assistants
From: Liam Comiskey, Director
Re: Computer Lab Theft

Dear teaching assistants,

As many of you probably know, last Thursday evening ----- our computer labs was broken

1. (A) one of
(B) the
(C) an
(D) one of the

into and two of the eight computers were stolen. It appears that ----- thieves had no difficulty

2. (A) one of
(B) the
(C) an
(D) many of

in robbing our lab since the door was left unlocked. Under our tight budget, it is going to be difficult for us to replace these computers anytime soon. In the future, please lock ----- lab

3. (A) them
(B) a
(C) that
(D) all

doors behind you to avoid this type of theft. Your cooperation is greatly appreciated.

Questions 4 through 6 are based on the following notice.

Do Not Enter!

This house has been closed by the City Housing Department because of unsafe ----- conditions,

4. (A) life
(B) live
(C) living
(D) leave

code 629. All major plumbing and electrical wiring must be repaired before it is considered safe to be inhabited. Once repaired, ----- house will be listed for sale by city officials. Repairs

5. (A) a
(B) some
(C) the
(D) those

are expected to be completed by the end of September. Interested ----- may contact city

6. (A) to buy
(B) in buying
(C) bought
(D) buyers

housing officials directly. For further information, call the city housing department at 223-9945.

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following notice.

Four Hills Country Club Golf Reservation Sheet

You may sign up below for a tee time up to one week in advance. Make sure to include your partner's name(s) and the time you would like to play. Also indicate if you would like to play nine or eighteen holes. The fee is \$35 or \$55, respectively, payable the day of the game.

Remember, if you need to cancel your reservation, you must do so at least 24 hours in advance. Failure to do so will result in a \$15 cancelation fee.

1. How much does it cost to play nine holes of golf?
 - (A) \$55
 - (B) \$18
 - (C) \$35
 - (D) \$15
2. Which of the following is NOT necessary to sign up?
 - (A) Players' names
 - (B) Payment
 - (C) Tee time
 - (D) Number of holes

Questions 3 through 5 are based on the following article.

Lynn Hurley is in the news again, but this time not for her acting. The 32-year-old movie star was caught shoplifting from a fancy downtown department store.

Security guards stopped Ms. Hurley at the doors of a well-known department store with over \$1,200 of jewelry in her purse. Officials are investigating the case and trying to decide if Ms. Hurley was only stealing for fun or if she really needed the jewelry for her next movie. Bail was set at \$2,500 for the release of Ms. Hurley, but so far her family has refused to pay. If convicted of the crime, the actress could be subject to a fine of \$10,000 or one month in jail.

3. What is Ms. Hurley's profession?
 - (A) Reporter
 - (B) Police officer
 - (C) Homemaker
 - (D) Actress
4. How much is bail for the release of Ms. Hurley?
 - (A) \$10,000
 - (B) \$2,500
 - (C) \$1,200
 - (D) \$100,000
5. Which did Ms. Hurley probably steal?
 - (A) A necklace
 - (B) A purse
 - (C) A scarf
 - (D) Money

Questions 6 through 10 are based on the following poster and email.

Welcome to the XXII Symposium on Romance Languages

University of Grenada, Spain

We are pleased to offer an exciting program of lectures and activities at this year's Symposium. As you can see below, we have guest professors from all over the world this year. Some of the featured countries are Korea, Australia, Italy, France, and the United States. We still need volunteer presenters for the afternoon workshops. Please contact Professor Jane Wells at jwells@romance.gren.ac.esp if you are interested. The deadline is January 4th.

Event	Time
• Welcome Message/Breakfast	8:00 a.m.
• Intonation in Spanish	10:00 a.m.
• Differences in Prosody in Italian and French	11:00 a.m.
• Lunch break	12:00 p.m.
• The Grammar of Portuguese	2:00 p.m.
• Using Computers to Analyze Linguistic Data	3:00 p.m.
• Workshop	4:00 p.m.
• Dinner/Closing Remarks	5:00 p.m.

To: jwells@romance.gren.ac.esp
From: Mary Adams <madams@yahaa.com>
Subject: XXII Symposium
Date: December 15 2006

Dear Professor Wells,

I am not sure if you will remember me, but we met at the twenty-first symposium last year. We spoke at length about second language acquisition in elementary school-aged children. I recently saw the advertisement for the next symposium, and I would like to offer my assistance. I do not actually want to be a presenter, but I would be happy to introduce speakers, help arrange the program, and do other behind-the-scenes tasks.

Please let me know if I can help in any way.

Sincerely,
Mary Adams

6. How many years has this symposium been held?
- (A) Eighteen
 - (B) Twenty
 - (C) Twenty-one
 - (D) Twenty-five
7. When is the presentation on Portuguese?
- (A) In the morning
 - (B) Before lunch
 - (C) After lunch
 - (D) During dinner
8. Where will the conference take place?
- (A) Korea
 - (B) Spain
 - (C) United States
 - (D) Venezuela
9. Which of the following is NOT true?
- (A) Mary Adams and Professor Wells have met before.
 - (B) Mary Adams and Professor Wells are good friends.
 - (C) Mary Adams and Professor Wells work in the field of education.
 - (D) Mary Adams and Professor Wells are interested in language studies.
10. Why did Mary Adams contact Professor Wells?
- (A) To volunteer to make a presentation
 - (B) To invite Professor Wells to an elementary school reunion
 - (C) To offer to help at the conference
 - (D) To discuss second language acquisition

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



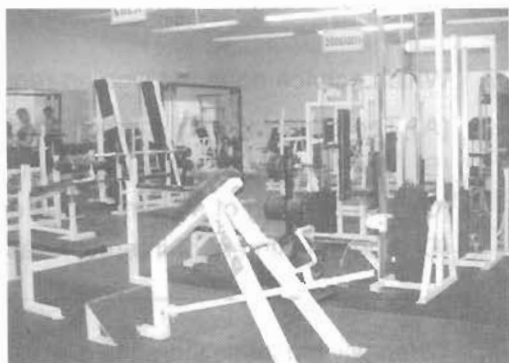
(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5. (A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)
2. (A) (B) (C)
3. (A) (B) (C)
4. (A) (B) (C)
5. (A) (B) (C)

PART 3 Short Conversations

Listen and choose the best answer to each question.

1. Where is this conversation taking place?
 - (A) In a bank
 - (B) Over the telephone
 - (C) On a bus
 - (D) In a hotel lobby

2. What is the inquiry about?
 - (A) A check
 - (B) A loan
 - (C) A credit card
 - (D) A new book

3. Which service does the woman request?
 - (A) The cancelation of a credit card
 - (B) The opening of a bank account
 - (C) The sending of statements by email
 - (D) The adjustment of interest rates

4. When will business increase?
 - (A) In fall
 - (B) This season
 - (C) In summer
 - (D) In winter

5. In which season is this conversation taking place?
 - (A) Spring
 - (B) Summer
 - (C) Fall
 - (D) Winter

6. What kind of products does John sell?
 - (A) Knitted goods
 - (B) Pottery
 - (C) Silverware
 - (D) Flowers

PART 4 Short Talks

Listen and choose the best answer to each question.

1. What kind of business is Ralph's?
 - (A) A shoe store
 - (B) A grocery store
 - (C) Shipping and receiving
 - (D) A restaurant
 2. What is the main focus of this announcement?
 - (A) Meats
 - (B) Fruits and vegetables
 - (C) Larry
 - (D) Recipes
 3. Whom can a customer ask for recipes?
 - (A) Ralph
 - (B) The deli manager
 - (C) Larry
 - (D) The cashier
-
4. What is the fastest way to get to this person's house?
 - (A) City streets
 - (B) The main boulevard
 - (C) By taxi
 - (D) The freeway
 5. What is the best road to take?
 - (A) University Avenue
 - (B) Menaul Boulevard
 - (C) Freeway Road
 - (D) Central Boulevard
 6. How much time can be saved by taking this recommended route?
 - (A) Ten minutes
 - (B) Twenty minutes
 - (C) Half an hour
 - (D) One hour

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

- While abroad, he used to travel with an interpreter ----- was well known for his excellent language skills.
(A) whose
(B) whom
(C) which
(D) who
- you have to do is sit by the baby and read to her.
(A) What
(B) Which
(C) Who
(D) That
- Dawn, ----- is a well-known pop musician, has been married three times.
(A) that
(B) who
(C) which
(D) whom
- These days, I guess nobody would be acquainted with a person ----- identity is not what it seems.
(A) who
(B) who's
(C) that
(D) whose
- One of the European countries ----- military power has greatly declined is now trying to regain its old glory.
(A) which
(B) whose
(C) what
(D) that's
- He didn't give any reason ----- he was absent from the conference.
(A) where
(B) that
(C) which
(D) why
- Let's go to Smith's, ----- we can have a drink before the soccer game starts.
(A) where
(B) when
(C) which
(D) whether
- He is trying to buy the same ring ----- he lost two months ago.
(A) that
(B) where
(C) then
(D) whose

9. Please remind me that I should not spend more money ----- we have decided to spend.
- (A) that
 - (B) which
 - (C) than
 - (D) what
10. The dentist had to pull out two of my teeth, ----- was a real pity.
- (A) of which
 - (B) where
 - (C) which
 - (D) that
11. He is ----- to those around him.
- (A) difference
 - (B) indifferent
 - (C) dependent
 - (D) independent
12. Hillary is much too ----- about her clothes.
- (A) particular
 - (B) particle
 - (C) parental
 - (D) parallel
13. ----- I visit this place, I'm reminded of my youth.
- (A) Whatever
 - (B) Whichever
 - (C) Whenever
 - (D) Wherever
14. They arrived sooner ----- expected.
- (A) but
 - (B) than
 - (C) when
 - (D) rather
15. We should cut down ----- our expenditures.
- (A) in
 - (B) at
 - (C) on
 - (D) with

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following notice.

To: All employees
From: James Scott
Re: New program

The Rejuvenation Health Plan is pleased to announce a new telephone assistance program. This is a toll-free line, ----- is available to all of our clients from 8:00 a.m. to 10:00 p.m.

1. (A) what
(B) which
(C) where
(D) who

Monday–Friday and from 8:00 a.m. to 6:00 p.m. on weekends. By calling our number, you can access account information, ask questions about your bills, find clinic locations, or speak to a telephone nurse about health concerns. You can also get ----- about our health plan from the

2. (A) inform
(B) informer
(C) information
(D) infer

welcome packet, ----- you should have recently received in the mail.

3. (A) whose
(B) those
(C) which
(D) whom

We hope this year brings great health for both you and your family.

Questions 4 through 6 are based on the following notice.

A Notice from the Health and Safety Department

Health officials and experts agree that workers ----- do not get the appropriate amount of sleep

4. (A) who
(B) what
(C) whose
(D) where

every night are at risk of becoming unproductive. Tired workers are unable to concentrate and are more likely to have accidents while on the job. But how ----- sleep is enough? Some

5. (A) many
(B) to
(C) much
(D) amount

doctors say that eight hours is enough. Anything past that and you may actually feel more tired the next day. Plan to get between six and eight hours a night to feel your best in the morning and to be at your best during the day. Over time, you will be able to adjust to find the amount of sleep ----- is right for you.

6. (A) who
(B) what
(C) whom
(D) that

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following notice.

Ever dream about being a world-famous singer? Here's your chance! One Music, Inc. is holding auditions for male and female singers aged twenty-one and up. You could be chosen for a recording contract with our record label! All musical styles are welcome. Auditions will be held on Saturday and Sunday from 2:00 p.m.–4:00 p.m. at One Music studios in Miami, Florida. The winning contestant will win a recording contract with our company and the possibility to go on a world tour with some of our most famous musicians. So make your dreams a reality. Come to One Music studios for your audition this weekend!

1. To whom is this notice addressed?
 - (A) Actors and actresses
 - (B) Musicians
 - (C) One Music Studio
 - (D) Famous people
2. Who may participate in the auditions?
 - (A) Men under twenty-one
 - (B) Women over twenty-one
 - (C) Children
 - (D) Only married couples

Questions 3 through 5 are based on the following instructions.

This year, the Department of Education will allow all students to renew their student loans online through our department website. To complete this process you will need to have a personal identification number (PIN), which you will use to access your personal account information. If you do not already have a PIN, you can establish one by going to the website and entering your last name and social security number. After that, you will be allowed to select your own PIN or let our computer generate one for you. Be sure to write down your PIN, as you will need it for all future use on the website. This PIN can be used year after year. There is no need to create a new PIN next year once you have made one this year. The estimated time to create a PIN is about five minutes.

3. Who is this information directed toward?
 - (A) Social workers
 - (B) Teachers
 - (C) Politicians
 - (D) Students
4. What do you need to access account information?
 - (A) A personal identification number
 - (B) Five minutes of computer time
 - (C) Online education
 - (D) A code word
5. What do you need to create a PIN if you do not have one?
 - (A) Your student ID number
 - (B) Your last name
 - (C) Your phone number
 - (D) Your first name

Questions 6 through 10 refer to the following letters.

12 Singlewell Road
Northfleet, NY 22109

Juan's Taco Co.
8231 La Junta Way
Oxnard, CA 91344

Dear Sirs,

I recently bought three packages of Juan's taco shells from my local grocery store. I had bought these to use for my daughter's 8th birthday party. She loves tacos, and I had promised that she and her friends could have them at her birthday party. However, when I opened the packets to prepare her birthday meal, I found every single taco shell in all three packets to be broken. It was too late to go out to buy new shells, so instead of serving the tacos that I had promised, we had to order pizza. My daughter was terribly upset, and her birthday party was ruined. I would like to receive a full refund of the money I paid for the broken shells.

Sincerely,
Mark Martin

Juan's Taco Co.
8231 La Junta Way
Oxnard, CA 91344

Dear Mr. Martin,

We just received your complaint about your last purchase of taco shells. According to your complaint, you bought packages of our shells from your local grocery store to use for your daughter's birthday party. As you noted, the shells were broken in the package, effectively ruining your dinner plans for this special occasion. We are very sorry about this problem, and we would like to make it up to you. Enclosed is a refund for the packages you bought, as well as coupons for \$10 of products from Juan's Taco Co. You can use these coupons to buy more taco shells or any of our other taco products, including salsa and tortillas. You are a valued customer and we hope you will accept our apology.

Sincerely,
Customer Relations

6. Why did Mark Martin write to Juan's Taco Co.?
- (A) To praise their products
 - (B) To place an order
 - (C) To ask for his money back
 - (D) To make an invitation to a birthday party
7. What did Mark Martin's daughter eat for her birthday?
- (A) Tacos made by Juan's Taco Co.
 - (B) Tacos made by another taco company
 - (C) Pizza
 - (D) Nothing
8. How many tacos did Mark Martin buy?
- (A) Three
 - (B) Three packs
 - (C) \$10
 - (D) Eight
9. What does the letter from Juan's Taco Co. offer?
- (A) A complaint
 - (B) A suggestion
 - (C) An apology
 - (D) Advice
10. What can the coupons be used for?
- (A) Planning another party
 - (B) Buying Juan's Taco products
 - (C) Going to a local grocery store
 - (D) Having a special occasion

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

PART 3 Short Conversations

Listen and choose the best answer to each question.

1. Where will the woman use the chair?
 - (A) In her office
 - (B) In the garden
 - (C) In the kitchen
 - (D) In the living room

 2. What does the man think of the chair?
 - (A) It was too expensive.
 - (B) It's comfortable.
 - (C) It's beautiful but a strange color.
 - (D) It's a week old.

 3. How much did the woman pay for the chair?
 - (A) \$150
 - (B) \$10
 - (C) \$135
 - (D) \$165
-
4. What's the man doing?
 - (A) Sending a fax
 - (B) Helping his friend
 - (C) Remembering a phone number
 - (D) Getting to the office

 5. What is the man's problem?
 - (A) He can't use the machine.
 - (B) He has forgotten the fax number.
 - (C) He forgot to send a fax.
 - (D) The machine is broken.

 6. What will the man do next?
 - (A) Look out of the window
 - (B) Look for the manual
 - (C) Look up a fax number
 - (D) Look up a phone number

PART 4 Short Talks

Listen and choose the best answer to each question.

1. Who or what is giving this message?
 - (A) A secretary
 - (B) An answering machine
 - (C) A receptionist
 - (D) A customer

 2. When is this business normally open?
 - (A) Every day
 - (B) Weekends
 - (C) Weekdays
 - (D) Holidays

 3. Who can you speak to during business hours?
 - (A) A customer service representative
 - (B) The manager
 - (C) The owner
 - (D) The secretary
-
4. What does this person recommend buying?
 - (A) A new computer
 - (B) More memory
 - (C) Something cheap
 - (D) More power

 5. How much does this product cost?
 - (A) Over \$200
 - (B) Under \$150
 - (C) About double
 - (D) Nothing

 6. What effect will the product have?
 - (A) It will make you more popular.
 - (B) It will improve your computer's graphics.
 - (C) It will double your computer's processing speed.
 - (D) It will save you money.

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

1. ----- we were all tired, we had to go on because it was much too late.
(A) Since
(B) Although
(C) However
(D) If
2. They met to discuss the possibility of a joint project; -----, they failed to come to an agreement.
(A) however
(B) therefore
(C) so
(D) but
3. Both he ----- his wife were satisfied with the location of their new house.
(A) or
(B) nor
(C) and
(D) so
4. I like neither this tie ----- that tie. Could you show me another one?
(A) or
(B) nor
(C) and
(D) so
5. ----- I was visiting the Grand Canyon, I bumped into one of my friends from Japan.
(A) While
(B) During
(C) For
(D) Because
6. ----- he left earlier than usual, we couldn't see him off.
(A) Even though
(B) However
(C) Because of
(D) Because
7. ----- that he is bright for his age, I think he is a little too young for this class.
(A) Despite the fact
(B) Despite
(C) Despite of
(D) In spite of
8. It seems that after ----- to persuade Jane, he decided to try her mother.
(A) failed
(B) failing
(C) a failure
(D) fail

9. I'm sure he can remember the details
----- given enough time.
- (A) if
 - (B) since
 - (C) upon
 - (D) until
10. Sound travels at 330 meters per second,
----- light travels at 300,000 kilometers
per second.
- (A) as
 - (B) whereas
 - (C) as long as
 - (D) provided
11. All ----- should be submitted on time.
- (A) applications
 - (B) applicants
 - (C) applying
 - (D) applied
12. Keep all the valuables in the -----.
- (A) save
 - (B) saving
 - (C) safe
 - (D) safety
13. ----- he is quite old, he actively
participates in group activities.
- (A) Even
 - (B) Well
 - (C) But
 - (D) Though
14. I wonder ----- anybody here owns
a truck.
- (A) that
 - (B) what
 - (C) once
 - (D) if
15. From now -----, we'll help you the
best we can.
- (A) to
 - (B) as
 - (C) since
 - (D) on

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following job advertisement.

Wanted: Film Subtitles Coordinator

The duties of this position include working with spotters, translators, computer technicians, ----- clients to oversee the addition of Japanese subtitles to films. At least three years'

1. (A) with
(B) and
(C) also
(D) since

experience in the subtitling industry is a must for all applicants. The working hours for this position are flexible, ----- there will be some compulsory overtime. Candidates need to be

2. (A) so that
(B) despite
(C) but
(D) whenever

able to work well under pressure ----- this is a stressful job, especially when working on

3. (A) since
(B) even
(C) although
(D) regarding

projects scheduled for worldwide simultaneous release. Interested applicants should submit a current resumé and cover letter to RapidTitles by December 15th.

Questions 4 through 6 are based on the following email.

To: subscribe@pcland.co
From: hwindsor@royalnet.co
Subject: Subscription
Date: March 23 2006

Dear sir,

I have subscribed to *PC Land* magazine for two years. My subscription expires every January, ----- my subscription fees are automatically taken from my bank account by direct debit. This is

4. (A) because
(B) since
(C) also
(D) and

a method I chose ----- it is very convenient and allows me to continue receiving my magazine.

5. (A) but
(B) however
(C) since
(D) although

Unfortunately, I have not received a single issue of *PC Land* so far this year. I telephoned customer services at the end of January, and they said I would receive my January issue with my February issue. -----, I have received nothing, and it is almost the end of March.

6. (A) Despite
(B) Although
(C) However
(D) And

Please sort out this problem, or I will need to ask for a refund.

Sincerely,
Harold Windsor

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following information.

Prices for natural gas will increase this winter by thirty cents per unit. That will mean higher bills for all residential consumers who use gas to heat their houses. By keeping your thermostat set below sixty-eight degrees Fahrenheit, you can help reduce the cost of your bills by thirty percent or more. For more details on energy-saving tips, see the bulletin enclosed in this letter.

1. This announcement concerns what kind of bills?
(A) Credit card
(B) Rent
(C) Insurance
(D) Utilities
2. For every ten units of gas, how much more will a customer have to pay each month than before?
(A) Thirty cents
(B) Three dollars
(C) Thirty percent
(D) Thirty dollars

Questions 3 through 5 are based on the following advertisement.

Did you know that you don't ever have to go to the bank again? At MegaBank, you can do all of your banking electronically, and you will never have to come to a branch office. Here's how:

Direct Deposit:

Ask your employer to deposit your paychecks directly into your account each month. By doing so, you will no longer have to come to the bank to deposit the checks yourself.

ATM:

Withdraw cash or make additional deposits at convenient Automated Teller Machines (ATMs) around the country with your MegaBank card and PIN.

Telephone:

Use the MegaBank automated operator to make transfers between your accounts or check account information.

Website:

MegaBank's website is so versatile you can check the status of all of your accounts and get money market information twenty-four hours a day. So save yourself time and energy. Join MegaBank and do banking the easy way.

3. Which of the services allows an employer to deposit an employee's checks into the employee's account?
- (A) ATM
 - (B) Direct Deposit
 - (C) Website
 - (D) Telephone
4. Which of the services allows account access all day long?
- (A) ATM
 - (B) Direct Deposit
 - (C) Website
 - (D) Telephone
5. What does MegaBank offer to its customers through its services?
- (A) Convenience
 - (B) Deposits
 - (C) Cost effectiveness
 - (D) Contributions

Questions 6 through 10 are based on the following advertisement and application.

Looking for a way to make some extra cash? Work at home! Every year, millions of Americans learn that they can work from home and spend more time with their families. Work4Freedom Corporation would like to give you the tools you need to start your own home-based business. No experience or special equipment is necessary.

With our information packet, you can learn how to make money stuffing envelopes, creating handicrafts, or collecting bills by phone. The possibilities are endless. Enclose \$45 dollars and return this note to the address below and you will soon be on your way to an enjoyable life working at home.

Send your check for \$45 to:

Work4Freedom
126 Highwoods Estate
Bourneville, MA 33453

23A Campbell Park
Bourneville, MA 33455

Dear Work4Freedom,

I read your advertisement in the *Bourneville Echo* last Friday. I am a 34-year-old homemaker, and I am very interested in making a little extra money to pay for a vacation. I'd also like to put a little aside each month for special treats for my family. I have not enclosed the \$45 that you request because I'd like to find out more about your company first. How many people do you employ, and what is the average amount of income they earn in a month? I want to know roughly how much money I could make before I make a financial commitment to you.

Thank you for your assistance.

Sincerely,
Charlene Smith

6. What kind of business does Work4Freedom promote?
- (A) Trade
 - (B) Life insurance
 - (C) Home-based
 - (D) Marketing research
7. According to the letter, how many ways are there to make money with Work4Freedom?
- (A) Unlimited
 - (B) Three
 - (C) Four
 - (D) Forty-five
8. What is one advantage of working at home?
- (A) Stuffing envelopes
 - (B) Spending extra time with the family
 - (C) Making tools
 - (D) Creating handicrafts
9. What does Charlene Smith currently do?
- (A) She builds houses.
 - (B) She makes financial commitments.
 - (C) She takes care of her home and family.
 - (D) She works for the *Bourneville Echo*.
10. Why is Charlene Smith interested in home-based work?
- (A) She wants to stuff envelopes.
 - (B) She doesn't want to see her family.
 - (C) She wants to have money for luxuries.
 - (D) She wants to work for the *Bourneville Echo*.

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

PART 3 Short Conversations

Listen and choose the best answer to each question.

1. Why does the woman want to buy a new phone?
 - (A) Her phone does not work.
 - (B) Her phone is old.
 - (C) She likes CellMart.
 - (D) She wants a new type of phone.
 2. Why does the man recommend CellMart?
 - (A) They buy old phones.
 - (B) They have a good variety of cheap phones.
 - (C) They stay open very late.
 - (D) He used to work there.
 3. What do we know about CellMart?
 - (A) The woman passes by it often.
 - (B) Their assistants are friendly.
 - (C) It is a large store.
 - (D) It is the most popular store in town.
-

4. What does the man want to do?
 - (A) Call the manager
 - (B) Leave a message
 - (C) Go to a meeting
 - (D) See the presentation
5. Where is the manager?
 - (A) On vacation
 - (B) Waiting for the man
 - (C) At home, sick
 - (D) In a meeting
6. What does the woman ask the man to do?
 - (A) Come back later
 - (B) Write a note
 - (C) Leave a recorded message
 - (D) Take a message for her

PART 4 Short Talks

Listen and choose the best answer to each question.

- How often does this car show take place?
 - Monthly
 - Yearly
 - Daily
 - Every other year

 - How much do children pay to enter the show?
 - Nothing
 - \$5.00
 - \$15.00
 - \$3.00

 - When will the show end?
 - Tonight
 - Saturday
 - Tomorrow
 - Next weekend
-
- Where is this announcement being given?
 - On a plane
 - On a boat
 - At an airport
 - At the terminal

 - What is the final destination?
 - Albuquerque
 - The Grand Canyon
 - Louisiana
 - Las Vegas

 - Which of the following is NOT true?
 - There will be a lot of turbulence.
 - The flight is leaving from Albuquerque.
 - This flight will pass the Grand Canyon.
 - This is a direct flight.

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

- You didn't ask me; otherwise, I would ----- you the whole story.
(A) told
(B) tell
(C) have told
(D) have been told
- I wish my father ----- here with me now; he passed away three years ago.
(A) is
(B) was
(C) were
(D) are
- I wish I ----- that she was sick. I would have gone to see her.
(A) knew
(B) had known
(C) know
(D) have known
- Anyone is welcome ----- they act respectfully during the ceremony.
(A) provide that
(B) providing that
(C) provided if
(D) providing if
- As ----- as he keeps silent, there will be no danger of the information being disclosed.
(A) long
(B) fast
(C) soon
(D) far
- It's time we ----- the store. It's already ten o'clock.
(A) have closed
(B) closed
(C) closing
(D) are closing
- Leave the office right away, ----- you will miss the train because of the traffic.
(A) so
(B) and
(C) or
(D) but
- moving, or your feet will become frozen in the extreme cold.
(A) Keep
(B) Keeps
(C) Keeping
(D) Kept

9. ----- I don't get back tonight, my wife will certainly be upset.

- (A) If
- (B) Unless
- (C) Although
- (D) So

10. The boy didn't want to say -----.

- (A) what did he do
- (B) what had he done
- (C) what he had done
- (D) what he was done

11. A campaign against using ----- cups has begun.

- (A) dispose
- (B) disposed
- (C) disposal
- (D) disposable

12. Dogs are said to be very ----- to their owners.

- (A) loyal
- (B) royal
- (C) legal
- (D) frugal

13. Do what you've been told; -----, you will be punished.

- (A) if so
- (B) likewise
- (C) then
- (D) otherwise

14. ----- he won't stop crying, leave him alone.

- (A) Once
- (B) When
- (C) If
- (D) Lest

15. The Smiths have two children to look -----.

- (A) at
- (B) to
- (C) after
- (D) with

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following memo.

Memo

To: All committee chairs

From: Eric

Re: Committee Meetings

Date: May 20th

It has been brought to my attention that some of the committees are not holding their weekly meetings. If there is a valid reason for this, I ----- to be told. As you know, we are supposed to hold

1. (A) should
(B) would like
(C) will like
(D) must

one forty-five-minute meeting every week. This is not a lot to ask of you. You ----- give me a

2. (A) should
(B) do
(C) could have
(D) would

copy of your meeting agenda each week. I will submit these to the head office. They have been asking me why I have not been doing this. I would like to ask you to show a little consideration in this matter. If you do not follow the company guidelines, I ----- to assign new committee

3. (A) must need
(B) will need
(C) had
(D) would have had

chairs. This will, of course, result in a pay cut for anyone who is currently a chairperson.

Questions 4 through 6 are based on the following information.

Sunny Sandwiches Lunchtime Deliveries

Stuck at your desk? Do you find yourself starving at lunch time but are too busy to go out for something to eat? Well, ----- that sounds like you, why don't you call Sunny Sandwiches and

4. (A) when
(B) if
(C) for
(D) because

take advantage of our lunchtime delivery service? We ----- for orders from 9:30 a.m. to

5. (A) could open
(B) opened
(C) are open
(D) would open

2:00 p.m., and we deliver from 10:00 a.m. to 2:30 p.m. If you are looking for a nutritious, filling snack made from fresh home-baked bread, organic vegetables, and a wide variety of delicious fillings, we are the place for you. Try us once, and if you like us, you ----- place a

6. (A) would
(B) could
(C) need to
(D) wouldn't

weekly order. Just fill in a weekly form when we deliver to you on Monday, and we will bring you lunch every day for the rest of the week, without your needing to place another order. Telephone us at 299-8635.

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following notice.

Due to increased security concerns, all computers at Macki Corporation must run current virus-scanning software. This software will scan disks and files that have been downloaded from the Internet for possible viruses. New virus definitions must be downloaded each month from the Macki Website since new viruses can be created at any time. Failure to run virus software on your computer will result in immediate termination from Macki Corporation.

1. What will happen to employees who do not use virus software?
 - (A) They will receive a warning.
 - (B) They will be fired.
 - (C) They must download it.
 - (D) They will be at risk.
2. When can new viruses be developed?
 - (A) On the Internet
 - (B) Every month
 - (C) Each day
 - (D) Anytime

Questions 3 through 5 are based on the following advertisement.

Christmas Gift Wrap

In celebration of the coming holiday gift-giving season, we are pleased to announce the following special offer. Beginning December 1st, all mall customers spending at least \$50 at any store are eligible for free gift wrapping during this holiday season. Just bring your gifts and sales receipts to the fourth floor of Clifford's Family Mall, and we will wrap your gifts free of charge. This free offer is only available during weekdays. A small fee will be charged for gift wrapping on weekends. Please, only three packages per customer, per day. No packages over fifty pounds. Offer expires December 24th.

3. When is the free gift wrapping offer valid?
 - (A) On weekends
 - (B) Every day
 - (C) Weekdays only
 - (D) On packages over fifty pounds
4. How many gifts per customer can be wrapped each day?
 - (A) One
 - (B) Two
 - (C) Three
 - (D) Four
5. When does this offer end?
 - (A) During the holiday season
 - (B) On December 1st
 - (C) Each day
 - (D) On December 24th

Questions 6 through 10 are based on the following emails.

To: customerservice@sprungtech.com
From: Mmurphy@hamiltonhotel.com
Subject: Videoconferences
Date: February 2 2007

Dear sir,

I am the manager of the Customer Business Center at the Hamilton Hotel. Recently, many of our clients have been asking about the possibility of videoconferencing. This is not a service that our hotel currently offers, but we are very interested in setting up such a system. I came across an article about Sprung Technologies in a trade magazine, and so I am contacting you to find out more about videoconferencing and the costs involved. How much would it cost on average, and what kind of equipment would we need to install? Also, what kind of technical support do you provide?

I look forward to your response.

Yours faithfully,
May Murphy

To: Mmurphy@hamiltonhotel.com
From: customerservice@sprungtech.com
Subject: RE: Videoconferences
Date: February 2 2007

Dear Ms. Murphy,

Thank you for your interest in our videoconferencing services. I hope the following information will be helpful.

Two-point videoconferences are billed at \$200 per hour. Multiple point conferences are \$350 per hour. Reservations may only be made by calling Sprung Technologies at 1-800-VIDEOCON. We can set up a conference in the location of your choice, or you can come to our offices. After making the reservation, the client should arrive at the location of the videoconference about ten minutes early. The videoconference will start automatically in the designated room. The conference will also end automatically after the allotted time has expired. Questions or technical problems can be addressed at the time of the conference through our customer service line.

Please do not hesitate to contact me if I can be of further assistance.

Sincerely,
Roy Jenkins

6. How did May Murphy find out about Sprung Technologies?
- (A) In a hotel industry magazine
 - (B) On the Internet
 - (C) At a trade fair
 - (D) From one of her clients
7. What would May Murphy like to know?
- (A) The address of Sprung Technologies
 - (B) Details about the costs and services provided by Sprung Technologies
 - (C) How to run a business center
 - (D) The name of the best videoconferencing provider
8. How much will a videoconference involving four locations cost?
- (A) \$200 per hour
 - (B) \$350 per hour
 - (C) \$550 per hour
 - (D) \$150 per hour per location
9. How can a client make a reservation?
- (A) At the store
 - (B) By email
 - (C) At the videoconference location
 - (D) By phone
10. What should a customer do if there is a problem during a conference?
- (A) Hang up the phone and try again
 - (B) Call the customer service line
 - (C) Ask for a refund
 - (D) Call May Murphy

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

PART ③ Short Conversations

Listen and choose the best answer to each question.

1. How long will it take to drive to the university?

- (A) Very far
- (B) Fifteen miles
- (C) Twenty minutes
- (D) A long time

2. Why is the woman surprised?

- (A) She thought the university was nearer.
- (B) She thought the university was farther.
- (C) The university is very beautiful.
- (D) The man was very rude to her.

3. Why does it take so long by bus?

- (A) The bus runs once an hour.
- (B) The bus route is not direct.
- (C) The driver is very slow.
- (D) The buses are very old.

4. What does the woman want to do?

- (A) Eat lunch
- (B) Plan a meeting
- (C) Go to the restaurant
- (D) Check her calendar

5. When is the man available?

- (A) 2:00 p.m.
- (B) 3:00 p.m.
- (C) 3:30 p.m.
- (D) 4:30 p.m.

6. Where will the man meet the woman?

- (A) At a restaurant
- (B) In the man's office
- (C) In the woman's office
- (D) At the park

PART 4 Short Talks

Listen and choose the best answer to each question.

1. To whom is this advice directed?
 - (A) Lecturers
 - (B) Students
 - (C) Teachers
 - (D) Customers

 2. What does this speaker encourage?
 - (A) Getting up early
 - (B) Requesting information
 - (C) Reading everything
 - (D) Preparing early

 3. How will following this advice benefit a person?
 - (A) They can do better on exams.
 - (B) They can take better notes.
 - (C) They can arrive on time.
 - (D) They can improve public speaking.
-
4. To whom is this advice directed?
 - (A) Painters
 - (B) Bankers
 - (C) Photographers
 - (D) Musicians

 5. What should you be sure to do?
 - (A) Use a good camera
 - (B) Have distracting elements
 - (C) Have the subject in focus
 - (D) Point and shoot

 6. What can ruin a picture?
 - (A) A clear focus
 - (B) Unknown people passing by
 - (C) Considering the overall picture
 - (D) Avoiding distracting elements

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

- His purpose might be either to get a raise or ----- a promotion.
(A) request
(B) requesting
(C) requested
(D) requests
- She told me that ----- as well as an actress needs a lot of time and money.
(A) a musician
(B) being a musician
(C) to be a musician
(D) as a musician
- When a student dropped a piece of chalk on the floor, the teacher told him to -----.
(A) picked it up
(B) picked up it
(C) pick up it
(D) pick it up
- John closed the door and ----- the window.
(A) open
(B) has opened
(C) opened
(D) opening
- Nobody knows this house ----- to Mr. Franklin, a senator.
(A) is belonging
(B) is belonged
(C) belongs
(D) belong
- The car, which is ----- by John, is a Ford.
(A) belonged
(B) had
(C) owned
(D) lived
- As there were no chairs left, he asked me to bring him a box to -----.
(A) sitting on
(B) sat
(C) sit
(D) sit on
- He wouldn't tell anyone but me that he no longer had a house to -----.
(A) live in
(B) live
(C) living
(D) live with

9. We're going to meet ----- at the coffee shop.
(A) to Casey's friends
(B) some of Casey's friends
(C) friends of some Casey
(D) Casey's
10. I think we will be able to get there ----- six o'clock.
(A) about
(B) nearly
(C) almost
(D) in
11. There wasn't much ----- left after the sale.
(A) stock
(B) bargain
(C) quota
(D) import
12. Food poisoning may sometimes be -----.
(A) fatal
(B) mourning
(C) suicidal
(D) deceased
13. The man has ----- among the crowd.
(A) disappear
(B) disappeared
(C) been disappeared
(D) disappearing
14. I have no pen -----; can I borrow one?
(A) to write
(B) writing
(C) to write with
(D) writing with
15. His colleague was convicted ----- theft.
(A) by
(B) of
(C) with
(D) into

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following advertisement.

New Opening Hours

We are happy ----- announce our new extended opening hours. C-Mart Supercenter is now

1. (A) at
(B) to
(C) with
(D) for

open twenty-four hours to better serve you. As you probably know, we offer a full line of household products ----- gardening, electronics, and automotive goods. Our newest service

2. (A) also
(B) as
(C) too
(D) as well as

is an OutWest Bank located inside the store. The bank is open every day except Sundays from 9:00–5:00. In addition, our full service pharmacy will also be open twenty-four hours a day to make sure you can get the medicine you need at ----- time. We have two convenient locations,

3. (A) any
(B) every
(C) all
(D) a

on Edith Road (downtown) and Academy Boulevard. Hope to see you soon!

Questions 4 through 6 are based on the following letter.

To: Nick Ayres, Accounting Dept.
From: Cillian Byrne, CEO

Dear Mr. Ayres,

I am contacting you about a problem with this month's figures for vending machine sales. Yet again, there is a considerable ----- between the amount of stock sold and the figures

4. (A) different
- (B) difference
- (C) differing
- (D) differently

we ----- from the Accounting department. It seems that several thousand dollars worth of

5. (A) produced
- (B) arranged
- (C) received
- (D) organized

stock is unaccounted for. As this happened last month, as well as several months ago, we are very concerned about whether the problem is with the warehouse sales records or with the Accounting department. As this company sells several million dollars worth ----- our product

6. (A) of
- (B) from
- (C) to
- (D) as

each year, we are concerned about the cash that is unaccounted for. There will be a meeting in human resources on Monday at 6:00 p.m., and all managers from Accounting and the warehouse are required to attend. Hopefully we can solve this problem before it happens again.

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following information.

Visitors to Caracas, Venezuela, will enjoy the convenience of the Metro subway system that serves the entire city. From downtown, you may ride the blue line to El Cafetal for dining, the yellow line to El Mercado for shopping, or the red line to Las Mercedes for museums. The Metro costs 1000 Bolivares (eighty cents) on weekdays and 1300 Bolivares (one dollar) on weekends. The subway operates from 6:00 a.m.–11:00 p.m. every day.

1. What is the Metro?
 - (A) A kind of entertainment
 - (B) A kind of museum
 - (C) A kind of convenience store
 - (D) A kind of transportation
2. How much more does it cost to use the Metro on a Saturday?
 - (A) 1000 Bolivares
 - (B) 1300 Bolivares
 - (C) 300 Bolivares
 - (D) 80 cents

Questions 3 through 5 are based on the following passage.

Reality television shows are becoming increasingly popular around the United States. One recent show, *Wannabe*, depicts a group of five men and five women who live in the same house for several months without contact with the rest of the world. Each week the participants take singing lessons and perform their songs for the audience and the judges. Also, every weekend one participant must leave the program, as they are voted off the show either because of lack of singing talent or because the other participants do not like living with them. The television audience participates in the voting process, and an average of two million votes per week are entered by viewers, either by phone or Internet. The final two remaining "Wannabes" earn a recording contract with a famous company.

3. What kind of event does this reality show try to depict?
 - (A) Real history
 - (B) An acting school
 - (C) Real-life competition
 - (D) A pop concert
4. How many people participate in this TV show?
 - (A) Two million
 - (B) Ten
 - (C) Five
 - (D) Twenty
5. How often do participants get voted off the show?
 - (A) Twice a week
 - (B) Every day
 - (C) Once a week
 - (D) Once a month

Questions 6 through 10 are based on the following advertisement and letter.

Free world map* with subscription

Order your subscription to *Modern Geographic* magazine today and receive a free world map. An annual subscription (twelve months) costs only \$23.95. That's less than \$2 per issue! Each month *Modern Geographic* brings you exciting stories from all over the world and keeps you up to date on current findings in fields like archeology, geography, and anthropology. Try our magazine risk free for the first three months. If you decide to cancel your subscription, we will refund your money, but the map is yours to keep. You have nothing to lose.

*Please note there is no cash alternative.

67 Acacia Avenue
Westside, CA 48971

Dear sir,

I would like to take out a subscription to *Modern Geographic* magazine. I sometimes pick up copies of your publication when I travel, and I have always been impressed by the quality of your articles and pictures. As an environmentalist, I particularly enjoy your section on world resources and environmental issues. I will not be needing a copy of the world map, so I would like to ask you NOT to send it. I feel it would be a waste of resources to receive something that I will not use. I have enclosed a check for \$23.95 and look forward to receiving my first issue.

Regards,
Miguel Sousa

6. How much does each monthly issue cost?
- (A) \$23.95
 - (B) \$2.00
 - (C) More than \$2.00
 - (D) Less than \$2.00
7. If a customer cancels his or her subscription, what may they keep?
- (A) A magazine
 - (B) A map
 - (C) A T-shirt
 - (D) Program information
8. Which of the following is NOT a topic covered in this publication?
- (A) Architecture
 - (B) Geography
 - (C) Archeology
 - (D) Anthropology
9. Why did Miguel Sousa write this letter?
- (A) He wants to cancel a subscription.
 - (B) He wants a free world map.
 - (C) He wants to start a one-year subscription.
 - (D) He wants to start a two-year subscription.
10. Why does Miguel Sousa NOT want a map?
- (A) He already has one.
 - (B) He thinks it is a bad map.
 - (C) He doesn't want to pay extra for it.
 - (D) He thinks it would be wasteful.

PART 1 Picture Description

Listen and choose the statement that best describes what you see in the picture.

1.



(A) (B) (C) (D)

2.

(A) (B) (C) (D)



3.



(A) (B) (C) (D)

4.



(A) (B) (C) (D)

5.

(A) (B) (C) (D)



PART 2 Questions and Responses

Listen to the questions and choose the best answer.

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

PART 3 Short Conversations

Listen and choose the best answer to each question.

1. What does the woman want to do?
 - (A) Send a package
 - (B) Buy some stamps
 - (C) Mail a letter
 - (D) Cash a check

 2. When is this conversation probably taking place?
 - (A) Monday
 - (B) Wednesday
 - (C) Friday
 - (D) Saturday

 3. Why won't the woman go to the post office today?
 - (A) She has forgotten her package.
 - (B) She has no money.
 - (C) It is already closed.
 - (D) It is too far away.
-
4. Where did the woman get the sandwiches?
 - (A) At the bakery
 - (B) At home
 - (C) At the deli
 - (D) At the grocery store

 5. What does the man say about the sandwiches?
 - (A) They look awful.
 - (B) They taste delicious.
 - (C) They look delicious.
 - (D) They are too expensive.

 6. Where is Sandie's Treats located?
 - (A) In the subway station
 - (B) Near the subway station
 - (C) Near the woman's office
 - (D) In the basement

PART 4 Short Talks

Listen and choose the best answer to each question.

1. What is this person talking about?
 - (A) A famous person
 - (B) A party
 - (C) A television program
 - (D) A war

 2. What is combined in *The Rose War*?
 - (A) War and drama
 - (B) Drama and suspense
 - (C) People and animals
 - (D) Romance and drama

 3. When can we see *The Rose War*?
 - (A) On channel 53
 - (B) Weeknights
 - (C) At home
 - (D) Every night
-
4. What does the woman want to discuss?
 - (A) Her next tennis lesson
 - (B) Plans for a meeting
 - (C) Cheryl
 - (D) Paul's message

 5. What does the woman want Paul to do?
 - (A) Call Cheryl
 - (B) Call her back
 - (C) Apologize
 - (D) Meet her tomorrow night

 6. How can Paul contact the woman?
 - (A) By email
 - (B) By calling her office or cell phone
 - (C) Only by calling her cell phone
 - (D) By mail

PART 5 Incomplete Sentences

Choose the word or phrase that best completes the sentence.

- My teacher suggested that I ----- take many subjects this semester.
(A) not
(B) had not
(C) didn't
(D) would not
- I bought a notebook computer and ----- my sister.
(A) so does
(B) did so
(C) so did
(D) does so
- you like to go for a walk with me?
(A) Will
(B) Can
(C) Do
(D) Would
- All the managers are in a meeting ----- to find a solution to the problem.
(A) try
(B) trying
(C) tries
(D) he's trying
- My flight to Germany ----- confirmed.
(A) has already been
(B) already has been
(C) already was
(D) had been already
- One member of the men's team has forgotten to take off ----- glasses.
(A) its
(B) her
(C) his
(D) their
- Since ----- to the city, Mary has been living with her sister.
(A) came
(B) having come
(C) comes
(D) coming
- When I walked into the store, she was busy ----- calls.
(A) taking
(B) takes
(C) took
(D) take

9. Can you tell me which ----- to go to the National Museum?
(A) I should take a bus
(B) bus should I take
(C) bus I should take
(D) should I take a bus
10. Ann's dress cost ----- Jane's.
(A) twice as much as
(B) twice more than
(C) twice as more as
(D) more than twice
11. I don't like western movies, -----.
(A) either
(B) too
(C) neither
(D) nor
12. After I exercise, I ----- a shower and get dressed.
(A) do
(B) make
(C) take
(D) serve
13. Susan is busy ----- for the coming holidays.
(A) schedule
(B) to schedule
(C) scheduled
(D) scheduling
14. Unfortunately, the fire alarm didn't go off ----- the whole building had caught fire.
(A) if
(B) whether
(C) unless
(D) until
15. Would you care ----- some more cake?
(A) about
(B) for
(C) like
(D) into

PART 6 Incomplete Texts

Choose the best word or phrase for each blank.

Questions 1 through 3 are based on the following notice.

Come now to Quick Mart for super savings. For the ----- seven days, we are slashing prices

1. (A) next
(B) last
(C) past
(D) few

on hundreds of grocery items. You won't believe the savings you will be able to make. Just take a look at a few examples of some of the items that will be discounted. We are ----- a 50%

2. (A) on offer
(B) offered
(C) offering
(D) offer

discount on all brands of milk and an amazing 75% off our own label cheddar cheese. In the bakery section, you can buy one item and get ----- absolutely free. There will also be great

3. (A) a
(B) another
(C) other
(D) others

bargains in the produce section and on all meat. So come and save!

Questions 4 through 6 are based on the following article.

Want to spruce up your home, but can't afford to call in a professional? Then DIY!

Due to the high costs of professional work, many homeowners these days ----- a new route

4. (A) took
(B) are taking
(C) taken
(D) overtook

to home improvement. It's called DIY, or "Do-It-Yourself." This new trend saves the homeowner a lot of money, as it cuts out the cost of having a professional come in and do the job. Of course, the homeowner is now responsible ----- the quality of work, but many programs on

5. (A) by
(B) with
(C) for
(D) at

TV these days demonstrate how to do common projects, and there ----- many DIY home

6. (A) have
(B) is
(C) are
(D) were

improvement books available in bookstores and libraries. So the next time you consider doing a project at home, consider DIY.

PART 7 Reading Comprehension

Choose the best answer to each question.

Questions 1 and 2 are based on the following report.

Sports Wire

Rome, Italy

A recent report from the European Car Racing Association shows that many professional race car drivers suffer from chronic neck pain due to frequent quick acceleration and sudden braking during competitions. Drivers frequently accelerate their cars from 30 km/h to 200 km/h in just seconds. The occupation also increases risk of spinal stress.

James Waters, professional driver since 1989, comments that he has experienced chronic neck pain for many years. The only remedy seems to be frequent massages and exercises designed to strengthen the neck muscles. Manufacturers of car restraint systems are also trying to design better safety belts to keep the neck more stable during acceleration and braking, a change we may not see in this sport for several years.

1. What can help lessen the stress related to car racing?
 - (A) Braking
 - (B) Chronic pain
 - (C) Special exercises
 - (D) Special cars
2. When may new designs in safety belts appear?
 - (A) Next year
 - (B) Next week
 - (C) In six months
 - (D) In a few years

Questions 3 through 5 are based on the following schedule.

Central Vision Movie Theater

Please note that the new Saturday schedule is different than that printed in this week's *Weekly Herald*.

Updated showings for Saturday:

1:00 p.m. *Monsoon Wedding*

3:00 p.m. *The Rugrats*

5:00 p.m. *The Man in Black*

7:00 p.m. *Monsoon Wedding*

9:00 p.m. *Friday the 13th*

All shows before 5:00 p.m. have the matinee price of \$3.00. All shows after 5:00 p.m. cost \$7.00. Children and Senior Citizens pay only \$2.00 for any show of the day. Check out our special family tickets, too: two adults and three children can watch any matinee for only \$10.

Our food counters serve a wide range of hot and cold drinks, and popcorn and refreshments are served during all movies. Please put your trash in the trash bins at the end of the movie.

3. How much do children pay for movies before 5:00 p.m.?
- (A) \$3.00
(B) \$7.00
(C) \$5.00
(D) \$2.00
4. Which movie has two showings on Saturday?
- (A) *Monsoon Wedding*
(B) *The Rugrats*
(C) *Friday the 13th*
(D) *The Man in Black*
5. How much do adults pay after 5:00 p.m.?
- (A) \$3.00
(B) \$7.00
(C) \$5.00
(D) \$2.00

Questions 6 through 10 are based on the following announcement and email.

To all television viewers:

You have been watching the television reality show *Wannabe* all month and now it is your chance to make a historic vote. As you remember, six contestants on this show have had to leave due to lack of singing talent or difficulties living with the other contestants of the show. But this week, two of those contestants will be given the opportunity to return to the show and continue fighting for their dream to win a recording contract with Showy Music. This is where you come in. By calling the number on your television screen during Monday's show, you can vote for your favorite singer that has been forced to leave the show. You may also vote by email through our Internet web page at www.terra.com.

Remember, the fate and dreams of these singers are in your hands. We expect that over two million people will vote. Make your vote count, too!

To: wannavote@terra.com
From: Sidjames@netco.co
Subject: Wannabe
Date: June 2 2006

I love *Wannabe* and am a really big fan. I would like to register a vote for Mandy Green and a vote for Tyson Bailey. I think they both have wonderful voices and charming personalities. I do not understand why they were voted off. I really do not think that the judges on *Wannabe* know anything about music. They do not recognize real talent at all. If there is a second series of *Wannabe*, I sincerely hope that you will not be using Samuel Jones and Alison Evans as judges. The show would be much better without them.

Regards,
Sidney James

6. What is the vote for?
- (A) To eliminate a contestant
 - (B) To reinstate two contestants
 - (C) To win a record contract
 - (D) To choose a favorite singer
7. How many ways are there to vote?
- (A) One
 - (B) Two
 - (C) Three
 - (D) Four
8. Who are Mandy Green and Tyson Bailey?
- (A) Former contestants on *Wannabe*
 - (B) Presenters on *Wannabe*
 - (C) Fans of *Wannabe*
 - (D) Popstars
9. Who is Sidney James?
- (A) A contestant on *Wannabe*
 - (B) A television viewer
 - (C) A judge on *Wannabe*
 - (D) A prospective participant on *Wannabe*
10. In Mr. James's opinion, what would improve *Wannabe*?
- (A) More participants
 - (B) Bigger prizes
 - (C) New judges
 - (D) A new location



Practice Test

LISTENING TEST

In the Listening test, you will be asked to demonstrate how well you understand spoken English. The entire Listening section of the test will last approximately 45 minutes. Directions are given for each of the four parts. There is a separate answer sheet for marking answers. Do not write your answers in the test book.

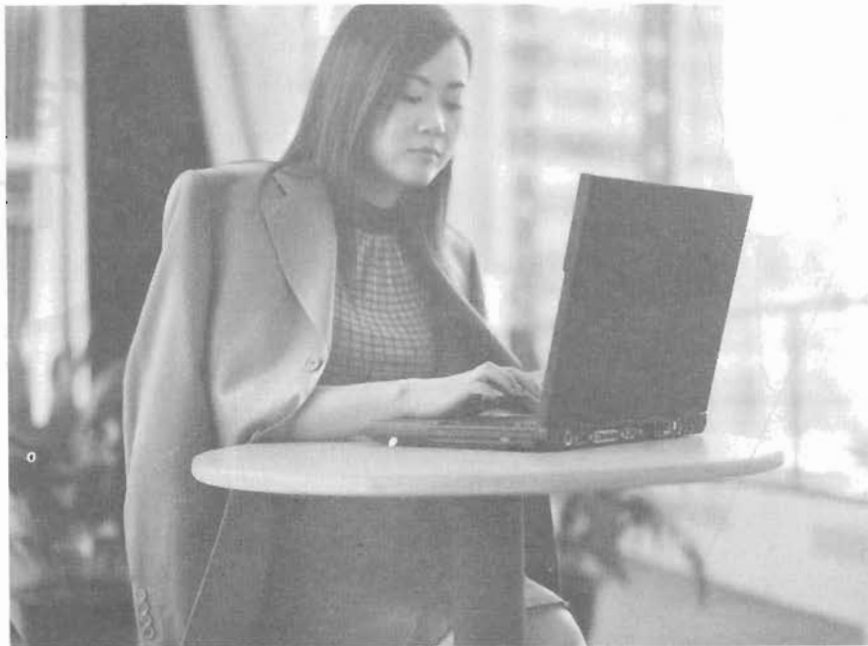
PART 1

Directions: In this part of the test, you will hear four statements about each picture in your textbook. After listening to all four statements, you must select the one statement that best describes what you see in the picture. Then, find the number of that question on your answer sheet and mark your answer. The statements will be spoken only one time and are not printed in your test book.

Example

Sample Answer

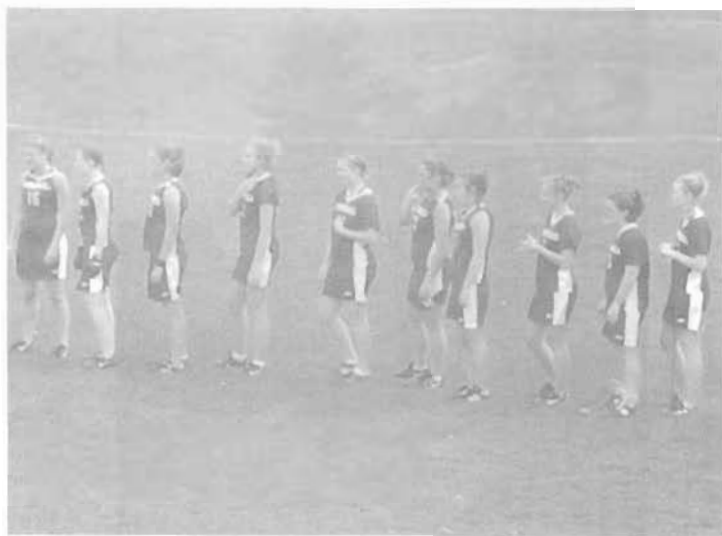
A B C D



Now listen to the four statements.

Statement (B), "The woman is typing on a computer," best describes what you see in the picture. Therefore, you should choose answer (B).

1.



2.



3.



4.



5.



6.



7.



8.



9.



10.



GO ON TO THE NEXT PAGE 

PART 2

Directions: In this section you will hear a question or statement followed by three responses. Select the best response to the question or statement and mark the letter (A), (B), or (C) on your answer sheet. Again, each response will be spoken only one time and will not be printed in your test book.

Example

Sample Answer

You will hear: How are you today?



You will also hear: (A) I'm fine, thank you.
(B) It's cold, isn't it?
(C) Well, it's a difficult issue.

The best response to the question "How are you today?" is choice (A), "I'm fine, thank you." Therefore, you should choose answer (A).

11. Mark your answer on your answer sheet.
12. Mark your answer on your answer sheet.
13. Mark your answer on your answer sheet.
14. Mark your answer on your answer sheet.
15. Mark your answer on your answer sheet.
16. Mark your answer on your answer sheet.
17. Mark your answer on your answer sheet.
18. Mark your answer on your answer sheet.
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29. Mark your answer on your answer sheet.
30. Mark your answer on your answer sheet.
31. Mark your answer on your answer sheet.
32. Mark your answer on your answer sheet.
33. Mark your answer on your answer sheet.
34. Mark your answer on your answer sheet.
35. Mark your answer on your answer sheet.
36. Mark your answer on your answer sheet.
37. Mark your answer on your answer sheet.
38. Mark your answer on your answer sheet.
39. Mark your answer on your answer sheet.
40. Mark your answer on your answer sheet.

PART 3

Directions: In this section of the test, you will hear a number of conversations between two people. You will be asked to answer three questions about what is said in each conversation. You must select the best response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. Each conversation will be spoken only one time and will not be printed in your test book.

41. Where is this conversation taking place?
(A) In a hotel lobby
(B) In a department store
(C) In a bank
(D) In a school
42. What does the man tell the woman to do?
(A) Apply for a loan
(B) Stand in the line
(C) Speak to an officer
(D) Wait in the lobby
43. How long has the woman been waiting?
(A) Less than twenty minutes
(B) Twenty minutes
(C) More than twenty minutes
(D) In the lobby
-
44. How much vacation does the man usually take?
(A) About three weeks per year
(B) Less than three weeks a year
(C) All he is allowed
(D) More than the woman
45. How much vacation would the woman take?
(A) One week
(B) Half the entitlement
(C) As much as she could
(D) Two weeks
46. Why doesn't the man use all his vacation?
(A) He has too much work to do.
(B) He has no vacation plans.
(C) He can receive extra money.
(D) He doesn't like vacations.
47. Where are the man and woman?
(A) In a taxi
(B) In a restaurant
(C) At a hospital
(D) At a school
48. What is the problem?
(A) The woman has been overcharged.
(B) The man has undercharged the woman.
(C) The woman has undercharged the man.
(D) The woman has overcharged the man.
49. Why does the man thank the woman?
(A) She was honest.
(B) She bought him a nice dinner.
(C) She did him a favor.
(D) She made a list for him.
-
50. What is the man asking the woman for?
(A) Her full name
(B) Her driving record
(C) Forms of identification
(D) A former address
51. What does the woman show the man?
(A) A photo
(B) Her credit card
(C) A bank statement
(D) Her driver's license
52. Why can't the woman finish the process?
(A) She doesn't have the necessary documents.
(B) She doesn't have time.
(C) She has changed her mind.
(D) She doesn't have enough cash on her.

53. What is the time?
(A) 11:30
(B) 11:00
(C) Just before 12:00
(D) Just after 12:00
54. Why does the woman want to see the news?
(A) She wants to check a local news story.
(B) She is a journalist.
(C) She wants to know the weather.
(D) She enjoys the news.
55. Why is the woman surprised?
(A) The TV is broken.
(B) The man doesn't know the time.
(C) It is later than she expected
(D) The man was rude to her.
-
56. What is the woman trying to do?
(A) Use her credit card
(B) Turn on the computer
(C) Accept her bills
(D) Talk to her company
57. What does the woman ask the man to do?
(A) Try again
(B) Pay a fine
(C) Give up
(D) Give her a discount
58. What does the woman think caused the problem?
(A) The man made a mistake.
(B) The computer doesn't work properly.
(C) She gave the wrong card.
(D) The computer was turned off.
59. How long does it take to process a passport?
(A) Two days
(B) At least two weeks
(C) At least three weeks
(D) Three months
60. What does the woman want to do?
(A) Save money
(B) Save time
(C) Mail a letter
(D) Get her mail
61. What is the man's opinion?
(A) It will take less time by mail.
(B) It will be cheaper by mail.
(C) The woman will have to wait.
(D) The woman will not need a passport.
-
62. When would the man like to make a decision?
(A) Monday morning
(B) Monday afternoon
(C) Today
(D) Tomorrow
63. What does the woman suggest?
(A) A new alternative
(B) Not setting a meeting date
(C) Discussing the matter Monday
(D) Making a decision today
64. Why does the woman want to make a quick decision?
(A) She has dinner plans.
(B) The client wants a decision soon.
(C) She is hasty.
(D) She hates waiting.

65. What did the man get?
(A) A job offer
(B) A demand for rent
(C) A request for advice
(D) An increase in pay
66. How does the man feel?
(A) Excited
(B) Glad
(C) Disappointed
(D) Nervous
67. What does the woman think?
(A) He should accept it.
(B) He can do better.
(C) He should pay more rent.
(D) He is worth more.
68. Where does the woman work?
(A) An automobile dealership
(B) An automobile rental company
(C) An automotive repair shop
(D) An automotive parts store
69. When did the man rent a minivan?
(A) Two weeks ago
(B) A month ago
(C) Two months ago
(D) Two years ago
70. What would the man like today?
(A) A minivan
(B) A truck
(C) A jeep
(D) Something cheap

PART 4

Directions: In this section of the test, you will hear a number of short talks given by a single speaker. Again, you must answer three questions about what is said in each talk. Choose the most appropriate response to each question and mark the letter (A), (B), (C), or (D) on your answer sheet. Each talk will be spoken only one time and will not be printed in your test book.

71. What will the mayor talk about?
(A) Tonight's agenda
(B) A new meeting schedule
(C) Garbage pick-up
(D) The citizens of Altamont
72. What was proposed last week?
(A) Taking questions from the floor
(B) Less frequent meetings
(C) A mayoral election
(D) A February meeting
73. Who will be able to ask questions?
(A) Altamont City Council
(B) Kathy McPherson
(C) The mayor
(D) Citizens of Altamont
-
74. According to the advertisement, what is the speaker's job?
(A) Office manager
(B) Salesperson
(C) Insurance investigator
(D) Announcer
75. What did the speaker dislike about her previous job?
(A) Not getting paid regularly
(B) Getting little experience
(C) Business trips
(D) Too much time in the office
76. What is an advantage of working for Jones Insurance?
(A) It is a large company.
(B) It pays well.
(C) It is famous.
(D) It gives long vacations.
77. When do employees need to report to work again?
(A) In five hours
(B) At 2:00 p.m.
(C) On Monday
(D) At 3:00 p.m.
78. What is forcing the factory to shut down early?
(A) A hurricane
(B) A snowstorm
(C) The National Weather Agency
(D) Manufacturing problems
79. When should a worker living more than ten miles away leave?
(A) As soon as possible
(B) In five hours
(C) At 2:00 p.m.
(D) At 3:00 p.m.
-
80. What is true of today's training session?
(A) Many employees are attending.
(B) It will last two hours.
(C) It is in a conference room.
(D) It is mandatory.
81. What is typed on the yellow sheet of paper?
(A) Employee information
(B) A computer password
(C) The schedule
(D) Training instructions
82. What should employees do if there is a mistake on the yellow paper?
(A) Tell one of the trainers before leaving
(B) Tell one of the trainers next time
(C) Tell one of the trainers immediately
(D) Go to the auditorium

83. According to what was said, what product has been purchased?
- (A) A computer
 - (B) An instructional program
 - (C) An upgrade
 - (D) A video game
84. What should a user do to watch the full introduction?
- (A) Start Onyx 4.0
 - (B) Press the backspace key
 - (C) Wait for it to start
 - (D) Press the space bar
85. How can a user pause the introduction?
- (A) It is not possible.
 - (B) Press the backspace key
 - (C) Press D2
 - (D) Use Onyx 4.0
-
86. Which of the following was cited as a reason for the closings?
- (A) Lower production levels
 - (B) Conflicts with workers
 - (C) Increased raw materials costs
 - (D) Declining sales
87. Who is Grace Kang?
- (A) A news anchor
 - (B) A spokesperson
 - (C) A union leader
 - (D) A factory worker
88. Where will Carlton Manufacturing build new plants?
- (A) In town
 - (B) In South America
 - (C) In North America
 - (D) In Britain
89. According to the message, what has recently changed?
- (A) The telephone number
 - (B) The testing schedule
 - (C) Help line selections
 - (D) Hours of operation
90. What should callers wishing to schedule a driver's test do?
- (A) Press number one
 - (B) Speak to a representative
 - (C) Stay on the line
 - (D) Register their vehicles
91. How many options are there for someone wanting to speak to a representative?
- (A) One
 - (B) Two
 - (C) Three
 - (D) Four
-
92. Which beverage is temporarily unavailable?
- (A) Wine
 - (B) Iced tea
 - (C) Lemonade
 - (D) Soda
93. What does the waitress say about ordering from the dinner menu?
- (A) There are fewer choices.
 - (B) It is more expensive.
 - (C) She recommends it.
 - (D) The food will take longer.
94. How many alcoholic beverages are served?
- (A) One
 - (B) Two
 - (C) Three
 - (D) None

- 95.** Who are the Satos in relation to Explorer Financial Services?
- (A) Current employees
 - (B) Former clients
 - (C) Account managers
 - (D) Large investors
- 96.** What probably describes the investment Robert Fripp wants to discuss?
- (A) Somewhat risky
 - (B) Tax-free
 - (C) Partially guaranteed
 - (D) Long-term
- 97.** When should the Satos contact Robert Fripp?
- (A) By phone
 - (B) Before five o'clock
 - (C) Tomorrow
 - (D) Anytime
- 98.** What is the largest personnel-related expense this year?
- (A) Salaries and bonuses
 - (B) Training
 - (C) Medical and dental insurance
 - (D) Payroll taxes
- 99.** What does the "Learn While You Earn" program involve?
- (A) A video series
 - (B) In-house training
 - (C) Tuition subsidies
 - (D) Employee recruitment
- 100.** Which area represents payroll taxes?
- (A) Red
 - (B) Blue
 - (C) Green
 - (D) Yellow

NO TEST MATERIAL ON THIS PAGE

READING TEST

In the Reading test, you will be required to answer several types of reading comprehension questions based on a variety of texts. The Reading section of the 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: In each question, you will find a word or phrase missing. Four answer choices are given below each sentence. You must choose the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. The room was ----- noisy that no one was able to hear the announcement.
(A) so
(B) such
(C) as
(D) very
102. There is construction going on outside today, so please ----- the windows closed.
(A) stay
(B) remain
(C) let
(D) keep
103. One of the requirements of this position is that you show up every day ----- of the weather.
(A) despite
(B) nonetheless
(C) regardless
(D) although
104. The house Mr. Eno is thinking about buying is located ----- Heritage Street.
(A) to
(B) on
(C) from
(D) of
105. The manager hinted that Janet Tate ----- for a promotion.
(A) considers
(B) has been considering
(C) has considered
(D) is being considered
106. If you do not find the accommodations here -----, be sure to let us know when you fill out your customer comment card.
(A) satisfactory
(B) satisfied
(C) satisfaction
(D) satisfactorily
107. Please inform Ms. Anne Hedoni that we suggest she ----- her appointment for at least a week.
(A) postpone
(B) is postponing
(C) postpones
(D) will postpone
108. Trying to force one's religious beliefs on someone else is futile, for no one can ----- another person believe anything.
(A) let
(B) impose
(C) make
(D) get

109. In an effort to reduce the amount of plastic they throw away, many people have stopped buying ----- razors.
 (A) unusable
 (B) disposable
 (C) temporary
 (D) impermanent
110. The suspect ----- the detective's accusation that he was involved with organized crime.
 (A) denied
 (B) declined
 (C) exclaimed
 (D) unclaimed
111. There is no need to bring anything to the exam: you will be provided ----- all required materials.
 (A) to
 (B) with
 (C) for
 (D) about
112. The restaurant manager was replaced because of her inability ----- discipline among her employees.
 (A) maintaining
 (B) maintained
 (C) to maintain
 (D) being maintained
113. ----- by the union chief's argument that the cutbacks in overtime hours would cause great hardship for workers, company management refused to reconsider its decision.
 (A) Moved
 (B) Moving
 (C) Unmoved
 (D) Unmoving
114. In hiring decisions, it is important to consider not only the professional qualifications of a job candidate, but also his or her -----.
 (A) character
 (B) characters
 (C) characteristic
 (D) caricatures
115. The agreement was concluded ----- precisely 11:03 p.m. on November 27".
 (A) near
 (B) on
 (C) at
 (D) to
116. Dr. Scobie is about to complete his research, the results of ----- he hopes to have published in a journal by the end of the year.
 (A) whose
 (B) it
 (C) which
 (D) that
117. Reverend Al Dulton may not be the most ----- speaker, but he always succeeds in getting his point across.
 (A) elemental
 (B) eloquent
 (C) eclectic
 (D) essential
118. Springfield has the ----- of being one of the nation's safest places to live.
 (A) repues
 (B) reputed
 (C) reputed
 (D) reputation
119. Everyone ----- Ms. St. John has submitted an application.
 (A) to
 (B) but
 (C) from
 (D) for
120. Because he knew he was being observed, Curtis had trouble ----- on his work.
 (A) concentrates
 (B) concentrating
 (C) concentrated
 (D) concentration

121. The speech, ----- quite long, succeeded in holding the interest of the audience from beginning to end.
- (A) though
 - (B) needless
 - (C) factually
 - (D) however
122. They probably ----- dinner by the time we get there.
- (A) had finished
 - (B) have finished
 - (C) will have finished
 - (D) will have been finishing
123. Miguel prefers working mornings, but this week he has been assigned to the night -----.
- (A) crew
 - (B) clan
 - (C) cast
 - (D) call
124. It should be understood that the ----- of a solid customer base is not something that occurs overnight.
- (A) creativity
 - (B) creation
 - (C) creature
 - (D) creator
125. Of course there have been negative consequences, but ----- the whole, the development of the automobile has been of tremendous benefit to humankind.
- (A) at
 - (B) in
 - (C) to
 - (D) on
126. The department's mission is to inform employees of new regulations and ----- management of ways to ensure compliance with them.
- (A) advice
 - (B) advise
 - (C) advisor
 - (D) advisory
127. For the most part, ----- in technology stocks have seen the value of their shares increase dramatically over the last five years.
- (A) investing
 - (B) investment
 - (C) investors
 - (D) investiture
128. We regret ----- your office of the changes to the program earlier and apologize for any inconvenience this may have caused.
- (A) to inform
 - (B) not having informed
 - (C) not to inform
 - (D) the informing of
129. Employees of Carbo Metallurgy Ltd. are strongly encouraged to make suggestions as ----- how workplace safety might be improved.
- (A) to
 - (B) of
 - (C) if
 - (D) in
130. Representatives of this firm must never ----- to high-pressure or deceitful sales tactics, for these only succeed in alienating potential customers.
- (A) succumb
 - (B) resolve
 - (C) submit
 - (D) resort

131. Hardly ----- surveyed expressed interest in either of the product offerings being considered.
- (A) anyone
 - (B) no one
 - (C) those
 - (D) of those
132. COLAs, or Cost-of-Living Adjustments, exist to ensure that the value of pensions is not ----- by inflation.
- (A) declassified
 - (B) defended
 - (C) decreased
 - (D) deceived
133. In this economic climate, it is difficult to cover expenses, ----- achieve a profit.
- (A) evermore
 - (B) more or less
 - (C) much less
 - (D) as much as
134. The television advertisement was so effective that customer service representatives had a difficult time ----- with the sudden increase in incoming calls.
- (A) holding down
 - (B) putting through
 - (C) keeping up
 - (D) taking over
135. News ----- of our financial difficulties has hurt our chances of completing the merger.
- (A) uncovering
 - (B) coverage
 - (C) uncovers
 - (D) covering
136. There have been several production line injuries attributable to worker -----; thus, the decision has been made to increase the number and length of breaks allowed.
- (A) diligence
 - (B) fatigue
 - (C) wages
 - (D) insurance
137. Attendance at the workshop is ----- for all faculty members except those scheduled to teach while it is in session.
- (A) mandatory
 - (B) laudatory
 - (C) exemplary
 - (D) disciplinary
138. Declines in absenteeism and increased ----- led the company to provide across-the-board pay raises.
- (A) productivity
 - (B) produce
 - (C) productions
 - (D) producers
139. While I was sitting outside the head office yesterday, I overheard someone ----- that your application for transfer had been rejected, though I am not certain who it was I heard speaking.
- (A) say
 - (B) said
 - (C) to say
 - (D) had said
140. Ms. Oliver wishes to express her concern ----- the decision not to review the safety procedures.
- (A) regard
 - (B) regarding
 - (C) regards
 - (D) regardless

PART 6

Directions: Read the texts on the following pages. You will find a word or phrase missing in some of the sentences. Below each of the sentences, four answer choices are given. Select the most appropriate answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 141 through 143 refer to the following article.

WE ARE LOOKING FOR TENANTS IN THE TWIN CITIES AREA

Apartment Search Magazine (ASM) is ----- to advertising apartment communities, townhouses,

141. (A) devotes
(B) devotee
(C) devoted
(D) devotion

and condominiums available in the Twin Cities area. If you have an advertisement you would like included in ASM, call (599) 373-3329 M-F 9:00 a.m.-5:00 p.m., or email us at asm@twincities.org.

ASM is published ----- and is distributed FREE to our readers. It can be found at key locations

142. (A) monthly
(B) one a month
(C) by monthly
(D) in a month

such as grocery stores, convention and visitor centers, chambers of commerce, restaurants, college campuses, and hotels and motels. ASM reserves the right to refuse advertising for any reason. No advertisement will be accepted if it is in violation ----- the terms of the Housing Non-Discrimination

143. (A) to
(B) from
(C) for
(D) of

Act of 1997.

GO ON TO THE NEXT PAGE 

Questions 144 through 146 refer to the following notice.

Good personal hygiene is required of all our food service employees. Please refer to the ----- guidelines.

- 144.** (A) under
(B) followed
(C) following
(D) below

Hands must be clean at all times, and you are required to wash them with soap and hot water at the beginning of your shift and at ----- once every hour thereafter, after handling trash, and before

- 145.** (A) least
(B) most
(C) all
(D) many

returning to work from the restroom or meal breaks. Nails are to be trimmed to a reasonable length. The maximum acceptable length is 1/8 inch longer than your fingertip. Failure to adhere to these guidelines ----- result in your being asked to leave work for the day, and repeated failure or

- 146.** (A) has to
(B) could have
(C) might
(D) should

refusal to adhere WILL result in job loss.

Questions 147 through 149 refer to the following memo.

Memo

To: All Employees
From: Mail Division
Re: Internal Mail delivery
Date: June 3rd

The Mail Division would like to ask you to be sure to follow the set guidelines for the ----- of internal

147. (A) deliver
(B) delivery
(C) deliverance
(D) deliberation

mail. Recently, several members of staff have complained that mail has taken a long time to pass from department to department. While we do our best to provide same-day delivery, this is not always possible. To help us do a ----- job, please remember to do the following: put all items to

148. (A) more
(B) best
(C) better
(D) most

be delivered in envelopes, write the name of recipients in capital letters, write the department of recipients UNDER their name, and write all the ----- information in the top left-hand corner of the

149. (A) above
(B) under
(C) following
(D) next

envelope. Thank you for your assistance.

GO ON TO THE NEXT PAGE 

Questions 150 through 152 refer to the following advertisement.

The annual BIG Mart super sale is here again. For the next seven days, we are offering savings of between 10 and 40% on selected items from our ----- stock. If you have had your eye on a new

150. (A) now
(B) next
(C) contemporary
(D) current

washing machine, now you can get one from just \$300. Looking for a new TV for the living room? We have flat-screen TVs from just \$599. We are also offering great savings on MP3 players, DVD players, and many ----- items from our home entertainment range. Check out our website for a

151. (A) another
(B) also
(C) too
(D) other

list of our special offers. The list is updated hourly. If you can find the same item at a cheaper price in another store, just bring us proof and we'll match the ----- price. Please note all items are either

152. (A) cheaper
(B) cheap
(C) cheaply
(D) more cheap

ex-display models or returned merchandise. All items come with a twelve-month warranty.

PART 7

Directions: In this part of the test, you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Choose the correct answer to each question and mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 153 through 155 are based on the following advertisement.

MOVING SALE! EVERYTHING MUST GO BY JAN 22ND!

Item for Sale	Quantity	Asking Price	Details
Girl's bicycle	1	\$35	Yellow. Needs one new tire.
Bookcases	2	\$80 each, \$150 for both	Solid oak. Bought for \$200 each.
End tables	2	\$30 each, \$55 for both	Slight scratches on both.
Bowling balls	2	\$15 each, \$25 for both	15 and 12 lb.
Sleeping bags	3	\$30/\$25/\$10 All for \$55	2 adult, 1 child. Slight tear in child's.
Golf club sets	2	\$200/\$180 (These prices are FIRM!)	Men's right-handed, women's left.

Unless otherwise noted, prices are negotiable.

Call 555-3122 weekdays, 555-6454 eves. and weekends. Ask for Ed or Yuki.

153. In total, how many pieces of furniture are for sale?
- (A) One
(B) Two
(C) Three
(D) Four
154. For which of the following are there no defects noted?
- (A) The end tables
(B) The bookcases
(C) The sleeping bags
(D) The bicycle
155. Which of these has a price that will NOT be negotiated?
- (A) The women's golf clubs
(B) The fifteen-pound bowling ball
(C) The girl's bicycle
(D) The child's sleeping bag

Questions 156 through 158 are based on the following notice.

LIFEGUARD TRAINING

This is a forty hour class for those fourteen and older wishing to receive state lifeguard certification. Training includes basic water rescue techniques, CPR, mouth-to-mouth resuscitation, and basic first aid for injuries. This is a prerequisite for the Lifeguard Supervisor's Certificate course available this summer. Proof of age is required, and applicants under the age of eighteen must submit a parental permission form. All equipment except swimwear is provided. Registration fee must accompany application.

Applications accepted from January 25–February 12

Start of classes: February 21

Last class and certification exam: May 10

Fees: Swim Club members—\$150, non-members—\$200

156. What is the minimum age for enrollment in the training?

- (A) Fourteen years old
- (B) Fifteen years old
- (C) Seventeen years old
- (D) Eighteen years old

158. When must the registration fee be paid?

- (A) On or before January 25
- (B) Between January 25 and February 12
- (C) On February 21
- (D) Anytime before May 10

157. What must all trainees provide?

- (A) Their lifeguard certificates
- (B) A first aid manual
- (C) A parental permission form
- (D) Proof of age

GO ON TO THE NEXT PAGE 

Questions 159 through 161 are based on the following information.

What is the number one cause of injury and hospitalization among older adults in the nation? You might be surprised by the answer: Falls.

One-third of people aged sixty-five and older have a serious fall each year, and unfortunately, many die as a result. The National Alliance for the Elderly estimates that two-thirds of the fatalities resulting from falls are preventable.

We would like all our readers to consider the following tips to stay safe and injury-free. These are just a few tips to safeguard yourself from falls:

- * Before rising from bed, sit on the side for a few minutes and make sure you don't feel dizzy.
- * If you use a wheelchair, lock the wheels before getting in and out.
- * Use the bathroom before lying down in bed for the night.
- * Keep electric and telephone cords tucked away behind furniture.
- * Put a grab bar on the wall by the tub or shower.

- 159.** Who is the target audience for this information?
- (A) Elderly people
 - (B) Older people injured in falls
 - (C) Health care providers for the elderly
 - (D) Older users of wheelchairs

- 160.** Which of the following is correct, according to the information in the passage?
- (A) Nearly one-third of older adults die as a result of falls.
 - (B) Most people are surprised by the data on falls.
 - (C) One organization works to prevent falls among the elderly.
 - (D) Most deaths from falls among the elderly are preventable.

- 161.** Which of the following can be inferred from the passage?

- (A) Elderly people should take showers rather than baths.
- (B) Many people trip and fall over electrical and telephone cords.
- (C) The likelihood of a fall decreases at age sixty-five.
- (D) Most older people who fall require hospitalization.

Questions 162 through 164 are based on the following notice.

TIME TO RENEW!

Fall is membership renewal time at the recreation center. Come to the front desk before October 1st to renew your membership and update your personal information (address, phone number, emergency contact, and doctor). It is important that this information be current in case something happens while you are using center facilities, and also so that we may send you your monthly newsletter. Your new membership cards will be blue, and they will be good through October of next year. Remember, you need a valid membership card to enter the rec center. As always, there is no cost for membership, but there is a suggested donation of \$15.00 to the facility maintenance fund every time you renew.

162. What is probably true of the old membership cards?
- (A) They had cost \$15.
 - (B) They were not necessary to enter the center.
 - (C) They were not blue.
 - (D) They do not expire.
163. Why does the recreation center ask for \$15?
- (A) For facility upkeep
 - (B) To donate to charity
 - (C) For medical insurance
 - (D) To pay for the newsletter
164. Which of the following is NOT an example of personal information to be updated?
- (A) Address
 - (B) Doctor
 - (C) Phone number
 - (D) Email address

GO ON TO THE NEXT PAGE 

Questions 165 through 168 refer to the following newspaper article.

(Center City) The Metro Airport Authority (MAA) announced at a news conference today that it has reached a long-sought agreement with Great Lakes Airways to increase flight service at both local airports. MAA spokesman William Henry James told reporters the airline had agreed to add two new weekly departures for and one new daily arrival from Chicago to its existing City Airport schedule, and that County Airport would see one new daily round trip to Chicago and one more daily departure for Buffalo. Though the starting dates for the new flight service have yet to be formalized, James said that he and Great Lakes representatives had an understanding that all new flights would be on the airline's schedule by the end of November or early December. Making the announcement at city hall this morning, James said that the schedule changes should be especially welcome news for local business travelers, many of whom have criticized the MAA for its inability to persuade airlines serving the area to expand their schedules.

165. According to the information given, which of the following will be the result of the flight schedule changes?
- (A) City Airport will be busier than County Airport.
 - (B) Prices for airline tickets in Center City will decline.
 - (C) There will be one more daily flight to Buffalo from County Airport.
 - (D) Criticism of the Metro Airport Authority will cease.
166. When the changes take effect, how many new flights will be departing from County Airport each day?
- (A) One
 - (B) Two
 - (C) Four
 - (D) Seven
167. What is true of William Henry James?
- (A) He works for the Metro Airport Authority.
 - (B) His office is at City Airport.
 - (C) He works for Great Lakes Airlines.
 - (D) His office is at city hall.
168. What is true of the increase in flight service to the Center City area?
- (A) It will begin in January.
 - (B) It will increase local taxes.
 - (C) It was desired by local business travelers.
 - (D) There will be new flights to several cities.

Questions 169 through 172 are based on the following letter.

Debbie's Restaurant
5243 Milford Drive
Westmere, TX 44770

Seminole Recreation Supply, Inc.
Western Avenue Suite 2B
Colony Business Park
Houston, TX 45684

Dear Debbie's Manager:

Generally, when I find myself sitting down to write a letter to a business, it is to complain about a poor product or service. This time, however, I have the pleasure of writing to commend all those at your restaurant for a job well done.

Last Wednesday evening, I was suddenly asked by my company to treat a group of prospective clients to dinner. Though I had never eaten at Debbie's before, I had always heard good things about your restaurant, and thus decided to give it a try. To my pleasant surprise, everything I had heard was true. The food was excellent and reasonably priced, and the service was prompt and impeccably polite. I was particularly impressed with the patience and friendliness shown by one waitress—Julie, I believe her name was. My guests were seven business people from Asia making their first trip to our country. As it was their first time in an American restaurant, they required some extra time and assistance to make their meal selections. Julie was very pleasant and helpful, carefully explaining the items on the menu and making appropriate suggestions.

So, thank you for a very pleasant dining experience. I will certainly be bringing future clients to your establishment.

Sincerely,
Rodrigo C. Mendez
International Account Manager

169. What aspect of his experience at Debbie's did Rodrigo Mendez NOT mention?
- (A) The cleanliness of the restaurant
 - (B) The cost of the food
 - (C) The performance of an employee
 - (D) The quality of the food
170. Why did Rodrigo Mendez decide to take his guests to Debbie's?
- (A) International foods are served there.
 - (B) It is near his office.
 - (C) His guests wished to go there.
 - (D) He had heard it was good.

171. What is the purpose of the letter?
- (A) To complain about service
 - (B) To praise the restaurant
 - (C) To recommend Debbie's
 - (D) To confirm a reservation
172. What is true of the people Rodrigo Mendez treated to dinner at Debbie's?
- (A) They were European businessmen.
 - (B) They are good friends of his.
 - (C) They are employees of Seminole Recreation Supply, Inc.
 - (D) They were unfamiliar with American restaurants.

GO ON TO THE NEXT PAGE 

Questions 173 through 176 are based on the following advertising brochure.

IS THAT PORTABLE GENERATOR IN THE GARAGE GOOD ENOUGH?

It isn't. Make no mistake about it: The power NEVER goes out on a nice sunny day. If you lose power, it will probably be on a cold, wet, or snowy day. With the ElectroGen automatic standby electric generator you won't have to lift a finger to get the electricity running. Put it in your garage, and . . . well, that's all. When the electricity goes off, you do NOTHING! Simply wait fifteen seconds and PRESTO!—ElectroGen takes over. That's right, ElectroGen begins providing power for the vital circuits in your home within mere seconds of a power outage—automatically. That old portable just doesn't compare. It has to be brought out of storage and moved to where you need it. It must be fueled frequently. To use it, you have to run extension cords to all your appliances. So if you want to avoid the walk to and from the garage in the freezing rain to get your generator up and running, call your ElectroGen dealer today. Let ElectroGen do the dirty work when the lights go out.

173. For whom is this advertisement intended?

- (A) Electricians
- (B) Appliance dealers
- (C) Homeowners
- (D) Construction companies

174. What is an advantage of an ElectroGen over a portable generator, according to the advertisement?

- (A) It is cheaper to buy.
- (B) It is cheaper to use.
- (C) It operates more electrical devices.
- (D) It can be used while still in the garage.

175. When a power outage occurs, what must an ElectroGen user do?

- (A) Wait a short time
- (B) Connect an extension cord
- (C) Turn off the well pump
- (D) Flip the power switch on

176. When are people most likely to need a generator?

- (A) On a sunny day
- (B) On a Sunday
- (C) Never
- (D) On a day with bad weather

Questions 177 through 180 are based on the following information.

The Ethical Business Practices Association of Western Ohio (EBPA/WO) FAQ List

Q: What is the EBPA/WO?

A: The EBPA/WO is a non-profit corporation financed by membership, and our mission is to promote fair and ethical business standards.

Q: What businesses can join the EBPA/WO?

A: Application for membership is open to any business registered with the Ohio Revenue Office, but contrary to a popularly held belief, a business cannot join this organization simply by paying dues. It must also have a history of ethical business practices and adhere to fair advertising and selling standards.

Q: What services does the EBPA/WO offer the public?

A: We offer buying information and general advice on a variety of subjects. We frequently send out media releases to inform the general public (as well as member businesses) on trends relating to frauds and scams. We also offer mediation and arbitration services in disputes arising between consumers and member businesses.

177. What is true of the EBPA/WO?

- (A) It generally runs a deficit.
- (B) It does not collect dues.
- (C) It is a government agency.
- (D) It is open only to registered businesses.

179. According to the passage, what is a popular myth about the EBPA/WO?

- (A) Unethical businesses can easily join.
- (B) It only provides services to members.
- (C) It is controlled by large businesses.
- (D) It is financed by its membership.

178. Who can join the EBPA/WO?

- (A) Members of the public
- (B) Wealthy companies
- (C) Ethical companies
- (D) Advertising companies

180. Which of the following services does the EBPA/WO NOT offer to the public?

- (A) Consumer warnings
- (B) Buying information
- (C) Arbitration services
- (D) Product discounts

GO ON TO THE NEXT PAGE 

Questions 181 through 185 are based on the following memo and information.

Memo

To: All regional managers
From: Stewie Griffin, General Manager
Re: Inventory Tracking Changes

As most of you are aware, beginning in the new calendar year, we here at AligMedia will be changing our supply inventory tracking system from GenTrak to MaxTrak. The MaxTrack system will allow us to monitor inventory from both our domestic distribution facilities as well as our overseas branches. We feel that MaxTrak will be simpler, easier to use, and more cost efficient in the long run; however, because MaxTrak uses a parameter input code that is markedly different from GenTrak's variable input code, it is necessary for regional managers to attend a three-day training and familiarization workshop. The workshop is scheduled for October 6th through 8th at the Seabrisk Hotel (Grand Pine Conference Room) in Escondito, California. We look forward to seeing you there. I have attached a copy of the program and training objectives.

Stewie Griffin
General Manager

MaxTrak Inventory Training and Familiarization Workshop

October 6th–8th , Seabrisk Hotel, Escondito, California.

9:00 a.m.–4:00 p.m. daily .

The training program will cover the following:

- * Creating a record for new customers in the sales database
- * How to determine what data needs to be entered into the newly created record
- * Determining methods to acquire the data needed
- * Acquisition of the necessary data and entering it into the sales database
- * Accessing and editing existing individual records in the sales database
- * Properly saving changes made to the sales database
- * Printing individual records from the sales database
- * Managing knowledge of confidentiality requirements relating to information in the sales database

All costs will be covered by AligMedia.

181. Who will need to attend the training workshop?

- (A) Stewie Griffin
- (B) All employees of AligMedia
- (C) The general manager
- (D) All regional managers

182. Why is this training necessary?

- (A) Because of a change in management
- (B) Because of a change in data keeping
- (C) Because of recent customer complaints
- (D) Because of new changes in the law

183. How long will the whole training workshop last?

- (A) Until 9:00 a.m.
- (B) Seven hours
- (C) Twenty-one hours
- (D) One week

184. According to the reading, which of the following is a benefit of MaxTrak?

- (A) It is more cost efficient than the current system.
- (B) It is more complex than GenTrak.
- (C) It is more expensive than GenTrak.
- (D) It can be used on any computer system.

185. Which of the following will NOT be taught in the workshop?

- (A) Printing records
- (B) Selling of records
- (C) Editing of records
- (D) Creating records

GO ON TO THE NEXT PAGE 

Questions 186 through 190 are based on the following letter and membership card.

1301 Avon Street,
London,
Ontario
N2P 1P9

Dear Sir or Madam,

My name is Carl Roe (membership # 4-23387-224), and I am writing to you in order to renew my membership in the CDC (Canada Drivers' Club) and enact a change in my membership status. First, you will find a check for the sum of \$140.99. This amount is to cover my yearly membership of \$99, as well as the subscription cost for two years of *Driving World* magazine, which was advertised in a flyer enclosed with my renewal letter. Second, I wish to add my new wife, Sandra Roe, to my membership policy. I understand that there may be additional charges for a two-person policy, so I would appreciate it if you would send me a bill for the balance I owe.

Sincerely,
Carl G. Roe

Canada Drivers' Club

Membership Card

Cardholder: Carl G. Roe Membership #4-23387-224

Membership type: Individual+Spouse

MEMBER SINCE: 1998

Vehicles in household: 3

DUES BILLED ANNUALLY

Membership Benefits: 24-Hour Emergency Road Service

In Ontario (299) 555-2323

186. Why did Mr. Roe send this letter?

- (A) To announce his marriage
- (B) To cancel a subscription
- (C) To make a complaint
- (D) To renew a membership

187. Which of the following is NOT true about Mr. Roe?

- (A) He has three cars.
- (B) He married recently.
- (C) He enjoys reading magazines.
- (D) He has been a member since 1989.

188. How much does a two-year subscription to *Driving World* magazine cost?

- (A) \$140.99
- (B) \$99
- (C) \$41.99
- (D) \$40.99

189. What is clearly true of this membership card?

- (A) It has been used for emergency road service.
- (B) It is to be kept in the car at all times.
- (C) It is paid for once a year.
- (D) It is for use in winter only.

190. How many people are listed as covered under this membership?

- (A) One
- (B) Two
- (C) Three
- (D) Four

Questions 191 through 195 are based on the following citation and letter.

**City of Booker Falls Police Department
Municipal Traffic Citation #203320WIL**

Ticket issued by: W. Wilson

BFPD Badge #: 1935

Vehicle Plate #: KVV84J

State: NC

Vehicle description: Silver four-door, 1995

Location: Northbound East 44th St. 400 block.

Date/time: 2 Feb, 3:55 p.m.

Traffic violation code: P4

Traffic violation: Expired parking meter

As the owner of the vehicle noted above, you are hereby informed that you are being cited for the traffic law violation just described. If you wish to plead guilty to this violation and pay a fine of \$18.00, please bring this citation to city hall between the hours of 9:00 a.m. and 4:00 p.m., M–Th. Alternatively, you may mail this citation with a check for the sum of \$18.00 plus a \$2 handling charge. If you do not wish to plead guilty to this violation and would like to arrange to contest this citation in a court of law, please notify the clerk of municipal court within thirty days.

56 Pleasant Street
Midvale, MI 33452

February 8th

City of Booker Falls Police Department,
Traffic Violations Section,
Booker Falls
Municipal Traffic Citation #203320WIL

Please find enclosed a check for the sum of \$20. This is payment for the above mentioned traffic citation. Please note that the payment is composed of \$18 for the actual fine and \$2 to cover departmental handling charges. I know that I am guilty and feel I have no choice but to pay. However, I do feel that the city needs to provide additional traffic meters and public parking areas at lower prices. The cost of parking is extremely expensive. I truly believe that if the process were reduced, more people would use the parking meters honestly.

Sincerely,

Morris Borata

191. Who is W. Wilson?

- (A) The victim of a car theft
- (B) A police officer
- (C) The municipal court clerk
- (D) The recipient of the citation

192. What is NOT indicated on the citation?

- (A) Where the vehicle was located
- (B) How to pay the fine
- (C) Whether the citation will be contested
- (D) How much to pay

193. Why was the citation issued?

- (A) Because W. Wilson was speeding
- (B) Because the vehicle owner was speeding
- (C) Because the vehicle owner didn't pay for parking
- (D) Because the vehicle owner didn't pay a fine

194. How much did Morris Borata pay?

- (A) \$2
- (B) \$18
- (C) \$20
- (D) \$30

195. How does Mr. Borata feel about parking facilities in Booker Falls?

- (A) They are great.
- (B) They are too small.
- (C) They are too expensive.
- (D) They are too far from his home.

GO ON TO THE NEXT PAGE 

Questions 196 through 200 are based on the following letters.

1963 Cradle Terrace
Troy, IN 11275

VBC Credit
One Hoenikker Place
New York, NY 88411

Dear Sir,

I recently read an advertisement for the VBC Platinum credit card in *World Entertainment Monthly* magazine. I was interested by the favorable interest rates and terms of the VBC card. I have filled in the form that was enclosed with the magazine and am sending it with this letter. I have not had a VBC credit card previously and believe that my credit rating is good, so I do not foresee any difficulties in issuing this card. I look forward to a quick response.

Sincerely,
Mona Aamons

VBC Credit
One Hoenikker Place
New York, NY 88411

Mona Aamons
1963 Cradle Terrace
Troy, IN 11275

Dear Ms. Aamons:

Thank you for your interest in a VBC Platinum credit card. Unfortunately, we regret to inform you that we are unable to approve your application for this card due to insufficient time in your current address and excessive debt-to-income ratio. This decision has been based in part on a credit report provided by Equity Evaluations, Inc. (noted below). You may receive a copy of this report free of charge, provided you request it in writing directly from the credit evaluation service within six calendar months.

Cordially,
Nancy Lloyd
Nancy Lloyd/Senior Credit Manager
Credit evaluation service: Equity Evaluations, Inc., PO Box 22, Los Angeles, CA 98365

196. Why did Mona Aamons write to VBC Credit?
- (A) To ask about the cost of platinum
 - (B) To cancel a credit card
 - (C) To pay a bill
 - (D) To apply for a credit card
197. What is Mona Aamon's opinion of her credit rating?
- (A) It has some difficulties.
 - (B) She doesn't need one.
 - (C) It is good.
 - (D) It is her own personal matter.
198. According to the letter, what does Mona Aamons have?
- (A) A VBC platinum card
 - (B) Bad credit history
 - (C) Too many debts
 - (D) A part-time job
199. To obtain a free credit report, what must Mona Aamons do?
- (A) Contact VBC credit
 - (B) Request it from Equity Evaluations, Inc.
 - (C) Reply to Nancy Lloyd
 - (D) Wait for the report
200. Based on the letter, which of the following is known about Mona Aamons?
- (A) She has many credit cards.
 - (B) She has always lived at 1963 Cradle Terrace.
 - (C) She has many children.
 - (D) She may request a free credit report.

**Transcript
and
Answer Key**

UNIT 1

PART 1. Picture Description

- (A) The man is flying a kite.
(B) The man is waving to his friend.
(C) The men are cleaning the park.
(D) The men are taking a break from work.
- (A) The cats are fighting outside.
(B) His cat is sleeping soundly.
(C) The cat is walking along the street.
(D) The cat is near the door.
- (A) The woman is drinking a beer.
(B) People are drinking and smoking at a bar.
(C) The woman is holding a drink.
(D) She is paying the bartender cash for the drink.
- (A) The art is on display in a museum.
(B) The building is being torn down.
(C) The children are painting the school.
(D) There is graffiti on the wall.
- (A) The value of the building is low.
(B) The building has been destroyed by fire.
(C) The building is under construction.
(D) The office building is open for business.

PART 2. Questions and Responses

- How far is it to Pasadena?
(A) I drove there.
(B) About five kilometers.
(C) In one hour.
- Is your father home?
(A) Yes, just a minute, please.
(B) In the car.
(C) No, he can't.
- Where is my tie?
(A) I bought it.
(B) She's in her bedroom.
(C) It's on the dresser.
- How are you doing?
(A) I'm working now.
(B) Great! And you?
(C) Thanks for asking.
- Can you help me with this project?
(A) I don't need any help, thanks.
(B) Not right now. I'm very busy.
(C) I'll be out of the office.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

M: Excuse me. I need to check out of my room about 30 minutes late tomorrow. I'm expecting a phone call at 10:30, and I won't be finished by 11:00. Will that be a problem?

W: Not at all. Your bill has already been paid, so just leave your keys in the room.

M: Great. Thank you very much.

W: I hope you enjoyed your stay.

Questions 4 through 6 refer to the following conversation.

W: Excuse me, can you tell me how to operate this machine?

M: Of course. You need to load your originals in the tray, dial the number, and press start.

W: Is that the big red button?

M: No, it's the green one here. Just ask if you have any more problems.

PART 4. Short Talks

Questions 1 through 3 refer to the following information.

M: Welcome to scenic Durango. Our resort offers many activities that you can enjoy in the beautiful sunshine each day. For example, we offer river rafting and rock climbing. We also offer mountain biking trips, golf lessons and tournaments, and many other sports. If you need further information or want to sign up for any of these activities, please ask for our activities coordinator, Roxie Lane. She will be pleased to help.

Questions 4 through 6 refer to the following information.

W: Welcome to the first faculty meeting of the year. My name is Beverly, and I am pleased to introduce to you our new faculty members, Professor Hale and Professor Chava. They will be joining us this year. OK, well, there are many new things to discuss here in our first departmental meeting of the new semester, so I'd like to begin immediately. The first thing I want to mention is the use of a new textbook, which we will give you now.

UNIT 2

PART 1. Picture Description

- (A) The computer has broken down.
(B) The woman is using the mouse.
(C) The woman is typing on the keyboard.
(D) The woman is helping the man.
- (A) Trees surround the buildings.
(B) Trees are being cut down by loggers.
(C) There is construction all over the city.
(D) The mountains are taller than the buildings.
- (A) The man is reading a sign.
(B) The man got on the train.
(C) The man has missed the train.
(D) The man is waiting for a train.
- (A) The woman is walking on a beach.
(B) The man is sitting on a bench.
(C) The woman is walking down the stairs.
(D) The man is sitting on his bed.
- (A) The man is resting at home.
(B) The man is looking at books.
(C) The man is running.
(D) The man has a shoe in his hands.

PART 2. Questions and Responses

- How much are the pencils?
(A) 50 cents each.
(B) At the bookstore.
(C) We don't carry notebooks.
- Where did you go this afternoon?
(A) To play tennis.
(B) I'll be back this evening.
(C) Can you come, too?
- Have you seen the manager this morning?
(A) He saw it last night.
(B) She is very friendly.
(C) She hasn't come in yet.
- When did you get your new telephone?
(A) It wasn't very expensive.
(B) Just yesterday.
(C) It's a cordless phone.
- Are there any rooms available?
(A) There isn't any room.
(B) They are upstairs.
(C) Yes, how many guests will be staying?

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

W: Can you tell me what time the next bus for Los Angeles leaves?

M: It runs every fifteen minutes. You just missed the eleven o'clock bus.

W: Oh, that's too bad. Where does it leave from?

M: Stand thirteen. You can wait over there.

Questions 4 through 6 refer to the following conversation.

W: Excuse me. Are you Rick Johnson?

M: Yes, have we met before? You look really familiar.

W: Yes, we knew each other a long time ago. We were in elementary school together.

M: Oh, gosh, yes. Well, how long have you been working here at Super Mart?

PART 4. Short Talks

Questions 1 through 3 refer to the following message.

W: Hi Julie. I guess you are still in the meeting. I just want to remind you of something. Before you leave today, would you please be sure to turn off the photocopier and the printers? Someone left them on again last night. Also, please turn off the lights in the office. We are trying to do everything possible to save electricity around here. Thanks.

Questions 4 through 6 refer to the following announcement.

M: Today's cruise will take us to some very exotic islands. Our first stop will be Margarita Island, where you will find many places to shop and dine. We will continue to Aruba Island where you will have the opportunity to enjoy the beach and relax under the sun. So please sit back and enjoy the cruise. We will arrive at Margarita Island shortly.

UNIT 3

PART 1. Picture Description

- (A) The man is eating caviar.
(B) The women are holding wine glasses.
(C) The party is almost over
(D) The women are dancing on the stage.
- (A) The car is parked on a street corner.
(B) The bike carries more than one person.
(C) The bike is beside the rack.
(D) The motorcycle is being moved to the factory.
- (A) He is looking at his friend in the locker room.
(B) He is wiping his face with the towel.
(C) He is putting shaving cream on his face.
(D) He is looking at himself in the mirror.
- (A) The city skyline consists of tall buildings.
(B) The wooden structures are blocking the view.
(C) The buildings have been left abandoned.
(D) The stars are shining over the buildings.
- (A) The elevator is full of people.
(B) People are on the escalator.
(C) The escalator is out of order.
(D) People prefer to use the stairs.

PART 2. Questions and Responses

- What are your hours today?
(A) Sorry, I don't have a watch.
(B) We're open from nine to five.
(C) In ten minutes.
- Where can I make a phone call?
(A) There's a pay phone around the corner.
(B) It's on the bus.
(C) Meet me at the library.
- What time did you start this morning?
(A) At 7:00 p.m.
(B) In the office.
(C) At 8:00 a.m.
- Which color do you prefer?
(A) It's on my computer.
(B) The orange one is nice.
(C) Can we do it again?
- Have you met the new secretary?
(A) No, not yet.
(B) She is in the office today.
(C) Her name is Alice.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

M: Can I help you?

W: Yes, I'm looking for aspirin. Do you have any? I can't see it here.

M: Yes, ma'am. It's on the second shelf over there, on the right-hand side.

W: Oh, there it is, next to the boxes of tissues. Thanks.

Questions 4 through 6 refer to the following conversation.

M: Have you received the paperwork from the secretary?

W: Yes. I reviewed it and sent it to the main office.

M: How did it look? Did you need to make any changes?

W: It was excellent work. I didn't need to change anything this time.

PART 4. Short Talks

Questions 1 through 3 refer to the following introduction.

W: Sharla, I would like to introduce you to my mother, Ann. She is a wonderful woman. She enjoys gardening and cooking. You should see all of her cookbooks! She must have more than fifty of them! She also likes to play the piano and sing with the family on holidays. I am sure you will enjoy getting to know her.

Questions 4 through 6 refer to the following passage.

M: Yesterday, I was trying to get my computer connected to the Internet. It was a complete disaster! First, I couldn't figure out the access number for the modem. Then, I forgot my password. When I finally remembered my password, the telephone line was busy. I waited for twenty minutes, but it was no use. I gave up because I had to go to work. I'll have to try again today.

UNIT 4

PART 1. Picture Description

- (A) There are dozens of cable channels on TV.
(B) The computers are unplugged.
(C) The cables are plugged into the system
(D) The wireless equipment is not operating.
- (A) The band is entering the stage.
(B) The musicians are dressed formally.
(C) Singers are leaving the stage.
(D) Two people are singing on a stage.
- (A) They are dancing on the stage.
(B) Scientists are examining the fossils.
(C) Children are wearing Halloween costumes.
(D) The child is looking at something.
- (A) The statue shows the charging soldiers.
(B) The horses are in the barn.
(C) The Statue of Liberty is very tall.
(D) The men are carrying the statue.
- (A) She is having a snack.
(B) She is looking for a recipe.
(C) She is preparing some food.
(D) She is wearing a chef's hat.

PART 2. Questions and Responses

- How many times a week do you play golf?
(A) At least three times.
(B) It's my favorite sport, too.
(C) At the club.
- Could I get you something else to eat?
(A) I'm having a hamburger.
(B) No thanks, I'm full.
(C) Let's go to the restaurant.
- How much does the book weigh?
(A) About two pounds.
(B) \$60.
(C) Biology.
- Which movie would you like to watch?
(A) It begins at 2 p.m.
(B) The new one with Sean Connery.
(C) I think it costs about \$7.00.
- Have you checked your email today?
(A) I can give you a check.
(B) Yes, it is a slow connection.
(C) No, I'll check it later.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

- W: I can't believe I can't find Mary's phone number!
M: Not again. You need to be more organized. Did you look in your desk drawer?
W: I've looked everywhere. I can't locate it!
M: You should carry a notebook to write important information in.

Questions 4 through 6 refer to the following conversation.

- M: Amy, could you type this report for me this afternoon?
W: Yes, sir. What time do you need it?
M: Before you leave would be fine.
W: I'm going at 5:00, so I'll get it done by then.

PART 4. Short Talks

Questions 1 through 3 refer to the following information.

- W: Build your business today with our new, beautiful desktop calendars. Give these calendars to your clients as gifts, and they will enjoy them all year long. As you can see from our extensive catalog, these calendars come in a variety of styles and four different sizes. There is a perfect calendar for every business. If you need help selecting the perfect one for your company's needs, our friendly staff will be happy to assist you.

Questions 4 through 6 refer to the following information.

- M: Many residents of Riverdale arrived late to work this morning due to a traffic jam on the interstate. Why the delay? Police say that an overturned delivery truck blocked traffic for more than one hour. After the truck was removed, traffic resumed a normal pace. Police urge drivers to be cautious in this type of situation and to be patient. The early morning fog was a contributing factor.

UNIT 5

PART 1. Picture Description

- (A) They're exiting the front door.
(B) They're inspecting the house.
(C) His family is moving into the house.
(D) The house has two stories.
- (A) They're having lunch.
(B) They're at the theater.
(C) They're at the dentist's office.
(D) They're in the bank.
- (A) The customers are talking to the waitress
(B) The customers are sitting at a table.
(C) Every table at the restaurant is taken.
(D) The cook is preparing the dish.
- (A) The people are walking toward the buildings.
(B) The doors to the building are broken.
(C) The people are coming out of the building.
(D) The people are entering the house.
- (A) The people are giving each other greeting cards.
(B) The people are playing a card game.
(C) The tourists are buying tickets to the show
(D) The magician is entertaining the crowd.

PART 2. Questions and Responses

- Whose cassette is this?
(A) I think Sara left it here.
(B) It's on her desk.
(C) It's very good
- Would you check this letter for me?
(A) I already have one.
(B) I don't know how to type.
(C) Sure, in just a minute.
- Are there any seats left?
(A) Please sit down.
(B) There are two by the door.
(C) I think he already left.
- How much did you earn today?
(A) I finished in about two hours.
(B) Over \$1,000.
(C) We get paid bi-weekly.
- Have you ever considered a career in translating?
(A) No, I haven't thought about it.
(B) It's very interesting.
(C) How many words per minute?

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

M: Good morning. How may I direct your call?

W: I'm calling for the project manager. Is she in?

M: Just a moment please. Oh, I'm sorry, she's out of the office.

W: I see. Well, then I'll try again this afternoon.

Questions 4 through 6 refer to the following conversation.

M: We have an opening this morning at 10:00 a.m.

Would you be interested in getting your hair cut then?

W: Today is not possible for me. How about tomorrow afternoon, at 4:00 p.m.?

M: Well, we have an opening at 3:00 p.m. tomorrow.

W: No, that's too early. Is there a slot at 4:00 p.m. on Friday?

PART 4. Short Talks

Questions 1 through 3 refer to the following information.

W: Our communications center brings you many benefits while you stay in our hotel. It is located on the third floor and can be accessed twenty-four hours a day. It includes a state-of-the-art photocopier and two fax machines. There are also several phone ports to connect your computer to the Internet. An express courier service is available for quick delivery of important documents and packages. If you require assistance, please contact the hotel manager.

Questions 4 through 6 refer to the following introduction.

M: Hi Lincoln, I'd like to introduce you to my wife, Rosa. She was a dentist in Venezuela, but here in the US, she works as a microbiologist. She also stays busy taking care of our daughter, Paula. I thought you might like to talk to her about your ideas of starting your own biotech company. She has been involved in this area for the past six years and has written several research papers on recent developments in microbiology.

UNIT 6

PART 1. Picture Description

- (A) He's filling the boxes with shoes.
(B) The boxes are on the belt.
(C) The boxes are being stacked on the floor.
(D) The warehouse is full of people.
- (A) The man is putting a letter in the mailbox.
(B) The mailman is emptying the mailbox.
(C) The post office is full of people with packages.
(D) The man is waiting in line at the post office.
- (A) The woman is buying presents.
(B) The woman is opening a present.
(C) The woman is making a presentation.
(D) The family is making presents.
- (A) The posters are advertising movies.
(B) The man and woman are watching a movie.
(C) They are walking in front of a theater.
(D) There are many people in front of the theater.
- (A) The bear is attacking the little girl.
(B) The girl is playing with her favorite doll.
(C) The man is touching the stuffed bear.
(D) He's feeding the bear some fish.

PART 2. Questions and Responses

- What time will the meeting be out?
(A) It's at the hotel.
(B) About 4:30.
(C) We won't be there on time.
- What is your favorite class?
(A) Evelyn is an excellent teacher.
(B) The class is very large.
(C) I like Spanish.
- Can you write me a check?
(A) She has already checked it.
(B) I can check.
(C) No problem.
- How do you get to work?
(A) By bicycle.
(B) I've been there for almost fifteen years.
(C) It's an engineering company.
- Where do you teach?
(A) On the subway.
(B) Only language classes.
(C) At a language institute.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

- M: Do you think we should come back from the conference a day early?
W: What for? As long as we're there, we might as well stay for the weekend.
M: You're right. Let's try to make the most of it. I've never been to New York before.
W: After the conference, we can take a guided tour of the city, too.

Questions 4 through 6 refer to the following conversation.

- M: Based on our interview yesterday, I would like to offer you a job in our company.
W: That's great news, Mr. Morrison. When do I start?
M: You'll have to sign the contract first, but you should be able to start next week.
W: I finish my current job this Friday, so that would be great.

PART 4. Short Talks

Questions 1 through 3 refer to the following introduction.

- M: Tonight we are pleased to present this award to Johnny West, composer of the extremely popular song "Turning To You." Over the past fourteen years, Mr. West has written over forty-three hits and has been honored as one of the most innovative composers of our generation. In addition to these honors, he has been the featured artist on the soundtracks for several movies in the past five years. Ladies and gentleman, please give a big round of applause for Johnny West!

Questions 4 through 6 refer to the following report.

- W: Since early last evening, a fire has been spreading in the East Mountains. This fire has grown out of control in the last three hours as firefighters try to contain it. City officials are calling on members of the East Mountains police force to help by communicating important radio announcements to the residents of Timberfalls to ensure that all residents can safely evacuate the area. The fires started when a tree was hit by lightning during a storm late yesterday afternoon.

UNIT 7

PART 1. Picture Description

- (A) Clothes are piled up on the shelf.
(B) Clothes are behind the sale signs.
(C) Clothes are hanging in a closet
(D) People are shopping in a mall.
- (A) They're exiting the movie theater.
(B) There is one man buying tickets at the window.
(C) They're in front of the gift shop.
(D) He's cleaning the windows.
- (A) The men are loading the trucks.
(B) The trucks are loaded with logs.
(C) The men are cutting logs
(D) The trucks are empty.
- (A) The woman is putting gas in her car.
(B) He's fixing the woman's car for her.
(C) She's washing the windows of her car.
(D) Her car is broken down on the side of the road.
- (A) The vending machine is full of food.
(B) The fruit stand is full of vegetables and fruit.
(C) The man is buying a candy bar from the vending machine
(D) The vending machine has only one kind of snack left.

PART 2. Questions and Responses

- What's the date today?
(A) Friday.
(B) The 14th.
(C) January.
- Do you mind if I turn on the lights?
(A) I have a headache.
(B) Not at all.
(C) Yes, the window is open.
- How many hours do you work each day?
(A) Only at night.
(B) About eight or nine.
(C) For all of my co-workers.
- Can you tell me how to get back to the university?
(A) It's in Kansas City.
(B) Four blocks from here.
(C) Go down this street and take your third right.
- When did we last meet?
(A) A month ago.
(B) At the next branch meeting.
(C) At the bakery.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

W: Are you ready for your trip to Chicago, Mr. Sato? I've confirmed your reservation

M: Yes, but I can't find my credit card. I'll need it to pay for the hotel.

W: Did you check in your desk drawer? I think I saw you put it there when you came back from lunch.

Questions 4 through 6 refer to the following conversation.

M: I knew city life was expensive, but all of these prices are just crazy!

W: That's true. This shirt would never be so expensive in our town. I don't know how people manage here.

M: Well, salaries are higher here.

W: But I still think it would be difficult to save any money.

PART 4. Short Talks

Questions 1 through 3 refer to the following information.

M: CellularStar is pleased to offer the latest technology in cellular phones for just under two hundred dollars. Our newest model, the T-156, offers many excellent features. Besides being a phone, it is a camera and MP3 player. The T-156 can also help you organize your life. You can store up to 200 names and addresses as well as have access to your calendar and organizer. Its MP3 player allows you to store up to twenty songs, and its camera has a two-megapixel capacity. So as you can see, you can get it all with this great new product

Questions 4 through 6 refer to the following information.

W: Did you realize that skateboarding is one of the fastest growing sports in the United States today? Only twenty years ago, the sport faced extinction, but recent interest in the sport has made it more popular than ever. In fact, new skateboard shops are opening in every large city across America. Skateboarding clothes and accessories are appearing in all the fashion magazines and represent an important sector in the fashion industry. The new question is, just how big will this sport get?

UNIT 8

PART 1. Picture Description

- (A) There is a large field in front of the building.
(B) The apartment buildings are close together.
(C) The children are playing in the field.
(D) The politicians are posing in front of the building.
- (A) She's jogging alone in the park.
(B) He's helping the two older women.
(C) The women are walking together in the park.
(D) They're working together in the park.
- (A) She's lifting the man's skis.
(B) They're riding the lift.
(C) The people are waiting for the lift.
(D) They're riding the tram down the mountain.
- (A) They're putting away the packages.
(B) He's taking the man's money.
(C) The man is sitting at the counter.
(D) The man is standing at the counter.
- (A) The lake is very beautiful and green.
(B) The dam is surrounded by people.
(C) There are no trees near the dam.
(D) The dam is located near a city.

PART 2. Questions and Responses

- What's the new employee's name?
(A) He's working in another office.
(B) I heard that it's Robert.
(C) Did you ask her?
- Do you have any more soda?
(A) At the store.
(B) It's in the refrigerator.
(C) Only \$2.
- What does David look like?
(A) I prefer blond hair.
(B) He's still at home.
(C) He's a very tall man.
- Have you ordered from the Internet?
(A) Yes, I have Internet.
(B) I order things off the Internet all the time.
(C) Please place your order here.
- Would you like to sign the petition?
(A) I didn't see the sign.
(B) Is it petite?
(C) I signed it yesterday.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

- W: Do you have any more of these chairs available? I need three, but there are only two here.
M: I think there is one in the warehouse. Let me check. Yes, there are two in the warehouse. They're \$129.00 each.
W: Good. I'll take three then. I'd like to have them delivered.
M: No problem. Just give us your address.

Questions 4 through 6 refer to the following conversation.

- W: Have you checked the weather report today? I'm hoping to go hiking this afternoon.
M: Yes. Unfortunately, it will rain all day today.
W: Not again! It seems like it has been raining all the time lately.
M: Yeah, you might want to reconsider hiking. How about going to see a movie?

PART 4. Short Talks

Questions 1 through 3 refer to the following information.

- W: Grandma's has been a popular shop for many years, and for good reason. They have a large selection of pianos and guitars, as well as band instruments. Grandma's is open Monday through Saturday from 8:00 a.m. to 9:00 p.m. and on Sundays from 10:00 a.m. to 6:00 p.m. Visit Grandma's today and see just why it has been voted number one by musicians for over twenty years.

Questions 4 through 6 refer to the following introduction.

- M: Hello everyone. This is Mr. Jenson, the new sales manager in our department. Mr. Jenson has a long history of success with other important companies, where he has been director of human resources, supervisor of communications, and area sales manager. His attention to detail, innovative ideas, and approachable manner are sure to help our company grow. I hope you will welcome him and assist him in any way possible.

UNIT 9

PART 1. Picture Description

- (A) He's selling newspapers.
(B) He's wearing a short-sleeved shirt.
(C) They're taking money from the stand.
(D) They're putting together the newspaper.
- (A) The woman is cleaning.
(B) The woman is fixing the vacuum.
(C) The woman is opening the bag.
(D) The woman is sitting on the carpet.
- (A) He is putting out the fire.
(B) Meat is being cooked on the grill.
(C) The fire is burning well.
(D) Wood is stacked in the fireplace.
- (A) The baby is crawling on the floor.
(B) The mother is feeding her baby.
(C) She's feeling the baby's head.
(D) They're watching the baby cry.
- (A) The tables are all occupied.
(B) There are chairs on each table.
(C) There are umbrellas over the tables.
(D) This section is reserved for smokers.

PART 2. Questions and Responses

- Does the hotel have a copy of the newspaper?
(A) It's in the lobby.
(B) The copier is downstairs.
(C) At 6 a.m.
- When do you leave for the States?
(A) California.
(B) Next week.
(C) I hope I can go.
- Do they have a toll free phone number?
(A) Yes, it's posted in the office.
(B) The phone is free.
(C) I need the number.
- Could you speak more quietly?
(A) I can only speak English.
(B) Of course. Excuse me.
(C) It is quiet here.
- Which countries will the president visit?
(A) Only Oklahoma City.
(B) He will visit our office.
(C) Canada and Russia.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

W: Welcome to Vancouver. May I see your passport please?

M: Yes, here it is.

W: Are you visiting our country on business or for pleasure?

M: I'll be doing business for three days, then I'll be sightseeing for another three.

Questions 4 through 6 refer to the following conversation.

M: Have you seen my stapler?

W: I think it is on Natalya's desk.

M: You're right. She didn't give it back to me after borrowing it.

W: I'm sure it was just a mistake. She usually returns things right away.

PART 4. Short Talks

Questions 1 through 3 refer to the following introduction.

M: It is a pleasure to introduce to you Paula Adams. Ms. Adams is from England, but has been working in Cuba for the past six months as a reporter for *The Daily Star*, the island's only English-language newspaper. Several of her articles have been recommended for awards due to her clear writing style. Tonight, Ms. Adams will talk about her most recent article about the workers in the tourism industry on this island.

Questions 4 through 6 refer to the following information.

W: Tonight's feature film will begin in just fifteen minutes. There will be a second showing at 11:00 p.m. Please buy your tickets at the ticket counter at least five minutes before the show starts. The show will last for two hours and forty-five minutes. Refreshments can be purchased before the movie begins or during the intermission, which will occur half way through the film. Patrons are asked not to enter the auditorium once the film has begun.

UNIT 10

PART 1. Picture Description

- (A) The back of the truck is open.
(B) The lights on the truck are flashing.
(C) The men are cleaning the truck.
(D) The truck is going very fast.
- (A) The man is chatting with his friend.
(B) The man is drawing her picture.
(C) The people are walking in the park.
(D) The woman is resting on a bench.
- (A) The garbage bag is inside the trash can.
(B) The garbage bags are for sale.
(C) The garbage bags are next to the trash can.
(D) The trash can is beside the door.
- (A) The people are enjoying themselves by the lake.
(B) They're all watching the ship sailing toward them.
(C) The people are gathered at the stadium.
(D) The ship is sailing on the ocean.
- (A) Many children are using the gym.
(B) People are waiting in line to use the weights.
(C) The exercise equipment is available.
(D) The woman is running on the machine.

PART 2. Questions and Responses

- Sally sometimes goes home early, doesn't she?
(A) Her home is only fifteen minutes from here.
(B) She likes her home very much.
(C) Only on Thursdays.
- Did you see the new copier?
(A) I didn't realize it arrived already.
(B) Copies are free for students.
(C) Melissa will tell us.
- What is your degree in?
(A) The economy.
(B) Pretty hot.
(C) Statistics.
- How many people work here?
(A) In a very large company.
(B) Over 5,000.
(C) At least \$5.50 per hour.
- Have you ever been to South America?
(A) I am not American.
(B) No, but I'm going next year.
(C) How far away is it?

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

M: Bank One. Can I help you?

W: Yes, I'm calling to check the status of my credit card. I haven't received a statement this month.

M: Would you like your balance or available credit?

W: I'd like to know the balance. Also, I want to receive future statements by email, please.

Questions 4 through 6 refer to the following conversation.

W: Hi John, how's business lately?

M: Very slow. We're waiting for our big rush in fall.

W: Ahh, I suppose not many people are shopping for sweaters during the summer.

M: Right, we make the most sales between October and March.

PART 4. Short Talks

Questions 1 through 3 refer to the following information.

W: Ralph's is proud to provide you with the finest produce in the state. We are famous for our fresh fruits and vegetables, which come from all over California. Looking for the right ingredients to make a delicious dinner salad? Ralph's carries many varieties of lettuce to make the perfect salad. We also have a wide variety of vegetables including our broccoli and cucumbers, which are always crunchy and delicious. Please see Larry, our produce manager, if you would like some great recipes to take home with you.

Questions 4 through 6 refer to the following information.

M: Although the freeway seems to be the fastest way to get anywhere, it is actually slower in this case. To get to my house, it is faster to take the regular city streets. I recommend taking Menaul Boulevard from the University and you will see that it is ten minutes faster than taking the freeway. The freeway exit is not very close to my house, so any time you save at first will be lost by backtracking.

UNIT 11

PART 1. Picture Description

- (A) There is one tree in the park.
(B) The man is mowing the lawn.
(C) The men are sitting on the grass.
(D) The tree is near the pond.
- (A) There is a brush in the can of paint.
(B) The man is painting the wall.
(C) There is a brush on the can of paint.
(D) The paint can is empty.
- (A) The woman is brushing her hair.
(B) The woman is cleaning the wall.
(C) The woman is holding a broom.
(D) The woman is very dirty.
- (A) A woman is holding a bag.
(B) There are no men in the class.
(C) The teacher is standing by the blackboard.
(D) The meeting has finished.
- (A) The man is putting gas in the mower.
(B) The man is riding on a mower.
(C) The mower is in the garage.
(D) The mower is next to the house.

PART 2. Questions and Responses

- Can you make it here by 6 p.m.?
(A) I'm on the next flight.
(B) Who else is coming?
(C) I'll try my best.
- Do you think the eggs are too salty?
(A) I like them, too.
(B) No, they taste fine.
(C) Only for breakfast.
- Would you show me your boarding pass?
(A) Just a moment. It's in my bag.
(B) I am feeling bored.
(C) I'll take it.
- When was Rita born?
(A) In Hong Kong.
(B) In 1973.
(C) Since last week.
- What time will their flight arrive?
(A) They will fly out today.
(B) I didn't think to ask.
(C) American Airlines.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

M: Did you get a new office chair?

W: Yes, I picked it up last week. Try it out.

M: It's a beautiful color, and so comfortable. How much did it cost?

W: Well, it was originally \$150, but it was on sale, so I got a 10% discount.

Questions 4 through 6 refer to the following conversation.

W: Do you need help sending your fax?

M: No, I know how to use the machine. I just can't remember the number.

W: That I can't help you with.

M: Yeah, I guess I'll have to look it up in the office directory.

PART 4. Short Talks

Questions 1 through 3 refer to the following message.

W: Thank you for calling Translations Express. Our offices are closed at this time. Please call back during our regular business hours, Monday through Friday from 8:00 a.m. to 6:00 p.m. to speak to one of our customer service representatives. You may also leave a message on this answering machine, and we will be happy to return your call as soon as possible. We attempt to return all calls within forty-eight hours.

Questions 4 through 6 refer to the following information.

M: If you are looking for an inexpensive way to increase the power of your computer, consider buying more memory. Adding memory to your computer can increase its processing speed by almost double. The best part is that memory is now very cheap. In most cases you can boost the power of your old computer for only \$125 dollars. You'll be amazed how much faster your computer runs.

UNIT 12

PART 1. Picture Description

- (A) They are cooking food on a grill.
(B) They are preparing for rain.
(C) They are sharing a sandwich.
(D) They are sitting at a picnic table.
- (A) The break room is full of people.
(B) The people are playing cards.
(C) The woman is mixing up the cards.
(D) There is a lot of money on the table.
- (A) A bug is on the plant's leaf.
(B) One of the plants is dead.
(C) She is giving water to the plants.
(D) The plants are in a garden.
- (A) The officer is riding a horse
(B) The officer is sitting on his bike.
(C) The officer is standing in the street.
(D) The officer is walking up the stairs
- (A) Cars may not drive on this street.
(B) The people are crossing the street.
(C) The store is open.
(D) The street light has fallen down

PART 2. Questions and Responses

- Where is the sample contract?
(A) By this evening.
(B) The secretary typed it.
(C) In your mailbox.
- They have the item in stock, don't they?
(A) They should. I saw some yesterday.
(B) I don't think they buy stocks.
(C) Which section did you look in?
- Are birth certificates issued at the hospital?
(A) Normally you have to request them by mail.
(B) The hospital has many forms.
(C) You need to choose a doctor first.
- May I take my break now?
(A) Fifteen minutes is enough time.
(B) Sure. Go ahead.
(C) Call me back in ten minutes.
- Have you sent the proposal in?
(A) Yes, that is my proposal.
(B) I sent it last week.
(C) He has proposed to me twice.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

- W: I need to buy a new cell phone. Mine's broken, but I don't have much money for a replacement.
M: I recommend CellMart. They have a great selection, and their prices are pretty low.
W: Good idea. Do you know where the nearest branch is located?
M: There's a branch in Green Lane. You pass it on your way to work every day.

Questions 4 through 6 refer to the following conversation.

- M: Have you seen the manager lately?
W: No, she's been in a meeting all day. They are working on some big project for the head office.
M: I see. Can I leave a message for her?
W: Sure. Why don't you write it down on this notepad? I'll pass it on for you.

PART 4. Short Talks

Questions 1 through 3 refer to the following information.

- M: Tonight, Montgomery County is happy to invite all residents to its annual car show on Central Avenue. The show is organized by Montgomery Motors, one of our oldest local businesses, and Allmart Super Store. More than 1,500 cars will be featured from all over the state of Alabama. The show will run from 5:00 p.m. to 9:00 p.m. and again tomorrow from 9:00 a.m. to 3:00 p.m. Admission is \$5 for adults, and children may enter free of charge. Don't miss this exciting event!

Questions 4 through 6 refer to the following announcement.

- W: Our flight today from Albuquerque to Las Vegas is non-stop and will take approximately one hour and thirty minutes. Soon you will be able to see the Grand Canyon from the left side of the plane. On the right you will see many small farming communities. We have a report of good weather conditions and clear skies, so please sit back and enjoy today's flight. Please remain seated until the seat belt sign is switched off. Thank you.

UNIT 13

PART 1. Picture Description

- (A) She is putting the book on her bed.
(B) She is reading a book in bed.
(C) She is making her bed.
(D) She is talking on the telephone.
- (A) The athletes are talking to the coach.
(B) The players are on the field.
(C) The referee is starting the game.
(D) The score of the game is tied.
- (A) The man is giving flowers to a woman.
(B) The man is holding the box.
(C) The man is loading the box on a truck.
(D) The man is planting the flowers.
- (A) The man is batting the ball.
(B) The man is cleaning the pool.
(C) The man is playing pool.
(D) The man is standing by the pool.
- (A) The girl is babysitting.
(B) The girl is feeding her sister.
(C) The girl is holding a doll.
(D) The girl is putting her toys away.

PART 2. Questions and Responses

- How many miles per gallon does his new car get?
(A) Up to sixty miles per hour.
(B) In about fifteen seconds.
(C) Between twenty and twenty-two.
- Is Thomas a very good soccer player?
(A) He's the best player on the team.
(B) He likes soccer a lot.
(C) He is on tour now.
- How long does the lesson last?
(A) My last lesson was not so good.
(B) One hour.
(C) Yes, I had it last week.
- Is driving in your city dangerous?
(A) I'll drive safely.
(B) Yes, especially at night.
(C) The road is very dangerous.
- Would you like to go to the car show this weekend?
(A) During the week would be better for me.
(B) I don't have a car.
(C) Yes, please show me your car.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

W: How far is it from here to the university?

M: About fifteen miles. By car, it takes twenty minutes.

W: That's not so bad. I thought it was much further than that.

M: Yeah, but it takes almost an hour by bus. You have to change twice.

Questions 4 through 6 refer to the following conversation.

W: Do you have any time to meet with me on Friday?

M: Let me check my calendar. What time is good for you?

W: Any time after lunch would be fine.

M: Well, I have a meeting from two until three, so why don't we say 3:30 in your office?

PART 4. Short Talks

Questions 1 through 3 refer to the following advice.

W: Early preparation is a key for success for all students at the university level. What do we mean by early preparation? Well, we mean that you should read the information for the lecture before going to class. This will help you to understand classes much better. After taking careful notes, be sure to review them when you return home. Test yourself on how much you can remember. This will prepare you for your exams much better than leaving everything until the last minute.

Questions 4 through 6 refer to the following advice.

M: Taking great photographs means much more than just pointing and shooting. It is important to consider the overall picture you are taking. Be sure to have the subject of the photo clearly in focus. It is also helpful to avoid distracting elements in the picture, such as unknown people passing by or objects that obstruct the main subject of your photo. Many people spoil a good picture because there is trash in the foreground or a tree behind the subject.

UNIT 14

PART 1. Picture Description

- (A) The athletes are playing a game.
(B) The game is finished.
(C) The player just scored a goal.
(D) The soccer ball is in the net.
- (A) The car has a flat tire.
(B) The driver is stopped at the light.
(C) The hood of the car is raised.
(D) The mechanic is looking at the engine.
- (A) The family is eating in the kitchen.
(B) The woman is opening the oven.
(C) There is no one in the kitchen.
(D) The dog is under the table.
- (A) The man is putting butter on his toast.
(B) The butter is next to the toaster.
(C) There is bread in the toaster.
(D) The toast is burnt.
- (A) The dog is playing with the children.
(B) The woman is walking her dog.
(C) The woman is walking by herself.
(D) The men are chasing the dog.

PART 2. Questions and Responses

- What kind of business would you like to open?
(A) I have been translating for many years.
(B) My dream is to have a bar in the Bahamas.
(C) Our business is always open.
- How often do you dine out?
(A) Sometimes three nights a week.
(B) The dining room is next door.
(C) I would like to go out tonight.
- Do you think Charlie will be on time tonight?
(A) He is working at the library.
(B) No, he'll be right back.
(C) No, he is always late.
- Can you help me now?
(A) My computer is faster.
(B) Jessica plans to help.
(C) I'll be right there.
- Is the telephone ringing?
(A) It comes with a variety of ring styles.
(B) I don't hear anything.
(C) Please check in a few more minutes.

PART 3. Short Conversations

Questions 1 through 3 refer to the following conversation.

W: Do you know when the post office closes? I have a package I need to mail.

M: It closes at 5:00 Monday through Friday, and it's closed on the weekends.

W: Well it's 5:00 already I'll have to wait until Monday.

M: Yeah, you won't be able to make it today.

Questions 4 through 6 refer to the following conversation.

M: Those sandwiches look delicious. Did you get them at the deli?

W: Actually, I got them at the bakery. There's a new one that opened a couple of days ago.

M: Really? Can you tell me how to get there?

W: It's right outside exit three of the subway station. It's called Sandie's Treats.

PART 4. Short Talks

Questions 1 through 3 refer to the following information.

M: Have you seen the new soap opera *The Rose War*? It is incredible. It is a combination of romance and drama. The actors and actresses are all very famous and play their parts very well. I'm sure you will love it! It's on each weeknight at 7:00 p.m. on channel 53. Why don't you tune in to the next episode?

Questions 4 through 6 refer to the following message.

W: Hi Paul. Sorry I missed you. When you receive this message, please give me a call. I would like to discuss the plans for our next meeting. Can you still meet with Cheryl and me tomorrow morning at 10:00 a.m.? Please let me know. Thank you. I'll be in my office all day, or you can reach me on my cell phone.

Practice Test

PART 1

- (A) They are playing soccer.
(B) They are standing in a line.
(C) They are waiting for a bus.
(D) They are running in a field.
- (A) The man is drinking coffee from a cup.
(B) The man is pouring a beverage.
(C) The table is on top of the cups.
(D) The coffee is on the table.
- (A) The forest is next to the house.
(B) There is a gate beside the tall tree.
(C) The man is walking in the forest.
(D) There is a fence in front of some trees.
- (A) There is a girl on the railing.
(B) She is stepping away from the cars.
(C) She is walking up some steps.
(D) The girl with the bag is running.
- (A) The youth is using a computer.
(B) There is a cup on the table.
(C) The youth is not alone at the table.
(D) The boy is sleeping at the table.
- (A) They are about to walk between two vehicles.
(B) They have parked their cars illegally.
(C) The signs are being changed.
(D) One of the cars is going to be towed away.
- (A) The women are browsing in a garden.
(B) There are no flowers for sale.
(C) The flowers are displayed on a cart.
(D) The flowers are being offered at a discount.
- (A) The girl is slamming the door shut.
(B) The girl is knocking on the wall.
(C) The girl is knocking on the door.
(D) The girl cannot open the door by herself.
- (A) The driver is locking up the bus. -
(B) There are a number of passengers on the bus.
(C) The man has decided not to ride the bus.
(D) The man is walking alongside the bus.
- (A) The car is being repaired.
(B) He is repairing his motorcycle.
(C) The car's tires have a puncture.
(D) The car has been in an accident.

PART 2

- How long are you going to stay?
(A) At a nearby hotel.
(B) A day or two at most.
(C) It's nearly seven o'clock.
- Is that your briefcase on the stairs?
(A) It's dangerous to walk through.
(B) I'm picking him up later.
(C) I'm not sure whose it is.
- Are you sure you understand the instructions completely?
(A) Yes, they are very clear
(B) I finished it an hour ago.
(C) No. Please introduce us.
- Were you able to get some sleep?
(A) Not enough, I'm afraid.
(B) Yes, and the same to you.
(C) I've got to wake up early.
- Why did they replace the computers?
(A) They were invented long ago.
(B) We should buy some new programs.
(C) The old ones were obsolete.
- Where is the restroom on this floor?
(A) It's just across the hall.
(B) You must be tired.
(C) There's no job open now.
- What's the best way to get to the main gate of the complex?
(A) Then, I'll follow you.
(B) The program is too complicated.
(C) You should ask that man over there.
- Did your insurance cover the operation?
(A) It paid for most of it
(B) The doctor changed her mind.
(C) I had a quick recovery.
- Were you able to park near here?
(A) Yes. There are trees and a fountain.
(B) No. I had to walk quite a ways.
(C) This is a wealthy neighborhood.
- I'm so nervous about my interview!
(A) Yes, it's a terrific idea.
(B) Yes, because I know I can handle it.
(C) You'll be fine. Don't worry.
- Is smoking allowed in this building?
(A) Only in designated areas.
(B) Otherwise, it's hard to breathe.
(C) There was a fire here last week.

22. Do we need any office supplies?
 (A) Our printer needs to be repaired.
 (B) We're out of staples and paper.
 (C) We have all the ingredients
23. Is there sales tax on this item?
 (A) Our income has risen this year.
 (B) Yes. It's 7.5%.
 (C) It is being sold too cheaply.
24. She has won this award before, hasn't she?
 (A) This is the third year in a row.
 (B) I guess she's out of luck again.
 (C) Surprises aren't good for her.
25. Will my duties include answering the phone?
 (A) You've got to pick up the clients.
 (B) Only if the receptionist is out.
 (C) Your response is appreciated.
26. Is this product manufactured domestically?
 (A) No. It is made by machine
 (B) No. It is imported.
 (C) Yes, but costs are declining.
27. Why was the meeting postponed?
 (A) Everybody got there on time.
 (B) The clocks should be adjusted.
 (C) Not everyone could make it today.
28. Who is in charge of scheduling the clerks?
 (A) It's all done on credit cards.
 (B) The manager takes care of that.
 (C) She's the only accountant on duty.
29. What were the police doing here?
 (A) They were investigating a break-in.
 (B) He was in the military for years.
 (C) The invoice needs to be delivered.
30. Hey! The store is closed.
 (A) Profits will probably increase.
 (B) He doesn't belabor the point.
 (C) The owner had a family emergency.
31. Does the boss mind if we snack while working?
 (A) She enjoys steak and eggs.
 (B) She doesn't allow it.
 (C) He is about to take his break.
32. How much should I tip the driver?
 (A) Tipping is not customary here.
 (B) He could use some good advice.
 (C) You shouldn't argue about the fare.
33. Are you an employee here?
 (A) I'll send the documents.
 (B) Actually, I'm the owner.
 (C) I've asked about that before.
34. Do these figures look right to you?
 (A) I've gotten a little out of shape.
 (B) They seem a little high to me.
 (C) There aren't many of us left.
35. Have you booked our flights yet?
 (A) Yes, we're on the first plane out tomorrow.
 (B) The library was closed for repairs.
 (C) No one took them out of the boxes.
36. How did you get that stain on your vest?
 (A) I earned 100 bonus points.
 (B) I spilled some tea at lunch.
 (C) I need it in case it gets cold.
37. What do I owe you for this coffee?
 (A) Someday I'll pay it back.
 (B) Cream and sugar, please.
 (C) It's on the house.
38. When will you be closing?
 (A) In just a few minutes.
 (B) I'll be going on Wednesday or Thursday.
 (C) Nearly twice an hour.
39. Why couldn't you have just repaired the thing?
 (A) The damage was too extensive
 (B) It's not time to renew it.
 (C) It took me a few moments.
40. Could you hand me that hammer?
 (A) It's not cold enough for gloves.
 (B) I was hit by another driver.
 (C) I'm about to use it myself.

PART 3

Questions 41 through 43 refer to the following conversation.

- M: Are you being helped, ma'am?
 W: No. I'm not. I'd like to speak to a loan officer.
 M: Certainly. Just have a seat in the lobby, and one will be with you shortly.
 W: Well, I've already been waiting for over twenty minutes. I can't wait much longer.

Questions 44 through 46 refer to the following conversation.

- W: How many weeks of vacation do you get per year?
 M: I'm allowed three, but I usually only take one or two.
 W: If I were you, I would use all three.
 M: Yeah, but I get a bonus for the days I don't take. I can make a lot of extra money.

Questions 47 through 49 refer to the following conversation.

W: Excuse me! I think you've made a mistake on my check.
M: Oh? Is there something there you didn't order?
W: No. Actually, you forgot to add in our desserts. We had cake, but it isn't listed.
M: Yes, you're right. Thank you for being so honest.

Questions 50 through 52 refer to the following conversation.

M: Before I can process this, you'll need to show me at least two forms of ID.
W: Here's my driver's license. What else can I use?
M: Anything with your name and current address on it.
W: I'm afraid I don't have anything else on me today. I'll have to do this another day.

Questions 53 through 55 refer to the following conversation.

W: What time does the last local news come on? I want to find out tomorrow's weather.
M: You just missed it. It's on from 11:30 to midnight.
W: You mean it's past twelve already? Where did the time go?
M: Well, we didn't get home until after eleven. did we?

Questions 56 through 58 refer to the following conversation.

M: Sorry, ma'am, but the computer is not accepting your card.
W: How can that be? I paid last month's bill. Can you try again?
M: OK, here goes. Oh, it's fine.
W: That's a relief. Your computer must be faulty.

Questions 59 through 61 refer to the following conversation.

W: How long does it take to get one's passport renewed?
M: You mean by mail? I'd say three weeks to a month.
W: A month? I wonder if there's any way to get it quicker.
M: I doubt it. You'll just have to wait.

Questions 62 through 64 refer to the following conversation.

M: Let's discuss that situation Monday morning.
W: I'd suggest that we settle the matter by the end of today.
M: No, I'd like a little more time to consider our alternatives. We don't want to be hasty.
W: OK, but we need to let the client know pretty soon.

Questions 65 through 67 refer to the following conversation.

W: Did they offer you the accounting job?
M: Yes, but not at the salary I was expecting. I think I'm worth more.
W: You'd better take it anyway. At least it'll pay the rent.
M: I guess so, but I really expected better.

Questions 68 through 70 refer to the following conversation.

W: Have you ever rented an auto with us before?
M: Yes, I have. I rented a minivan here a couple of months ago.
W: And what type of vehicle would you like today?
M: The same again, please.

PART 4

Questions 71 through 73 refer to the following short talk.

M: Welcome to the February meeting of the Altamont city council. Our agenda for tonight is as follows. First, there will be a short speech by our mayor, the Honorable Kathy McPherson, about the recent problems with garbage pick-up. Following that, we will vote on the proposal made last week to begin holding two council meetings a month rather than the current one per week. Finally, after a short break, we will open the floor to comments and questions from the citizens of Altamont.

Questions 74 through 76 refer to the following radio advertisement.

W: Tired of sitting behind that desk day after day, only to pick up that meager paycheck at the end of the month? So was I. That's why I joined the sales team at Jones Insurance. Now, not only do I spend much of my day out of the confines of an office, I also earn what I am worth. If you have experience in sales and are interested in getting the paycheck you deserve, give us a call at Jones Insurance.

Questions 77 through 79 refer to the following announcement.

M: Attention all employees. The National Weather Agency has just announced a blizzard alert for our area. They are currently projecting extremely high winds and up to eighteen centimeters of snow over the next five hours. As the safety of our employees is always a prime concern here at Jackson Manufacturing, the decision has been made to cease factory operations at 3:00 p.m. in order to allow you to get home while the roads are still passable. Anyone living more than ten miles away is encouraged to clock out at 2:00 p.m. Everyone, please drive carefully and we'll see you here bright and early Monday morning.

Questions 80 through 82 refer to the following talk.

W: Well, it appears we have a full house today. I'd like to thank you all for signing up for this voluntary training program, and I'm sure you will find it quite helpful as we begin the changeover to the new computer system. Today we'll be here for just over an hour, but subsequent sessions will last the scheduled two hours. Now, if you would please open the folders that you were given as you entered the auditorium and take out the yellow sheet. This sheet should have your name, position title, and employee number typed in the upper right-hand corner. If any of this information is incorrect, please tell one of the trainers before leaving today.

Questions 83 through 85 refer to the following instructions.

M: Thank you for purchasing this computer featuring the new Onyx 4.0 operating system. If you are already familiar with the upgraded Onyx system and would like to skip this introduction, press Control-F at any time. If you have used earlier versions of Onyx and wish to review some of the innovations in Version 4.0, press the space bar now. If you are a new user and would like to view the full introduction, do nothing, and the introduction will begin in ten seconds. If at any time you would like to pause the introduction, press the backspace key. To return to any section of the introduction, press the backspace key, followed by D2. The full introduction will now begin.

Questions 86 through 88 refer to the following news report.

W: Good evening. This is the CTRV nightly business report. Tonight's top story: Carlton Manufacturing announced today that it will be shutting down all production operations at local plants by March 1st. Speaking with reporters this morning, company spokesperson Grace Kang cited ongoing labor disputes and recent increases in corporate taxes as the reasons for the closures. According to Kang, Carlton will maintain current production levels by opening new overseas plants in Brazil and Argentina. As expected, local union leaders reacted with shock and dismay at today's announcement.

Questions 89 through 91 refer to the following recorded message.

M: You have reached the Department of Motor Vehicles automated help line. As there have been recent changes to our service menu, please listen to all options before making a selection. If you are calling to schedule a driver's test, please press one. If you would like information on registering a vehicle, press two. For hours of operation and location, please press three. To speak directly to a representative, press the star key or stay on the line.

Questions 92 through 94 refer to the following short talk.

W: Good afternoon, and welcome to Frank's Fried Seafood. My name is Elizabeth, and I'll be serving you today. Here are our lunch menus and a basket of freshly baked bread. Our special today is grilled salmon with a cream sauce. If you would like to order something from our dinner menu, you certainly may, but be advised that your meal will take longer to prepare. Also, I'm afraid that our soda machine is out of order, so the only cold drinks available are water, lemonade, and iced tea. As for beer or wine, I'm sorry, but Frank's does not serve alcoholic beverages. I'll be back in a few moments to take your orders.

Questions 95 through 97 refer to the following telephone message.

M: Hello, Mr. and Mrs. Sato. This is Robert Frupp, Explorer Financial Services. We are calling former clients to offer them a very promising investment opportunity. Our records show that, unlike many investors, you have demonstrated a willingness to expose your capital to some risk in return for the chance to make a substantial sum of money in a short period of time. Well, Mr. and Mrs. Sato, such a chance exists now, and if you will call me back at 1-800-555-5555 during business hours tomorrow, I'll be happy to give you the details.

Questions 98 through 100 refer to the following excerpt from a business presentation.

W: The chart at the bottom of page fifty-one breaks down our personnel expenses. The red area represents total salaries and bonuses paid. As you can see, that accounts for just over half of personnel costs. The blue area represents in-house training costs as well as college tuition subsidies paid out under the "Learn While You Earn" program. Please note that salaries for in-house trainers have not been counted as training costs, as they are already included in the salaries and bonuses category. Next, the green area represents payroll taxes, and the yellow represents payments into employee medical and dental insurance programs. You may notice that this year, for the first time in company history, the amount being spent on medical and dental insurance programs exceeds that spent on employee training.

UNIT 1

PART 1

1. (A) The man is flying a kite.
2. (D) The cat is near the door
3. (C) The woman is holding a drink.
4. (D) There is graffiti on the wall.
5. (C) The building is under construction.

PART 2

1. (B) About five kilometers.
2. (A) Yes, just a minute, please.
3. (C) It's on the dresser.
4. (B) Great! And you?
5. (B) Not right now, I'm very busy.

PART 3

1. (B) At a hotel
2. (B) He is expecting a phone call.
3. (A) 11:30
4. (C) How to send a fax
5. (B) Documents
6. (D) The green button

PART 4

1. (B) Outdoor activities
2. (D) River rafting
3. (B) The activities coordinator
4. (C) Hale and Chava
5. (A) At a university
6. (A) A book

PART 5

1. (A) want – Helping verbs, like *does*, have to be followed by a base form of verb.
2. (B) to buy – The verb *afford* can be followed either by a *to*-infinitive or by a noun.
3. (C) moving – The verb *consider* takes a gerund as its object.
4. (B) to drop – *Would like*, when followed by a *to*-infinitive, becomes similar in meaning to *want*.
5. (B) to brush – The word *forget* has to be followed by a *to*-infinitive when we talk about what is to be done or has to be followed by an *-ing* form when we talk about what has already been done before.
6. (B) to stand – The verb *ask*, when it takes a person as its object, may need a *to*-infinitive (as in *ask a person to do*), a noun phrase (as in *ask a person the way...*), or a prepositional phrase (as in *ask a person about something*) after the object
7. (A) take – Perceptual verbs like *watch*, *see*, *listen to*, *hear*, and *feel* should take a base form of verb after its object.
8. (C) allowing – Considering that the blank immediately precedes *him* and also initiates the subject, what is missing here is a gerund. A gerund can become or initiate a subject, and if it derives from a transitive verb, it needs to be followed by its object.
9. (C) driving – Since *at* is a preposition, it needs an *-ing* form as its object.

10. (B) saying – Perceptual verbs like *hear*, *see*, *feel*, etc. generally require its object followed by a base form of verb or by an *-ing* form in an active sentence, while in a passive sentence the base form is changed into a *to*-infinitive form and the *-ing* form remains the same.
11. (C) talk – The verb *discuss* and *say* do not need a preposition before its object. However, for *tell* to be followed by *about*, a person or its equivalent must follow it, as in *tell me about it*. When talk is followed by *about*, it means *discuss*.
12. (B) informed – As preceded by its object, the verb must be a past participle.
13. (B) hearing – the phrase *look forward to* has to be followed by a gerund (*hearing*).
14. (B) made – Since followed by a base form *clean*, the blank needs a strong causative verb *made*. All the other choices require that the object be followed by a *to*-infinitive.
15. (C) to – The phrase *be opposed* is used with *to*, the combinatory meaning roughly being *be against*.

PART 6

1. (B) to change – When *need* is used as a verb in an affirmative declarative sentence, it should be followed by a *to*-infinitive.
2. (A) to move – The verb *agree* belongs to the class of verbs that take a *to*-infinitive as its object.
3. (C) want to – When the verb *want* is used before another verb, the following verb needs an infinitive marker *to* before it. In this sentence, both *wanting to* and *want to* meet this condition, but the presence of *I* dictates that *want to* is needed for the blank.
4. (C) sending – The presence of *am* strongly implies that the verb after it should be either an *-ing* form or an *-ed* form. As the object of *send* remains in its typical position, it is certain that the present participle *sending* is the correct answer.
5. (B) to have – The verb *prefer* is usually followed by a *to*-infinitive. An *-ing* form may be used if there is a possibility of a consecutive repetition of *to*, however, this does not happen on this occasion.
6. (D) using – Considering the context, the only appropriate choice is *using*.

PART 7

1. (B) Spring
2. (A) House plants
3. (B) Furniture
4. (D) Three years
5. (C) With a lever
6. (A) Credit cards
7. (A) \$7,000
8. (A) Clients of the bank
9. (B) Interest
10. (C) Fall

UNIT 2

PART 1

1. (D) The woman is helping the man.
2. (A) Trees surround the buildings.
3. (C) The man has missed the train.
4. (B) The man is sitting on a bench.
5. (D) The man has a shoe in his hands.

PART 2

1. (A) 50 cents each.
2. (A) To play tennis.
3. (C) She hasn't come in yet.
4. (B) Just yesterday.
5. (C) Yes, how many guests will be staying?

PART 3

1. (D) In a bus station
2. (C) 11:15
3. (B) Thirteen
4. (A) In a supermarket
5. (C) The speakers went to the same elementary school.
6. (B) Many years ago

PART 4

1. (C) Save electricity
2. (A) The printer, photocopier, and lights
3. (C) Someone in the office
4. (D) On a boat
5. (B) Two
6. (C) Go to the beach

PART 5

1. (D) get – Modal verbs such as *may*, *can*, *must*, etc. should be followed by a base form of verb.
2. (B) not – The presence of such words as *recommend*, *insist*, *require*, *demand*, etc. asks the verb of their object clause to be a base form, and negation of the object clause involves adding a negative like *not* before the base form of verb.
3. (C) could have gotten – When the subjunctive clause is in a past perfect tense, we generally use the past form of a modal verb plus a perfective infinitive.
4. (A) submit – Just like *recommend*, *insist*, *require*, etc. adjectives such as *essential*, *vital*, *necessary*, etc. also require the verb of the embedded clause to be a base form.
5. (C) Would – The use of *asked* in this sentence is indicative that it is an offer. When we offer tea, coffee, or something to eat, the question usually begins with *Would*.
6. (B) can't – That the baby had milk guarantees the speaker's conclusion that it is impossible for him or her to be hungry. Thus, *can't* is most appropriate.
7. (D) must not – Because the use of *so* implies that the second clause is a result of the first clause, we can make an inference that he is certainly not thirsty. Hence, *must not* is the right answer in the sense of "being certainly not." Furthermore, none of the other three choices is appropriate because they cannot be followed by an infinitive *be*.

8. (A) better not – The negation of *had better* (ought) involves a negative *not* just after *better*; hence, *better not* is the right answer.
9. (A) plays – The presence of *usually* is a strong indication that playing tennis is one of his usual after-school activities. As a repeated or regular action is represented by present tense, *plays* is the right answer. Note that *play* is not the right answer because it doesn't agree with its subject in number.
10. (C) have you – A tag question is formed by using the given auxiliary plus a negative tag if the preceding sentence is affirmative or plus a non-negative tag if the preceding sentence is negative.
11. (C) too – In order for *so* as a degree adverb to be used here, it should be followed by a *that*-clause. Also, the use of *very* and *far* does not match the infinitive phrase *to play outside without coats*. That is, *too...to infinitive* is intended, meaning "It was very cold, and the children couldn't play outside without coats."
12. (A) run – The verb *run* takes an *errand* as its object, to roughly mean "to do small pieces of business."
13. (A) will – As the verb following the blank is an infinitive form, *ought* and *could have* are not appropriate for the sentence. Nor is *couldn't* appropriate, considering the possible meaning of the sentence.
14. (D) shall – *Shall* is used in the form of a tag question to make suggestions in sentences beginning with *Let's*.
15. (A) by – When saying that an action or event will happen at or before a future moment, we use *by*.

PART 6

1. (B) have – Since followed by a past participle *had*, the blank should be filled with *have* to make a present perfect.
2. (D) can – As the sentence talks about a list available now, present tense is required for the sentence.
3. (B) am – The speaker is politely requesting a person to do something. In order to express "sorry" for asking something we use the present tense.
4. (C) have – Since it is inferred that *shutting the whole building* began last night and continued up to the present, a present perfect in a plural form is needed.
5. (A) might – To deliver the meaning "it is possible that ..." we use *may* or *might*.
6. (B) would – *Would* combines with *like* to mean *want*.

PART 7

1. (C) \$1099
2. (B) Office software
3. (B) Online
4. (B) \$50
5. (C) Computer supplies
6. (A) To encourage people to use public tennis courts
7. (C) Expensive
8. (D) People of all ages
9. (B) Private clubs
10. (C) The manager of a sports center

UNIT 3

PART 1

- (B) The women are holding wine glasses.
- (C) The bike is beside the rack.
- (D) He is looking at himself in the mirror.
- (A) The city skyline consists of tall buildings.
- (B) People are on the escalator.

PART 2

- (B) We're open from nine to five.
- (A) There's a pay phone around the corner.
- (C) At 8:00 a.m.
- (B) The orange one is nice.
- (A) No, not yet.

PART 3

- (B) At a pharmacy
- (A) Medicine
- (B) On the second shelf
- (D) The secretary
- (D) It is at the main office.
- (D) The paperwork was very good.

PART 4

- (C) Keep pets
- (C) Cookbooks
- (B) On holidays
- (D) He could not connect to the Internet.
- (D) His password
- (A) He had to leave for work.

PART 5

- (D) Are – The subject of this sentence is *cats*. So, its appropriate verb *Are* agrees with the subject in number.
- (B) is – The sentence is a definition of mathematics, a branch of learning, whose number is singular. Therefore, *is*, agrees with *mathematics* in number.
- (B) has – The determiner *each* requires a singular verb.
- (C) are – The subject *The people* requires a plural verb.
- (A) was – A phrase or clause does not affect the number of the subject that it modifies. Even though the choices *has* and *becomes* agree with the subject in number, they are not compatible with the following present participle *struggling*.
- (C) is – *Each* requires a singular verb. The modal verb *will* is not appropriate because it is followed not by an infinitive, but by a past participle.
- (C) are – The phrase *a number of...* needs a plural verb. Even though *become* agrees with the subject in number, it is not appropriate because it is followed by an *-ed* form.
- (C) has – The number of a fraction is determined by the noun following *of*. The noun that follows is uncountable. Though singular, *is* is not appropriate here, because it is followed by a past participle *been*.
- (B) are – With the phrase *not only ... but (also)...*, the number of a verb is determined by the noun that comes after *but (also)*. The noun here is plural.

- (A) is – Expressions of time, distance, price, and weight are regarded as singular.
- (D) do – *Do a person a (big) favor* is an idiomatic expression.
- (D) would have – In this sentence, *otherwise* is an adverb equivalent to a conditional clause roughly meaning "if he had not missed the train"; so, the result clause needs a modal verb *would* followed by *have + -ed*.
- (D) were wearing – The antecedent of the relative pronoun *who* is plural, so the verb of the relative clause should also be plural.
- (C) is – The verb of the relative clause should be singular because the antecedent is an expression of time. An expression of time is considered singular.
- (D) to – *Be/get married* is followed by a preposition *to*.

PART 6

- (B) have – Since the verb *made* has its object in its original position, it is in an active voice. Hence, neither *is* nor *are* are correct. Furthermore, the subject is plural, needing a plural verb.
- (C) it – When the subject of a clause is an infinitive expression, it doesn't come at the beginning. Instead, we use a preparatory subject *it* at the beginning, putting the infinitive expression later.
- (A) are – Considering the *if*-clause has a present tense verb, the main clause cannot have a past tense verb. The noun phrase following a verb is what determines the number of the verb. Note that *there* cannot be followed by *have*, except in such cases as *have been*.
- (B) are – The sentence needs a verb that can link the subject *you three* with its complement *the subscriptions collectors*. The verb should therefore be a linking verb in plural form.
- (C) see – The context says that the bare infinitive form *see* is the right answer because it is actually linked to *ask you to* in parallel with *start*.
- (B) sells – *sell* cannot be the right answer, because it doesn't agree in number with the antecedent of the relative pronoun *who*. Also, considering the meaning of the sentence, only *sells* is appropriate.

PART 7

- (A) Within thirty days
- (A) Products damaged by the customer
- (D) They work in the same company.
- (C) \$25
- (B) An Internet store
- (C) Two or more years
- (B) An accredited university
- (C) \$75,000
- (B) Once a week
- (C) Mr. Fenwood has a bad relationship with his current employer.

UNIT 4

PART 1

1. (C) The cables are plugged into the system.
2. (D) Two people are singing on a stage.
3. (D) The child is looking at something.
4. (A) The statue shows the charging soldiers.
5. (C) She is preparing some food.

PART 2

1. (A) At least three times.
2. (B) No thanks, I'm full.
3. (A) About two pounds.
4. (B) The new one with Sean Connery.
5. (C) No, I'll check it later.

PART 3

1. (C) She has misplaced a phone number.
2. (B) She needs to be better organized.
3. (A) Keeping a notebook
4. (C) Secretary
5. (B) This afternoon
6. (A) Type it

PART 4

1. (A) Calendars
2. (B) One year
3. (C) Four
4. (B) Blocked traffic
5. (A) An overturned truck
6. (B) Fog

PART 5

1. (A) takes – We use a present tense for things that happen regularly.
2. (B) arrives – We use a present tense instead of a future tense in adverbial clauses beginning with *when, the moment/instant, before, etc.* or with *if*. The subject here is singular.
3. (D) were – In a *that*-clause after *wish*, we generally use a past tense like *were* with a present or future meaning in a formal style.
4. (C) did you finish – As the embedded clause is a direct question, the subject-verb inversion is needed. Furthermore, *finish* is not used in a perfect tense.
5. (C) have seen – The use of *lately* and *a lot of* is a strong indication that a present perfect tense is needed.
6. (D) had met – Considering the use of *two or three times before*, a present perfect tense, *have met*, is needed. We use a present perfect tense for past events when the period of time continues up to the present.
7. (A) seem – The verb *seem* doesn't allow a progressive form, nor is it used in the form of *be + seemed*. *Seem* is most appropriate for the sentence. Note that *seems* does not agree with its subject in number.
8. (C) was looking – The sentence is intended to describe something taking place around a particular time. To talk about what is going on around a particular time, we use a past progressive tense.

9. (C) since – Considering that it is an answer to "how long," the speaker has obviously been waiting continuously from four o'clock up to now. The preposition equivalent to "from ... up to now" is *since*.
10. (A) ago – When the embedded clause is in a past perfect tense, we use *before* in the sense of "any time before then." By contrast, we use *ago* when we count back from the present, as in: *We arrived two hours ago*.
11. (B) analysis – The possessive adjective *His* should be followed by a noun. Even though *analyst* is noun too, it doesn't fit the blank because it refers to a person who does analysis.
12. (C) take – We use *take off* in the sense of "removing one's clothing from one's body."
13. (D) gets – We use a present tense instead of a future tense in adverbial clauses of time or condition.
14. (D) comes – As the *if*-clause is an adverbial clause, the present tense is used instead of a future tense.
15. (C) in – *Detail* is preceded by *in*, meaning "thoroughly or at full length."

PART 6

1. (C) have been – The presence of *since* shows the need for the present perfect tense.
2. (B) was delayed – Since *delivery* is understood to be the object of the verb *delay*, it is certain that a passive sentence is intended. Note that *were delayed* cannot be the right answer, because it fails to agree with its subject in number.
3. (A) makes – We use a present tense when we talk about the function of a system. Note that *make* does not agree with the subject in number.
4. (B) have been reduced – Since the following sentence says that the change will be effective the following week, it appears that the decision has now been made. Thus neither *will have been reduced* nor *had been reduced* can be the right answer. Nor is *reduced* appropriate because the verb *reduce* is not an intransitive verb.
5. (C) will be – The changes are being enumerated in the future tense, so we need to use a future tense to be consistent.
6. (C) may use – As the announcement is to recommend that they use vending machines newly available instead of the canteen, *may use* is most appropriate for the sentence in the sense of *permission*.

PART 7

1. (D) Life insurance applications
2. (A) Make a complaint
3. (C) Satellite dishes
4. (B) One year
5. (A) Chinese program package
6. (A) Monthly
7. (B) August 10th
8. (B) Two days
9. (C) An office holiday
10. (C) A sales meeting

UNIT 5

PART 1

- (D) The house has two stories.
- (C) They're at the dentist's office.
- (B) The customers are sitting at a table.
- (A) The people are walking toward the buildings.
- (B) The people are playing a card game.

PART 2

- (A) I think Sara left it here.
- (C) Sure, in just a minute.
- (B) There are two by the door.
- (B) Over \$1,000.
- (A) No, I haven't thought about it.

PART 3

- (D) The project manager
- (A) The operator
- (B) Call again the same day
- (A) To make an appointment
- (C) A hair salon
- (C) Friday at 4:00 p.m.

PART 4

- (C) In a hotel
- (B) All day and all night
- (B) The manager
- (A) His wife
- (C) Microbiologist
- (D) Retail

PART 5

- (C) boring – An *-ing* form is used when the noun it modifies is a causer—i.e., brings a result.
- (D) murdered – Since a man who was killed is talked about, a past participle (i.e., *murdered*) is most appropriate for the sentence.
- (D) understood – Since *himself* is logically the object of *understand* and is placed before the verb, an *-ed* form is needed.
- (C) falling – We use an *-ing* form, a present participle, when something is still going on.
- (C) living – There is no conjunction used in the sentence, therefore neither *live* nor *lived* is appropriate. Nor is a *to*-infinitive appropriate because the most possible meaning of the sentence is to refer to *people who live in large cities*, not *people who will live in large cities*.
- (D) brought – As the object occurs before its verb, a past participle is appropriate.
- (B) Wanting – The participle phrase derives from *As he wanted to leave early*. That is, *As he* is omitted since it is recoverable, and the verb is changed into an *-ing* form.
- (B) Shouting – The participle form we can make out of an intransitive verb like *shout* is an *-ing* form.
- (B) permitting – *Weather permitting* is an idiomatic expression that we can derive from *If weather permits* by changing the verb into an *-ing* form after the conjunction plus the subject is left out.

- (C) exhausted – The participle phrase derives from *Since he is utterly exhausted*. When the conjunction, together with the subject, is omitted, we get *is utterly exhausted*, which in turn is changed into *being utterly exhausted*. As a final step, the participle *being* is left out, and we get *utterly exhausted*.
- (B) regrettably – An adverbial is needed here as it will modify the sentence. Here it shows that the speaker is asserting that it is to be regretted that he is out of employment.
- (B) transfer – For changing cars, trains, or planes, we use the verb *transfer*.
- (C) shined – As the verb *shine* has its object before it, a past participle form is most appropriate for the sentence. *shone* and *shined* are both past participles, but their usage is different; *shone* is used in the sense of *to emit light*, while *shined* is used in the sense of *to make bright by polishing*.
- (D) crossing – We use an *-ing* form after *be arrested* to say that a person is arrested while doing something.
- (B) for – The preposition *for* meaning *as a result of* is needed for the sentence because *his reckless decision* is the reason for criticizing.

PART 6

- (C) to announce – *Would like* is followed by a *to*-infinitive.
- (B) pick up – When collecting things like a coupon, we use *pick up*. *Drop off* means *to leave something at a place intentionally*.
- (B) per – When we say that only one thing goes to one person, we say *one thing per person*.
- (C) occur – The presence of *Every year* implies that the occurrence is regular. For things that happen regularly, we use a present tense.
- (B) might – According to the context, the blank should be filled with a modal verb representing *less probable or less definite*.
- (B) make – *An appointment* is used with *make*, meaning *to make an arrangement to meet someone at a particular time and place*.

PART 7

- (C) Patio
- (A) Madson
- (C) Tour information
- (D) Single passengers
- (B) Three
- (D) 2:00 p.m.
- (B) Have a business meeting
- (B) In the lobby
- (C) The secretary
- (B) Leave it at the front desk

UNIT 6

PART 1

- (B) The boxes are on the belt.
- (A) The man is putting a letter in the mailbox.
- (B) The woman is opening a present.
- (C) They are walking in front of a theater.
- (C) The man is touching the stuffed bear.

PART 2

- (B) About 4.30.
- (C) I like Spanish.
- (C) No problem.
- (A) By bicycle.
- (C) At a language institute

PART 3

- (A) Plans for after a conference
- (C) Leaving early
- (D) Take a tour
- (C) To offer her a job
- (A) Next week
- (D) At the end of this week

PART 4

- (A) Musician
- (C) Fourteen years
- (B) Soundtracks
- (B) Yesterday evening
- (C) Evacuate the area
- (B) A storm

PART 5

- (B) much worse – The presence of *than* is strongly indicative of *worse* being necessary. Also, *very* is an adverb that cannot occur with a comparative form.
- (C) as – When comparing two things by using a base form of an adjective or adverb, we use *as ... as*.
- (D) the more – When a comparative form comes before, or somehow is related with, "of the two," *the* is needed before the comparative form.
- (D) the most – A superlative form with *the* is used when it is followed by *ever*.
- (C) most – A superlative form, particularly when it is followed by a noun, needs *the*. Thus the use of *the* before the blank strongly indicates that *most* is the *best* choice. *Best* is not appropriate, because it is a superlative form of "good/well."
- (B) least – Because of *the* presence of *the* before the blank, a superlative form can best complete the sentence. The context says that *least* is most appropriate for the sentence.
- (A) tallest – A superlative form is often followed by "of the ...," and a one-syllable word takes *-est* for comparison.
- (A) to – *Prior* is followed by *to*, meaning "before."

- (D) that of a woman's – Since what is compared is eyes, the pronoun should be plural.
- (B) twice as – When words like *twice*, *three times* etc are used with the *as ... as* comparison, they occur just before the first *as*.
- (A) over – *Over* means *more than*, and therefore best completes the sentence.
- (A) almost – *You could almost hear a pin drop* is an idiomatic sentence that means "it was/is very quiet." *Almost* is also an adverb that modifies *hear*.
- (B) far – Of the four choices, nothing but *far* can be used before a comparative form.
- (C) older – The presence of *than* strongly indicates that a comparative form best completes the sentence.
- (A) about – *Be about to* means *be at the point of -ing*.

PART 6

- (B) enough – As it is intended to say that the fabric left is less than wanted, *enough* is the only choice that expresses this.
- (A) less popular – The clause *the supplier has no plans ... because of the lack of demand* is enough evidence that *less popular* is most appropriate for the sentence.
- (D) cheaper – The presence of *than* requires the blank to be filled with a comparative form.
- (C) fitter – As *fit* is a one-syllable word, its comparative form should be *-er*.
- (B) the newest – As another superlative form follows, the blank should be filled with a superlative form to meet a structural parallelism between the two elements linked by *and*.
- (C) the friendliest – It is not very difficult to see that the phrase *of all* is omitted at a position just after *workers*. The superlative form of *friendly* is *friendliest*.

PART 7

- (B) July 7
- (C) July 11
- (C) Comedian
- (D) Children
- (B) Seeing people smile
- (B) Spanish music
- (B) In Sandra's studio
- (A) More than a decade
- (C) She broke her arm.
- (B) 3:00 p.m. Monday

UNIT 7

PART 1

1. (B) Clothes are behind the sale signs.
2. (C) They're in front of the gift shop.
3. (B) The trucks are loaded with logs.
4. (A) The woman is putting gas in her car.
5. (A) The vending machine is full of food.

PART 2

1. (B) The 14th.
2. (B) Not at all
3. (B) About eight or nine.
4. (C) Go down this street and take your third right.
5. (A) A month ago.

PART 3

1. (A) He lost his credit card.
2. (C) The woman is going to Chicago.
3. (D) Looking in his drawer
4. (B) In a store in a big city
5. (A) High prices
6. (B) It would be too costly.

PART 4

1. (A) A cell phone
2. (B) About 200 dollars
3. (C) A camcorder
4. (B) Skateboarding
5. (D) Skateboard stores
6. (D) Fashion

PART 5

1. (A) Not knowing – As the object remains in its place, *know* should be changed into an *-ing* form; moreover, when we negate nonfinite forms (i.e., *to do*, *-ing*), we put a negative adverb like *not* and *never* just before them.
2. (A) no – We use *not*, an adverb, to make a word or a clause negative, while we use *no*, an adjective, with a noun or *-ing* form to mean *not any*, or *not a/an*. When negating *such* + noun, we therefore put *no* before *such* as in *no such men/things/trees*, etc.
3. (C) not to – In order to negate a *to*-infinitive, we put *not* or *never* before it.
4. (D) not having – In order to negate an *-ing* form, we put *not* or *never* before it.
5. (C) any – Since the sentence begins with *Nobody*, a nonassertive *any* is one that best completes the sentence.
6. (C) any – Since *difficulty* is a noun, it cannot be modified by the adverb *so*. Furthermore, *many* is not appropriate because it doesn't agree with *difficulty* in number. Of the remaining two, *any* best completes the sentence; we use *any* with words like *never*, *hardly*, *without*, *refuse*, *doubt*.
7. (B) some – We mostly use *some* in affirmative sentences, but we also use it in offers or requests.
8. (A) can – Considering the second clause, the tense is expected to be present. Also, we generally don't use double negation, so *can't/couldn't* cannot occur with *hardly*.

9. (A) any – We use *any* instead of *some* in negative sentences, in most questions, and in *if*-clauses.
10. (A) did he lose – When a negative word or expression initiates a sentence, an auxiliary verb is placed before the subject.
11. (A) frequent – *Frequent* is used not only as an adjective, but as a verb meaning *go frequently*. *Go* and *drop* cannot occur with a place noun unless they are followed by a preposition. And the phrase *call on* occurs before a person, not a place.
12. (A) color-blind – We say a person is *color-blind* if they cannot distinguish certain colors.
13. (C) assignment – Since *no* is an adjective, it can be used with a noun.
14. (C) have I – Since the sentence begins with a negative word *never*, an auxiliary verb must come before the subject. Due to the presence of *dreamed*, the auxiliary verb should be *have*.
15. (B) on – Just like *depend* takes (*up*) *on*, its adjective form *dependent* needs the same preposition.

PART 6

1. (C) may not – The presence of *under any circumstances* strongly implies that the sentence is intended to be negative.
2. (B) dressed – *Wearing* and *clothing* need to be followed by their object, and *look* cannot be placed after a linking verb. However, we can say like, *Someone is dressed (in white)*.
3. (C) won't – Since wearing a uniform is necessary for all employees, the logic says that *won't* is most appropriate for the sentence.
4. (C) no longer – The phrase *sorry to inform* implies that the following clause contains negative information. Note that *not* cannot make a comparative form negative; we instead use *no* to negate comparatives.
5. (C) not able – Since *are* cannot be used with an auxiliary verb, only *not able* is what can complete the sentence.
6. (C) any – The determiner *any* is used in negative sentences, in questions, and in *if*-clauses. Furthermore, *lots* should be followed by *of*, and the indefinite article *a/an* cannot be used with a plural noun. Hence, *any* is most appropriate for the sentence.

PART 7

1. (B) One and two
2. (D) The garage and basement
3. (D) Monthly
4. (A) CDs
5. (G) Pens
6. (C) She wants to find out about free programs.
7. (A) Sally is eligible for the courses.
8. (D) Online
9. (C) Check their work schedule
10. (A) A signature

UNIT 8

PART 1

1. (A) There is a large field in front of the building.
2. (C) The women are walking together in the park.
3. (B) They're riding the lift.
4. (D) The man is standing at the counter.
5. (C) There are no trees near the dam.

PART 2

1. (B) I heard that it's Robert.
2. (B) It's in the refrigerator.
3. (C) He's a very tall man.
4. (B) I order things off the Internet all the time.
5. (C) I signed it yesterday.

PART 3

1. (D) Buy a number of chairs
2. (D) Four
3. (A) Give the man her address
4. (C) Terrible
5. (B) Go hiking
6. (C) Watching a movie

PART 4

1. (D) A music supply store
2. (C) Every day
3. (D) All of the above
4. (C) Sales manager
5. (B) Easygoing nature
6. (D) CEO

PART 5

1. (B) himself – When the object is the same person or thing as the subject, we use a reflexive pronoun ending in *-self/selves*.
2. (C) herself – As the object of the preposition *to* obviously refers to the same person as the subject *she*, a reflexive pronoun is what best completes the sentence.
3. (B) many – Out of the four choices, only *many* can be used with a plural noun.
4. (C) Both – As a contract is concluded, for example, between two people or two organizations, *both* is most appropriate for the sentence. The plural noun, *parties*, cannot be preceded by *either* or *one*. The determiner *any*, when used in an affirmative sentence, means *it doesn't matter which/who* and is not appropriate for the sentence, either.
5. (C) others – *Some* + plural noun is usually followed by *other* + plural noun. When the plural noun is left out, the indefinite pronoun *other* is changed into a plural form, *others*.
6. (D) neither – The presence of *anything* strongly indicates that it is a negative sentence.
7. (C) amount – As *sewage* is an uncountable noun, a *large number of* cannot be used with it. In addition, *lot* and *plenty* are not modified by *large* because of the resulting redundancy.

8. (B) another – *Another* in the sense of *additional* can be used before a plural noun. Particularly when it is followed by a numeral. Note that when we use *more* instead, it should occur after a numeral, as in *ten more minutes*. The phrase, *an amount of*, cannot be followed by a plural noun, and *every ten minutes* is logically not appropriate as the object of the preposition *for*.
9. (D) least – We normally use *the* + superlative + noun when we compare one person/thing with others, and the persons/things are often placed after a preposition *of*, as in the sentence.
10. (A) many – As followed by a plural noun, *problems*, the blank should be filled with *many*. The adjective *small* is not suitable in terms of meaning.
11. (D) awake – The verb *stay* is used with *awake* to mean *do not sleep*.
12. (C) realistic – *Really* is not appropriate for the sentence because it is an adverb, and neither *realism* nor *realized* is appropriate in meaning.
13. (C) a few – *Little/a little* cannot be used with a plural noun. Of the remaining two, *a few* is what can occur with *only*.
14. (C) Every – To mean *at specified intervals*, we use *every* followed by a period of time.
15. (D) of – The adjective *guilty* is used with a preposition, *of*, to mean *responsible for*.

PART 6

1. (C) They – As we know from *have been checked over*, the blank should be filled with a subject pronoun that refers to the books.
2. (B) she – The same person as *She* in the preceding clause is appropriate for the blank, when we consider the meaning of the sentence.
3. (B) our – As the error is made by *We*, a possessive pronoun—that is, *our*—is needed for the sentence.
4. (D) yours – According to the context, the blank should be filled with a pronoun equivalent to *your idea*. *Your idea* can be reduced to *yours*.
5. (B) whose – It is obvious from the context that the ideas belong to two employees, so *whose* is one that best completes the sentence.
6. (C) their – From the context we learn that the toys belong to the winners. Thus, a possessive pronoun—*their*, which refers to the winners—is what can be used with *toys*.

PART 7

1. (C) Four
2. (A) A historic place
3. (D) Complaining
4. (B) Janet Henderson
5. (A) 200 seats
6. (D) 9:00 a.m.
7. (B) Janela Hampton
8. (C) Central America
9. (A) Water color paintings
10. (C) There is no price in the advertisement.

UNIT 9

PART 1

1. (B) He's wearing a short-sleeved shirt.
2. (A) The woman is cleaning.
3. (D) Wood is stacked in the fireplace.
4. (B) The mother is feeding her baby.
5. (C) There are umbrellas over the tables.

PART 2

1. (A) It's in the lobby.
2. (B) Next week.
3. (A) Yes, it's posted in the office.
4. (B) Of course. Excuse me.
5. (C) Canada and Russia.

PART 3

1. (B) At the airport
2. (D) For business and pleasure
3. (C) Six days
4. (A) A stapler
5. (C) Natalya
6. (B) She usually returns things.

PART 4

1. (C) Reporter
2. (B) England
3. (D) Six months
4. (B) Two
5. (D) Two hours forty-five minutes
6. (D) Before and halfway through the show

PART 5

1. (D) machines – The adjective *various* is used with plural nouns. *Machinery* is a collective noun, which cannot take either *a/an* or a plural suffix *-s*.
2. (B) much traffic – As the word *traffic* is an uncountable noun, neither *much traffic* nor *many traffic* is appropriate for the sentence. Also *many* cannot be used with uncountable nouns.
3. (B) a lot of furniture – *Furniture* is an uncountable noun, so you cannot say *furnitures*. Also *many* should only be used with a countable noun.
4. (D) a thirty-page – When a noun is used as a modifier of another noun, the first noun is used as an adjective and doesn't take a plural *-s*. Also *assignment* is a countable noun.
5. (A) An – Unless preceded by *any* or *one*, then *other* is not used before a singular noun. Neither is *any* appropriate as it means *it doesn't matter which*. Of the remaining two, *a* is more appropriate because the pronunciation of NBC begins with a vowel sound.
6. (C) a – The pronunciation of *one-hour* begins with a consonant, therefore *a* should be used.
7. (B) a – The indefinite article, *a*, is most suitable for the sentence, since the noun begins with a consonant and it appears in the sentence for the first time.
8. (D) the – Though *beautiful* begins with a consonant, it should not be preceded by *a*. The dress is a specific one bought by her uncle; hence, the definite article *the* is most appropriate for the sentence.

9. (B) double the – When *double* is used with *the* or with a possessive pronoun like *his*, *your*, *my*, etc. it comes first, as in *double the speed*, *double my portion*. We do not use *double* with *as*.
10. (B) in a – Since the word, *prison*, appears for the first time in the sentence, it needs an indefinite article.
11. (C) prefer – When we say we like a person/thing more than the other, we can use *prefer ... to*, which is close in meaning to *than*.
12. (B) run – The word *run*, as well as *manage*, is often used with such words as *hotel* and *supermarket*. However, we never say *bring/shop/do a supermarket*.
13. (C) preference – Words like *your*, *my*, *his*, *her* etc. should be followed by a noun.
14. (D) school – The word *school*, when used as an uncountable noun, means *a session of instruction*. It means an institution like a college or university when it is used as a countable noun. *School* is therefore what best completes the sentence since the blank is intended for *a session of instruction*.
15. (B) from – The phrase *keep ... from -ing* means *do not allow ... to do*.

PART 6

1. (A) one of – Since *an* and *the* cannot be used with words like *our*, *my*, etc. only *one of* can complete the sentence.
2. (B) the – As it is stated above that thieves broke into the office, *thieves* is no longer new information. Thus it needs to be preceded by a definite article *the*.
3. (D) all – Object pronouns like *them* cannot occur before a noun, and since it is followed by a plural pronoun *lab doors*, the blank cannot be filled with *a* or *that*.
4. (C) living – *Living* is often collocated with words like *conditions*, *standards*, or *expenses* to make a noun phrase. However, we do not say *life/live conditions*, and *leave* is not appropriate because of its meaning.
5. (C) the – As the word *house* appears for the second time, it needs a determiner *the*.
6. (D) buyers – As followed by a modal verb *may*, the blank is reserved for a noun that combines with *interested* to make a subject.

PART 7

1. (C) \$35
2. (B) Payment
3. (D) Actress
4. (B) \$2,500
5. (A) A necklace
6. (C) Twenty-one
7. (C) After lunch
8. (B) Spain
9. (B) Mary Adams and Professor Wells are good friends
10. (C) To offer to help at the conference

UNIT 10

PART 1

1. (A) The back of the truck is open
2. (B) The man is drawing her picture.
3. (C) The garbage bags are next to the trash can.
4. (A) The people are enjoying themselves by the lake.
5. (C) The exercise equipment is available.

PART 2

1. (C) Only on Thursdays.
2. (A) I didn't realize it arrived already.
3. (C) Statistics.
4. (B) Over 5,000.
5. (B) No, but I'm going next year.

PART 3

1. (B) Over the telephone
2. (C) A credit card
3. (C) The sending of statements by email
4. (A) In fall
5. (B) Summer
6. (A) Knitted goods

PART 4

1. (B) A grocery store
2. (B) Fruits and vegetables
3. (C) Larry
4. (A) City streets
5. (B) Menaul Boulevard
6. (A) Ten minutes

PART 5

1. (D) who – As it is preceded by a person and at the same time it is a position for the subject, the blank must be filled with *who*.
2. (A) What – All the three choices except *what* need a noun before them; that is, as there is no such noun, only *what* can be used in the blank.
3. (B) who – The blank is reserved for a relative pronoun, which is the subject of the relative clause and refers to a person; thus, neither *which* nor *whom* is suitable for the sentence. Nor can *that* be used, because the relative clause is surrounded by commas.
4. (D) whose – We use *whose* for a position that can act as a possessive determiner as well as a conjunct to link the two clauses.
5. (B) whose – As *military power* belongs to *the European countries*, we need a relative pronoun of possessive case. Remember that *whose* can be used with a person, animal, or thing.
6. (D) why – Since the preceding noun is a *reason*, *why* is most suitable for the sentence.
7. (A) where – *Smith's* is understood to be a bar. As the preceding noun, *Smith's*, refers to a place, *where* best completes the sentence.
8. (A) that – *The same* is usually followed either by *as* or by *that*. In general, we use *as* before a noun or pronoun, and *that* before a clause.
9. (C) than – The presence of *more* is a strong indication that the blank should be filled with *than*.
10. (C) which – A quick consideration of the sentential meaning shows that the blank should be filled

with a word that can be the subject and substitute for the clause preceding. Of the relative pronouns, it is *which* that can replace a preceding clause.

11. (B) indifferent – As preceded by *is*, the blank is reserved for an adjective. Of the two adjectives *indifferent* and *independent*, the former can be used with *to* and the latter with *of*.
12. (A) particular – Considering the most possible meaning of the sentence, the word *particular* is most appropriate because it means *attentive to minute details*.
13. (C) Whenever – As the clause *I visit this place* is complete by itself, the blank is reserved for an adverb. Of the two *whenever* and *wherever*, the latter is not suitable due to the presence of *this place*.
14. (B) than – Due to the presence of the comparative form *sooner*, the conjunct *than* best completes the sentence.
15. (C) on – We often use *cut down on* to mean *reduce*.

PART 6

1. (B) which – Since preceded by a noun *a toll-free line*, the blank is reserved for a relative pronoun that can take the preceding noun as its antecedent and at the same time be the subject of the following verb.
2. (C) information – As the object of the verb *get* is missing, the blank needs a noun; of the two nouns, *informer* and *information*, the former is not appropriate because of its meaning.
3. (C) which – We use the relative pronoun *which* when there is a noun preceding it and simultaneously the noun is a thing. Note that a pronoun like *those* cannot conjoin two clauses. In addition, *whose* and *whom* do not match the preceding noun phrase *the welcome packet* in terms of meaning.
4. (A) who – Since the blank is both preceded by a noun and followed by a verb, we need a relative pronoun for it. As the preceding noun refers to persons, the relative pronoun *who* is most appropriate.
5. (C) much – As the blank is surrounded by *how* and *sleep*, we need an adjective for it; thus, *to* and *amount* are not appropriate. In addition, *many* cannot modify the noun *sleep*, which is an uncountable noun.
6. (D) that – As the preceding noun phrase refers to amount of sleep, the relative pronoun right for the blank is *that*, which can take either a person/animal or a thing as its antecedent.

PART 7

1. (B) Musicians
2. (B) Women over twenty-one
3. (D) Students
4. (A) A personal identification number
5. (B) Your last name
6. (C) To ask for his money back
7. (C) Pizza
8. (B) Three packs
9. (C) An apology
10. (B) Buying Juan's Taco products

UNIT 11

PART 1

1. (C) The men are sitting on the grass.
2. (C) There is a brush on the can of paint.
3. (C) The woman is holding a broom.
4. (C) The teacher is standing by the blackboard.
5. (B) The man is riding on a mower.

PART 2

1. (C) I'll try my best.
2. (B) No, they taste fine.
3. (A) Just a moment. It's in my bag.
4. (B) In 1973.
5. (B) I didn't think to ask.

PART 3

1. (A) In her office
2. (B) It's comfortable.
3. (C) \$135
4. (A) Sending a fax
5. (B) He has forgotten the fax number.
6. (C) Look up a fax number

PART 4

1. (B) An answering machine
2. (C) Weekdays
3. (A) A customer service representative
4. (B) More memory
5. (B) Under \$150
6. (C) It will double your computer's processing speed.

PART 5

1. (B) Although – We use *though* or *although* when two conjoined clauses show a contrast. Note that *however* is not a conjunction, though it is close in meaning to *but*.
2. (A) however – The two clauses show a contrast in that the result is against their expectation. Even though both *however* and *but* show a contrast, only the former, an adverb, is appropriate. As a semicolon is used like a conjunction, it is slightly redundant to use *but* to conjoin the two clauses.
3. (C) and – Both should be followed by *and*.
4. (B) nor – *Neither* is followed by *nor*, and *either* is followed by *or*.
5. (A) While – Since followed by a clause, the blank should be filled with a conjunction. As the accident occurred in the course of visiting the Grand Canyon, the conjunct *while* is most appropriate for the sentence. Note that being a preposition, *during* is not appropriate for the sentence even though it is close in meaning to *while*.
6. (D) Because – The two clauses show a cause-and-effect relation, so *because*, which can conjoin two clauses in such a relation, is one that best completes the sentence.
7. (A) Despite the fact – The preposition *despite* is not used with *of*. Furthermore, it cannot be followed directly by a *that*-clause since it is a preposition. When a *that*-clause is intended, a noun phrase like *the fact* comes between *despite* and *that*.

8. (B) failing – Either a gerund or a noun is appropriate after a preposition like *after*. In addition, the word *failure* in this sentence needs *the* because it is modified by a *to*-infinitive.
9. (A) if – The relation expected is a condition and result.
10. (B) whereas – The two clauses show a contrast. Of the choices, only *whereas* can be used to show a contrast. The conjunctions *as long as* and *provided* are close in meaning to *if* or *on condition that*.
11. (A) applications – Being the logical object of the verb *submit* and simultaneously preceded by *all*, the blank is reserved for *applications*.
12. (C) safe – We use a *safe* to mean a place where valuables are kept, and *safe* is what can complete the sentence. Remember that the word *safety* refers to the condition of being safe.
13. (D) Though – The two clauses, obviously, show a contrast; hence, *Though* is one that best completes the sentence. *But* is not appropriate because it must come between two related clauses.
14. (D) if – We use *if* with the verb *wonder*, when the verb is used to mean *doubt*.
15. (D) on – *From now* is used with *on* to mean "beginning now and continuing to an unspecified future."

PART 6

1. (B) and – Two things are being given as objects of the verb *include*, so *and* is one that best completes the sentence.
2. (C) but – The two clauses connected show a contrast; hence, *but* is the best conjunction for the blank. Remember that *despite*, being a preposition, cannot be directly followed by a clause. In addition, *so that* is inappropriate because it means *therefore*.
3. (A) since – The two clauses related show a cause and effect, and *since* is most appropriate for the blank. Note that *even* is an adverb, not a conjunction, and *regarding* is a preposition similar in meaning to *about*.
4. (D) and – Two pieces of information are given in order; hence, *and* is one that best completes the sentence. Being an adverb, the word *also* is not appropriate for the sentence.
5. (C) since – Two clauses are connected, and the relation between them is a cause and effect.
6. (C) However – According to the context, a word that can relate two contrasting clauses is needed for the blank. As the two clauses make two separate sentences for themselves, we cannot use *although*. We can instead use *however*.

PART 7

1. (D) Utilities
2. (B) Three dollars
3. (B) Direct Deposit
4. (C) Website
5. (A) Convenience
6. (C) Home-based
7. (A) Unlimited
8. (B) Spending extra time with the family
9. (C) She takes care of her home and family.
10. (C) She wants to have money for luxuries.

UNIT 12

PART 1

1. (D) They are sitting at a picnic table.
2. (B) The people are playing cards.
3. (B) One of the plants is dead.
4. (A) The officer is riding a horse.
5. (B) The people are crossing the street.

PART 2

1. (C) In your mailbox.
2. (A) They should. I saw some yesterday.
3. (A) Normally you have to request them by mail.
4. (B) Sure. Go ahead.
5. (B) I sent it last week.

PART 3

1. (A) Her phone does not work.
2. (B) They have a good variety of cheap phones.
3. (A) The woman passes by it often.
4. (B) Leave a message
5. (D) In a meeting
6. (B) Write a note

PART 4

1. (B) Yearly
2. (A) Nothing
3. (C) Tomorrow
4. (A) On a plane
5. (D) Las Vegas
6. (A) There will be a lot of turbulence

PART 5

1. (C) have told – *Otherwise* is close in meaning to *if not*; obviously, it refers to an untrue situation in the past. To express an untrue situation in the past, we use *would/could/might have + -ed* in the result clause.
2. (C) were – In formal English *I wish* is followed by *were* when an untrue situation in the present is assumed.
3. (B) had known – Considering that the result clause has *would have + -ed* as its verb, it is certain that the sentence is intended to express an untrue situation in the past. To express an untrue situation in the past like this, we use *had + -ed* in the *if*-clause.
4. (B) providing that – *Provided/providing itself* is used as a conjunction meaning *on condition that*. So it cannot go with *if*, but may be followed by *that*.
5. (A) long – The two clauses are in a condition-and-result relation, so they should be connected by a conjunct meaning *if* or *on the condition that*. Thus *long* is most suitable for the sentence; the expression *as long as* is a conjunct meaning *on the condition that*.
6. (B) closed – The expression *it's time* is followed either by a *to*-infinitive or by a past tense with a present meaning.
7. (C) or – The logic says that the blank should be filled with a word meaning *if not, otherwise*. We use *or (else)* as a word with such a meaning.
8. (A) Keep – Note that the first clause should begin with an imperative verb in order for the following conjunction *or* to mean *if not*. Thus *keep* is one that best completes the sentence.
9. (A) If – The first clause is a conditional clause; *if* is therefore most appropriate. Remember that

unless can also lead a conditional clause and that it roughly means *if not*.

10. (C) what he had done – When an interrogative—that is, a clause beginning with a question word like *who, what, which*, etc.—becomes the object of a verb, there is no subject-verb inversion.
11. (D) disposable – When we mention things that we can dispose of after using, we use *disposable*.
12. (A) loyal – *Loyal* is most appropriate for the sentence. Remember that the similar sounding word, *royal*, relates to a monarch or a monarch's family. The word *legal* is close in meaning to *permitted by law*, and *frugal* is to *economical* or *inexpensive*.
13. (D) otherwise – The logic says that the two clauses should be connected by a conjunction meaning *if not, otherwise* has this meaning.
14. (C) If – It is certain that the first clause should be a conditional, and that *if* is most suitable for the sentence. Remember that *once* is close in meaning to *after* or *as soon as* and that *lest* means *so that ... may not*.
15. (C) after – We often use *at, after*, and *to* with the word *look*, but they are different in meaning. The verb phrase *look at* roughly means *pay attention to*, *look after* means *to take care of*, and *look to* means *to expect*. *After* is therefore most appropriate.

PART 6

1. (B) would like – Since followed by a *to*-infinitive, *should* and *must* are not appropriate for the sentence. What can precede a *to*-infinitive is *would like*, which means *want*. Note that the modal verb cannot be replaced by *will* for such a meaning.
2. (A) should – The blank is followed by an infinitive *give*, which means it is reserved for an auxiliary verb. Of the three auxiliary verbs (*should, do, and would*), *should* is most appropriate because the committee chairs are asked to submit their meeting agenda.
3. (B) will need – Since the *if*-clause is in a present tense, the result clause cannot be followed by a past tense or past perfect tense. Furthermore, *must need* is inappropriate because of redundancy.
4. (B) if – It is clear from the context that the sentence consists of a condition and its result. In this respect, the blank needs to be filled with a conditional conjunction like *if*.
5. (C) are open – We use the simple present tense to talk about a permanent situation, or about things that happen regularly, repeatedly or all the time.
6. (B) could – We use *could* to make a polite or formal suggestion.

PART 7

1. (B) They will be fired.
2. (D) Anytime
3. (C) Weekdays only
4. (C) Three
5. (D) On December 24th
6. (A) In a hotel industry magazine
7. (B) Details about the costs and services provided by Sprung Technologies
8. (B) \$350 per hour
9. (D) By phone
10. (B) Call the customer service line

UNIT 13

PART 1

1. (B) She is reading a book in bed.
2. (B) The players are on the field.
3. (B) The man is holding the box.
4. (C) The man is playing pool.
5. (C) The girl is holding a doll.

PART 2

1. (C) Between twenty and twenty-two.
2. (A) He's the best player on the team.
3. (B) One hour.
4. (B) Yes, especially at night.
5. (A) During the week would be better for me.

PART 3

1. (C) Twenty minutes
2. (B) She thought the university was farther.
3. (B) The bus route is not direct.
4. (B) Plan a meeting
5. (C) 3:30 p.m
6. (C) In the woman's office

PART 4

1. (B) Students
2. (D) Preparing early
3. (A) They can do better on exams
4. (C) Photographers
5. (C) Have the subject in focus
6. (B) Unknown people passing by

PART 5

1. (A) to request – When we use *either ... or*, the expressions before and after *or* should meet a structural parallelism in formal English. Since the phrase immediately following *either* is a *to*-infinitive, *or* is also expected to be followed by a *to*-infinitive.
2. (B) being a musician – The sentence is certainly intended to say that we need a lot of time and money to become a musician as well as an actress; hence, *being a musician* is appropriate as the subject of the clause. In modern English, we avoid using a *to*-infinitive form as the subject of a tensed clause in an informal style.
3. (D) pick it up – When the object of a two-word (verb + particle) verb is a pronoun, we place the pronoun between the verb and the particle, as *in pick it up*.
4. (C) opened – The two elements connected by *and* should meet a structural parallelism. As the preceding element consists of a verb phrase with simple past, the following element should also be a verb phrase with simple past.
5. (C) belongs – Note that an intransitive verb, i.e., a verb without needing an object, cannot take the form of *be ... -ed*. As *belong* is one of such verbs, *is belonged* is not appropriate for the sentence. Moreover, *belong* is a stative verb and cannot be used in an *-ing* form.
6. (C) owned – The words *belong* and *have* are stative verbs, and they don't allow the form *be + -ed*. *Lived* is not appropriate in terms of meaning.
7. (D) sit on – As the word *to* is used as an infinitive marker, it needs a bare verb. Since preceded by *a box*, the *to*-infinitive in turn needs a preposition *on* after it.

8. (A) live in – The intended phrase derives from *a house he will live in*, which is reduced to a phrase with the help of a *to*-infinitive.
9. (B) some of Casey's friends – Considering that *meet* needs an object of its own, *to Casey's friends* is not appropriate for the sentence. Additionally, *friends of some Casey* doesn't make any sense as words like *some* cannot modify a proper noun. As for *Casey's*, we cannot tell what *Casey's* is.
10. (A) about – The sentence can be an answer to "When can you get there?" Thus *about* is most appropriate.
11. (A) stock – Considering the possible meaning of the sentence, the blank is clearly reserved for the merchandise or goods that wait to be sold. *Stock* is the only choice that refers to merchandise.
12. (A) fatal – Obviously, 'what results from food poisoning' is intended, the word *fatal* (i.e., causing death) is most appropriate for the sentence.
13. (B) disappeared – The word *disappear* is an intransitive verb, so it is not followed by a noun; neither can it be used in the form of *be ... -ed*.
14. (C) to write with – Since *pen* is a tool for writing, the preposition *with* is necessary. Moreover, before the blank there is a noun waiting to be modified by an adjective or its equivalent.
15. (B) of – We use *convicted* followed by *of* to mean *sentenced after being found guilty of*.

PART 6

1. (B) to – When *happy* is followed by a *to*-infinitive, it means *do ... with pleasure*.
2. (D) as well as – In the sentence there are provided two objects of the preposition *of*: one is *household products* and the other is *gardening, electronics, and automotive goods*. When we provide information one after another like this, we use *and, as well as, etc.*
3. (A) any – As the service is open 24 hours, *any* is most appropriate for the sentence: the phrase *at any time* means *whenever you like*.
4. (B) difference – Since preceded by *a considerable*, the blank is reserved for a noun. Of the four choices, only *difference* is a noun.
5. (C) received – The presence of *from* implies that we got something.
6. (A) of – The sentence talks about how much of the product the company sells. For this situation, we use *a sum of money + worth* followed by *of + product/goods*.

PART 7

1. (D) A kind of transportation
2. (C) 1300 Bolivares
3. (C) Real-life competition
4. (B) Ten
5. (C) Once a week
6. (D) Less than \$2.00
7. (B) A map
8. (A) Architecture
9. (C) He wants to start a one-year subscription.
10. (D) He thinks it would be wasteful

UNIT 14

PART 1

1. (A) The athletes are playing a game.
2. (C) The hood of the car is raised.
3. (C) There is no one in the kitchen.
4. (B) The butter is next to the toaster.
5. (B) The woman is walking her dog.

PART 2

1. (B) My dream is to have a bar in the Bahamas.
2. (A) Sometimes three nights a week.
3. (C) No, he is always late.
4. (C) I'll be right there.
5. (B) I don't hear anything.

PART 3

1. (A) Send a package
2. (C) Friday
3. (C) It is already closed.
4. (A) At the bakery
5. (C) They look delicious.
6. (B) Near the subway station

PART 4

1. (C) A television program
2. (D) Romance and drama
3. (B) Weeknights
4. (B) Plans for a meeting
5. (B) Call her back
6. (B) By calling her office or cell phone

PART 5

1. (A) not – The presence of words like *recommend*, *insist*, *require*, *demand*, etc. asks the verb of their object clause to be a base form, and negation of the object clause involves adding a negative like *not* just before the verb.
2. (C) so did – We can use *so* with a meaning similar to *also*, especially in the structure of *so* + auxiliary + subject. Thus *so does* and *so did* are the best candidates for the sentence; of the two, however, *so did* is preferred over *so does* because the two coordinated clauses should meet parallelism in terms of tense.
3. (D) Would – We use *would* very often to make offers with verbs such as *like* and *prefer*.
4. (B) trying – Since the focus is on what the managers are now doing, an *-ing* form, i.e., *trying*, is most appropriate for the sentence. Note that due to lack of a conjunction, *he's trying* is not appropriate.
5. (A) has already been – Adverbs of certainty and completeness (*probably*, *certainly*, *already*, *almost*), as well as adverbs of frequency (*often*, *occasionally*, *never*), occur after auxiliary verbs; however, they occur before other verbs. Therefore *has already been* best completes the sentence.
6. (C) his – As the gender of *one member* is identified to be male, *his* is definitely most appropriate for the sentence. *Their* is not appropriate for the blank, because the subject is singular.

7. (D) coming – The blank needs a simple *-ing* form; we do not use *having* + *-ed* in a phrase or clause led by *since* meaning *from a certain specified time*.
8. (A) taking – The word *busy* is followed either by *with* + noun or by an *-ing* form.
9. (C) bus I should take – In indirect questions, we do not put an auxiliary verb before the subject. When the question word is used like a determiner, it should be immediately followed by a noun.
10. (A) twice as much as – When words like *twice*, *three times*, etc. are used with the *as ... as* comparison, they occur just before the first *as*.
11. (A) either – As it is a negative sentence, *either* is most appropriate for the blank. Note that *too* is used in an affirmative sentence.
12. (C) take – We use *take* with *a shower*, *a taxi*, etc.
13. (D) scheduling – The word *busy* is followed either by *with* + noun or by an *-ing* form.
14. (D) until – As the possible meaning of the sentence is that the fire alarm went off after the whole building had caught fire, *until* is most appropriate: *did not ... until* means *did only after*.
15. (B) for – *Care* is used with *for* to mean *like*.

PART 6

1. (A) next – It is clear from the context that the sale will go on for the following seven days. Thus *next* is more appropriate.
2. (C) offering – Since Quick Mart is temporarily selling goods at half the prices, an *-ing* form is needed for the blank.
3. (B) another – We use *another* (meaning *an additional* or *extra*) when we choose one more out of several.
4. (B) are taking – The sentence mentions a tendency for people to do a certain thing, as indicated by the presence of *these days*. To talk about a tendency that may last for the time being, we use the present progressive tense.
5. (C) for – The word *responsible* is used with *for* to mean *in charge of*.
6. (C) are – The presence of *these days* in the preceding clause says that the blank is reserved for the present tense; moreover, the number of the verb in a *there*-construction is determined by the number of the noun or noun phrase that follows the verb. Since followed by *many DIY home improvement books*, the blank must be filled with *are*.

PART 7

1. (C) Special exercises
2. (D) In a few years
3. (D) \$2.00
4. (A) Monsoon Wedding
5. (B) \$7.00
6. (B) To reinstate two contestants
7. (B) Two
8. (A) Former contestants on *Wannabe*
9. (B) A television viewer
10. (C) New judges

Practice Test

PART 1

- (B) They are standing in a line
- (B) The man is pouring a beverage.
- (D) There is a fence in front of some trees.
- (C) She is walking up some steps.
- (B) There is a cup on the table.
- (A) They are about to walk between two vehicles.
- (C) The flowers are displayed on a cart.
- (C) The girl is knocking on the door
- (D) The man is walking alongside the bus.
- (A) The car is being repaired.

PART 2

- (B) A day or two at most.
- (C) I'm not sure whose it is.
- (A) Yes, they are very clear.
- (A) Not enough, I'm afraid.
- (C) The old ones were obsolete.
- (A) It's just across the hall
- (C) You should ask that man over there.
- (A) It paid for most of it.
- (B) No. I had to walk quite a ways.
- (C) You'll be fine. Don't worry.
- (A) Only in designated areas.
- (B) We're out of staples and paper.
- (B) Yes. It's 7.5%.
- (A) This is the third year in a row.
- (B) Only if the receptionist is out.
- (B) No. It is imported.
- (C) Not everyone could make it today.
- (B) The manager takes care of that.
- (A) They were investigating a break-in.
- (C) The owner had a family emergency.
- (B) She doesn't allow it.
- (A) Tipping is not customary here.
- (B) Actually, I'm the owner.
- (B) They seem a little high to me.
- (A) Yes, we're on the first plane out tomorrow.
- (B) I spilled some tea at lunch.
- (C) It's on the house
- (A) In just a few minutes.
- (A) The damage was too extensive.
- (C) I'm about to use it myself.

PART 3

- (C) In a bank
- (D) Wait in the lobby
- (C) More than twenty minutes
- (B) Less than three weeks a year
- (C) As much as she could
- (C) He can receive extra money.
- (B) In a restaurant
- (B) The man has undercharged the woman.
- (A) She was honest.
- (C) Forms of identification
- (D) Her driver's license
- (A) She doesn't have the necessary documents.
- (D) Just after 12:00
- (C) She wants to know the weather.

- (C) It is later than she expected.
- (A) Use her credit card
- (A) Try again
- (B) The computer doesn't work properly.
- (C) At least three weeks
- (B) Save time
- (C) The woman will have to wait.
- (A) Monday morning
- (D) Making a decision today
- (B) The client wants a decision soon.
- (A) A job offer
- (C) Disappointed
- (A) He should accept it.
- (B) An automobile rental company
- (C) Two months ago
- (A) A minivan

PART 4

- (C) Garbage pick-up
- (B) Less frequent meetings
- (D) Citizens of Altamont
- (B) Salesperson
- (D) Too much time in the office
- (B) It pays well.
- (C) On Monday
- (B) A snowstorm
- (C) At 2:00 p.m.
- (A) Many employees are attending.
- (A) Employee information
- (A) Tell one of the trainers before leaving
- (A) A computer
- (C) Wait for it to start
- (B) Press the backspace key
- (B) Conflicts with workers
- (B) A spokesperson
- (B) In South America
- (C) Help line selections
- (A) Press number one
- (B) Two
- (D) Soda
- (D) The food will take longer.
- (D) None
- (B) Former clients
- (A) Somewhat risky
- (C) Tomorrow
- (A) Salaries and bonuses
- (C) Tuition subsidies
- (C) Green

PART 5

- (A) *so* – *Such* should be followed by a noun, and is not appropriate for the sentence. *Nor* are *as* and *very* appropriate, because they are not used with a *that*-clause. The adverb *so* is similar in meaning to *to that extent*, and when it is used before an adjective or adverb, a result clause should follow in the form of a *that*-clause. Therefore, *so* is the best answer.

102. (D) keep – The words, *stay* and *remain*, are verbs that do not take objects. The verb *let* is similar in meaning to *allow*, so it is not a good choice, either. The remaining verb, *keep*, is a verb that takes an object and means to *cause to continue in a certain state or condition*.
103. (C) regardless – *Regardless* is used with *of* to mean *no matter how or without regard to*.
104. (B) on – For *street*, we use the preposition *on*.
105. (D) is being considered – Since Janet Tate is one of those who may get promoted; the *that*-clause should be passive. Therefore *is being considered* is most appropriate.
106. (A) satisfactory – Since the word suitable for the blank should modify the preceding noun, *accommodations*, (C) and (D) cannot be considered for the blank. Also *accommodations* give satisfaction, not get satisfied. Hence, *satisfactory* is appropriate.
107. (A) postpone – The presence of such words as *recommend*, *insist*, *require*, *demand* etc. requires the verb of their object clause to be an infinitive without *to*. Thus, *postpone* is most appropriate for the sentence.
108. (C) make – Since followed by an infinitive without *to* the blank is reserved for one of the two *let* and *make*. However, *let* is not appropriate because it means *to allow*, while *make* is the right word because of its meaning, *to cause to act in a specified manner*.
109. (B) disposable – When we mention things that we can dispose of after using, we use *disposable*.
110. (A) denied – Since the sentence is a kind of offense and defense, *denied* meaning “declared untrue” is most appropriate for it. *Declined* means “refused politely,” *exclaimed* means “expressed suddenly,” and *unclaimed* means “not claimed.”
111. (B) with – *Be provided* is followed by *with*.
112. (C) to maintain – *Inability*, as well as *ability*, is followed by a *to*-infinitive.
113. (C) Unmoved – Considering the presence of *by* after the blank, we can conclude that an *-ed* form is needed. *Moved* means to affect with emotion and because the management did not change its decision we can conclude that they were *Unmoved*, not affected with emotion.
114. (A) character – As this is about screening the candidates for a job vacancy, a word meaning *personality* is what is needed for the blank. The presence of *his or her* implies that the word should be singular.
115. (C) at – When we tell time, we use *at*, as in *at eight o'clock sharp*.
116. (C) which – Logic says that the blank refers to *his research*. Moreover, since the sentence consists of two tensed clauses (the parenthetical *he hopes* being set aside), the right choice for the sentence should be a relative pronoun. Note that the relative pronoun, *that*, cannot be preceded by a preposition.
117. (B) eloquent – Considering the meaning of the second clause led by *but*, we can easily conclude that *eloquent* (meaning *characterized by persuasive and powerful discourse*) is the right choice. *Eclectic* means *made up of or combining elements from a variety of sources*.
118. (D) reputation – Since preceded by *the*, the blank needs a noun in it.
119. (B) but – We often use *everyone* followed by *except*, as in *Everyone passed except me*. We may substitute *except* for *but*, yielding *Everyone passed but me* where the choice of *me* instead of *I* is an informal style.
120. (B) concentrating – We use *have trouble* with an *-ing* form.
121. (A) though – The sentence shows a contrast. In general, a long speech is very likely to fail to draw the audience's attention, but the speaker in this sentence held their interest from beginning to end. Thus, *though* is a conjunction most appropriate for the sentence. Note that *though quite long* derives from *though it was quite long*.
122. (C) will have finished – As the preposition *by* represents completion, the presence of *by the time* is a strong indication that the future perfect is needed for the main clause.
123. (A) crew – The blank needs a word meaning a group of people working together. *Clan* refers to *a large group of relatives, friends, or associates* therefore *crew* is the best answer.
124. (B) creation – As it is inferred that *a solid customer base* is the object of the verb, *create*, the noun *creation* best completes the sentence. *Creativity* refers to *originality*, *creature* to *something created*, and *creator* to *one that creates*.
125. (D) on – *The whole* is used with the preposition *on* to mean *considering everything or as a rule*.
126. (B) advise – Two infinitive phrases are provided as complements to the subject, and so a verb is needed for the blank. *Advice* and *advisor* are nouns, and *advisory* is an adjective. Note that *advise* is used here in the sense of *inform or notify*.
127. (C) investors – Considering the verb *seen* and the pronoun *their* used in the sentence, the blank is therefore reserved for people who invest. Hence, *investors*, where *-or* refers to a person, is most appropriate for the sentence.
128. (B) not having informed – The speaker apologizes for what they should have done earlier. When we regret because we didn't do something, we use *regret not having -ed*. Note that when followed by a *to*-infinitive, *regret* means *feel sorry about saying*.
129. (A) to – *As to* means *about or with regard to*. So *to* is most appropriate for the sentence.

130. (D) resort – It is easily inferred that the representatives are asked not to depend on certain sales tactics. The verb that may support this inference is *resort*. *Succumb* means *surrender*, *resolve* means *to solve*, and *submit* means *surrender/hand in*.
131. (A) anyone – As *hardly* is a negative adverb, *no one* cannot be chosen because of the ban against double negation. Nor can *hardly* be immediately followed by a pronoun like *those* or a preposition like *of*. However, *hardly* can be used with *anyone*, meaning *almost no one*.
132. (C) decreased – It seems clear that the role of COLAs is to keep the value of pensions from dropping due to inflation; therefore, *decreased* is the most appropriate word for the sentence.
133. (C) much less – The most possible meaning of the sentence seems “How can we achieve a profit when it is difficult even to cover expenses?” Thus, *much less* meaning *even less likely is to* is most appropriate for the blank. *Evermore* means *always*, or *for ever*, and *more or less* means *somewhat*.
134. (C) keeping up – As the role of customer service representatives is to meet the customer’s calls, *keeping up* is the best choice in that it means *to continue at the same pace*. *Hold down* means *to limit*, *put through* means *to obtain a telephone connection for*, and *take over* means *to assume the control or management of*.
135. (B) coverage – Since it is inferred that the merger was not completed because of the news report, *coverage*, one of its definitions being *report*, is most appropriate.
136. (B) fatigue – The fact that they are going to allow more breaks and increase the length of breaks for the employees is a strong hint that the injuries are due to workers being tired. *Fatigue* (physical or mental weariness from exertion) is therefore the most appropriate.
137. (A) mandatory – When attendance is required, we say it is *mandatory*. *Laudatory* means *expressing praise*, *exemplary* means *worthy of imitation*, and *disciplinary* means *relating to discipline*.
138. (A) productivity – The *across-the-board pay raises* in the sentence strongly implies that the output per unit of labor turned out better than before. *Productivity* can mean the production of goods has increased while time and money spent to get the goods has remained the same.
139. (A) say – Perceptual verbs like *watch*, *see*, *listen to*, *hear*, *feel* should take a base form of verb after its object; thus, *say* is most appropriate for the sentence.
140. (B) regarding – Since both *concern* and *the decision* are nouns, they should be connected by a preposition. Of the four choices given, only *regarding* is a preposition meaning *concerning*, or *with respect to*.

PART 6

141. (C) devoted – *Devote oneself to* is often used as a passive form, i.e., *be devoted to*, meaning “to give one’s time and attention to an activity or person.”
142. (A) monthly – When something is published once a month, we say it is published *monthly*.
143. (D) of – When a noun that derives from a verb takes its object, it should be followed by a preposition. In case of *violation*, the preposition *of* is used.
144. (C) following – When *follow* comes before a noun to modify, it should be in an *-ing* form.
145. (A) least – Since the sentence is stressing the importance of washing hands, *at least* meaning *not less than* is most appropriate for the sentence. Note that *at most* means *at the maximum*.
146. (C) might – The speaker warns the possibility of the employees having to leave work for the day if they fail to meet the given guidelines. To talk about a possibility, particularly a slight possibility, we use *might*.
147. (B) delivery – Since preceded by *the*, the blank should be filled with a noun. The presence of *mail* at the end of the sentence implies that *delivery* is most appropriate. *Deliverance*, another noun form, means *rescue*, while *deliberation*, which derives from *deliberate*, means *thoughtfulness in decision or action*.
148. (C) better – When followed by a noun, *the* superlative form needs the *before* it. *Best* and *most* are therefore not appropriate. To use *more* the context should be plural and implies increasing the amount. *Better* implies increasing the quality.
149. (A) above – Since no further information is provided below, the *information* must refer to the information that has already been discussed. Thus, *above* is most appropriate.
150. (D) current – The sale is being offered for the stock that they have now. For stock that is available now, we use *current stock*. Note that we cannot use *contemporary* in this sentence, which is mostly used to refer to persons, books, or accidents that belong to the same period of time.
151. (D) other – Of the four choices, what can follow *many* is only *other*.
152. (A) cheaper – The price they will match is a *cheaper price* that occurs in the *if*-clause, so *cheaper* is most appropriate. Note that *the* is a hint saying that *the . . . price* refers to what has already been mentioned.

PART 7

- 153. (D) Four
- 154. (B) The bookcases
- 155. (A) The women's golf clubs
- 156. (A) Fourteen years old
- 157. (D) Proof of age
- 158. (B) Between January 25 and February 12
- 159. (A) Elderly people
- 160. (D) Most deaths from falls among the elderly are preventable
- 161. (B) Many people trip and fall over electrical and telephone cords.
- 162. (C) They were not blue
- 163. (A) For facility upkeep
- 164. (D) Email address
- 165. (C) There will be one more daily flight to Buffalo from County Airport.
- 166. (B) Two
- 167. (A) He works for the Metro Airport Authority.
- 168. (C) It was desired by local business travelers.
- 169. (A) The cleanliness of the restaurant
- 170. (D) He had heard it was good.
- 171. (B) To praise the restaurant
- 172. (D) They were unfamiliar with American restaurants.
- 173. (C) Homeowners
- 174. (D) It can be used while still in the garage.
- 175. (A) Wait a short time
- 176. (D) On a day with bad weather
- 177. (D) It is open only to registered businesses.
- 178. (C) Ethical companies
- 179. (A) Unethical businesses can easily join.
- 180. (D) Product discounts
- 181. (D) All regional managers
- 182. (B) Because of a change in data keeping
- 183. (C) Twenty-one hours
- 184. (A) It is more cost efficient than the current system.
- 185. (B) Selling of records
- 186. (D) To renew a membership
- 187. (D) He has been a member since 1989
- 188. (C) \$41.99
- 189. (C) It is paid for once a year.
- 190. (B) Two
- 191. (B) A police officer
- 192. (C) Whether the citation will be contested
- 193. (C) Because the vehicle owner didn't pay for parking
- 194. (C) \$20
- 195. (C) They are too expensive.
- 196. (D) To apply for a credit card
- 197. (C) It is good.
- 198. (C) Too many debts
- 199. (B) Request it from Equity Evaluations, Inc.
- 200. (D) She may request a free credit report.

Appendix

Infinitives

An **infinitive** is the base form of a verb with *to* preceding it.

- A. Use a to-infinitive after the following common verbs: *agree, decide, expect, happen, pretend, promise, manage, tend*.
- He decided to go home.
- B. Use a to-infinitive after the following common verbs plus their object: *advise, allow, expect, forbid, want, force, tell*.
- His manager allowed him to go home.
- C. Use an infinitive without *to* after the common following verbs plus their object: *have, let, make, feel, see, hear, smell, find*.
- He let Tom go home.

Gerunds

A **gerund** is the *-ing* form of a verb. It is used as a noun.

Use an *-ing* form after the following common verbs: *avoid, can't help, deny, feel like, give up, imagine, mind, postpone, enjoy*.

- He denies eating the cake.

Choosing Between Infinitives and Gerunds

The gerund is always used when a verb is followed by a preposition: *admit to, approve of, argue about, believe in, care about, complain about, concentrate on, confess to*.

- They apologized for being late.
- He dreamt about eating a hamburger.

The following common verbs allow both a to-infinitive form and an *-ing* form. Sentences with either form will have the same meaning. They are: *attempt, begin, continue, hate, like, love, neglect, prefer, regret, stand / can't stand, start*.

- He hates running.
- He hates to run.

The following common verbs allow both a to-infinitive form and an *-ing* form. However, their meanings are different in each case: *remember, forget, stop, regret, try*.

- I forgot to turn the light off.
(= I didn't turn it off, and it remained on.)
- I forgot turning the light off.
(= I actually turned it off. I forgot that I had done that.)

Note The choice of a to-infinitive or an *-ing* form depends on the meaning.

Choosing Subjects

- A. Use objective case pronouns with an infinitive.
- expect him to help her
 - allow them to do it
 - let him go
- B. Use a possessive pronoun with a gerund.
- enjoy their singing
 - mind my smoking

Auxiliary verbs are used in conjunction with main verbs to show differences in time and mood. Common auxiliary verbs are: *do, have, is, will, shall, may, might, can, could, must, should, would, used to, need to.*

What Follows Auxiliary Verbs?

- A. Auxiliary verbs can be followed by a verb ending in *-ing* or *-ed*.
- The boy *is flying* a kite.
 - The book *was listed* as a best seller.
 - The boy *has closed* the window.
- B. Auxiliary verbs can be followed by the basic form of the verb.
- Paul *may arrive* tomorrow.
 - *Do you like* fish?
 - I *do believe* that he is right. (Emphatic use of *do*.)
 - He *does not like* playing cards.

Meaning of Key Auxiliary Verbs

- A. **Will:** be willing to; intend to
- I will open the door for you.
 - I will be there at eight o'clock.
- B. **Shall:** intend to (*formal*); have decided to
- Where shall we sit?
 - We shall ask the committee.
- C. **May / Can:** be possible to
- Can fish live in the river?
 - It may rain tomorrow.
- D. **Can / Could / May:** be allowed to do
- May I have one?
 - You can take both of them.
 - Yesterday, I couldn't finish my dinner.
- E. **Must:** be necessary; be logically certain
- This step must be next.
 - It must be her purse.

Note Negative: cannot/can't, must not (mustn't — spoken only)

- F. **Must / Have to:** be required to do
- Everyone must be on time.
 - They have to work late.
- G. **Should / Ought to:** be obliged to do
- You should call her.
 - We ought to get there early.
- H. **Should have / Could have + p.p.:** was not true; did not happen
- She should have read the book.
 - They could have won, but they didn't.
- I. **Used to / Would:** regularly or repeatedly did in the past
- We used to talk every day.
 - In the spring, I would plant flowers.

UNIT 3 Subject-Verb Agreement

A verb must match its subject in number; singular subjects take singular verbs, and plural subjects take plural verbs.

Basic Subject-verb Agreement

- My friend *is/was/has/does*...
- My friends *are/were/have/do*...

Frequently Asked Question Types

A. When the subject and verb are split:

- The teacher, along with his students, wants to play soccer.
- The institute that helps them is financially supported by the government.
- The instructor, as well as his students, has welcomed the school's decision on the uniform.

Note The number of a subject is not affected by a phrase or clause that separates the subject from its verb.

B. When the subject is an expression of time, distance, price, and weight:

- Ten dollars is too much for a drink.
- Twenty miles is too long a way to walk in a day.
- Twenty minutes is not enough time for me to get there.

C. When a fraction or its equivalent initiates a subject:

- Two-thirds of the land has been sold.
- Two-thirds of them are students.

Note In these cases, the noun in the *of*-phrase determines the number of the verb.

D. When a subject begins with *either A or B*, *neither A nor B*, or *not only A but (also) B*.

- Either he or his pupils are going to help us.
- Not only John but his parents want to help us.

Note When these expressions initiate a subject, the verb must agree with B in number.

E. When a subject consists of a proper noun or a branch of learning ending in *s*:

- The United States has a population of over 265 million people.
- Mathematics is my favorite subject.
- Physics has been studied for many centuries.

F. When a subject contains expressions like *every*, *each*, *more than one*, *many a*, etc.

- More than one person has applied for that position.
- Every girl and boy was upset because of the outcome.

G. When a subject contains expressions like *many of*, *a number of*, *a couple of*, *a group of*, *a few*, *several*, *both*, etc.

- A number of my friends are from China.
- Many countries have joined the European Union.
- Several cars were damaged in the accident.

Present: Simple, Perfect, and Progressive

A. Use **present simple** for routines, habits, or things that are always true.

- He takes the subway. (every day)
- The fall semester begins on September 1st.

Note Present simple is also used instead of the future tense in adverbial clauses led by: *if, the moment, when, as soon as, before, after*, etc. e.g., We will start the moment he arrives.

B. Use **present progressive** (*is/are -ing*) for a temporary routine or situation.

- He is taking the subway. (now)

Note Present Progressive can be used to express the future when future time words are used such as: *tonight, tomorrow, next week*, etc. e.g., We are playing cards with the neighbors tonight.

C. Use **present perfect** (*have/has -ed*) for a situation where things that happened in the past have a result in the present.

- He has just cut himself. (We can see the immediate result of this action – the blood.)

Note Present perfect often goes with *just, yet, for, since, ever, never, first time, second time, this week*, but it does not go with expressions that definitely refer to the past, like *yesterday, two days/weeks/months/years ago*, etc.

Past: Simple, Perfect, and Progressive

A. Use **past simple** for something that occurred in the past.

- She traveled in Europe. (at some time in the past)
- World War II broke out in 1939.

B. Use **past progressive** (*was/were -ing*) for a temporary routine or situation that happened in the past.

- She was traveling in Europe when her mother died.
- When we visited her, she was cleaning her house.

C. Use **past perfect** (*had -ed*) for something that happened before a certain point in time in the past.

- She had traveled in Europe before she decided to study there.
- Mike had already arrived when I got there.

Future: Use of *Will* and Other Words with Future Meaning

A. Use *will* for instant decisions.

- I will accept your offer.

B. Use *be going to* for established plans.

- They are going to buy drinks for the party.

Note When *be going to* is used in past tense, it will represent an unfulfilled intention: e.g., I was going to wash my car, but it started to rain heavily.

Forms of Participles: *-ing* and *-ed*

- A. If a noun modified by a participle is the agent, choose an *-ing* form.
- the tiring game (*game* is the agent of *tiring*)
 - an exciting speech (*speech* is the agent of *exciting*)
- B. If a noun modified by a participle is NOT the agent, choose an *-ed* form.
- the tired players (*players* is NOT the agent of *tiring*)
 - the bored audience (*audience* is NOT the agent of *boring*)

Participle Clauses

- A. An *-ing* form can be used when two things occur at the same time.
- He suddenly went out shouting.
- B. An *-ing* form can be used when one action occurs during another action.
- She hurt herself cooking dinner.
- C. An *-ing* clause can be an explanation of its main clause.
- Feeling tired, he went to bed early.

Choosing Between *-ing* and *-ed* in Participle Clauses

- A. Use an *-ing* form when the original verb is intransitive.
- Walking along the street, Tom ran into one of his old friends.
- B. Use an *-ing* form when the original verb is transitive and when its object comes after it.
- Facing a police officer, he chose to run away.
- C. Use an *-ed* form when the object of its original verb serves as the subject of the main clause.
- Located on a hill, the hotel commands a fine view.

Note The participle *being* is missing in the above participle clause: *Located on a hill*. About the omission of *being*, further examples are given below.

Omission of *Being* or *Having been* in Participle Clauses

The participle *being* or *having been* is often taken out of its clause, the participle clause being reduced to a noun phrase or a phrase beginning with an adjective or a past participle.

- (Having been) Scolded severely by his teacher yesterday, he is quite upset.
(As/Because he was scolded severely by his teacher yesterday, he is quite upset.)
- (Being) A minor, John was not allowed to drive a car.
(As/Because he was a minor, John was not allowed to drive a car.)
- (Being) Unable to afford a motorcycle, he purchased a bicycle.
(As/Because he was unable to afford a motorcycle, he purchased a bicycle.)

Regular Comparison

A. When comparing things, most short adjectives (one or two syllables) end in *-er/-est*.

- dark – darker – the darkest
- hot – hotter – the hottest
- happy – happier – the happiest
- scary – scarier – the scariest

Note Most two-syllable words end in *y*.

B. For adjectives with three or more syllables, place *more*, *most*, *less*, or *least* before the adjective.

- beautiful – more beautiful – the most beautiful
- expensive – less expensive – the least expensive

Irregular Comparison

A few adjectives and adverbs have comparative and superlative forms that are different from the regular forms.

- good/well – better – the best
- bad/badly – worse – the worst
- much/many – more – the most
- little – less – the least
- far – farther/further – the farthest/furthest

Note *Further* is used for both greater distance and more of something, while *farther* is only used for greater distance.

As . . . As Comparison

A. Only the regular form of an adjective or adverb comes between *as* and *as*; for example,

- He is as old as me.
- He speaks English as fluently as his brother does.

B. Put *twice*, *three times*, *four times*, etc. before the first *as* to multiply the size, amount, etc.

- He has three times as many books as me.
- This bed is twice as large as that one.

Modification of Comparatives

Comparatives can be modified by the following words: *much*, *very much*, *far*, *a little*, *a bit*, *a lot*, *any*, *no*, *even*, *still*.

- He is a bit taller than me.
- This one is even worse than that one.

Note The adverb *very* cannot modify comparatives.

Choosing Between Comparatives and Superlatives

A. Use a comparative form if *than* appears in the sentence.

- He is taller than his brother.

B. The presence of *ever*, *(of) all*, *possible*, *in the world* is a strong suggestion that a superlative is needed.

- This is the highest building I have ever seen.

Use of *the* in Comparison

A. When there is a noun modified by a superlative, *the* is necessary.

- Gary is the smartest boy in his class.

B. Before a comparative form, *the* is needed when the comparative is followed by *of them all/of the (number)*

- Gary is, after all, the stronger of the two.

No vs. Not

- A. Use *no* as an adjective.
- no time
 - no choice
- B. Use *not* as an adverb.
- not going
 - not busy
 - not likely

Negation of Main and Auxiliary Verbs

- A. Put *not* or *never* after an auxiliary verb.
- He will not arrive today.
 - You should never eat there.
- B. If there is no auxiliary, *do* is used with *not*.
- She does not know him.
 - They do not live in Chicago.

Negation of Non-finite Verbs (To-infinitives, Gerunds, and Participles)

Put a negative word before non-finite verbs.

- He prefers not taking the bus to work.
- In order not to fail again, you should work harder.
- Not knowing what to do, he just stood still.
- Not having been abroad before, he got very nervous when he arrived at the airport.

Redundancy in Negation

- A. Avoid double negatives.
- She does not have no money. (incorrect)
 - She does not have any money. (correct)
- B. Do not use a negative word along with such words as *hardly*, *seldom*, *scarcely*, *lest*, *unless*.
- We could not hardly understand the situation. (incorrect)
 - We could hardly understand the situation. (correct)

Abbreviated Negation

There are times when it is possible to contract the negation. When a pronoun is included, then there are two ways to contract.

- He is not happy. = He's not happy. = He isn't happy.
- We are not coming. = We aren't coming. = We're not coming.
- They have not been there. = They haven't been there. = They've not been there.
- She will not go. = She won't go. = She'll not go.
- He would not talk. = He wouldn't talk. = He'd not talk.

Note There is no contracted form of *am not*. Therefore, the only contraction possible is *I'm not*.

Personal Pronouns

	Subject Pronoun	Object Pronoun	Possessive Pronoun	Possessive Adjective
Singular	I/you she/he/it	me/you her/him/it	mine/yours hers/his/its	my/your her/his/its
Plural	we/you/they	us/you/them	ours/yours/theirs	our/your/their

Reflexive Pronouns:

A reflexive pronoun should agree with its antecedent in person and number: *I ... myself; we ... ourselves; you (s) ... yourself; you (pl) ... yourselves; he ... himself; she ... herself; it ... itself; they ... themselves.*

- He fell and hurt himself.
- They taught themselves.

Determiners

A. Use the following with countable nouns: *one, another, each, every, both, a couple of, a few, several, many*, etc.

- In a couple of days, we will get an answer from the buyer.

Note *Another* and *every* can also be followed by a plural noun with a numeral, e.g., *every two miles*.

B. Use the following with uncountable nouns: *a little, much, a great deal of*, etc.

- I have a little money left.

Note Use the following either with countable nouns or with uncountable nouns: *no, some/any, a lot of, lots of, plenty of, most, all*, etc.

More about Determiners

A. *Both, Either, and Neither*

Both means 'one and the other of two,' while *either* and *neither* means 'one or the other of two.'

- Both of the parties welcomed the decision.
- I don't like either decision.
- I have neither the time nor the inclination to do that.

Note *Either* and *neither* can be followed by *or* and *nor* respectively. They can also both be followed by "of + plural noun." e.g. *Neither of these apples taste good.*

B. *Some, Any*

Use *some* in affirmative sentences or in questions when an affirmative answer is expected. Use *any* in questions or negative sentences.

- I don't like any movie.
- Would you like some coffee?
- Do you have any questions about it?
- There are some apples on the table.

C. *One, Another, The other(s)*

- Of the two pens, one is red and the other is white.
- He has three brothers: one is a doctor, another is a professor, and the other is a singer.

D. *Most vs. Most of*

Use *most* to talk about things/people in general. Use *most of* to talk about particular things/people.

- Most people love music.
- Most of the students in this class are freshmen.

Countable and Uncountable Nouns

- A. Countable nouns take *a/an* in singular form and a final *-s/-es* in plural form.
- They bought a bicycle and two computers.
- B. Uncountable nouns (material, proper, abstract, and collect nouns) do not take either *a/an* or a final *-s/-es*.
- They bought furniture. (Not *a furniture* or *furnitures*)
 - They asked for advice. (Not *an advice* or *advices*)

Note Examples of common uncountable nouns: *baggage, clothing, food, furniture, jewelry, machinery, money, cash, scenery, traffic, water, milk, coffee, bread, butter, meat, hair, rice, salt, sugar, importance, justice, knowledge, advice, information, evidence, news, etc.*

Nouns as Modifiers

- A noun that is used as a modifier generally does not take a plural suffix *-s*.
- We were asked to write a two-page essay.
(The essay we were asked to write was two pages long.)
 - I have a thirteen-year-old daughter.
(My daughter is thirteen years old.)

Articles

- A. Use *a* before a consonant and *an* before a vowel.
- a university / a one-hour race / a hard ball
 - an SOS / an umbrella / an eight-course meal

Note What determines the use of *a/an* is the sound, not the spelling.

- B. Do not use *a/an* with possessives.
- a my book (incorrect)
 - a book of mine (correct)
- C. Use *a/an* when someone or something is mentioned for the first time.
- John is a hard-working student.
 - He is a ten-year-old boy.
- D. Use *the* for a specific reference, or when the person or thing is shared knowledge.
- Once there lived a king here. The king lost his son in a war.
 - Please close the door after you.
- E. Use *the* before a superlative, a musical instrument, or before the word *same*.
- This is the coolest music I have ever heard!
 - My daughter learned to play the guitar.
 - I have the same type of car as you.

Relative Pronouns: Subject Case

A. Use *who(m)* or *that* when the antecedent is a person, and use *which* or *that* when the antecedent is an animal or object.

- That's the boy who came to our party last week.
- The pen that he wrote his novel with is in the museum.
- The dog, which took my shoes, belongs to Amy.

Note *That*, as a relative pronoun, only leads an identifying adjectival clause; namely, the relative clause cannot be surrounded by commas.

B. Use *what* (= the thing which) when it is not preceded by a noun, or an "antecedent."

- Please tell us what you have in mind.
- What you have to do is help your mother.

C. *Which* can refer to the entire preceding clause.

- John didn't pass the test, which disappointed his father.

Note When it refers to the preceding clause, *which* cannot be replaced either by *that* or by *what*.

Relative Pronouns: Object Case

A. Use *who* or *whom* when the antecedent is a person.

- She is the girl (who) I met in the park.
- She is the girl to whom I gave a ticket.

Note *Who(m)*, when it is an object of a verb or preposition, can be omitted, but it can't be omitted when preceded by a preposition.

B. Use *which* or *that* when the antecedent is an animal or an object.

- The hamster (that) I keep in my room is two years old.

Relative Pronoun in Possessive Case: Whose

Use *whose* when the antecedent is a person, animal, or object.

- I know the man whose car was stolen.
- Maria has a dog whose ears were long.

Preposition + Relative Pronoun

- This is the house in which I have lived for ten years.
- That is the reason for which I was late for the appointment.

Note The relative pronoun *that* is not used with prepositions, and so the following sentence is grammatically incorrect: This is the house in that I have lived for ten years.

Relative Pronoun + *ever*: *Who(m) ever*

- They are giving a free mug to whoever comes to the store today.

Relative Adverbs: *When, Where, How, Why*

- A. Use *when* when the antecedent refers to time, such as day, month, year, etc.
- I remember the day (when) we met.
- B. Use *where* when the antecedent is a place, such as hotel, park, place, etc.
- Is this the park where you two met?
- C. Use *how* when the antecedent refers to a way of doing something. Do NOT use *the way* and *how* together.
- This is the way he did it.
 - This is how he did it.

Note When *ever* is added to the following relative adverbs, the resulting meaning is, "it doesn't matter wh-": *whatever* (no matter what), *whichever* (no matter which), *whichever* (no matter where), *however* (no matter how).

- D. Use *why* when the antecedent refers to a reason for doing something:
- This is the reason he got upset.
 - This is why he got upset.

Restrictive and Nonrestrictive Clauses

- A. A restrictive clause is essential to the meaning of a sentence because it limits the thing that it refers to. To delete it would change the meaning of the sentence. A restrictive clause usually begins with the relative pronoun *that*. It restricts, or specifies the noun that is being referred to.
- The car that he fixed is being sold.
(The information is important in identifying the subject, *the car*.)

Note Restrictive clauses are never set off with commas.

- B. A nonrestrictive clause is not essential to the meaning of a sentence because it does not limit the thing that it refers to. To delete it would not change the meaning of the sentence. A nonrestrictive clause usually begins with the relative pronoun *which*. It adds information about a specified noun.
- The car, which he fixed, is being sold.
(The information is not very important to the meaning of the sentence. It is just extra information.)

Note Nonrestrictive clauses take a comma before *which*.

Coordinating Conjunctions: *For, And, Nor, But, Or, Yet, So* (FANBOYS)

A. *For* (= because)

- I'm not going to join the club, for I'm not sure of its purpose.
- For I'm not sure of its purpose, I'm going to join the club. (incorrect)

Note The *for*-clause cannot come before the other clause like a *because*-clause does as in: Because I'm not sure of its purpose, I'm not going to join the club.

B. *And*

- He worked hard, and he finished the task in time.

C. *Yet / But* (= however)

- He has a good job, yet he never seems satisfied.
- He has a good job; however, he never seems satisfied.

Note In order for *however* to replace *yet* in the above sentence, the comma should be replaced, by a semicolon, with a comma added after *however*.

D. *Nor* (= and not)

- Dick didn't pass the test, nor did his friend, John.

E. *So* (= therefore)

- My foot still hurt yesterday, so I went to see a doctor.
- My foot still hurt yesterday; therefore, I went to see a doctor.

Note In order for *therefore* to replace *so*, the comma should be replaced by a semicolon, with a comma added after *therefore*.

Subordinating Conjunctions

A. Use *such ... that* or *so ... that*, *since*, *now that*, *seeing that*, etc. to express cause and effect.

- It was such a difficult question that I couldn't solve it quickly.
- It was so difficult a question that I couldn't solve it quickly.
- Since I have no school today, I should finish it by this evening.
- Now that school is over, let's go swimming. (now that = because now)
- Seeing that it's raining, we will have to stay at home.

Note Bear in mind the difference in order between *a* and *difficult* when we use *such ... that* and *so ... that*.

B. Use *the moment/instant*, *as soon as*, *when*, *until*, *till*, etc. to express the time, instant or period something occurred.

- The instant that he arrived, he began shouting at me.
- As soon as he comes back, we can talk about this problem.
- Please wait until your name is called.

C. Use *unless*, *provided*, *as long as*, etc. to express a condition.

- She won't say a word unless she is spoken to.
- Provided the weather is fine, we will start as scheduled.

Note Unless = If not; Provided / As long as = If

D. Use *even if*, *even though*, *although*, *though*, etc. to express a concession.

- Even if I fail the test a second time, I will not give up!
- Although it was raining a lot, we went on running.

E. Use *while* or *whereas* to contrast.

- Mary is good at math, while John is good at history.
- Some siblings argue all the time, whereas others never do.

F. Use *as if* or *as though* to express a situation that may or may not be true, but can be used as a suggestion, comparison, or description.

- He talks as if he were American. (He is probably not an American.)
- He looked as though they had been quarreling. (He looks as if he had been quarreling, even though he may or may not have been doing so.)

G. Use *(so) that* or *in order that/to* to express a purpose.

- They cooperated so that they could reach a common goal.
- In order to arrive on time, they left the house early.

Correlative conjunctions

A. Inclusion: *both ... and, not only ... but*

- She likes to play both football and hockey.
- He studies not only English, but Spanish, too.

B. Exclusion: *either ... or, neither ... nor, whether ... or*

- Our milkshakes come in either chocolate or vanilla.
- Neither my father nor I like watching ballet.
- It doesn't matter to me whether it rains or snows.

Distinction Between Conjunctions and Prepositions

Conjunctions are followed by *subject + verb*, while prepositions are followed by *noun* or an *-ing* form.

Conjunction	Preposition
While S + V	during + noun/-ing
(Al)though S + V	despite + noun/-ing
Because S + V	because of / owing to / due to + noun/-ing

Key Prepositions

A. *for* (how long ...) vs. *during* (when ...)

- for two weeks
- during the winter

B. *by* (completion) vs. *until* (continuation)

- Have it done by tomorrow.
- Use the car until this evening.

C. *between* (two) vs. *among* (more than two)

- between the eyes
- among the crowd

D. Prepositions at the end of questions

- Who did you come with?
- What is this for?
- What is it like?

Tenses in Conditional Sentences

- A. To express a true situation in the present/future, use the simple present in the *if*-clause and *will* + simple form in the result clause.
- If I see him this afternoon, I will tell him about it.
 - If I had enough money now, I could buy this plant.
- B. To express an untrue situation in the present/future, use past tense in the *if*-clause and *would/could/might* + simple form in the result clause.
- If I were younger, I would apply for that position.
- C. To express an untrue situation in the past, use past perfect in the *if*-clause and *would/could/might have* + past participle in the result clause.
- If they had had enough time, they would have seen a movie yesterday.

Tenses in *as if ... / I wish ... / It's time ...* Clause

- A. ... *as if* + *S* + *subjunctive verb*: To express an untrue situation, the verb in the *as if* clause should be subjunctive, as in *I/you/she/he/it/they* + *were* or *I/you/she/he/it/they had* + *past participle*.
- Mary acted as if she were a teacher. (Mary is not a teacher.)
 - Nick spoke as if he had not known the time to meet me. (Nick knew the time.)
- B. Verb forms of the *I wish* clause: *wish* is used when the speaker wants something to be the opposite to reality or when one makes wishes about the future.
- I wish John had passed the exam. (John didn't pass the exam.)
 - It is still snowing. I wish it would stop. (I want it to stop snowing.)
 - I wish my father were with me now. (My father is not with me now.)
 - I wish you would walk faster. (I want you to walk faster.)
- C. *It's time that S + verb* (past tense)
- It's time (that) you went to bed.

Note *It's time* is used to urge a person to do something that is necessary.

Omission of *If*

When using *were*, *had* + *past participle*, or *should*, then *if* can be omitted, provided that the subject and verb are inverted.

- Were I in your shoes, I would not say so. (If I were in your ...)
- Had I been there at that moment, I would have helped you. (If I had been ...)
- Should you agree to the offer, please sign the contract. (If you should agree ...)

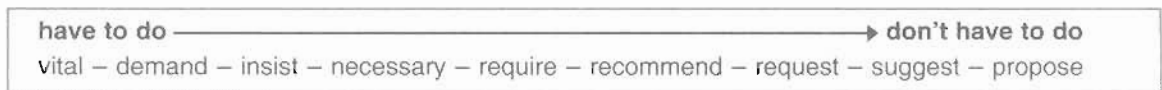
Demand / Insist / Require / vital / necessary + that + S + Verb ...

A. When preceded by words like: *demand, recommend, insist, propose, request, require, suggest, vital, necessary*, etc., the embedded clause takes a base form of verb.

- He insisted that he be the captain next.
- I strongly recommended that he not go out that night.
- It is vital that Mary come here on time.

Note The sentence structure of *vital* and *necessary* are different because they use the empty subject *it*.

B. Each of these words conveys a different meaning and strength. The correct word should be chosen depending on the situation.



Note Many words can have *strongly* precede them to increase their strength.

Substitutes for *If* clauses

A. *Verb ..., and/or ...*: Here, *and* means “*if so*,” and *or* means “*if not*.”

- Speed up a little more, and we will catch his car.
- Study hard for your test, or you won't get a good grade.
- Add yeast to the batter, or your cake won't rise.

Note A comma should precede *and/or* when replacing *if* clauses.

B. *Otherwise (= if not), Or else*

- We should hurry up; otherwise, we will be late.
- Be careful, or else you will make a mistake.
- We did everything we could do; otherwise, we could not have finished in time.

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