

PART 1

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

1. A special event is being planned to show for the employees' hard work.
 - (A) appreciate
 - (B) appreciation
 - (C) appreciated
 - (D) appreciating
2. Bancasia's lies in its loyal and dedicated employees.
 - (A) strong
 - (B) strength
 - (C) stronger
 - (D) strengthening
3. Industry leaders believe that the beverage company needs to reinvent
 - (A) itself
 - (B) themselves
 - (C) herself
 - (D) ourselves
4. The financial suggested an international mutual fund.
 - (A) advise
 - (B) advising
 - (C) advice
 - (D) advisor
5. Employees from around the world can the material at the same time.
 - (A) access
 - (B) agree
 - (C) adhere
 - (D) administer
6. a top manager is a matter of skill, not of luck.
 - (A) Been
 - (B) Be
 - (C) Being
 - (D) Are

7. The will be pushed back for a third time.
- (A) extension
 - (B) final
 - (C) deadline
 - (D) goal
8. of the Olympic Games feel that they are too professional.
- (A) Critic
 - (B) Critical
 - (C) Criticism
 - (D) Critics
9. The bridge the east and west parts of the city will be repaired next year.
- (A) contacting
 - (B) corresponding
 - (C) connecting
 - (D) combining
10. The continuing in the region is negatively affecting the economy.
- (A) violation
 - (B) violence
 - (C) velocity
 - (D) variation
11. The team turned in at noon on Friday and then took the afternoon off.
- (A) someone
 - (B) anything
 - (C) everything
 - (D) nowhere
12. The executive somehow finds time to volunteer at the school.
- (A) near
 - (B) local
 - (C) close
 - (D) neighbor
13. buying the furniture, the new owners decided to lease it.
- (A) Unless
 - (B) In spite of
 - (C) Besides
 - (D) Instead of
14. The closure of the Tokyo office came a surprise to everyone.
- (A) as
 - (B) of
 - (C) on
 - (D) by
15. Even though the new employee graduated from a top university, she had very little experience.
- (A) practice
 - (B) practicing
 - (C) practical
 - (D) practices
16. Employees are to go to the company physician for an annual check-up.
- (A) established
 - (B) encouraged
 - (C) enacted
 - (D) effected
17. Mr. Arcilla was removed from his when it was discovered that classified documents were missing.
- (A) hold
 - (B) position
 - (C) arrangement
 - (D) rank
18. Safety eyewear must be at all times upon entering this area of the factory.
- (A) wear
 - (B) worn
 - (C) wore
 - (D) wearing

19. The director made sure that she hadn't forgotten anything vacating the office.
- (A) during
 - (B) between
 - (C) before
 - (D) after
20. they anticipated finishing the job in four weeks, it dragged on for over four months
- (A) If
 - (B) Because
 - (C) Since
 - (D) Although
21. She needs to buy a more powerful computer for home so that she can be in communication with her European colleagues.
- (A) constant
 - (B) always
 - (C) persistent
 - (D) even
22. Rodney is to return from Egypt on Friday afternoon
- (A) expected
 - (B) expects
 - (C) expectant
 - (D) expectation
23. After the merger, they discovered that they needed to hire workers.
- (A) most
 - (B) any
 - (C) more
 - (D) least
24. The report indicates that even attention needs to be paid to hiring practices.
- (A) closer
 - (B) closed
 - (C) closing
 - (D) close
25. the last year, a number of upscale restaurants and shops have opened in the area
- (A) During
 - (B) Approximately
 - (C) Whereby
 - (D) Almost
26. Twenty years ago there was a of health care professionals while today there is a shortage.
- (A) surplus
 - (B) deficiency
 - (C) redundant
 - (D) scarcity
27. Being new the area, he didn't know the morning rush hour traffic patterns.
- (A) as
 - (B) of
 - (C) at
 - (D) to
28. Through a referral, she found a dentist who was patient and gentle.
- (A) both
 - (B) twice
 - (C) and
 - (D) pair
29. Warren that he did not share responsibility at the beginning of the project.
- (A) admonished
 - (B) addressed
 - (C) adhered
 - (D) admitted
30. The from the airport to the city center are listed on the window by the information desk.
- (A) bills
 - (B) checks
 - (C) rates
 - (D) invoices

31. our performance this last quarter, no one should expect more than a 3% salary increase.
- (A) In spite of
 - (B) Without
 - (C) By
 - (D) Because
32. Passengers often complain that there is, in fact, too food during the cruise.
- (A) many
 - (B) few
 - (C) much
 - (D) less
33. Twice a year the showroom is open to the public.
- (A) extensive
 - (B) general
 - (C) broad
 - (D) common
34. The software problem resulted in more than 500 delayed canceled flights in the region.
- (A) if
 - (B) since
 - (C) but
 - (D) or
35. The opera company will make its final tonight before starting a month-long Asian tour.
- (A) appear
 - (B) appearance
 - (C) appeared
 - (D) appearing
36. DRA has now surpassed competitors in spending on research and development.
- (A) its
 - (B) his
 - (C) their
 - (D) our
37. The French company is trying to enter the Asian market.
- (A) medium
 - (B) media
 - (C) meditate
 - (D) medicate
38. She was to reach Janet, but was unable to because she had the wrong phone number.
- (A) tried
 - (B) try
 - (C) tries
 - (D) trying
39. The new employee is the first to arrive in the morning and the to leave in the evening.
- (A) end
 - (B) last
 - (C) previous
 - (D) finish
40. The team of managers quickly brought the crisis control.
- (A) in
 - (B) under
 - (C) about
 - (D) with

PART 2

Directions: Read the texts that follow. A word or phrase is missing in some of the sentences. For each empty space in the text, select the best answer to complete the text. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

Questions 41- 44 refer to the following letter

Chiseko Watanabe
1795 E. 25th St
Parktown, NY 12792

Dear Ms. Watanabe:

Thank you for applying for our **Mini-Charge-It** student credit card. We have reviewed your application and are pleased to offer you a credit account with an introductory limit of \$2,000. After six consecutive months of _____ off your

41. (A) paying
(B) calling
(C) signing
(D) cutting

minimum balance on time, your credit amount will be _____ reviewed. If at any

42. (A) automate
(B) automatic
(C) automation
(D) automatically

time you would like to increase or decrease your limit, come into the bank and ask for an appointment with our student services branch manager.

Take a few moments to read through the enclosed brochure to discover the full potential of your **Mini-Charge-It** student credit card. You may also want to _____ for our convenient online banking. This service will allow you to pay

43. (A) order out
(B) hold on
(C) sign up
(D) write off

your bills from your personal computer. See reverse for more details on how this _____ you time and money.

44. (A) has saved
(B) will save
(C) is saving
(D) saved

Sincerely,

William Moody

William P. Moody
Bank Manager

Questions 45– 48 refer to the following email

To: koreaishome@yahoo.com
From: btsf@tickets.com
Re: Supporting Local Team Sports

Dear Sports Fan:

Thank you for your interest in sporting events in the Baltimore area. American major league teams could not exist without the help of season ticket holders like you. However, local college and university teams need your _____ too. Baltimore has over

45. (A) supporter
(B) support
(C) supportive
(D) supported

twenty educational _____ with teams that provide sporting entertainment at an

46. (A) institutions
(B) athletes
(C) events
(D) fans

affordable price

The _____ sporting events will take place in your region in the next six weeks:

47. (A) follow
(B) follows
(C) follower
(D) following

April 7: Soccer Baltimore Angels vs. Maryland Marlins (Varsity Field)
April 18: Basketball Allstate Tigers vs. Kansas City Checkers (Maple Arena)
May 2: Hockey Baltimore Ice Pickers vs. New Jersey Mixers (All-star Dome)

Click here to order your _____ now and receive 10% off your purchase.

48. (A) course
(B) package
(C) goods
(D) tickets

Thank you,
BTSF

For more information about special sporting events and promotions in the Baltimore area, log onto www.baltimoresportsfans.com.

Questions 49- 52 refer to the following instructions

Changing your screensaver may be all your home office needs for a fresh new look this spring. Most modern operating systems have built-in screensavers that appear automatically. In other words, you don't have to _____ them. Follow these simple

49. (A) include
(B) install
(C) involve
(D) insure

steps to change the settings on your computer and create your own personal screensaver:

1. Select a new screensaver _____ going online and viewing the variety of free

- 50 (A) about
(B) from
(C) for
(D) by

downloads available on the Internet.

2. Download the screensaver of your choice. (Make sure that your operating system has enough memory to run the new screensaver.)

3. Locate your computer's Display menu, by clicking on Start and then Properties

4. Scroll down on the Display Properties _____ you find Screen Saver. Click on

51. (A) until
(B) when
(C) after
(D) as soon as

this and you will find a list of items. Double click on the new screensaver that you downloaded from the Internet.

5. You can use Settings to select the amount of time you want to wait before your monitor goes into its screensaver mode.

To see how your new screensaver will appear, click

52. (A) Scroll
(B) Preview
(C) Download
(D) Memory