

Answer Key

Chapter 1 Listening Practice

Part 1 Photographs

Theme Notes

A House

✓ X X X X ✓ X X X

B Workplace

X X ✓ X X ✓ X X

C Businesses

✓ X X X X ✓ X X X

D Other Public Places

X ✓ X X X ✓ X X

Mini-Tests

A House

- (A) The TV is mounted on the wall.
- (C) Some people are sitting on a patio.
- (C) Pillows have been placed on a bed.
- (D) A car is parked in front of a house.
- (A) There are steps leading to a door.
- (C) Some boxes have been placed on a porch.
- (B) A mirror is hanging on a wall.
- (A) A vase is sitting on a ledge.
- (D) A man is kneeling on the ground.
- (C) Tiles are being removed from a roof.
- (D) Some clothes have been put in a pile.
- (A) A cabinet is being cleaned.

B Workplace

- (B) The man is welding some metal.
- (A) All of the men are looking at a blueprint.
- (B) The people are typing on keyboards.
- (D) He's looking at a monitor.
- (B) A woman is pressing a button.
- (C) One of the women is holding a pen.
- (A) Some people are listening to a presentation.
- (B) The man is writing some notes.
- (C) The woman is writing in a notebook.
- (C) Some keyboards are placed on some desks.
- (A) Books are being put back on shelves.
- (B) The man is cutting a metal object.

C Businesses

- (B) Some people are being served.
- (C) The woman is holding a plate of food.
- (B) The woman is examining some fruit.
- (C) The man is washing a plate.
- (D) He is holding a card reader.
- (A) Some produce is arranged on a cart.
- (A) One of the men is grabbing a plate of salad.
- (A) A man is holding some merchandise.

- (A) The woman is selecting something from a shelf.
- (A) The man is holding a shirt.
- (D) One of the men is holding a plastic bag.
- (B) Tables have been set up in a large room.

D Other Public Places

- (D) Chairs have been arranged in pairs.
- (C) People are running down a street.
- (A) People are attending an exhibit.
- (D) Some plant boxes have been placed along a bike lane.
- (C) The doors of the train are closed.
- (A) They are sitting on a bench.
- (C) The boat is docked next to the pier.
- (D) Some people are waiting in line.
- (C) They are skating in the park.
- (C) The man is seated in a chair.
- (A) A woman is walking across a crosswalk.
- (C) There are people scattered throughout the auditorium.

Part 2 Questions and Responses

Theme Notes

A Questions with an Interrogative

1. X X ✓ 2. ✓ X X 3. X ✓ X 4. ✓ X X
5. ✓ X X 6. X ✓ X 7. X ✓ X

B Yes/No

1. X X ✓ 2. X ✓ X 3. ✓ X X
4. ✓ X X 5. ✓ X X

C Tag/Declarative/Indirect

1. X ✓ X 2. X ✓ X 3. X X ✓

Mini-Tests

A Questions with an Interrogative

- (A) In the meeting room, I think.
- (C) In half an hour.
- (A) Let me check the map.
- (A) It's not certain yet.
- (B) That's an excellent idea.
- (A) A business suit would be appropriate.
- (C) They have a sales meeting.
- (B) I'll check the guest list.
- (C) On your desk.
- (A) To a budget meeting.
- (B) About twenty.
- (B) Sorry, I have other plans.
- (B) The marketing manager.
- (C) The battery needs to be charged.
- (B) The client had another appointment.
- (C) Before 4:00.
- (B) Sometime next month.
- (A) I believe her name was Monica.
- (C) Twenty minutes by subway.
- (A) Check the name on the form.

Mini-Tests

21. (B) Earlier this month.
22. (A) I haven't heard yet.
23. (C) This Monday.
24. (A) It might be Jessica.
25. (C) I'll call you as soon as it comes in.

B Yes/No

1. (C) Yes, at 9 a.m. sharp.
2. (A) I doubt I can find the time.
3. (B) Yes, I'm sorry it arrived so late.
4. (C) Actually, I'd prefer an aisle seat.
5. (A) No, I've been out of town.
6. (A) Thank you for reminding me.
7. (A) I'm waiting on a quote.
8. (B) No, we're buying new ones.
9. (A) I believe they're on the website.
10. (B) Yes, quite a lot recently.
11. (B) I need another thirty minutes to finish it.
12. (A) Yes, it's going to be a formal event.
13. (A) I'm afraid I'm in a hurry.
14. (C) No, I haven't prepared it.
15. (A) Yes, it's over there.
16. (B) No, not that I know of.
17. (C) No, I can take care of it.
18. (C) Yes, I sent an invitation last week.
19. (B) I would appreciate it.
20. (A) I wanted to run it by you first.
21. (C) I don't have the time.
22. (C) Not this year.
23. (A) Where are they?
24. (B) No, not that I know of.
25. (C) Let me check with the finance department.

C Tag/Indirect/Declarative

1. (B) I don't like it, to be honest.
2. (A) Really? I didn't hear anything.
3. (B) I'm doing that now.
4. (C) Yes, just last week.
5. (C) Sure, give me a few minutes.
6. (B) Yes, everything's included.
7. (A) I would appreciate that.
8. (C) She's in a meeting right now.
9. (B) Yes, today is the deadline.
10. (B) I guess it can't be helped.
11. (A) She certainly does.
12. (A) Yes, all for \$12.
13. (B) I got Ms. Jones's signature.
14. (C) No, it starts in a few minutes.
15. (C) Their prices went up.
16. (C) OK, I'll process that right now.
17. (C) Yes, I read the directions.
18. (A) I'd be honored.
19. (B) I couldn't agree more.
20. (C) I'll ask John if he knows.
21. (A) No, the day after.
22. (C) That could be a good career move for you.
23. (A) Should we take a taxi?
24. (C) Of course, they were there.
25. (B) That's a great idea.

A Office Talk

1. (B) Working on a document
2. (A) The report could be late.
3. (B) Forward a document
4. (A) Room access
5. (C) He is surprised by a change at the workplace.
6. (C) This morning
7. (D) It was rescheduled for an earlier date.
8. (C) He hasn't finished preparing for the meeting.
9. (B) Go to the post office
10. (B) In an office reception area
11. (D) Her car broke down.
12. (D) Contact him
13. (D) Editing a video
14. (A) He has no experience with it.
15. (B) They are currently inaccessible.
16. (B) Preparations for new employees
17. (C) They are needed to enter the company building.
18. (C) Send an e-mail
19. (C) A billed amount was incorrect.
20. (C) \$50.00
21. (A) Attend a meeting

B Workplace Dilemmas

1. (B) Advertising
2. (A) A document is missing some pages.
3. (D) They have made a mistake before.
4. (B) Handling a client's complaint
5. (B) She doesn't need to go to the event.
6. (B) Speak with a coworker
7. (D) Uncomfortable working conditions
8. (A) Purchased some appliances
9. (C) Allowing alternative work arrangements
10. (C) Access a website
11. (D) Changes to the servers were made.
12. (D) Find contact information
13. (C) Look over her work
14. (A) Some name cards are missing.
15. (D) They are currently eating.
16. (B) A store
17. (C) A company policy
18. (A) It has not been updated.
19. (D) Room 202
20. (C) It is not up to date.
21. (C) A projector

C Staffing Changes

1. (D) A job advertisement
2. (C) He is looking forward to hiring a new worker.
3. (A) Help review applications
4. (B) A new position will be assumed.
5. (C) She is attending a training course.
6. (D) He can help the woman pack.
7. (D) A staff member's departure
8. (A) He feels he is not qualified.
9. (D) Interviews will begin.
10. (A) Publishing
11. (D) She will work at a rival company.
12. (D) Revise her résumé

Mini-Tests

13. (D) Interviewing a candidate
14. (B) Show some pictures
15. (A) A thought process
16. (B) A job opportunity
17. (C) Her résumé isn't noteworthy.
18. (D) Let the woman use a document
19. (C) To reduce costs
20. (B) Community Job Fairs
21. (D) Speak with coworkers

D Daily Life

1. (B) A receptionist
2. (A) She has another appointment.
3. (A) 9 a.m.
4. (C) An interior design firm
5. (D) He doesn't think they will fit his home.
6. (B) Show the man an inventory list
7. (B) An auto repair shop
8. (D) The transportation to an event
9. (D) Let her borrow a car
10. (B) 8:30
11. (B) To fix a broken screen
12. (A) Go on the weekend
13. (C) A utility bill
14. (B) She has begun telecommuting.
15. (A) Ask for a review of his usage levels
16. (B) At a real estate agency
17. (D) It is currently being remodeled.
18. (A) A phone call will be made.
19. (D) To check the status of a request
20. (C) A New Me Card
21. (D) Show identification

E Travel

1. (A) A hotel clerk
2. (B) For a last-minute cancellation
3. (C) Refund the entire bill
4. (C) The booking of a flight
5. (A) He is disappointed about the unavailability of a flight.
6. (A) Using membership points
7. (C) To a hotel
8. (A) Take the quickest option
9. (A) Five minutes
10. (B) At an airport
11. (D) A suitcase is over the weight limit.
12. (C) \$25
13. (C) A contest prize
14. (C) He did a lot of overtime last month.
15. (A) Do research for a trip
16. (D) A travel agent
17. (B) A food demonstration
18. (B) Look at the list of tours
19. (B) \$120.00
20. (C) A computer error
21. (D) A means of transportation

A Office Announcements 1

1. (A) There is leakage in the plumbing.
2. (B) Three days
3. (D) It is offering a discount.
4. (A) Arrive earlier
5. (C) Finance
6. (D) A list will be distributed.
7. (B) Any employee who completed the introductory class
8. (D) There are many locations available.
9. (B) Completion of an office systems certificate
10. (A) Details of an upcoming construction project
11. (C) Use public transportation
12. (B) The number of spaces is limited.
13. (C) New employees
14. (C) 1 p.m.
15. (C) Avoid making noise
16. (C) Two weeks
17. (A) A
18. (D) Some tickets to a performance

B Office Announcements 2

1. (B) At a training course
2. (D) There isn't enough equipment.
3. (D) More computers will be brought in.
4. (D) Corporate executives
5. (A) To discuss paid time off
6. (A) It causes stress to employees.
7. (D) Changing a marketing strategy
8. (B) It was ineffective.
9. (B) Create a commercial idea
10. (C) Before work begins
11. (B) The company scored low on a survey.
12. (A) Engage with customers
13. (C) A drop in supply
14. (D) 11th
15. (D) Consider promotional gifts
16. (C) To clarify a policy change
17. (A) A receipt has always been mandatory.
18. (C) Management

C Speeches/Lectures

1. (A) To inform people of events and arrangements
2. (B) It has been moved to later in the day.
3. (D) Wait for transportation
4. (D) The company president
5. (B) Company profits doubled.
6. (C) An award ceremony
7. (A) In a library
8. (C) Finding misplaced items
9. (B) He feels staff should also check on users more frequently.
10. (B) An author
11. (A) Getting a book published
12. (B) By showing confidence
13. (B) Store owners
14. (D) Its durability
15. (B) 300 mL
16. (C) A dinner

- (C) Holly Clarins
- (A) List event benefactors

D Public Announcements

- (C) At a pharmacy
- (C) Imported perfumes
- (D) By asking at the customer service desk
- (B) At a boarding gate
- (C) Faulty equipment
- (A) Wait for further instructions
- (B) To inform passengers of a delay
- (C) 8:35 p.m.
- (B) Children may use them to receive a different item.
- (B) In an aquarium
- (A) Come to an event
- (B) It is completely new.
- (A) It has been growing in size.
- (C) 6 p.m.
- (D) Recipes
- (B) 2F
- (D) Describe an object
- (C) It will be given to charity.

E Telephone Messages

- (B) Business hours
- (D) Anytime at the hospital
- (A) So they can make a scheduling change
- (C) To help customers book tickets
- (B) Arrive early at the theater to pick them up
- (C) Refunds are not allowed at all.
- (D) At a car repair shop
- (A) He specializes in electrical problems.
- (C) To discuss additional repairs and costs
- (C) Finance
- (A) Some documents are missing.
- (B) Tuesday
- (D) To confirm a prior booking
- (C) A reservation clerk
- (B) Two months
- (C) A florist shop
- (C) There is too much noise.
- (B) 601 Smithwick Drive

F Advertisements

- (C) It doesn't usually do large events.
- (D) Vendor information
- (A) By mentioning an advertisement
- (A) At a sporting goods store
- (D) Sports lessons
- (C) He thinks this is a great opportunity.
- (C) It has won several awards.
- (D) A TV show host
- (A) A discount on some dishes
- (C) Small business owners
- (D) It includes extra features.
- (C) Speak with a representative
- (A) Automotive
- (B) \$25.00
- (D) It is available only by phone.
- (C) Hotel packages
- (D) Package D
- (D) Rooms being unavailable soon

G Broadcasts

- (B) A radio host
- (C) Some facilities just opened.
- (B) An interview
- (D) A weather forecast
- (A) A concert will be held.
- (D) Consume a lot of liquids
- (C) At a radio station
- (C) How to save money
- (A) He wants listeners to actively participate.
- (C) A company merger
- (D) A company president
- (D) A corporate deal will be completed.
- (A) A charity event
- (D) 1:00 p.m. – 1:30 p.m.
- (C) To make a donation
- (B) A large storm
- (B) 2
- (A) A music festival

H Tours and Trips

- (D) A tour guide
- (A) Buy some local snacks
- (C) 3:00
- (A) A tour has been canceled.
- (C) It is hard to gain admission into the place.
- (D) A castle
- (D) A manufacturing plant
- (B) To wear sanitary equipment
- (C) Corporate investors
- (B) Employees
- (A) A bonding activity
- (D) Gardening equipment
- (C) All of the flowers have fully blossomed.
- (A) Physically handle the flowers
- (A) The Orangery and Fruit Gardens
- (D) Schoolchildren
- (C) It was specially curated for school groups.
- (D) Gallery 4

Chapter 2 Grammar Practice

1. Parts of Speech

Part 5 Mini-Test

- (B) The correct choice is the noun *services*, meaning “programs” and modified by the word *targeted*.
- (A) The correct choice is the participle adjective *implemented*. A clue is the adverb *newly* before it.
- (C) The correct choice is the conjunction *but*, emphasizing a contrast in time between the two clauses.
- (A) The correct choice is the word *moving* to form the present progressive tense with *is*.
- (B) The correct choice is the word *technical*, as an adjective is needed in front of the noun *problem*.
- (A) The correct choice is the subject pronoun *they* because the blank is in the subject position.
- (A) The correct choice is the word *exactly*, meaning “precisely or without error.”
- (D) The correct choice is the word *cordial*, as an adjective is needed before the noun *greeting*.
- (C) The correct choice is the adjective *worthy*. The clue is that the preposition *of* following it can only be used with *worthy*.
- (B) The correct choice is the word *unlikely*, meaning “not probable.” A *that* clause often follows adjectives like *unlikely*.
- (A) The correct choice is the adjective *latest*, meaning “most recent.” It is needed before the noun *annual report*.
- (D) The adjective *competent* is the correct choice, as it means “capable.”
- (C) The correct choice is the word *error*, meaning “mistake.” It is often used in regard to documents.
- (D) The correct choice is the word *separate*. An adjective is needed here in front of the noun.
- (B) The correct choice is the word *struggle*, as it is the main verb in the sentence and must be conjugated for the plural subject *we*.
- (A) The correct choice is the preposition *from*. It is used when referring to people at a specific place.
- (D) The correct choice is the conjunction *while*, used when describing two events happening simultaneously.
- (C) The correct choice is the word *special*, meaning “particular.” It is often collocated with *instructions*.
- (B) The correct choice is the word *mostly*, meaning “primarily or most often.”
- (A) The correct choice is the word *diverse*, meaning “various.” The sentence is meant to emphasize a wide array of products that are good enough for anyone.

Part 6 Mini-Test

- (D) The correct choice is the word *aware*, as the clause needs an adjective. *As you are aware* is a common phrase.
- (A) The correct choice is the adverb *therefore*, indicating that problems have caused the event to be postponed.
- (A) A sentence of apology is often used after announcing the cancellation or delay of something.
- (B) The correct choice is the word *information*. The clue is the singular verb *is*.
- (A) The word *order* is the correct answer, as the point of the entire passage is about a person’s order.
- (C) The correct choice is the word *scheduled*, meaning “planned.” It is a common collocation with the word *delivery*.
- (D) The correct choice is *within*, meaning “anytime in (a period of time).”
- (C) As the previous sentence talks about a free gift, a sentence about the gift is appropriate here.

2. Tenses

Part 5 Mini-Test

- (B) The correct choice is the phrase *will intensify*. The word *immediately* is a clue that the future tense is needed.
- (A) The correct choice is the word *attractions*, meaning “interesting places.” The clue is the word *tourist*.
- (C) The correct choice is the phrase *three years*. A specific amount of time is most often used after *for*.
- (D) The correct choice is the word *hold*. Due to the adverbial phrase *every Wednesday morning*, a verb in the simple present tense is needed.
- (A) The correct choice is *will have*, particularly due to the phrase *Next May*, which means the event has not happened yet but will in the future.
- (D) The correct choice is the word *candidates*, often used when talking about hiring. The clues are the words *personnel manager* and *interviewing*.
- (A) The correct choice is the word *blueprints*, meaning “building plans.” The clue is the phrase *architectural firm*.
- (A) The correct choice is the phrase *will decide*, as a verb in the future tense is needed due to the phrase *by the end of the day*.
- (C) The word *finishes* is the correct choice as a verb in the simple present is needed after *as soon as* in this future time clause.
- (B) The correct choice is the past tense verb *convened*, due to the adverbial phrase *last May*.
- (C) The correct choice is the phrase *is celebrating*, as the sentence needs a verb in the future tense (the present progressive also makes the future tense) due to the phrase *this Saturday*.

12. (A) The correct choice is the phrase *were having*, as the verb must be in the past tense since the second clause is about something in the recent past.
13. (C) The correct choice is the phrase *as soon as*, since the sentence requires a conjunction that indicates an action happening as soon as the last action ends.
14. (B) The correct choice is *leave*. The simple present is needed because the use of *will* in the next clause indicates that this is a future time clause.
15. (C) The correct choice is *are producing* because *manufacturers* is plural.
16. (B) The correct choice is *surpassed* because it is the only conjugated verb.
17. (B) The correct choice is *When* because a subordinating conjunction is needed.
18. (D) The correct choice is *still*. The clues are the present perfect tense and the position before the verb.
19. (B) The correct choice is *by* because it is a preposition that means "at some time before."
20. (B) The correct choice is the word *sent*, as the verb must be in the simple past tense due to the phrase *last week*.

Part 6 Mini-Test

1. (A) The correct choice is the phrase *will ask*, as the verb must be in the future tense due to the time phrase *Beginning next month*.
2. (B) The correct choice is the word *raise*, as a verb in the base form is needed.
3. (A) The word *participate* is the correct choice here, as it is commonly used in the collocation *participate in a program*.
4. (D) Participation in a program or event often requires registration. Since the next sentence tells how to register, a preceding sentence about registration makes sense.
5. (B) The word *multiple*, meaning "many," is the correct choice here, as the previous sentences talk about different conditions.
6. (A) The correct choice is the phrase *has changed*, as the present perfect verb for a third-person singular noun (a company) is needed.
7. (D) Since the paragraph discusses the development of the fabric, a sentence about the development time makes sense.
8. (D) The correct choice is the word *footwear*, meaning "something that is worn on your feet."

3. Voice

Part 5 Mini-Test

1. (C) The correct choice is the passive verb *be asked*, as the subject *everyone* receives the action.
2. (C) The correct choice is the word *arrived*, an intransitive verb, which can only be in the active voice.

3. (A) The correct choice is the phrase *is said*. The phrase is a collocation of *it is said that*.
4. (C) The correct choice is *were given*. The subject is a plural noun and since it receives the action, it must be in the passive voice.
5. (B) The correct choice is the word *cost*. The verb must be in the active voice and a complete verb, as there is no helping verb.
6. (C) The correct choice is the word *postponed*, meaning "delayed." *Postponed* is commonly used in discussions of times and schedules.
7. (D) The correct choice is the phrase *was said*, as the verb must be in the passive voice.
8. (A) The correct choice is the phrase *are being repaired* as the verb must be in the passive voice and in the future tense due to the phrase *next month*.
9. (B) The correct choice is the phrase *have been planned* as the subject requires the passive voice.
10. (D) The correct choice is the phrase *was given*, as the verb must be in the passive voice.
11. (B) The correct choice is the word *unscheduled*, meaning "not on the schedule," due to the phrase *which are usually scheduled for Thursdays*.
12. (B) The correct choice is the phrase *has been noted* as the subject *It* calls for the impersonal passive.
13. (D) The correct choice is the phrase *will be drawn* as the verb must be in the passive voice due to the subject.
14. (C) The correct choice is the word *proposed*, meaning "planned." It is commonly used when talking about building projects.
15. (B) The correct choice is the phrase *is thought*, as the verb must be in the passive voice and the present tense.
16. (C) The correct choice is the phrase *will be presenting* as the verb must be in the active voice.
17. (C) The correct choice is the word *reviewing* as it forms the present progressive with the helping verb *is*. The verb must be active because it has a direct object (*applications*).
18. (B) The correct choice is the phrase *will be moved* as it must be in the passive voice.
19. (A) The correct choice is the phrase *is believed* as it must be in the passive voice.
20. (D) The correct choice is the phrase *are asked* as it must be in the passive voice.

Part 6 Mini-Test

1. (C) The word *interested* is the correct choice. This word is often collocated with *in*.
2. (A) The correct choice is the word *However* to show contrast between their wanting to see the candidate and the problem of the missing documents.
3. (B) The next sentence talks about the consequence of not providing the necessary documents in time. Thus, a sentence about a deadline makes the most sense.

4. (B) The correct choice is the phrase *be considered* as it must be in the passive voice.
5. (C) The correct choice is the phrase *is known*. The words *It* and *that* are clues that the impersonal passive is needed.
6. (A) The next sentence talks about moving employment back home. Therefore, a sentence introducing this idea makes sense.
7. (A) The correct choice is the word *overseas*, meaning "abroad."
8. (C) The correct choice is the word *domestic*, meaning "within the country."

4. Agreement

Part 5 Mini-Test

1. (B) The correct choice is the word *qualify*, meaning "to meet the requirements." The clue is the preposition *for*, which is often used after the word *qualify*.
2. (A) The correct choice is the phrase *has undertaken*. The subject (*sales manager*) is singular, and the *for* time phrase indicates the need for the perfect tense.
3. (B) The correct choice is the word *preservation*, meaning "keeping in good condition." This word is commonly used on antiques, or old furniture.
4. (C) The correct choice is the phrase *is expected*, as the subject must be in the passive and is a third-person singular noun (*turnout*).
5. (B) The correct choice is the phrase *has seen*. The verb must be singular and in the active voice. Also, due to the word *yet*, it must be in the present perfect tense.
6. (A) The correct choice is the word *is* because of the third-person singular subject (*Monday at 10 a.m.*) and the present tense verb *realize*.
7. (B) The correct choice is the word *need* because the closest subject to it (after *nor*) is plural and it is not normally used in the progressive form.
8. (B) The correct choice is the phrase *has agreed* because of the third-person singular subject *Aden Bronco*.
9. (D) The correct choice is the word *agree*. The subject is plural because of the use of *Both ... and*. The verb is not normally used in the progressive form.
10. (C) The correct choice is the word *were*, as the main subject is plural and the verb must be in the passive voice.
11. (A) The correct choice is the word *reach*, meaning "to rise to the point of."
12. (B) The correct choice is the phrase *is scheduled*, as the subject must be in the passive and is a third-person singular noun (*launch*).
13. (D) The correct choice is the phrase *has been leased*, as the verb must be in the passive voice and takes the third-person singular because *space* is uncountable.

14. (A) The correct choice is the phrase *had expected*, as the verb must be in the active voice and in the past tense because of the phrase *last month*.
15. (D) The correct choice is the phrase *will open*, as the sentence must be in the future tense due to the time phrase *next Monday*.
16. (D) The correct choice is the phrase *will be releasing*, as the verb must be in the active voice and in the future tense.
17. (D) The correct choice is the word *report*, as the verb must be in the active voice and in the base form after *should*.
18. (C) The correct choice is the phrase *are saying* since the closest noun is a plural subject.
19. (A) The correct choice is the phrase *were sent*, as the subject is a plural noun (*plans*) and the verb must be in the passive.
20. (D) The correct choice is the word *is*, as it is the main verb and the subject is a third-person singular noun (*cost*).

Part 6 Mini-Test

1. (B) The correct choice is the word *expires*, meaning "ends."
2. (C) The correct choice is the word *is* because the subject is an amount of money, which requires a third-person singular verb. A *be*-verb fits the blank.
3. (D) The correct choice is the phrase *are processed*, as the subject is a third-person plural noun (*changes*) and requires the passive voice.
4. (C) The next sentence states that if the user wants to cancel his service, he must take action. Therefore, the user can simply do nothing if he wants to keep the service.
5. (B) The correct choice is the phrase *a number of*. The adjective phrases in the other answer choices need an article before the noun to be acceptable.
6. (A) The correct choice is the phrase *will be operating*. The sentence must be in the active voice and in the future progressive tense.
7. (A) The previous sentence talks about adding more trains. Thus, a sentence about a schedule makes sense.
8. (A) The correct answer is the word *work*, as the noun it is conjugated for, *cards*, is plural.

5. Infinitives and Gerunds

Part 5 Mini-Test

1. (A) The correct choice is the phrase *To welcome*. The infinitive describes the purpose of the celebration.
2. (A) The correct choice is the word *pricing*, as a gerund or *to*-infinitive is necessary after the verb *like*.
3. (C) The correct choice is the word *moving*, as the gerund is needed after the conjugated verb *are considering*.

4. (A) The correct choice is the phrase *to inform*. The *to*-infinitive is commonly used after the phrase *be pleased*.
5. (B) The correct choice is the word *efforts*. The clues are the words *thanks* and *success*.
6. (C) The correct choice is the word *talk*. The verb should be in the bare infinitive form after the conjugated verb *listened*.
7. (D) The correct choice is the phrase *to reprint* as a *to*-infinitive is needed after the verb *permit*.
8. (C) The correct choice is the word *internal*, meaning "inside," usually inside a company or organization. It is commonly used in regard to an office.
9. (B) The correct choice is the phrase *to ignore*. It is commonly used after the verb *afford*.
10. (D) The correct choice is the phrase *to reply*. After the verb *remember*, the *to*-infinitive is needed here in order to refer to something that hasn't happened yet, meaning the speaker needs to reply to the e-mail.
11. (B) The correct choice is the word *hearing*, since *to* is a preposition and requires the gerund form as its object.
12. (B) The correct choice is the word *informed*, meaning "having the most up-to-date knowledge of something."
13. (A) The correct choice is the phrase *to ensure*, as the *to*-infinitive is common after the verb *remind*.
14. (D) The correct choice is the phrase *to do*. Infinitives often modify adjectives like *difficult*.
15. (C) The correct choice is the phrase *To avoid*, since it is describing the purpose of the special machine.
16. (B) The correct choice is the gerund *Arriving*, since it is the subject of the sentence. *Arrival* is incorrect because it requires an article or other limiting word before it.
17. (D) The correct choice is the phrase *to book* because the *to*-infinitive, meaning the action has not been completed yet, is necessary here. This would match the logic of the end of the sentence (having to buy one ticket since it was not bought).
18. (D) The correct choice is the phrase *to tell* because the *to*-infinitive is needed after an adjective.
19. (A) The correct choice is the word *valid*, meaning "able to be used."
20. (A) The correct choice is the word *Taking*, since it is a common collocation with the word *breaks*.
4. (B) The correct choice is the phrase *to see*, as the *to*-infinitive is commonly used after *expect*.
5. (A) The correct choice is the phrase *to confirm* because the clause is stating the purpose of the e-mail.
6. (A) The sentence after the blank talks about possible delays, so a sentence about availability and the time it takes to ship the order makes the most sense.
7. (B) The correct choice is the phrase *to verify*, as it modifies the adjective *unable*.
8. (D) The correct choice is the word *using*, since a gerund is necessary after the preposition *for*.

6. Participles and Participle Clauses

Part 5 Mini-Test

1. (B) The correct choice is the word *working*, as it describes the noun it follows and has an active meaning.
2. (D) The correct choice is the word *Driving*, as it is describing an action being done.
3. (D) The correct choice is the word *investments*. It is commonly used in the phrase *make an investment*.
4. (C) The correct choice is the word *Assuming*, as the meaning requires a present (active) participle. *Assuming (that)...* is a common way to introduce a condition in a statement.
5. (D) The correct choice is the word *exhausted*, as it is describing the state of the factory workers.
6. (B) The correct choice is the word *tour*, meaning "a visit to multiple sites to view or inspect the places."
7. (C) The correct choice is the word *taking*, describing people doing the action.
8. (B) The correct choice is the word *listed*, as it is describing the word *Products*, which receives the action.
9. (A) The correct choice is the word *demolished*, describing something that happened to the plant.
10. (D) The correct choice is the word *achieving*, as it is describing the salesperson's current situation and has an active meaning.
11. (D) The correct choice is the word *affecting*, since it modifies *problems* and has an active meaning.
12. (D) The correct choice is the word *waiting*, as it describes the current situation of the subject *Those*.
13. (A) The correct choice is the word *Withdrawn*, since it modifies the noun *offer*, which receives the action.
14. (C) The correct choice is the word *Working*, describing the action of the subject *employees*.
15. (B) The correct choice is the word *broken* because it modifies *projector*, which receives the action.
16. (A) The correct choice is the word *remarkable*, an adjective meaning "amazing."

Part 6 Mini-Test

1. (B) The phrase *to postpone* is the correct choice, as it is the second verb in the sentence and a *to*-infinitive is often used to modify *decision*.
2. (B) The correct choice is the word *hold*, commonly used in the phrase *to hold a meeting*.
3. (C) The preceding sentence discusses someone holding a meeting for employees. Therefore, a second sentence about the meeting, with the people from the previous sentence as the subject, makes sense.

17. (D) The correct choice is the word *trained* because it modifies *Anyone*, the receiver of the action.
18. (C) The correct choice is the word *finished*, describing a report that has been completed.
19. (D) The correct choice is the word *reviewing*, as it is describing the action of the subject *committee*.
20. (C) The correct choice is the word *paying*, which describes the action of the subject *customer*.

Part 6 Mini-Test

1. (A) The infinitive *to get* is the correct choice as it follows the phrase *be able*.
2. (C) The correct choice is the phrase *will be given*, as the verb must be in the future passive.
3. (D) The correct choice is the phrase *hundreds of*. The adjective phrases in the other answer choices need an article before the noun to be usable.
4. (A) The sentence after the blank discusses the sale of a specific pack, the price of which is mentioned in the blank.
5. (A) The correct choice is the word *required*, meaning "necessary." It is commonly used in regard to a duty.
6. (B) The correct choice is the word *accurate*, meaning "correct." It is commonly used with the word *accounts*.
7. (D) The word *forgetting* is correct since it is describing a current or future action of employees.
8. (D) The preceding sentence describes a problem, so the blank should discuss a way of dealing with the problem.

Review Test 1

Part 5

1. (D) The correct choice is the word *customized* because it modifies *bath products*, the receiver of the action.
2. (D) The correct choice is the word *developing*, as it is preceded by a preposition, and thus a noun or a gerund is needed here.
3. (B) The correct choice is the word *receiving*, as it describes the action of *the person*.
4. (C) The correct choice is the phrase *will be shut*, as it must be in the passive voice and the future tense.
5. (B) The correct choice is the word *opposing*, as it describes the action of two groups.
6. (D) The correct choice is the word *experience*, meaning "time spent doing a certain job." The clues are the words *interviewer* and *requirement for this position*.
7. (B) The correct choice is the phrase *was used to*. Only a preposition makes sense before the gerund *dealing*. The answer choice *used to* takes an infinitive.

8. (A) The correct choice is the word *is* as it refers to the singular subject *warranty* and describes a current state.
9. (B) The correct choice is the word *was alarmed*, as it must be in the passive voice and the past tense.
10. (D) The correct choice is the word *services*, meaning "work done by a business."
11. (C) The correct choice is the phrase *had occurred*, since it must be in the active voice and in the past perfect tense.
12. (A) The correct choice is the word *is*, as the verb must be in the third-person singular and in the present tense.
13. (B) The word *Announced* is the correct choice, as it modifies *policy*, requiring a passive form.
14. (A) The correct choice is the word *go*, as the subject is a plural noun (*figures*) and the verb must be in the simple present tense since it describes a repeated action.
15. (C) The correct choice is the phrase *will increase*. An active verb is needed because there is a direct object (*your odds*), and the main verb cannot be a *to*-infinitive.
16. (C) The phrase *is believed* is the correct choice as it is common in the phrase *It is believed that...*
17. (D) The correct choice is the gerund *working*, as there is a preposition before the blank.
18. (C) The correct choice is the word *concerning*, a participle adjective meaning "about."
19. (A) The correct choice is the word *is* as the subject is the third-person singular and the sentence is a statement of fact.
20. (C) The correct choice is the word *Disappointed*, as it modifies *marketing director*, the person experiencing the emotion.

Part 6

21. (A) The phrase *all of* is the correct choice, as it comes before the possessive *your* and the sentence is a positive statement. The choices *most* and *some* need the preposition *of*.
22. (B) The correct choice is the word *arrive*, as the closest subject (*suits*) is a plural noun and it needs a main verb.
23. (C) The correct choice is the phrase *is loved*. The verb must be in the simple present tense since it is a state, and the passive voice is required.
24. (D) The next sentence talks about what to do if users are not happy with a product. This usually follows a sentence asking users to try something.
25. (C) The correct choice is the infinitive *to install* because it follows the word *need*.
26. (D) The next sentence advises people what to do about alarms, so a sentence about what may happen to the fire alarm is appropriate here.
27. (B) The correct choice is the word *any* because it may have a singular noun following it, unlike the other answer choices, and it refers to one of a number of things or people but no particular one.

28. (A) The correct choice is the word *complaints*, meaning “grievances.” Logically, the writer would expect a complaint due to the disturbances caused by the fire alarm installation.

7. Relative Clauses

Part 5 Mini-Test

- (D) The correct choice is the word *whom* because the blank comes after a preposition and refers to a person.
- (A) The correct choice is the word *unique*, meaning “different from others.”
- (B) The correct choice is the word *whom*, since the object is a person and the verb does not need a preposition.
- (C) The word *having* is the correct choice, as it is a participle describing the pronoun *those*.
- (D) The correct choice is the phrase *one that*. The object *glue* is referred to with the pronoun *one*, and *that* functions as a relative pronoun.
- (C) The correct choice is the word *what*, as it refers to an object and stands in as a pronoun.
- (B) The correct choice is the word *responsibility*, meaning “duty or job.”
- (A) The correct choice is the word *that*, as it describes an object *computer* and is the subject of the noun phrase.
- (D) The correct choice is the word *applicants*, meaning “candidates.” The clue is the word *promotion*.
- (A) The correct choice is the word *where* because it refers to *room*, a location.
- (D) The correct choice is the possessive pronoun *whose*, as the word *companies* belongs to the object *people*.
- (B) The correct choice is the word *that*, which refers to the system.
- (B) The correct choice is the word *opens*, as the subject is the singular noun *key*.
- (C) The correct choice is the word *whom*, as it refers to a person and is the object of a preposition.
- (D) The correct choice is the phrase *was asked*, as it must be in the passive voice and in the simple past tense.
- (C) The correct choice is the possessive pronoun *whose*, as it is describing a skill possessed by someone.
- (D) The correct choice is the word *that* because it refers to a thing.
- (C) The correct choice is the word *which*, as it can be used as the pronoun for an object.
- (C) The correct choice is the participle *traveling*, as it is describing *Those*.
- (C) The correct choice is the word *those*, as it modifies the plural noun *staff members*.

Part 6 Mini-Test

- (B) The word *which* is the correct choice because it refers to a thing.
- (D) The correct choice is the word *impression*, meaning “a strong mental effect.” The clue is the words *made a great*.
- (A) The sentences before and after the blank ask the letter recipient to reapply, so a sentence explaining the reason makes the most sense.
- (B) The correct choice is the word *whom* because it refers to a person and is the object of a preposition.
- (C) The correct choice is the word *regular*, meaning “happening repeatedly at fixed intervals.” The clue is the word *monthly*.
- (A) The relative pronoun *that* is the correct choice as it refers to things.
- (B) The previous sentence talks about items on a website. Therefore, a sentence about stock and the website makes sense.
- (D) The correct choice is the relative pronoun *What*, as it refers to the action phrase that comes after it.

8. Conjunctions and Prepositions

Part 5 Mini-Test

- (B) The correct choice is the conjunction *until*, as it describes a period from now to a point in the future.
- (D) The correct choice is the word *description*, meaning “an account of what something is like.” The clue is the word *detailed*.
- (A) The correct choice is the conjunction *yet*, as it shows contrast between the two sentences.
- (B) The correct choice is the preposition *Because of*, as what follows it is a noun phrase that gives a reason.
- (A) The correct choice is *thanks* because a noun is needed as the object of *as*.
- (D) The correct choice is the phrase *In addition to*. The blank is followed by a noun, indicating that a preposition is needed. Another clue is the word *also*.
- (A) The correct choice is the conjunction *so that*, as it describes an intention.
- (A) The correct choice is the word *confident*, meaning “having strong belief or assurance.”
- (D) The correct choice is the word *moment*, meaning “an exact point in time.”
- (D) The correct choice is the phrase *because of*, as what follows it is a noun phrase that gives a reason.
- (B) The correct choice is *until*, which is often used in phrases giving a time span: *from* (time) *until* (time).

12. (B) The correct choice is the word *permission*, meaning “authorization.” The clue is the verb *give*, as it only goes with the word *permission*.
13. (B) The correct choice is the word *Provided*, as it serves the purpose of *if* in a hypothetical clause.
14. (D) The correct choice is the conjunction *Now that*, as the second clause describes how a situation has changed since a certain thing happened.
15. (C) The conjunction *Because* is correct as the clause after the blank gives a reason.
16. (A) The correct choice is the word *keynote*, meaning “main.” The clues are the words *speaker* and *conference*.
17. (A) The correct choice is the conjunction *in order to*, as it introduces the purpose of obtaining consent.
18. (C) The correct choice is the word *prior*, meaning “before.” The clue is that it is collocated with *to*.
19. (C) The correct choice is the phrase *Instead of*. A preposition is needed, and the second clause discusses an alternative.
20. (B) The correct choice is the preposition *as opposed to* because it shows a contrast with *canceling it*.

Part 6 Mini-Test

1. (C) Since the following sentence talks about a customer's opinion and its importance, a sentence about listening to customers makes the most sense.
2. (B) The correct choice is the preposition *Without*, as the second clause refers to a negative situation if the customer's business and feedback were not present.
3. (D) The correct choice is the phrase *To thank*, as it describes the purpose of entering the customer into a drawing.
4. (D) The correct choice is the word *nor* because it is included with another option in a negative sentence. The inversion of the subject and *will* is also a clue.
5. (D) The correct choice is the word *stress*, meaning “to emphasize.” The word is commonly seen in the collocation *I can't stress enough* or *it can't be stressed enough*.
6. (A) The correct choice is the word *such*. The clue is the phrase *a way that* and the preposition *in* before it.
7. (C) Since the sentences surrounding the blank discuss a class and what classes are available, logically a description of the classes makes the most sense.
8. (B) The correct choice is the word *or*, as it is giving two options.

9. Modification

Part 5 Mini-Test

1. (B) The correct choice is the word *unbearably*, meaning “to a degree that is hard to bear.” The clue is the word *hot*.
2. (D) The correct choice is the word *alleviate*, meaning “to make better.”
3. (A) The correct choice is the word *much*, as it is followed by a singular noun.
4. (A) The correct choice is the phrase *most of*, as it is followed by an article and an uncountable noun.
5. (D) The correct choice is the word *ever* because the sentence is negative and describes an unlikely occurrence.
6. (B) The correct choice is the word *poorly* because an adverb is needed.
7. (B) The correct choice is the word *unfortunately*, indicating something that is bad or regretted. The clue is the word *problem*.
8. (D) The correct choice is the word *few*, as it is emphasizing a lack of something.
9. (D) The correct choice is the word *certainly*, used for emphasis. Offering good benefits is a way of showing interest.
10. (B) The correct choice is the word *Few*, as the noun following it is countable and there is no article.
11. (A) The correct choice is the word *yet*, meaning that something hasn't been done. It is commonly used in the collocation *have yet to (verb)*.
12. (B) The correct choice is the word *complimentary*, meaning “free.”
13. (A) The correct choice is the word *well*, as an adverb in the non-comparative is needed.
14. (D) The correct choice is the word *securely*, meaning “firmly,” because an adverb describing how to close the door is needed.
15. (B) The correct choice is the word *fairly*, meaning “quite.” It is the only answer choice that makes sense as a modifier of *new*.
16. (B) The correct choice is the word *experienced*, a participle adjective meaning “having experience.”
17. (D) The correct choice is the word *repeated*, meaning “happening over and over again.”
18. (A) The word *alike* is the correct choice here as the word follows two similar nouns and shows how both do the same thing.
19. (A) The correct choice is the word *difficult*. It is commonly used in the phrase *It is difficult to imagine...*
20. (C) The correct choice is the adverb *specifically*, meaning “specially and exactly.”

Part 6 Mini-Test

- (B) The correct choice is the phrase *a number*, meaning “several.”
 - (A) The correct choice is the word *all*. A quantifier phrase is needed here rather than an adverb or a superlative. Also, as no article appears before the phrase *delivery personnel*, a quantifier phrase with the preposition *of* cannot precede it.
 - (D) The correct choice is the word *effect*. It is commonly used in the collocation *put (something) into effect*, meaning “to implement.”
 - (B) The preceding sentence talks about the policy and how important it is. So, a sentence discussing what will happen if it isn’t followed makes the most sense.
 - (B) The word *latest*, meaning “newest,” is the correct choice here. An adjective is needed, and the other forms do not make sense.
 - (A) The next sentence discusses a catalog of music that will come. Thus, a sentence about the large volume of music they can choose from makes the most sense.
 - (D) The correct choice is the word *randomly*, meaning “by chance.”
 - (C) The correct choice is the word *unique*, meaning “exclusive.” An adjective is necessary for this blank.
- (A) The correct choice is the word *strongly*, meaning “very much.” The clue is the word *recommended*.
 - (B) The correct choice is the word *ourselves*, as the other choices are possessive or subject pronouns.
 - (A) The correct choice is the word *ourselves*. The phrase *pride... on* calls for a reflexive pronoun.
 - (A) The correct choice is the word *that*, as it is referring to another, specific single department.
 - (A) The correct choice is the word *our* because a possessive pronoun is needed before the noun *department’s (scanner)*.
 - (C) The correct choice is the word *it* since it refers to a singular noun and is the object.
 - (B) The word *himself* is the correct choice, as it is reflexive of the subject *Mr. Hollins*.
 - (D) The correct choice is the word *it* since it is the subject of the clause and refers to a singular noun (*his reply*).
 - (B) The correct choice is the word *final*, an adjective meaning “last.”

10. Pronouns

Part 5 Mini-Test

- (B) The correct choice is the word *whoever* because it is the subject of the sentence and is indefinite.
 - (D) The correct choice is the word *matter*, meaning “problem.” It is often used in the phrase *the matter with (something)*.
 - (D) The correct choice is the word *their*, as it is possessive and refers to *they*.
 - (C) The correct choice is the word *themselves*, as the blank requires a reflexive pronoun and the reflexive form of *they* is *themselves*.
 - (B) The correct choice is the word *his*, as a possessive is needed before a noun.
 - (C) The correct choice is the word *her* because it is possessive and refers to a woman.
 - (B) The correct choice is the word *another* because it is followed by a singular noun and is used in conjunction with the word *even* to emphasize a different repair center.
 - (A) The correct choice is the word *those* because it is followed by a plural noun.
 - (D) The correct choice is the word *accountability*, meaning “the state of being liable or answerable.”
 - (B) The correct choice is the word *they*, as it is the subject of the sentence.
 - (C) The correct choice is the reflexive pronoun *himself*, as it refers to the same person as *him*.
- (D) The correct choice is the word *extend*, meaning “to renew or continue with.”
 - (C) The correct choice is the word *This*. It refers to the price in the previous sentence, which is singular.
 - (D) The surrounding sentences talk about the limited time of an offer and what will happen when it ends. So, a sentence about the offer expiring makes the most sense here.
 - (C) The correct choice is the word *those*, as it is the subject and refers to a number of people.
 - (B) The correct choice is the word *They*, as it is the subject of the sentence.
 - (D) The correct choice is the word *them*, referring to the word *items* as an object.
 - (B) The word *deducted*, meaning “subtracted,” is the correct choice. The clue is the preposition *from* following it and the word *account*.
 - (A) The previous sentences discuss benefits for members, and the following sentence talks about how everyone can shop there. Thus, a sentence introducing non-members makes the most sense.

11. Comparisons

Part 5 Mini-Test

- (A) The phrase *a little* is the correct choice because it is the only one that can modify the adverb *earlier*.
- (C) The correct choice is the word *process*, meaning “to put through.” The clue is the word *order*.
- (D) The correct choice is the comparative adverb *more closely*, as it is followed by the conjunction *than*.
- (C) The correct choice is the word *most* to make a superlative, as the article *the* precedes the blank.

5. (D) The correct choice is the word *smart*, as it is in the middle of the phrase *as... as*, which needs the base form of an adjective.
6. (C) The correct choice is the word *most*, as the article *The* precedes it.
7. (D) The correct choice is the phrase *by far*. The clue is that it usually precedes a superlative statement.
8. (C) The correct choice is the superlative *scariest* because the article *The* precedes it.
9. (C) The correct choice is the word *range*, meaning “all the numbers between a minimum and a maximum.” The clue is the word *price*.
10. (D) The correct choice is the word *manual*, meaning “a book of instructions.”
11. (D) The correct choice is the superlative *best*, as the article *the* precedes it.
12. (B) The correct choice is the phrase *as wide as* because the clause conveys the idea that two things are equal.
13. (C) The correct choice is the phrase *as good as* because the clause conveys the idea that two things are of equal level. The other comparatives require the word *than* to be correct.
14. (A) The correct choice is the phrase *more regularly*, as an adverb in the comparative is needed here.
15. (C) The correct choice is the word *many* because the *as... as* comparative is preceded by a counting word (*twice, three times, etc.*).
16. (D) The correct choice is the superlative *freshest* because the article *the* precedes it.
17. (C) The correct choice is the word *more* since a comparative word is needed here.
18. (A) The correct choice is the word *better*. The comparative form is needed after the word *much*.
19. (D) The correct choice is the word *single*, an adjective meaning “one.”
20. (D) The correct choice is the superlative *most*, as the article *the* precedes it.

Part 6 Mini-Test

1. (C) The correct choice is the phrase *the best* because *in the industry* indicates that more than two things are being compared, and the superlative requires *the*.
2. (D) The word *activation*, meaning “putting into effect,” is the correct choice here. It is often used with the word *fee*.
3. (B) Since the previous sentence discusses a requirement for a refund, a sentence reinforcing this policy makes the most sense here.
4. (A) The correct choice is the word *Late*. It is commonly used in the noun phrase *late payment*.
5. (A) The correct choice is the phrase *much more*. An adverb is needed to modify *ergonomically*, and the rest of the sentence indicates that a comparison is being made (*more easily*).
6. (B) The word *daunting*, meaning “scary or intimidating” is the correct choice here.

7. (D) The next sentence talks about how to give feedback, so a sentence introducing the idea of giving feedback makes the most sense.
8. (A) The correct choice is the word *much*, as it is used to describe the verb *love* and is used in the phrase *as... as*.

12. Conditionals

Part 5 Mini-Test

1. (C) The correct choice is the word *receive*, as a verb in the simple present is needed in this hypothetical statement.
2. (D) The correct choice is the word *discontinued*, meaning “no longer being produced.”
3. (B) The correct choice is the word *known*, as a past participle is needed after the word *Had*.
4. (B) The correct choice is the phrase *had established*, as a verb in the past perfect tense is needed in this hypothetical sentence about the past.
5. (B) The correct choice is the word *were* because the subjunctive is needed, as indicated by *would purchase* and *if*.
6. (B) The correct choice is the phrase *will be thrown*. Due to the time phrase *after one week*, a future verb in the passive voice is necessary here.
7. (B) The correct choice is the word *were* because the subjunctive is needed, as indicated by *If* and *would have*.
8. (B) The correct choice is the word *were*. The subjunctive is needed after *as if*.
9. (B) The correct choice is the phrase *could have*. A past hypothetical verb phrase is necessary here, as indicated by *If* and *had completed*.
10. (C) The correct choice is the phrase *will include*. Since the first clause in this hypothetical statement is in the present tense, a verb in the future tense is needed here.
11. (A) The correct choice is the word *accommodations*, meaning “a place to sleep.”
12. (D) The correct choice is the phrase *be sent*. Since the first clause has a verb in the simple future tense, a verb in the present tense is needed in the second clause, and in the passive voice to match the subject.
13. (D) The correct choice is the word *Should*. In the event that *if* is omitted, *should* and the subject must switch positions. It can also only be used if the sentence is in the simple present tense.
14. (A) The correct choice is the phrase *will offer*. Since the first clause is in the simple present, a verb in the simple future is needed here.
15. (A) The correct choice is the word *inventory*, meaning “stock.” The clue is the verb *take*, from the phrase *take inventory*.
16. (A) The correct choice is the word *go*, as the sentence is in the first conditional and thus needs a simple present tense verb for the third person singular subject.

17. (B) The correct choice is the word *Should*. If the *if* in the hypothetical is omitted, *should* is used with the subject inverted. It can also only be used if the sentence is in the simple present tense.
18. (A) The correct choice is the phrase *would have redone*, as the clause describes an untrue situation in the past.
19. (A) The correct choice is the phrase *would be*, as indicated by *If* and *could*. The same structures that express imaginary situations in the present are often used to make indirect, polite requests.
20. (B) The correct choice is the word *is*, as a verb in the simple present is needed in this hypothetical clause to describe a situation that will always happen.
6. (C) The correct choice is the phrase *more than*, used to clarify the comparison in the preceding phrase *longer hours*.
7. (C) The correct choice is the word *never* because an adverb is needed here to express the impossibility of the goods arriving when they are needed.
8. (D) The correct choice is the word *himself*, as the statement requires a reflexive pronoun.
9. (B) The correct choice is the phrase *Now that*, meaning "because of the fact that."
10. (B) The correct choice is the word *theirs*, as a possessive pronoun referring to interns' ID cards is needed.
11. (D) The phrase *is the day when* is the correct choice because the verb must follow the subject, which is a date.

Part 6 Mini-Test

1. (D) The correct choice is the phrase *will be spent*, as it describes a future situation and the subject is an amount of money.
2. (A) The correct choice is the word *undertaken*, meaning "to be done or started." The clue is the word *project*.
3. (A) The next sentence goes into detail about what kind of firm may work on the project, so a topic sentence about this makes the most sense.
4. (C) The correct choice is the word *Should*, as it is inverted with the subject when the word *if* is not used in the hypothetical sentence. It can also only be used in simple present sentences.
5. (D) The phrase *are planning* is the correct choice, as the verb must be in the active voice and must be conjugated for the subject *you*.
6. (C) The correct choice is the word *desire*, meaning "to want."
7. (A) The next sentence discusses how to arrange travel dates with a coworker, so a sentence introducing the idea of speaking to your coworkers first makes the most sense.
8. (B) The correct choice is the word *are*, as the subject is plural and the present tense is needed.
12. (C) The correct choice is the word *yet*, which expresses contrast between the two clauses.
13. (C) The correct choice is the word *suggests*, as it is the main verb of the sentence and must be conjugated in the present simple tense for the subject, which is the fact.
14. (D) The correct choice is the word *better*, as indicated by the comparative conjunction *than*.
15. (B) The correct choice is the word *their*, as a possessive pronoun referring to *employees* is needed here.
16. (D) The correct choice is the word *worse*. The phrase *could have been worse* is a common collocation.
17. (D) The correct choice is the word *unpaid*, meaning without financial compensation.
18. (C) The correct choice is the word *did*. A past tense verb is needed as indicated by the main verb *was*.
19. (A) The correct choice is the word *why*, as it follows the word *reason*.
20. (C) The correct choice is the word *on*, as it is part of the collocation *on the committee*.

Part 6

21. (C) The correct choice is the word *spike*, meaning "a sudden rise."
22. (A) The correct choice is the word *us* because an object pronoun is needed.
23. (D) Since the next sentence describes a new policy, a sentence about the current policy would make sense here.
24. (A) The correct choice is the phrase *are worried*, as a verb in the simple present is needed in this hypothetical clause.
25. (B) The correct choice is the word *this* because the noun it describes is singular and it refers to a specific thing.
26. (B) The correct choice is the preposition *Because of*, as the noun phrase following it gives a reason.
27. (A) The next sentence states that these channels will be free, so a contrasting statement makes the most sense here.

Review Test 2

Part 5

1. (D) The correct choice is the word *by*, as the sentences is talking about a cut-off time. The clue is the verb *required to*.
2. (C) The correct choice is the phrase *Several of*, as an article follows and the noun *salespeople* is countable.
3. (B) The correct choice is the word *provided*, meaning "if."
4. (A) The correct choice is the word *big*, since the phrase *as... as* requires an adjective in the basic form.
5. (D) The correct choice is the word *as*, since it is a part of the phrase *as... as*.

28. (B) The correct choice is the word *which* because it refers to what is said in the previous clause.

Final Test

Part 5

- (C) The correct choice is the word *reliant*, meaning “dependent.” The clue is the preposition *on*.
- (A) The correct choice is the phrase *No one* because it is the subject and there is the singular verb *has seen*.
- (C) The correct choice is the word *approximation* because a noun is needed after the article *an*.
- (D) The correct choice is the word *yet*, as it is a part of the phrase *have yet to*, meaning “something hasn’t happened.”
- (C) The correct choice is the phrase *good enough* since it is a common collocation and a positive phrase is needed here.
- (A) The correct choice is the word *Knowing* because a participle with an active meaning describing the subject *Kendra* is needed.
- (C) The correct choice is the word *What*. A *what* clause is needed here because it is the subject of the verb *is*. *Who* does not fit because the complement is not a person.
- (A) The correct choice is the word *was*, as the subject is a clause and the second part of the sentence is its complement.
- (D) The correct choice is the phrase *all they did*, as a phrase in the past tense is needed and the word order *all they did* explains the only thing the interns did.
- (B) The correct choice is the past tense verb *happened* because of the word *yesterday*.
- (C) The correct choice is the word *regularly*, meaning “repeatedly at fixed intervals.” It is often used about a repeated task.
- (D) The correct choice is the word *herself*, as indicated by the word *by*. *By* (when used with a reflexive pronoun) means “alone.”
- (B) The correct choice is the word *over*, meaning “more than.”
- (A) The correct choice is the word *While* to show two actions happening simultaneously.
- (A) The correct choice is the word *latest*, as the article *the* precedes it. The answer choice *last* would indicate the past.
- (A) The correct choice is the word *outlined*, as it is the past participle describing the word *regulations*, which receives the action.
- (A) The correct choice is the word *expanding* because a gerund is required as the object of *consider*.
- (C) The correct choice is the word *among*, as it is commonly used with the adjective *popular* and its object is usually plural.
- (A) The correct choice is the word *high*, as it is in the phrase *as... as*, which needs an adjective in the basic form.

20. (D) The correct choice is the phrase *had been asked*, as an untrue conditional in the past tense and the passive voice is needed here.

Part 6

- (C) The word *concern*, meaning “something that causes worry,” is the correct choice here. The clue is that most people write letters about a complaint, question, comment, or concern.
- (D) The correct choice is the phrase *to be* because it follows *would like*, which requires the *to*-infinitive.
- (C) The preceding sentence discusses the idea of publishing a list of ingredients. And the following sentence comments about how people can see the list before coming to the store. Thus, mentioning a method of doing that makes the most sense here.
- (B) The correct choice is the word *it*, as an object pronoun referring to *suggestion* is needed.
- (B) The word *consider*, meaning “to regard as,” is the correct choice here. The phrase *please consider this...* is common in correspondence.
- (D) The correct choice is the word *is*, as the subject is a third-person singular noun (*reason*) and the sentence is in the present tense.
- (A) The word *admiration*, meaning “respect,” is the correct choice here.
- (A) The preceding sentence is about the writer going in for her first day on the job. Thus, a sentence asking if anything is required for this day makes the most sense.

Chapter 3 Reading Practice

Mini-Tests

A E-mails and Letters

- (B) To persuade a customer to join a loyalty program
- (C) Access to a certain airport lounge
- (C) Esther Parks’s assistant
- (C) It will have seats for ten people.
- (B) To give a compliment
- (B) [2]
- (D) It included a talk on motivation.
- (C) To provide the requested program information
- (D) Advertising
- (D) Enrollment in graduate school
- (A) Documents can be mailed.
- (B) Appear at an upcoming company event
- (A) gathering
- (D) A coworker
- (C) Dealing with online feedback
- (D) 2:30
- (D) To request food delivery
- (A) It is asking its staff to work overtime.

19. (B) 5
20. (A) Ordering more than one sandwich per worker
21. (D) It required a delivery fee.
22. (C) To make a suggestion
23. (C) He is not satisfied with the current cleaning service.
24. (B) price
25. (A) It includes garbage removal in its services.
26. (D) Upholstery cleaning services

B Advertisements

1. (D) A rental company
2. (C) The cost of rental insurance
3. (A) To promote a real estate agency
4. (D) It has spaces for businesses to rent.
5. (A) An animal volunteer group
6. (D) Those attending should notify the organizers.
7. (D) hardworking
8. (B) Added better sound equipment
9. (D) Mid-week discounts
10. (C) Low-priced children's movies
11. (A) [1]
12. (B) It is busier during the summer.
13. (C) Students seeking summer jobs
14. (D) Ability to deal with the public
15. (D) Closing the store
16. (B) She has worked for the company before.
17. (D) A discounted subscription
18. (B) \$66
19. (D) It focuses on tropical tourism.
20. (B) Charles Ross approved her idea.
21. (A) Ask to stop receiving messages
22. (A) It requires a class size of ten or more.
23. (D) To make inquiries about a class
24. (C) Saturday, Session 1
25. (B) Failing to contact him earlier
26. (A) He will need to buy supplies.

C Office Memos and Notices

1. (A) An upcoming repair project
2. (B) Violations will result in extra fines.
3. (B) To announce a retirement and a job opening
4. (D) Hire a new designer
5. (D) A request to conserve water
6. (D) Refrain from watering lawns at certain times
7. (A) need
8. (B) To remind residents of building regulations
9. (C) They are banned from those areas.
10. (D) [4]
11. (C) Residents can swim at anytime.
12. (A) To inform staff about a software change
13. (D) respect

14. (D) It is relatively expensive.
15. (B) She was unable to install Web Secure.
16. (C) Give her the correct license key
17. (D) To explain an upcoming survey
18. (C) To decrease the number of car trips
19. (D) It currently does not allow telecommuting.
20. (A) Help create the trip reduction plan
21. (C) Offering secure bicycle parking
22. (A) Policies regarding company events in parks
23. (C) They are not available on weekdays.
24. (C) March
25. (D) \$600
26. (B) Complete an online form

D Articles and Reports

1. (D) Shut down a bridge
2. (C) [3]
3. (A) Celebratory events
4. (C) They will be removed.
5. (D) It will raise funds for the Fields Community Center.
6. (A) Lecturers will answer questions afterward.
7. (C) Making environmentally friendly cleaners
8. (D) To announce high-level personnel changes
9. (B) Expanding the company internationally
10. (C) She will focus on human resources.
11. (A) work
12. (D) It was higher than they had predicted.
13. (B) Monthly
14. (A) A fundraiser
15. (B) To join the group
16. (A) They have gardening experience.
17. (D) To solicit volunteers
18. (A) April 15
19. (A) She wants to participate in planning.
20. (A) end
21. (C) Not all of them volunteered for the festival.
22. (C) The exhibit was shown to some people.
23. (C) It will be taken to other cities.
24. (D) Students must show identification to get a discount.
25. (D) They work in sales.
26. (B) \$30

E Text Messages and Instant Message Chains

1. (B) To request a change in travel plans
2. (C) He will change her hotel booking.
3. (B) He uses public transportation.
4. (B) He will find Keystone Apartments better than he expects.
5. (A) He is annoyed by Hannah Crist's news.
6. (C) It was originally scheduled for a different date.

7. (D) She is less experienced than Erin Jones.
8. (C) The client most likely has overlooked the payment.
9. (D) He wants to know whether she is busy now.
10. (A) Send an e-mail to John Friedman
11. (B) He sells software.
12. (D) Help him practice for his presentation
13. (A) She approves of his idea.
14. (C) A bookstore
15. (C) She also opposes the proposed policy.
16. (A) Argue against management's proposal
17. (A) To ask for input on planning an event
18. (B) It is expensive to attend.
19. (B) They should rent a tent.
20. (B) Ways to become more competitive
21. (D) It does not offer delivery.
22. (A) The company should focus on customer service.
23. (A) The head conference organizer
24. (A) It has about 150 attendees.
25. (D) An attendee who needed a room
26. (A) He will make a decision later.

F Forms

1. (B) It offers online ticket sales.
2. (A) Give a speech
3. (B) \$100
4. (D) It hired Flow, Inc., for the first time.
5. (C) Residents of Fordville
6. (A) Summer afternoons
7. (B) It is low between 9 p.m. and 7 a.m.
8. (D) Internet
9. (C) Sunday at 10 a.m.
10. (A) The Exhibit Hall is open on Saturday.
11. (B) The Exhibit Hall will be closed for an hour.
12. (C) Travel insurance
13. (A) pay
14. (C) She has a work obligation.
15. (B) October 30th
16. (D) 100% of the total price
17. (B) Decorations
18. (A) To seek payment owed
19. (B) 10%
20. (C) She wants an additional copy for her husband.
21. (B) She will phone Mr. Stiles.
22. (A) The largest class size is three people.
23. (D) Ten duet/trio sessions
24. (A) She requested advice about Pilates lessons.
25. (C) He recommends a specific teacher.
26. (C) \$320

Chapter 4 Practice Test

Listening Test

Part 1

1. (C) There are pillows on the sofa.
2. (B) The woman has placed the bananas on the scale.
3. (B) A waitress is carrying a tray.
4. (C) Some baskets are sitting on a counter.
5. (C) The men are reviewing blueprints.
6. (A) The people are loading items into a truck.

Part 2

7. (B) Probably by taxi.
8. (A) Yes, as far as I know.
9. (B) Yes, it really was.
10. (B) Sure. Thanks for the invite.
11. (B) I've always wanted to see Japan.
12. (A) Sometime this spring, I hear.
13. (A) No, only at the back.
14. (C) I'm pretty busy that whole month.
15. (B) Check at the registration desk.
16. (B) You're just in time for it.
17. (B) It's right here.
18. (A) It could be as early as next week.
19. (C) I have absolutely no idea.
20. (C) On the company server.
21. (B) Oh? When did that change?
22. (A) Let's check the map.
23. (B) Yes, but an important meeting came up.
24. (A) Yes, it has made things a lot easier.
25. (A) You'll do just fine, I'm sure.
26. (C) It doesn't seem so.
27. (B) It was canceled.
28. (A) It slipped our minds.
29. (A) It's all-inclusive.
30. (C) More than 75, I believe.
31. (B) No, she will call back later.

Part 3

32. (B) Carpool to an airport
33. (A) By car
34. (C) Pay a cancellation charge
35. (A) At a doctor's office
36. (B) 9 a.m.
37. (C) Relay a message to a client
38. (D) A real estate agent
39. (D) The distance to amenities
40. (A) Parking limitations
41. (D) Beverages
42. (A) He used to do volunteer work.
43. (C) Create a budget
44. (C) An auto repair shop

45. (D) She needs the car back sooner.
46. (C) Call the woman
47. (A) Some goods were received.
48. (D) A product is the wrong size.
49. (C) An extra fee may be charged.
50. (B) Two
51. (B) He cannot accommodate the woman's group.
52. (B) Suggest another hotel
53. (D) A parking attendant
54. (D) A parking record
55. (B) Pay a fee
56. (D) He is currently doing an internship.
57. (A) Cosmetics
58. (C) Because of unexpected building repairs
59. (A) To ask for time off
60. (B) A memo was sent out.
61. (A) She has heard of his plans before.
62. (A) A client
63. (D) Alert a colleague of her arrival
64. (D) Room 104
65. (C) 3F
66. (A) An extended warranty offer
67. (D) A product broke down frequently.
68. (A) He is inexperienced.
69. (C) A coworker is using it.
70. (C) 10:30 a.m.

Part 4

71. (A) Denver
72. (C) On a train
73. (C) They must remain quiet.
74. (B) Legal
75. (D) An organization president
76. (A) It is not provided for the event.
77. (D) To decrease customer complaints
78. (D) Hospital charges
79. (A) In a box at the nurse's station
80. (B) To inform passengers of a delay
81. (C) 8:35 p.m.
82. (A) To inquire about a connection
83. (D) To make a reservation
84. (D) Press the star key
85. (B) They are connected in the order they come in.
86. (D) At a store
87. (D) How to handle various payment types
88. (C) He is available to help the staff.
89. (C) At a radio station
90. (D) Finance
91. (A) Listeners should book their seats soon.
92. (A) An air circulation system will be maintenance.
93. (C) He thinks the heater doesn't need to be on.

94. (A) Keep the windows open
95. (B) A class has been canceled.
96. (A) Ballroom
97. (D) Re-register online
98. (C) Interns
99. (A) It meets the needs of those with physical disabilities.
100. (C) C

Reading Test

Part 5

101. (C) biggest
102. (D) arranged
103. (C) either
104. (A) applicant
105. (B) agreement
106. (B) is believed
107. (D) refer
108. (C) timely
109. (A) has warned
110. (B) used
111. (A) to assemble
112. (A) its
113. (B) are
114. (C) by
115. (A) which
116. (D) prior to
117. (C) that
118. (C) preference
119. (B) be announced
120. (A) join
121. (D) much
122. (C) remotely
123. (D) as much as
124. (B) is opening
125. (A) is
126. (B) was
127. (C) that
128. (A) has been issued
129. (B) service
130. (D) pertaining to

Part 6

131. (C) before
132. (C) to look
133. (D) specifications
134. (A) Will this device be able to withstand basic water contact, such as rain or a simple spill?
135. (C) mailed
136. (D) We are sending you an updated copy of the invoice in this e-mail.

- 137. (B) apologize
- 138. (D) to serving
- 139. (A) get
- 140. (D) building
- 141. (B) durable
- 142. (B) We're offering our consulting service for 35% off.
- 143. (D) to adhere
- 144. (A) Should
- 145. (D) mandatory
- 146. (C) Anyone caught not adhering to these rules will be asked to go home.

Part 7

- 147. (A) To announce a parking restriction
- 148. (B) Park their vehicles elsewhere
- 149. (A) To encourage participation in a course
- 150. (C) Adults only
- 151. (D) A discount on a minimum purchase
- 152. (A) It cannot be used on the store website.
- 153. (B) He plans to send an e-mail to Gail.
- 154. (C) He wants her to pass along a message.
- 155. (C) Online videos
- 156. (B) \$60
- 157. (C) By paying for a year in advance
- 158. (D) Orders purchased online can be returned by mail or in-store.
- 159. (B) An item sold at a discount
- 160. (A) [1]
- 161. (C) A company's plans to expand
- 162. (D) They are expected to grow rapidly.
- 163. (A) It expects to attract young shoppers.
- 164. (D) To specify the terms of an agreement
- 165. (D) It is returned if Mirror Inn cancels.
- 166. (A) Draft an official contract
- 167. (C) meetings
- 168. (D) To report on a recent successful talk
- 169. (C) It cannot replace face-to-face meetings.
- 170. (D) He runs an Internet store.
- 171. (A) addressed
- 172. (B) A pet food manufacturer
- 173. (D) He believes they have made good points.
- 174. (A) A rival product is coming out.
- 175. (B) Meet Ivan
- 176. (D) To report on an upcoming charity event
- 177. (B) It did not previously require pre-registration.
- 178. (D) She does not have to pay for registration.
- 179. (C) Publicize the event
- 180. (A) Runners
- 181. (A) To make a policy recommendation
- 182. (B) They are more expensive than extra time off.
- 183. (C) He agrees with Laura Gill's opinion.

- 184. (B) usual
- 185. (C) It will be given to multiple employees.
- 186. (B) It offers on-site repair service.
- 187. (C) To inquire about pricing
- 188. (A) They know little about computers.
- 189. (D) \$175.00
- 190. (B) Schedule an appointment
- 191. (A) Small businesses
- 192. (D) Bank account setup
- 193. (A) It may be paid by check.
- 194. (B) He ordered services by phone.
- 195. (C) \$50.00
- 196. (C) Its yearly memberships include a class.
- 197. (C) To reclaim his membership
- 198. (C) He was away on business for a while.
- 199. (A) He gave Keith two months' free membership.
- 200. (D) Manager