

Answer Key

Chapter 1 Listening Practice

Part 1 Photographs

Theme Notes

A House

✓ X X ✓ ✓ X

B Workplace

✓ X X ✓ X ✓

C Businesses

X ✓ ✓ X ✓ X

D Other Public Places

✓ X X ✓ ✓ X

Mini-Tests

A House

- (A) She is vacuuming the floor.
- (A) A woman is chopping a vegetable.
- (B) A man is stirring the food in a pot.
- (D) A woman is holding a watering can.
- (D) People are sitting down for a meal.
- (B) The woman is wiping a counter.
- (B) A woman is pressing a button.
- (A) A sofa is placed in front of a window.
- (A) A woman is washing a dish.
- (B) A woman is setting the table.
- (D) A man is repairing a light fixture.
- (D) A chair is placed by a window.

B Workplace

- (B) The cars are on the assembly line.
- (B) A man is wearing a hard hat.
- (A) A man is leaning on a desk.
- (D) The men are looking at a blueprint.
- (A) One man is gesturing with his hand.
- (C) The man is painting a building.
- (D) The man is taking inventory.
- (A) The woman is sending a fax.
- (C) The man is using the keyboard.
- (D) The man is pointing at a poster.
- (B) A man is taking notes on a notepad.
- (A) A man is holding a pen.

C Businesses

- (B) One of the women is behind a counter.
- (A) He is examining a bottle.
- (B) Some labels have been posted below some food.
- (D) Some clothes are hung on a rack.
- (D) Some shoes are placed on a shelf.
- (D) A woman is carrying a basket.
- (B) A woman is holding a shopping bag.
- (A) A man is setting down a cup.

- (C) The glasses are near two plates.
- (C) Some items are hanging from hooks.
- (C) The table is covered with a cloth.
- (C) A chef is pouring some liquid on a grill.

D Other Public Places

- (C) A man is holding a rope.
- (B) Some passengers are waiting to board.
- (A) Some railings line a street.
- (B) Some people are gathered around a desk.
- (B) A man is playing an instrument.
- (B) Many people are waiting to use the escalators.
- (D) Two chairs are placed by a table.
- (B) People are lined up to get on the bus.
- (C) Monitors are placed on top of some machines.
- (D) Some people are standing in front of a truck.
- (B) A sign hangs from the ceiling.
- (C) The man is taking a book from the shelf.

Part 2 Questions and Responses

Theme Notes

A Questions with an Interrogative

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

B Questions with No Interrogative

1. ✓ X ✓ X 2. X ✓ X ✓ ✓ X

C Other Types of Questions

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

Mini-Tests

A Questions with an Interrogative

- (B) That would be our office manager, Alice.
- (A) The one we used last year.
- (A) He didn't say what time.
- (C) At least once a week.
- (A) At the information booth.
- (B) Bobby's, from accounting.
- (C) She never gave a reason.
- (A) I'm not sure.
- (B) The manager had to leave early.
- (A) Anytime after lunch is fine.
- (B) At the Baker Hotel.
- (B) I slept most of the way.
- (B) They haven't found anyone yet.
- (A) I've almost finished it.
- (A) The courier picked it up this afternoon.
- (B) Their information wasn't accurate.
- (A) It expires next week.
- (C) The Australian sales office.
- (A) Thomas said he would.
- (B) In the accounts office on the third floor.

B Questions with No Interrogative

1. (A) Unfortunately, no.
2. (A) I called him before we left.
3. (C) There's another interview this afternoon.
4. (B) Of course, I'll send someone now.
5. (C) No, it's free.
6. (B) It totally slipped my mind.
7. (A) Yes, he's been promoted.
8. (B) Maybe. Let me ask my boss.
9. (C) I'm not sure, but make one just in case.
10. (A) No, I'll get to it first thing tomorrow.
11. (A) No, that one is for last week's.
12. (B) I didn't understand the last section.
13. (C) Yes, we should review them again.
14. (C) Yes, I move in on the first of the month.
15. (B) Sorry, we're fully booked.
16. (C) Let me just finish this first.
17. (B) Yes, he called the office a few minutes ago.
18. (C) The e-mail came an hour ago.
19. (B) Yes, they should arrive any minute.
20. (B) Yes, but it wasn't helpful.

C Other Types of Questions

1. (B) I'll take them.
2. (B) Yes, I'm expecting it tomorrow.
3. (C) He said he was feeling ill.
4. (A) It's at 10th Avenue and Vine Street.
5. (B) No, this is the new one.
6. (C) Actually, I brought my lunch.
7. (C) By debit card, actually.
8. (A) I couldn't tell.
9. (B) I'm sorry to hear that.
10. (C) It's supposed to be next week.
11. (A) Whichever is more convenient.
12. (C) No, it's still on his desk.
13. (C) At 10 o'clock.
14. (C) The one on Front Street is good.
15. (A) We've changed it twice already.
16. (A) I have another meeting in an hour.
17. (B) That's too bad.
18. (A) Ms. Penry has that position.
19. (C) Unfortunately, he has another appointment.
20. (A) That's because of your hard work.

Part 3 Short Conversations

Mini-Tests

A Office Talk

1. (B) An accounting document
2. (A) She has more to say.
3. (B) Talk to another department
4. (B) Delivering mail
5. (B) It is under construction.
6. (A) Contact a courier service
7. (C) He was out on business.
8. (B) Advertising to younger customers
9. (B) They want to market to older clients.
10. (D) The president
11. (A) Ask for more time
12. (D) Friday
13. (B) Some extra goods were sent in a package.

14. (D) \$12
15. (D) Talk to a supply company

B Workplace Dilemmas

1. (B) A program isn't connecting to a server.
2. (A) A new version was recently released.
3. (D) Take a look at a computer
4. (C) He was on holiday.
5. (B) Next week
6. (B) Talk to the marketing manager
7. (B) Coming on a non-work day
8. (D) Complete a report
9. (C) Replace a wire
10. (B) He does not have enough equipment.
11. (D) He can't wait that long for an order.
12. (D) Talking to a supervisor
13. (A) Low customer visit rates
14. (B) September
15. (A) Create a questionnaire

C Staffing Changes

1. (D) A promotion
2. (A) Moving his belongings
3. (B) Assist with a move
4. (A) An upcoming event
5. (D) She has managed new employee orientation before.
6. (C) A new office will be opened.
7. (A) Having an interview
8. (A) He is confident in his ability.
9. (C) A hiring decision will be announced.
10. (C) A change in personnel
11. (C) Two weeks later
12. (B) It will be filled by someone outside the company.
13. (C) To have a job interview
14. (D) He is currently in a meeting.
15. (A) 1F

D Daily Life

1. (D) A real estate agency
2. (A) She will change jobs soon.
3. (A) Visit some houses
4. (C) A bank clerk
5. (A) To ask for advice
6. (D) Visit a nearby bank
7. (D) A computer store clerk
8. (A) She thinks the man can't go online.
9. (D) Submit a claim online
10. (A) To purchase a gift
11. (B) She often wears jewelry.
12. (C) It can be extended.
13. (B) A bad dentist
14. (B) Friday
15. (D) Have a meeting

E Travel

1. (B) Their seats are far apart.
2. (D) Speak with his colleague
3. (B) Buy the person a drink
4. (D) A hotel clerk
5. (D) Canceling a booking late
6. (C) A proof of identity
7. (A) A travel agency

8. (D) He is new and unsure of some hotel facilities.
9. (B) It has a business center.
10. (A) New York
11. (C) Extending his trip
12. (B) Take a vacation after the conference
13. (D) An item was wrongly charged.
14. (C) \$90
15. (D) She had to leave quickly.

Part 4 Short Talks

Mini-Tests

A Office Announcements 1

1. (C) To ask for volunteers
2. (D) It will be more economical.
3. (B) Department managers
4. (D) A store layout
5. (A) Larger shopping space
6. (B) Product lists
7. (B) At a museum
8. (B) A map
9. (B) It hasn't been opened to the public yet.
10. (A) To publicize maintenance work
11. (A) To emphasize the tight schedule
12. (A) Move fragile items

B Office Announcements 2

1. (A) A new computer system
2. (C) To make information easier to store
3. (D) Training sessions
4. (B) A machine is malfunctioning.
5. (C) Send a message
6. (A) A repair person will visit.
7. (A) To explain a policy
8. (D) Photocopies
9. (A) A document will be sent.

C Speeches/Lectures

1. (D) To announce award winners
2. (A) Helped the community
3. (D) They teach a variety of subjects.
4. (B) A medical specialist
5. (C) A question-and-answer session will be held.
6. (B) At a city hospital
7. (A) An award was given out.
8. (D) The training is the reason for the award.
9. (B) They are all new to the company.
10. (D) An awards banquet
11. (B) They were hesitant to hire Ms. Sardinez.
12. (A) It had a rise in profits.

D Public Announcements

1. (A) Parents of preschool children
2. (C) Five
3. (A) By telephoning the library
4. (B) Museum members
5. (C) 9 p.m.
6. (B) Program information
7. (C) A flight has been delayed.
8. (B) 2:35
9. (C) It has only a few seats available.

E Telephone Messages

1. (C) To respond to a colleague
2. (C) The market is too weak now.
3. (D) Focus on a current project
4. (C) To help direct customer calls
5. (D) Press 4
6. (B) An account number
7. (A) A furniture production company
8. (B) She is too sick to attend the meeting.
9. (C) Send a document
10. (D) An order was placed.
11. (B) Some goods were received damaged.
12. (C) Resend a shipment

F Advertisements

1. (B) Products aren't the same at every store.
2. (D) Extended warranties
3. (A) Visit store professionals
4. (D) Once a week in July
5. (C) Their phone number might change.
6. (D) Early signees of the offer
7. (C) Measuring home space
8. (B) Free shipping
9. (B) Saturday

G Broadcasts

1. (C) A radio host
2. (A) It was performed for half a decade.
3. (D) Call in to the station
4. (C) Poor weather
5. (B) It was the site of a factory.
6. (B) A musical performance
7. (A) A radio station
8. (C) Released a book
9. (D) He thinks the guest is very generous.
10. (A) A concert series
11. (C) On a website
12. (B) A free drink

H Tours and Trips

1. (D) Ancient pictures
2. (B) It sells copies of artwork.
3. (A) It will end in a few weeks.
4. (A) A tour guide
5. (C) It has been around for many years.
6. (C) Enjoy free time
7. (B) Its array of animals
8. (D) Use a camera
9. (C) The Bird Sanctuary

Chapter 2 Grammar Practice

1. Pronouns

Exercises

A Vocabulary Use

- (B) The correct choice is the noun *Safety*, which specifies the type of regulation.
- (A) The correct choice is the word *proceeds*, meaning “profits.” A clue is the word *endowment*, a type of charitable donation.
- (D) The correct choice is *considerable*, an adjective meaning “large or substantial.” The other words have different meanings unrelated to size.
- (D) The correct choice is the noun *results*. The noun *resolution*, meaning “the act of resolving something,” does not fit. The other choices are a verb and a gerund and require a subject or a noun.

B Incomplete Sentences

- (B) The correct choice is the pronoun *none*. The other choices are neither nouns nor pronouns and therefore cannot be subjects.
- (D) The correct choice is the pronoun *himself*. The first clause states that the subject tried to get other people to do the work, and the second clause, showing contrast, uses the word *himself* to emphasize that the speaker ended up doing the work.
- (D) The correct choice is the pronoun *our*. With a noun phrase after the blank, a possessive pronoun is necessary.
- (B) The correct choice is the demonstrative pronoun *That*. A singular subject is necessary with the verb *is*, and among the choices, *That* is the most logical.

C Text Completion

- (C) The correct choice is the possessive pronoun *our*, since the subject of the sentence is *we*.
- (B) The correct choice is the pronoun *you*. An object pronoun is necessary based on the blank's position after the verb, and it must be *you* due to *your dreams*.

Part 5 Mini-Test

- (B) The correct choice is the possessive pronoun *hers* as it needs to act as a subject rather than a possessive.
- (A) The correct choice is the pronoun *Whoever*. The sentence refers to a person, while the other options do not.
- (C) The correct choice is the pronoun *these*, as the phrase *all of* requires a plural noun.
- (D) The correct choice is the pronoun *none*. The position of the blank requires a pronoun as a subject complement, and the verb *were* requires a plural pronoun.

- (C) The correct choice is the pronoun *Those*. The words *who are* indicate that the subject refers to people (plural), and *those* is used to mean people.
- (A) The correct choice is the pronoun *we* as the blank is in the subject position, and *we* is the only subject pronoun among the answer choices.
- (D) The correct choice is the pronoun *herself* to emphasize the subject doing a task alone.
- (A) The correct choice is the pronoun *he* because the blank is in the subject position followed by the singular verb *is*, and *his company* shows that the subject is male.
- (A) The word *responsibility* is the best answer as the sentence states something that must be done.
- (B) The correct choice is the gerund *producing*. The gerund form is required because the blank is the object of the preposition *of*.
- (A) The word *me* is the best choice for this question as this sentence requires a pronoun, and a non-possessive one.
- (D) The correct choice is *one another*, which makes sense because the subject refers to two people.
- (D) The correct choice is *other* because the blank is before a plural noun, and none of the other answer choices can appear before a plural noun.
- (D) The word *herself* is most appropriate due to the use of the word *she* later in the sentence.
- (A) The correct choice is the phrase *no one*, as the blank needs a third person singular noun and must be in the negative.

Part 6 Mini-Test

- (B) The word *terms* is necessary due to the word *contract*. In a contract, each condition or want is referred to as a *term*, which is agreed to.
- (D) The following sentence mentions the need to change a number, which can also be called a figure.
- (A) The correct choice is *you*. A subject pronoun is needed because it is the subject of the verb *agree*.
- (D) The correct choice is the object pronoun *it* since it is the object of the verb *send*.
- (A) The correct choice is the word *service*, since the sentence talks about looking at something, usually for problems. The word *service* here means repair service.
- (B) The correct choice is the pronoun *your*, as the blank is in front of a noun and must be possessive.
- (C) The previous sentence describes errors found in the printer, and the next sentence goes on to talk about the problem being not in the printer, but in the computer.
- (A) The correct choice is the word *express* as the next sentence mentions quick, one-day delivery, and *express* is a collocation with *delivery*, indicating fast service.

2. Tenses

Exercises

A Vocabulary Use

- (A) The correct choice is the word *candidate*, which is implied by the word *job*, a common combination.
- (C) The word *success* is the correct choice since a business idea that makes a lot of money is a form of success.
- (D) The correct choice is *annual*, an adjective describing something that happens each year.
- (A) The correct choice is the noun *concerns*, as indicated by the idea of easing or calming something that could be a problem, or a concern.

B Incomplete Sentences

- (D) The correct choice is the verb *is* as the present simple is used in future time clauses with *when*.
- (B) The correct choice is the simple past verb *met* due to the past time phrase *a week ago*.
- (D) The correct choice is the present perfect verb phrase *has been* because of the adverbial phrase *so far*.
- (C) The correct choice is *were lost* because of the phrase *Due to a recent storm*, implying something happened and is completely over. And it must be in the passive because only the transitive meaning of *lose* makes sense in this sentence.

C Text Completion

- (B) The correct choice is the present perfect verb phrase *have complained* as the previous sentence speaks about something that has happened already.
- (C) The correct choice is the noun *assistance*, which means "help." It must be a noun because it is the object of the verb *need*, and it has no article, thus eliminating the countable noun *assistant*.

Part 5 Mini-Test

- (B) The correct choice is the present tense, *hopes*. The verb needs to be in the active voice and may either be in the simple present or past tense.
- (B) The correct choice is the past tense *negotiated* due to the adverb phrase *last week*.
- (B) The correct choice is the past perfect verb *had never had* due to the phrase *until last year*. *Had not* and *have had not* are not correct negative forms of the main verb *have*.
- (A) The correct choice is *will be opening* as it is the only conjugated verb among the answer choices. The phrases *is open* and *was open* are verb + adjective.
- (B) The correct choice is the phrase *will be asking*. Due to the time phrase *this coming Monday*, only a future tense is possible here.

- (A) The correct choice is the word *receipts*. Logically, when making an expense report, receipts are needed to prove what an employee spent money on.
- (B) The correct choice is *agreed*. A conjugated verb is needed, which eliminates *to agree*. *Agree* is not normally used in the progressive form, and there is no context that calls for *would agree*.
- (A) The correct choice is *has*. The future tense would work if the sentence ended with a future time clause. The progressive tense can't be used with this sense of *have*.
- (D) The correct choice is the word *convened* due to the word *Expo*. The sentence needs a word that means "to meet."
- (B) The correct choice is *come*. The word *before* introduces a future time clause, which requires the present simple tense.
- (C) The correct choice is *announced* because it is the only active verb.
- (A) The correct choice is *earned*, the only conjugated verb among the choices.
- (B) The correct choice is *are expecting*. The subject *we* means that the verb must be plural, and since there is an object, the verb must be active.
- (A) The correct choice is the simple present verb *see*. The word must be in the present tense because it is a future time clause.
- (A) The correct choice is the word *proposal*. Among the choices, a proposal is the only thing that normally is worked on for hours.

Part 6 Mini-Test

- (C) The correct choice is the future simple verb *will refund*. The action is not complete but will take place in the future. And there is no other action to speak of, so only the simple future is possible.
- (B) The correct answer is *noticed*. The past tense is required because the company has already received the package, as indicated by the use of the past perfect in the next clause.
- (D) The correct choice is recognizable by the sentence after the blank, indicating where to find the company's phone number.
- (D) The correct choice is the present tense verb *apologize* as it is not commonly used in the present continuous in a letter or e-mail.
- (A) The correct choice is the imperative form of the verb, *Come*, as it is giving a command.
- (C) The correct choice is the present tense of the verb *range*. The simple present is the only tense possible for a sentence describing a field (something that is generally true).
- (B) The surrounding sentences talk about general rules for the career fair, and nothing about parking or submissions is mentioned. But sign-up is usually mentioned in these rules.
- (D) The correct choice is *list* as it is the best word for information consisting of company names.

3. Agreement

Exercises

A Vocabulary Use

- (D) The correct choice is the word *announced*. The sentence needs a word that means "to formally declare."
- (A) The correct choice is the word *fined* as it is the only word referring to a fine, or penalty.
- (A) The correct choice is the word *estimate* as it is a common word when discussing future spending plans.
- (D) The correct choice is the word *reserve* as it is a common collocation with the word *room*, meaning "to book."

B Incomplete Sentences

- (C) The correct choice is the verb *is*. The marketing department is a singular noun, and the sentence needs a conjugated verb.
- (C) The correct choice is *has been*. The subject *a book* needs a singular verb in the passive voice.
- (B) The correct choice is *have*. The verb here must be plural because of the subject *A third of the employees*, and it must be in the active voice because the verb has an object.
- (C) The correct choice is the simple present tense of the verb for a singular subject, *comes*. The sentence discusses a repeated, habitual action.

C Text Completion

- (B) The correct choice is *along* as it forms a preposition with the word *with*.
- (C) The correct choice is *all* because none of the other answer choices can be followed by a plural noun.

Part 5 Mini-Test

- (A) The correct choice is the word *honored*, as the verb must be in the past tense due to the phrase *last weekend*.
- (C) The correct choice is the word *offers*. It must be in the present simple tense as it is a repeated action, and the verb must be active as it has a direct object.
- (D) The correct choice is *was* as the subject, *a month*, needs a conjugated singular verb in the past tense because of the word *stated*.
- (B) The correct choice is the future simple tense of the verb, *will renew*. The subject is debating a future action, thus a future form is necessary.
- (A) The correct choice is the word *is*. The subject is a method, so a singular present tense verb is needed.
- (B) The correct choice is the word *departments*. *Department* is the only word that can refer to both *marketing* and *payroll*, which are divisions of a company.

- (B) The correct choice is the phrase *is attending*. The subject of the sentence is *The head of HR*, so a singular verb is necessary. The present progressive is appropriate because the sentence describes future plans.
- (A) The correct choice is the phrase *is required*. The passive voice is needed because the sentence states a rule affecting employees. Since the subject is *Every employee*, the verb must be singular.
- (D) The correct choice is *have sold*. *We* is plural, and an active verb is needed because there is a direct object.
- (D) The correct choice is the verb *is*. The main subject of the sentence is *All of the mail*, and since *mail* is an uncountable noun, it takes a singular verb. The passive voice is needed because *sort* is transitive and requires an object when used in the active voice.
- (D) The correct choice is *announced*. An active verb is needed because there is a direct object. Because of *yesterday*, the verb must be in the past tense.
- (A) The correct choice is *results*. Among the answer choices, this is the only appropriate word to refer to the findings of a survey.
- (C) The correct choice is the word *access*. The other options require an article before the blank and/or an infinitive after it, or cannot be followed by *to*.
- (A) The correct choice is *will be marked*. Since *mark* is a transitive verb and there is no direct object, it must be in the passive.
- (C) The correct choice is the word *themselves* as the subject is plural and in the third person.

Part 6 Mini-Test

- (D) The correct choice is the word *special*. The phrase *special event* is a very common combination, while the others are very unlikely.
- (B) The correct choice is the word *made*, as the event happened in the past and so a past tense verb is needed.
- (B) The correct choice describes the customer being forced to return the dress, as the previous sentences say that she did not receive the dress in time for the event, so she bought another dress elsewhere.
- (A) The correct choice is the word *compensate*, as a modal precedes the blank and a verb in the infinitive is needed to make it in the present tense.
- (A) The correct choice is the word *annual*. The combination of an event and *annual* is common; the other words are not appropriate.
- (A) The correct choice is the word *adjoining*. The blank comes before a noun, so an adjective form of the verb is required.
- (D) The correct choice is the sentence speaking about donations because the following sentence speaks of "This donation."

8. (A) The correct choice is the word *pay*, as the word follows a modal and must be in the infinitive form to make the present tense.

4. Voice

Exercises

A Vocabulary Use

- (C) The correct choice is the word *personnel* since it is the only one that is a department in a company.
- (A) The correct choice is the word *urgent*. Saying it “can wait” means that it is not very important.
- (C) The correct choice is the word *likely* as the blank requires an adjective, and the other answer choices that are adjectives do not fit.
- (A) The correct choice is the word *warm*. The word *warm* is often used with the word *reception*.

B Incomplete Sentences

- (D) The correct choice is *been corrected* due to the phrase *has already*, calling for a present perfect verb form. The word *by* indicates that the verb should be passive.
- (B) The correct choice is *returned* because of the words *has* and *already*, meaning the present perfect form is needed, and an active verb is required because people return from trips rather than being returned.
- (C) The correct choice is *were seen* as the phrase *last weekend* calls for a past tense verb, and because there is no object, only a passive verb would work.
- (C) The correct choice is *was preoccupied*. *Preoccupied* is a participle adjective, meaning that a form of the verb *be* is needed, and *yesterday* calls for the past tense.

C Text Completion

- (C) The correct choice is *was conducted* as the passage discusses the results of a finished survey, and a survey needs a passive verb here.
- (A) The correct choice is the word *interviewed*. The passive form is required because the phone users are the object of the verb.

Part 5 Mini-Test

- (D) The correct choice is the word *vehicles*. The question talks about automobiles, and a synonym for this is *vehicle*.
- (B) The correct choice is the verb *is expected*. Due to the subject *event*, a passive voice is needed.
- (A) The correct choice is *being authorized*. The subject of the sentence being *loan applications* requires a the passive voice and a gerund must follow the preposition *before*.
- (C) The correct choice is *be finished* as the subject is *financial reports*, which needs a passive verb, and because of the verb *demand*, the *that* clause must use the subjunctive.

- (A) The correct choice is *were surveyed* since the subject requires the verb *be* in the passive. Customers were the recipients of the survey.
- (B) The correct choice is the word *judge* as only a judge has authority over a company.
- (A) The correct choice is *was satisfied*. *Satisfied with* is a common collocation, but only when *satisfied* is an adjective, not a main verb.
- (C) The correct choice is the verb *arrived*. It must be in the active voice because it is intransitive, and it must be in the past tense due to the phrase *after the meeting had started*.
- (B) The correct choice is the word *debated*, as the subject is a third person singular noun and must be in the active voice and past tense.
- (B) The correct choice is *has been employed*. Due to the phrase *since he graduated*, the present perfect is necessary. The word *by* indicates that the verb must be passive.
- (A) The correct choice is *will be crowded* since the sentence refers to a future event and a status rather than an active verb.
- (D) The correct choice is the word *success* as positive words such as *hard work* and *dedication* are in the sentence. And only *success* and *failure* are used with the verb *attribute*.
- (C) The correct choice is *considering* because of the word *still*, which means the action is still in progress. A passive verb is not possible because there is a direct object.
- (B) The correct choice is *has not been announced* as the verb must be in the passive.
- (A) The correct choice is *are subsidized*. A passive verb is needed for the subject *costs*, as indicated by the phrase *by the government*.

Part 6 Mini-Test

- (D) The correct choice is the word *attention* as it comes from the phrase *be brought to one's attention*.
- (D) The correct choice is the sentence that speaks of customers' ignorance of their device, as stated in the previous sentences.
- (C) The correct choice is *were purchased*. A passive-verb is needed since *purchase* requires an object in the active form, and the past tense is needed because the previous clause is in the past.
- (C) The correct choice is the word *impression*. The phrase is *give a (good) impression*, as the passage discusses improving things at the store.
- (B) The correct choice is *are needed* as the verb must be in the passive voice to make sense.
- (C) The word *involved* is correct since a participle adjective fits the blank following *be*.
- (A) The phrase *will be asked to* is correct because this sentence is in the future tense and the verb after the blank calls for the infinitive form.

8. (D) The sentence after the blank discusses how employees will not be affected by participation or non-participation, so the sentence before it must be related to one's participation in it.

5. Modification

Exercises

A Vocabulary Use

- (B) The word *terminated* is a synonym for "ended," which is called for by the context.
- (D) The correct choice is the word *return*. The phrase is usually *return a call*. The choice *respond* needs to be followed by *to*.
- (A) The correct choice is the word *probable* as it is an adjective meaning "likely or possible."
- (C) The correct choice is the word *stapled* as it is common to do so after photocopying a document.

B Incomplete Sentences

- (B) The correct answer, *sociable*, meaning "friendly and liking to be with others," is an adjective describing *person*. The other choices are not adjectives.
- (B) The correct choice is the word *terribly* as the blank comes before an adjective, meaning that it needs an adverb.
- (B) The correct choice is the article *the* as it is specified by the phrase *e-mail I sent*.
- (A) The correct choice is the noun *stock*, meaning "inventory."

C Text Completion

- (B) The word *scheduled* is correct as it is an adjective meaning "planned."
- (C) The correct choice is the word *immediately* as an adverb is necessary here, and there is no context calling for a superlative.

Part 5 Mini-Test

- (A) The choice *quickly* is correct because only an adverb fits that location in the sentence.
- (C) The phrase *an essential* is correct due to the word *part* needing an article and being one piece of many undefined pieces.
- (D) The correct choice is the word *every* due to the singular noun *employee* that follows the blank.
- (A) The correct choice is the word *little*, as *information* is uncountable.
- (B) The correct choice is the adjective *complete* as the blank comes before a noun.
- (C) The word *its* is correct as the blank needs a possessive referring to "the company's."
- (A) The correct choice is the word *remitted* as it means "to send money."

- (C) The correct choice is the word *he* due to the clause needing a subject.
- (A) The word *awareness* is correct as it is part of the collocation "brand awareness."
- (D) The correct choice is *very* as it is the only adverb among the answer choices that can come before the word *well*.
- (D) The correct choice is the word *national* as the blank before the noun *company* requires an adjective.
- (C) The word *livening* is the gerund form of the verb, which means "to make cheerful and happy." A gerund is necessary after the preposition *of*.
- (B) The correct choice is the phrase *the most* as it means the subject is the highest one in authority, and the only one who can talk to the reporter.
- (D) The correct choice is the word *contractually*, as it is an adverb and commonly collocated with the verb *obligated*.
- (A) The correct choice is the word *any* as it is the only answer choice that can come before a singular noun.

Part 6 Mini-Test

- (B) The correct choice is the phrase *am writing*, as a verb in the present continuous tense is needed here.
- (D) The correct choice is *will be moving* as the writer later talks about a future moving date.
- (C) The writer notes that they are looking but haven't signed anything yet and that an offer is welcome, so a sentence about being open to negotiation makes sense.
- (A) The correct choice is the word *better* as the writer thinks the current rent is too high.
- (D) The correct choice is the phrase *was processing*, as the verb must be in the past tense, and due to the word *while*, it must be in the past continuous tense.
- (D) The correct choice is *accidentally* because an adverb is called for to modify the verb *pressed*.
- (C) The previous sentence talks about a refund, so a sentence about a refund status would fit here.
- (B) The correct choice is the word *patronage*, meaning "business that a customer gives to a company."

Review Test 1

Part 5

- (A) The correct choice is *was held* as the subject is *farewell party*, which is described in the past tense.
- (B) The correct choice is the word *announced* as the phrase *last week* puts the sentence in the past tense and the action is not one that is in progress.

3. (C) The correct choice is the noun *stationery*, referring to paper used for writing letters and that usually has matching envelopes.
4. (D) The correct choice is the present perfect verb phrase *have attended* due to the word *already* and the fact that the conference is still in progress.
5. (B) The phrase *to be made* is correct as it is the only passive verb form among the answer choices. A passive is necessary because *make* is transitive and there is no direct object.
6. (D) The correct choice is the word *authorization* due to the word *allowed*.
7. (A) The correct choice is *manufacturing* as the blank is in the subject position, which means the gerund form is necessary.
8. (B) The correct choice is the word *delivered* as the blank is the past participle part of a passive phrase.
9. (B) The correct choice is the phrase *been determined* as it is part of a passive phrase in the present perfect tense.
10. (C) The correct choice is the noun *location*, which means "place." The other answer choices are verb forms.
11. (A) The correct choice is *be installed* as the sentence needs a passive verb, and it must be in the infinitive due to *should*.
12. (A) The correct choice is *happened*, which is not used in the passive, due to the phrase *last week*, which indicates a past event.
13. (C) The correct choice is the future perfect phrase *will have been* due to the phrase *by this time next year*.
14. (A) The correct choice is the word *accountant* as the sentence is speaking about a person.
15. (A) The correct choice is the word *suddenly*, meaning abruptly.

Part 6

16. (B) The correct choice is the phrase *are writing*, which is common phrasing at the beginning of a letter to describe the purpose of the correspondence.
17. (A) The correct choice is the word *increase* as it is the only answer choice that is collocated with both *in* and *credit limit*.
18. (A) As the previous few sentences speak about the new credit limit, a sentence about the availability of the credit limit fits the blank.
19. (D) The blank needs a noun, and *usage* means "the use of something."
20. (D) The correct choice is *has* as the blank needs a singular verb in the simple present tense.
21. (A) The correct choice is the phrase *will be* as it talks about the future responsibilities of the person.
22. (B) The previous sentence specifies the traits wanted for the candidate, so knowledge of a language would fit in the blank.

23. (A) The correct choice is the word *application* as this is the only noun among the answer choices that makes sense as an object of the verb *submit*.

6. Infinitives and Gerunds

Exercises

A Vocabulary Use

1. (C) The correct choice is the word *win* as it is commonly used with the word *bid*.
2. (C) The correct choice is the word *send*, which means "to mail."
3. (C) The correct choice is the word *speech*, which is commonly used with the word *keynote*.
4. (A) The correct choice is the word *assumed*, which is often used in the phrase *assume a role/position*.

B Incomplete Sentences

1. (C) The phrase *to arrive* is the correct choice as the main verb in the sentence is *expect*, which is normally followed by an infinitive.
2. (B) The correct choice is *admitted* as it is the only conjugated verb among the answer choices. The others are infinitive and participle forms, which cannot be main verbs.
3. (B) The correct choice is *came* as it is the only conjugated verb among the answer choices. The others are infinitive and participle forms, which cannot be main verbs.
4. (A) The correct choice is the word *make*, as the verb *make* must be in the bare infinitive after the verb *do*.

C Text Completion

1. (C) The correct choice is *examining* as the preposition *after* calls for a gerund.
2. (A) The correct choice is *to address* as an infinitive is needed to follow and complement the noun *ways*. The context does not call for a perfect or progressive verb form.

Part 5 Mini-Test

1. (B) The correct choice is the word *expert*, meaning master of something or having vast knowledge of something.
2. (B) The correct choice is *ordering* as a gerund is necessary after the preposition *for*.
3. (B) The correct choice is the word *selling*, a present participle modifying the word *those*, which refers to people.
4. (B) The correct choice is *to bring* as it comes after the verb *allowed*, which is normally followed by an infinitive.
5. (C) The correct choice is *being given* as the passive voice is needed here, and a gerund is required after the preposition *for*.

6. (C) The correct choice is *forbidden* as it is the only word that is followed by the preposition *from* and fits the meaning of the sentence with regard to a confidentiality agreement.
7. (A) The correct choice is *to bring* as it comes after the verb *forgot*, which is followed by an infinitive.
8. (C) The correct choice is *to pursue* as it comes after the verb *wanted*, which is normally followed by the infinitive.
9. (B) The correct choice is *to give* as it comes after the verb *asked*, which is normally followed by the infinitive.
10. (B) The correct choice is *to make* as it is the complement of the adjective *important*.
11. (A) The correct choice is *to enter* as it comes after the verb *helped*, which is normally followed by the infinitive.
12. (A) The correct choice is *having* since a gerund is necessary after the preposition *despite*.
13. (A) The correct choice is *to inform* as it comes after the verb *regret*, which is normally followed by the infinitive when it means "to be sorry (to tell you)."
14. (A) The correct choice is *making* as a gerund is necessary after the preposition *in*.
15. (C) The correct choice is the word *accept*, which is commonly used with *credit card* and fits the context here.

Part 6 Mini-Test

1. (B) The correct choice is the word *surprised* as an adjective is needed after the verb *be*, and the context suggests that the reader will be *surprised* rather than *surprising*.
2. (A) The next sentence tells the reader where to find the password for her laptop, so it makes sense that she offers something in return for taking the reader's laptop.
3. (D) The correct choice is the word *such* since it is the only answer choice that can come before *a*.
4. (D) The correct choice is *to figure* as it comes after the verb *manage*, which is normally followed by the infinitive.
5. (D) The correct choice is *to bring* as it comes after the noun *promise*, which is often followed by an infinitive.
6. (B) The correct choice is the word *advice* as it is often used with the word *offer*. The words *discount* and *voucher* are countable and would require an article.
7. (B) The correct choice is *to create* as it is an infinitive of purpose describing the reason for the visit.
8. (C) The last sentence emphasizes the end of the sale and why customers must hurry, so a sentence explaining the duration of the sale makes the most sense here.

7. Participles and Participle Clauses

Exercises

A Vocabulary Use

1. (A) The correct choice is the word *quota*, which means "the limit on the amount that is allowed in a certain period."
2. (C) The correct choice is the word *variety*, which is a noun meaning "a number of different things."
3. (B) The correct choice is the word *registered*, meaning "achieved" in this case.
4. (D) The correct choice is the word *depression*, meaning "economic slump" here.

B Incomplete Sentences

1. (D) The correct choice is the past participle *excited*, describing how the woman felt.
2. (D) The correct choice is the past participle *Surprised*, describing how the woman felt.
3. (C) The correct choice is the present participle *Being*, as it gives an explanation of the following clause.
4. (A) The correct choice is the past participle *seen*, as the object of this verb serves as the subject of the main clause.

C Text Completion

1. (B) The correct choice is the past participle *Located*, meaning "placed or situated."
2. (B) The correct choice is the past participle *worn*, describing how the subject feels.

Part 5 Mini-Test

1. (B) The word *Those* is the correct answer as it refers to a group of people and is the subject of the sentence.
2. (C) The correct choice is the past participle *certified*, meaning "with a certification."
3. (A) The correct choice is *offer*, as the sentence needs a plural verb in the simple present tense.
4. (D) The correct choice is the present participle *confusing*, meaning "causing confusion."
5. (C) The correct choice is the word *minimum*, a common word used with *requirements* and meaning "the least that is necessary."
6. (B) The correct choice is the past participle *written*, as the object of this verb serves as the subject of the main clause.
7. (B) The correct choice is the word *anticipation*. It is most common in the phrase *in anticipation of*, meaning "expecting and preparing for (an event) to happen."
8. (B) The correct choice is the past participle *specified*, meaning "previously stated."
9. (A) The correct choice is the past participle *recycled* as it describes what has been done to the ink cartridges.

10. (C) The correct choice is the past participle *broken*, meaning “not working properly.”
11. (D) The correct choice is the word *clarity*, meaning “the quality of being clear and easily understood.”
12. (B) The correct choice is the word *design*, a noun that modifies *company* and describes the type of company.
13. (B) The correct choice is the word *accountability*, meaning “responsibility.”
14. (D) The correct choice is the past participle *unattended*, meaning “left without being cared for;” a common adjective used to describe bags or luggage.
15. (C) The correct choice is the word *standing*, an adjective meaning “currently existing,” and often used with the word *reservation*.

Part 6 Mini-Test

1. (B) The correct choice is the past participle *expected*, meaning “anticipated.”
2. (C) The correct choice is the word *goals*, a noun that is frequently used with the word *sales* and refers to things that one hopes to achieve in the future.
3. (D) As the paragraph speaks about promotions and allowing management to make their own sets, the company wants to remind staff that they can do something as long as it follows company policy.
4. (A) The correct choice is the present participle *pricing*, describing the activity of determining prices.
5. (A) The correct choice is *has confirmed* as a third-person present perfect verb in the active voice is needed.
6. (B) The correct choice is *getting* as a gerund is needed after the preposition *of*.
7. (D) The correct choice is the noun *acquisition*, meaning “getting” or “purchasing.”
8. (A) The surrounding sentences speak about circumstances that required attention before acquiring the new telescope, so a sentence mentioning why they take precedence makes sense.

8. Conjunctions and Prepositions

Exercises

A Vocabulary Use

1. (D) The correct choice is *on the contrary*, an adverbial phrase used to show contrast with the previous thought or clause.
2. (C) The correct choice is the word *Shortly*, meaning “soon.”
3. (A) The correct choice is the word *nearly*, meaning “almost.”
4. (D) The correct choice is the word *approximately*, meaning “roughly” and often used with amounts or time.

B Incomplete Sentences

1. (C) The correct choice is *but*, a conjunction showing contrast between the two clauses.
2. (D) The correct choice is *While*, a conjunction showing that two actions are done simultaneously.
3. (B) The correct choice is the word *although*, meaning “despite” but followed by a complete clause as it is a conjunction.
4. (B) The correct choice is *for*, a preposition commonly used with the present perfect tense to express a period of time.

C Text Completion

1. (B) The correct choice is the word *Despite*, a preposition showing contrast.
2. (D) The word *submissions* is the correct choice as the word *All* needs a plural noun to follow it.

Part 5 Mini-Test

1. (B) The correct choice is the preposition *for*, used to show the length of time someone will do something.
2. (A) The correct choice is the conjunction *whether*, commonly used with the phrase *or not*.
3. (C) The correct choice is the preposition *about*, a word commonly used with the word *talk*.
4. (A) The correct choice is the preposition *among*, meaning “between.”
5. (B) The correct choice is the conjunction *While*, which is used when two actions take place at the same time.
6. (C) The correct choice is the conjunction *Now that*, meaning “since.”
7. (C) The correct choice is the word *for*, commonly used with the verb *wait*.
8. (D) The adverb *together* is the correct choice as *by* and *with* are prepositions requiring objects, and *because* is a conjunction requiring another clause.
9. (C) The correct choice is the conjunction *unless*, a common word used in the phrase *unless otherwise stated*.
10. (B) The correct choice is the word *only*, often used in the correlative conjunction *not only... but also*.
11. (A) The correct choice is the conjunction *because*, used before giving a reason.
12. (C) The correct choice is the word *concerns*, meaning “worries.”
13. (A) The correct choice is the conjunction *in case*, used to indicate preparation for something that may happen by taking action first.
14. (D) The correct choice is the preposition *During*, meaning “while,” but needing a noun object.
15. (B) The correct choice is the conjunction *whereas*, used to contrast two things.

Part 6 Mini-Test

- (D) The correct choice is the word *expert*, as it is followed by examples of Harold Gottlieb's expertise.
- (B) The word *how*, referring to a method, is the correct choice.
- (B) The correct choice is the adverb phrase *As a result*, demonstrating how all his expertise has resulted in something he has done.
- (C) The surrounding sentences discuss his numerous talks and how popular he is, so a sentence saying who uses his method makes the most sense.
- (C) The present progressive *is opening* is the correct choice as it describes a planned future action.
- (D) The correct choice is *until*, a preposition meaning "by," but often used with a present continuous verb.
- (B) The correct choice is the gerund *training*, meaning "work education" or "workshops."
- (D) The advertisement is about what jobs are available and makes no mention of management positions. The previous sentence is about application forms. Thus, an ending sentence inviting many people to apply is the most appropriate.

9. Comparisons

Exercises

A Vocabulary Use

- (C) The word *request* is the correct choice, a word commonly used in the phrase *available upon request*.
- (C) The correct choice is the word *effect*, commonly used with the word *take* to mean "to become official."
- (B) The correct choice is the word *Attention*, meaning "care" and often used with the word *pay*.
- (B) The correct choice is the word *balance*, meaning "amount." *Bank balance* is a common noun phrase.

B Incomplete Sentences

- (C) The correct choice is the word *better*, a comparative adjective, which often follows the word *much*.
- (A) The correct choice is the word *far*, meaning "much."
- (C) The correct choice is the superlative adjective *quickest*, as it follows the word *the* and compares more than two people.
- (B) The superlative adjective *most persuasive* is the correct choice as it follows the word *the* and is used in conjunction with the phrase *I have ever met*.

C Text Completion

- (C) The phrase *most recent* is correct as an adjective describing the noun *question* is needed here.
- (D) The word *best* is the correct choice as it is used in conjunction with the phrase *among them* and thus compares more than two things.

Part 5 Mini-Test

- (B) The correct choice is the word *more*, as the sentence contains a *than* clause.
- (D) The correct choice is the word *aspect*, meaning "part."
- (D) The correct choice is the word *representatives*, a noun meaning "people that represent an organization or group of people."
- (C) The correct choice is *most qualified*, as a superlative is needed after *Of the three candidates* and the word *the*.
- (B) The correct choice is the word *more* because of the *than* phrase.
- (A) The correct choice is the word *as* to complete the *as ... as* comparative.
- (C) The correct choice is *more than*, a phrase meaning "even more" and used to describe *enthusiastic*.
- (B) The correct choice is the word *least*, as a superlative adjective is needed. The article *the* is a clue as well.
- (A) The correct choice is the word *best*, commonly used within the phrase *do the best one could/can*.
- (B) The correct choice is the comparative *larger* as it is followed by a *than* phrase.
- (B) The correct choice is the superlative *the least* as it is used in combination with the phrase *out of all the staff*.
- (C) The correct choice is the word *organized*, the only answer choice describing a personal trait.
- (C) The correct choice is the adverb *diligently*, describing how the person works in an *as ... as* comparative.
- (D) The phrase *as impressive* is the correct choice to complete the *as ... as* comparative.
- (A) The correct choice is the word *most* because of the adverb *yet*, meaning "so far" or "of all."

Part 6 Mini-Test

- (C) The word *enter* is the correct choice, often used in the phrase *to enter a market*.
- (C) The correct choice is *as much*, to complete the *as ... as* phrase.
- (A) The correct choice is the word *much*, often used before comparative adjectives.
- (A) The writer talks about his current experience and states his plans and where he will go. Thus, talking about how he heard good things about the areas he is visiting next makes sense.

5. (B) The correct choice is *passengers*, referring to people riding on planes and other forms of transportation.
6. (C) The correct choice is the adverb *strongly*, which modifies the verb that follows.
7. (D) The previous sentence discusses what to do in the event of missing luggage and where to go, so a sentence describing where to find this location makes the most sense.
8. (A) The correct choice is the word *more* as the sentence is about helping the airline find the owner of a bag, and *further* and *much* cannot be used before adverbs.

10. Relative Clauses

Exercises

A Vocabulary Use

1. (C) The correct choice is the word *prevent*, which means “stop” or “block” and is often used with the preposition *from*.
2. (D) The correct choice is the word *overtime*, often used after the verb *work* to mean “extra hours.”
3. (B) The correct choice is the word *distract*, meaning “to take one’s attention or focus from something,” a negative meaning. This is used in contrast to the second part of the sentence.
4. (B) The correct choice is the verb *ask*, often used with the preposition *for*.

B Incomplete Sentences

1. (B) The correct choice is the word *who* since the antecedent, *The man* is a person.
2. (C) The correct choice is the relative pronoun *whose*, a possessive pronoun referring to the relationship between the main subject and the subject of the clause.
3. (A) The correct choice is the relative pronoun *who*, referring to the subject, a person.
4. (A) The correct choice is the relative adverb *where* as it describes the word *place*.

C Text Completion

1. (A) The correct choice is the relative pronoun *which*, used to describe the object *paintbrushes*.
2. (B) The correct choice is the word *apologize*, which means “to be sorry for something.” It is usually used after an unfortunate circumstance for the reader.

Part 5 Mini-Test

1. (C) The correct choice is the relative pronoun *which*, describing the location of the city in a non-defining clause.
2. (B) The correct choice is the relative pronoun *which*, referring to the company. The relative pronoun *that* cannot follow a preposition.

3. (D) The correct choice is the relative adverb *when*, referring to the time and date of contact.
4. (A) The correct choice is the relative adverb *where*, referring to a location.
5. (D) The correct choice is the word *conferences*, meaning “large meetings.”
6. (C) The correct choice is the word *organizing*, as the blank needs a gerund after the preposition *of* and before the object *business trips*.
7. (A) The correct choice is the word *whichever*, referring to an object.
8. (B) The correct choice is the word *whose* as the sentence is about the owner of a bag.
9. (B) The correct choice is the word *who*, describing *boss*, a person.
10. (D) The word *how* is the correct choice here as it is describing a method and is often used with the phrase *to use*.
11. (B) The correct choice is the phrase *to whom* as the preposition *to* is required with the verb *speak*, and *whom* is required when it is the object.
12. (D) The correct choice is the relative pronoun *who*, referring to the subject *James* and describing his action.
13. (B) The word *whom* is correct as it is referring to the object of an action, often used with the preposition *to*.
14. (B) The correct choice is the word *mistake*, meaning “error” and often used in the phrase *by mistake*.
15. (A) The correct choice is the word *that*, describing the accountant, a person and the object of *hired*.

Part 6 Mini-Test

1. (A) The correct choice is the word *available*, meaning “present and able to do something” here.
2. (D) The next sentence describes the relationship with a manufacturer and suppliers making the company’s products, so a sentence talking about handmade designs makes the most sense here.
3. (B) The correct choice is the word *who*, referring to the people of the factory and suppliers.
4. (A) The correct choice is the word *Samples*, meaning “examples of products that are given to people to try.”
5. (C) The correct choice is the word *whose*, describing the résumés that belong to the 20 people.
6. (A) The correct choice is the word *inform*, meaning to tell. It is often used in the phrase *regret to inform you*.
7. (B) The correct choice is *to invite* as it comes after *would like*, which is followed by an infinitive.
8. (A) The next sentences ask the reader to consider a position and express a wish to work together. Thus, a sentence talking about one being good for a position makes sense.

Review Test 2

Part 5

- (B) The correct choice is the verb form *to be updated*. The sentence requires a passive verb form, as well as *to be* in the infinitive form because it follows the verb *needs*.
- (B) The correct choice is the verb form *fill*. The sentence needs a verb in the infinitive due to the *that* clause it is in.
- (C) The correct choice is *every other* as the sentence details an event that takes place frequently and habitually.
- (C) The correct choice is the past participle *Located*, the object of which serves as the subject of the main clause.
- (D) The correct choice is the verb form *to be promoted*. The verb must be in the passive, and in the infinitive because it follows the verb *hoping*.
- (C) The correct choice is the present participle *closing*, referring to the speech that closes or ends an event.
- (A) The correct choice is the word *these* as it is the only word that can be used before a plural noun.
- (B) The correct choice is the verb form *is* as there is a simple adjective after it, and *land* is a singular noun.
- (C) The correct choice is the word *is*. The *that* clause describes *product*, which is a singular noun, and an adjective follows the blank, requiring a *be*-verb.
- (D) The correct choice is the word *finishing* as a gerund is needed after the preposition *after*.
- (D) The correct choice is the present participle *hoping* as it describes the feelings of the subject *Those*.
- (B) The correct choice is the singular verb *is*, as *three weeks* is seen as a singular time period.
- (C) The correct choice is the verb *exhaust*, as it follows *to* and thus must be in the base form.
- (C) The correct choice is the word *is* because the noun next to the blank is singular.
- (A) The correct choice is the present participle *smiling* as it describes an action by the subject.

Part 6

- (A) The correct choice is *to ensure* as an infinitive form normally follows the phrase *do one's best*.
- (A) The correct choice is the word *demand*, referring to customers' need for a product.
- (D) The correct choice is *depend* as it has a plural subject and describes a general fact.
- (D) The surrounding sentences talk about delivery times and what to do if orders are delayed. So a sentence stating that delivery can take a while makes the most sense.

- (C) The correct choice is the past participle *located*, acting as an adjective in an adjective clause.
- (C) The correct choice is *to live* as it comes after the verb *allows*, which is usually followed by an infinitive.
- (A) The correct choice is the conjunction *in addition*. The phrase *in addition to* means "along with."
- (D) The next sentence asks the reader to look into the availability of a property, so a sentence about limited availability and its popularity makes sense.

Final Test

Part 5

- (D) The correct choice is the comparative adjective *easier* due to the phrase *than the old one*.
- (A) The correct choice is the pronoun *those*, which is most commonly used as a subject referring to people when followed by *who*.
- (C) The correct choice is the pronoun *Whichever* due to there being a choice among many applicants, and the word *applicant* following the blank.
- (D) The correct choice is the adjective *long* to complete the comparative phrase *as ... as*.
- (B) The correct choice is the pronoun *one* to replace the phrase *a replacement part*.
- (A) The correct choice is the noun phrase *something different* as adjectives come after indefinite pronouns.
- (B) The correct choice is the adjective phrase *a few*. Because of the word *only*, *only a little* and *a few* are possible choices, and *a few* fits the plural *employees*.
- (A) The correct choice is the adverb *Rarely* because only negative adverbs can be followed by an inversion of subject and verb (*does the owner*).
- (B) The correct choice is the adverb *far* as it is the only answer choice that can come before a comparative adjective.
- (C) The correct choice is the superlative adjective *best*. The phrase *Of all the people* and the word *the* before the blank indicate that a superlative is needed.
- (C) The correct choice is the only adjective *no*. The other choices cannot come right before the noun.
- (C) The correct choice is the superlative *the most*. The phrase *is one of* is often followed by a superlative beginning with *the*.
- (D) The correct choice is the comparative *more*. It uses the combination *more/less than* + adjective, and the sentence contrasts the idea of someone being qualified with not being a good fit. Thus, a positive is needed in the first clause.
- (C) The correct choice is the word *no* as it is the only word that can come before a singular noun in a statement with no other negatives.

15. (B) The correct choice is the adjective *new*. There are no cues to indicate the need for a comparative or superlative.

Part 6

16. (C) The correct choice is the word *amenities*, which refers to the useful or desirable features of a place.
17. (A) The correct choice is the word *While*, which is used to show contrast between two clauses.
18. (D) The correct choice is *begin*. The sentence needs a conjugated verb in the present tense to describe a fact.
19. (A) The correct choice is the one that describes how easy it is to avoid something, as the preceding sentence talks about being fined and the following two sentences emphasize the ease of avoiding a fine.
20. (A) The correct choice is the preposition *than* as the word *bigger* is making a comparison between this summer and last summer.
21. (C) The correct choice is the past participle *projected* because the goals were projected by the company.
22. (B) The correct choice is the one that describes the reason why sales were low last year, following the natural flow of the sentences.
23. (B) The correct choice is the pronoun *Whoever* as it is the only answer choice that can refer to people.

Chapter 3 Reading Practice

Mini-Tests

A E-mails and Letters

- (B) To apologize for a delay in processing
- (D) Expedite his shipment for free
- (D) To persuade a subscriber to renew
- (D) A year's subscription to another magazine
- (C) [3]
- (B) re-register
- (C) \$200
- (C) She is seeking landscaping services for her business.
- (A) Schedule a consultation with a designer
- (C) To arrange a meeting
- (B) They did not always have enough of some items.
- (A) Get in touch by phone
- (D) To demand a refund for an order
- (B) He ordered flowers to be delivered.
- (A) Severe weather
- (A) A payment to his credit card account
- (C) By typing a code when ordering online
- (B) Conversational Spanish II, section A

- (D) remember
- (D) Jane's boss
- (D) 09/01
- (C) It requires materials costing \$15.
- (C) A local festival taking place soon
- (D) Bikes for sale
- (A) It takes place over several weekends.
- (D) To suggest an activity for a visitor
- (C) August 5

B Advertisements

- (B) To announce a special discount
- (D) It excludes some store items.
- (D) Low prices on hotel stays
- (B) The cost of airfare
- (D) It is a leader in its industry.
- (C) Responding to customer concerns
- (D) [4]
- (B) A music streaming service
- (A) They see ads on the site.
- (A) type
- (C) Supporting the payroll department
- (C) Knowledge of government tax rules
- (A) On a website
- (B) An accounting degree
- (D) admit
- (D) Restaurant owners
- (B) They do not come in men's and women's sizes.
- (C) The knit shirts
- (D) Large chef pants
- (A) \$0
- (B) A refund within two months
- (B) To request advice on a purchase
- (D) After getting new computers
- (D) \$40
- (C) enough

C Office Memos and Notices

- (C) To remind staff to follow procedures
- (A) Keep all receipts if they want reimbursement
- (B) Tenants did not exit during a fire alarm.
- (A) People who need help evacuating
- (C) A temporary station shutdown
- (B) It is providing bus service at no cost.
- (D) Leave extra time for their commutes
- (A) To inform coworkers about a new data center and its effects
- (A) The company website will become unavailable.
- (C) [3]
- (B) A visit by a government official
- (D) Keep their work areas clean and neat
- (A) It had not occurred by January 15.

14. (B) Workers are producing less.
15. (C) Temporarily reducing quotas
16. (C) To explain rules regarding money for trips
17. (C) differs
18. (B) Book a new round-trip flight
19. (D) The awards banquet
20. (A) \$60

D Articles and Reports

1. (C) strong
2. (D) To advise readers on making good investments
3. (B) Once a week for five months
4. (C) [3]
5. (B) An additional floor
6. (C) It has not reopened yet.
7. (A) He does not think the Internet harms his business.
8. (B) Clothing
9. (C) You can exchange any item for something else.
10. (A) By mail or in person
11. (D) An author's recently published novel
12. (B) He is already writing another book.
13. (B) experiences
14. (B) A writer that changes careers
15. (A) She thinks *Starting Over* is too short.
16. (C) Problems caused by road repairs
17. (B) Many are having trouble getting to campus.
18. (D) It has stopped running for now.
19. (A) It is taking too long.
20. (C) Bus 42

E Text Message and Instant Message Chains

1. (A) Celebrating a coworker's retirement
2. (D) Check with their supervisor
3. (B) A dinner at a home
4. (D) He has not been to Kelly Tyson's apartment.
5. (C) The cable box does not respond to the remote.
6. (D) He replaced the batteries in the remote.
7. (A) Changing the batteries did not work.
8. (A) To request that they bring extra materials
9. (A) They will return before Tricia Brown does.
10. (D) In a taxi
11. (B) To offer a new lease agreement
12. (B) October 30
13. (C) unwillingly
14. (D) She let Marie make the final decision.
15. (A) \$600
16. (D) To persuade the reader to exhibit at a fair
17. (D) Tabletop exhibit
18. (C) Purchasing a booth at the fair
19. (C) They have attended this fair before.
20. (C) \$250

F Forms

1. (C) An office supply store
2. (B) One box of pens
3. (D) She was at the hotel for business meetings.
4. (B) The hotel's staff
5. (B) \$56.00
6. (B) The board game
7. (C) Purchases made by check are refunded in cash.
8. (D) It was ended by mistake.
9. (C) Call Marta Stanberry
10. (A) Jason McMillan's coworker
11. (C) An online art supply store
12. (B) No-cost delivery on large orders
13. (C) business
14. (D) 30
15. (B) He has paid a membership fee.
16. (C) A real estate agency
17. (B) Some attendees would be unable to go.
18. (C) It is smaller than conference room 1.
19. (D) To explain how he solved a schedule conflict
20. (B) Simon Conniff

Chapter 4 Practice Test

Listening Test

Part 1

1. (D) The man is adjusting the wires.
2. (A) A woman is cutting a vegetable.
3. (D) The cars are parked at angles.
4. (C) The people are in a gallery.
5. (A) The shelves are loaded with goods.
6. (A) Some people are seated outside.

Part 2

7. (B) Jane is in charge of office supplies.
8. (A) It's coming along nicely.
9. (C) No, I haven't had time.
10. (B) Wherever. It doesn't matter.
11. (B) No, but I've heard it's really well done.
12. (A) No, check the schedule on the board.
13. (A) Of course. How many people are there in your party?
14. (B) We did well, exceeding \$25 million in profits.
15. (A) I'll send it out with the other mail.
16. (A) I only have one more page to read.
17. (C) It's a ten-week intensive course.
18. (B) No, the technician fixed it already.
19. (A) Sorry, I have other plans.
20. (B) The flight attendant said number 17A.
21. (C) She thought it was well written.

22. (B) No, I had Chinese last night.
23. (B) We use a popular job search website.
24. (C) You'll have to ask accounting about that.
25. (A) Take a right at City Hall.
26. (C) I think they said Matt.
27. (C) Yeah, it is much farther than I thought.
28. (B) Only 6 people are coming.
29. (C) Yes, everyone else are new graduates.
30. (B) Yes, he's over there.
31. (C) How much do I have to pay?

Part 3

32. (A) Recommend a product
33. (D) To give presentations
34. (C) It has the industry's best video card.
35. (C) Marketing
36. (A) She knew they would have a problem with the budget.
37. (C) Visit another department
38. (C) A presentation
39. (B) They are new to the company.
40. (D) She thinks the presentation is boring.
41. (A) A scheduling change
42. (D) He needs to approve the project.
43. (B) Send an e-mail
44. (A) A magazine publisher
45. (D) A task was not completed.
46. (C) Place a phone call
47. (C) She wants him to leave.
48. (A) Finance
49. (B) Spend less money
50. (D) A factory
51. (D) He is a punctual person.
52. (A) A schedule had to be changed.
53. (A) A bus route
54. (C) To City Hall
55. (D) Take a taxi
56. (A) A venue reservation
57. (A) It happens once a year.
58. (B) Checked a weather forecast
59. (D) She thinks the printer will be too expensive to fix.
60. (C) It is in good condition.
61. (B) Install some parts
62. (B) To return an item
63. (C) Looking at other colors
64. (D) \$49
65. (C) At a trade show
66. (C) The device's speed
67. (B) 4
68. (D) Her baggage was incorrectly unloaded.
69. (C) Kuala Lumpur
70. (A) Have a meal together

Part 4

71. (D) Small businesses
72. (B) Visualization of financial data
73. (D) Free assistance
74. (A) To announce a surprise sale
75. (A) Dresses
76. (C) Customers can only buy one sale item.
77. (C) Because of emergency maintenance
78. (C) Two days
79. (B) Cancel them completely
80. (B) Factory workers
81. (A) She can't wait any longer.
82. (B) Use materials with another colleague
83. (A) No one is free to take the call.
84. (B) A travel agency
85. (C) To get information about a reservation
86. (D) Overcoming difficulties
87. (A) He was hurt in an accident.
88. (A) Everyone can relate to Mr. Simonson's experience.
89. (C) A conference
90. (A) They must receive preapproval from management.
91. (A) Accounting
92. (D) An interview
93. (A) An awards ceremony
94. (D) Take a different driving route
95. (D) Factory employees
96. (D) Caramel Popcorn
97. (D) Submit more ideas
98. (D) To report an error
99. (B) Modern Fashion
100. (A) Go over a procedure

Reading Test

Part 5

101. (B) by
102. (A) most
103. (C) such
104. (D) regulates
105. (D) much
106. (D) was fixing
107. (D) were lost
108. (C) profits
109. (C) Having seen
110. (C) converse
111. (A) different
112. (B) nor
113. (B) until
114. (A) variations
115. (A) To do
116. (D) information
117. (A) yet

- 118. (C) immediately
- 119. (C) respectable
- 120. (B) has
- 121. (B) were damaged
- 122. (A) to not fail
- 123. (A) Since
- 124. (A) deadline
- 125. (A) will be
- 126. (C) fixing
- 127. (C) each other
- 128. (C) glance
- 129. (A) disappeared
- 130. (B) going

Part 6

- 131. (C) regarding
- 132. (B) is working
- 133. (C) We appreciate your help in fixing this error.
- 134. (A) gratitude
- 135. (C) During
- 136. (A) Each
- 137. (C) We would like to congratulate all of our winners.
- 138. (D) To claim
- 139. (C) pleasure
- 140. (A) will feature
- 141. (A) We ask that each person who attends the dinner give a donation of \$50 or more to the organization.
- 142. (C) unforgettable
- 143. (D) our
- 144. (B) not
- 145. (B) much
- 146. (C) Selections may vary from store to store.

Part 7

- 147. (C) He has been with Ventura for 20 years.
- 148. (B) operative
- 149. (D) She does not eat meat.
- 150. (B) She will go to the restaurant for lunch.
- 151. (C) \$2,000.00
- 152. (B) It charges a set price per project.
- 153. (D) He is moving abroad.
- 154. (B) It has its original stereo.
- 155. (D) Concord
- 156. (B) [2]
- 157. (C) August 16
- 158. (D) Friday
- 159. (A) By asking about customer preferences
- 160. (D) Midnight
- 161. (B) A reply by e-mail
- 162. (B) Their products are very attractive.
- 163. (C) Ladybug bowls
- 164. (C) Texting his coworkers on the weekend

- 165. (B) He often works on weekends.
- 166. (A) Call Peter
- 167. (D) The company has to pay the extra cost.
- 168. (C) To promote a cruise
- 169. (D) [4]
- 170. (C) By telephoning an agent
- 171. (B) One week
- 172. (D) Find out about shipping costs
- 173. (B) In case there are disputes
- 174. (A) face
- 175. (C) A customer watchdog
- 176. (B) In the library
- 177. (C) Constructing an ice rink
- 178. (C) People wanting to speak at the meeting
- 179. (D) 60 minutes
- 180. (A) Cedar Lake Beach Improvements
- 181. (A) Their vacation plans
- 182. (B) To introduce a marketing contest
- 183. (B) The prize is extra time off.
- 184. (C) handle
- 185. (D) Think of ways to market Spanish vacations
- 186. (D) 6 weeks
- 187. (C) Because it is open to the public
- 188. (B) Lara Miller
- 189. (A) To persuade readers to attend the event
- 190. (D) It is expected to draw a large audience.
- 191. (D) Wine
- 192. (B) Climate troubles
- 193. (A) 5 years
- 194. (D) People's wages have risen.
- 195. (B) Subsidize specific products
- 196. (B) B4 copy paper
- 197. (C) Two companies were merged.
- 198. (B) To introduce a new policy about paper
- 199. (C) By keeping detailed records
- 200. (A) Extra pay