**READING**

**PART V**

**Direction: Question …. Are incomplete sentences. Four words or phrases, marked (A), (B),(C), (D), are given beneath each sentence. You are to choose the one word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and mark your answer.**

1. East Coast Airline’s flight \_\_\_\_\_ Chicago has been canceled.
2. To
3. In
4. By
5. At
6. The computer programmer realized he had forgotten to turn off the office lights \_\_\_\_ he had left the premises.
7. After
8. Because
9. Since
10. And
11. The error was noticed after Ms. Radice \_\_\_\_ the order.
12. Had sent in
13. Sends in
14. Has sent
15. Is sending
16. Since Dr. Yamoto is always busy, it is best to call \_\_\_\_ make an appointment before coming to her office.
17. While
18. Before
19. Nor
20. And
21. The photographer will be accompanied \_\_\_\_ his assistant.
22. With
23. Buy
24. To
25. From
26. Ten applications were filed \_\_\_\_ Monday morning for the receptionist position.
27. At
28. On
29. Until
30. From
31. The personnel manager needs someone to \_\_\_\_ her with the presentation to the board.
32. Attend
33. Assume
34. Assign
35. Assist
36. \_\_\_\_\_ midnight, the security system turns on automatically.
37. To
38. From
39. At
40. For
41. One \_\_\_\_\_ ready to learn something new.
42. Should always be
43. Being always should
44. Always be should
45. Always should being
46. It was agree that the committee meet again \_\_\_\_ the tenth of April.
47. For
48. On
49. To
50. From
51. Did Ms. Brown \_\_\_\_ the operator’s manual from the library?
52. Loan
53. Borrow
54. Lend
55. Send
56. The assistant does not recall receiving a telex from the Mexico office \_\_\_\_ from the South American office.
57. Either
58. And
59. Or
60. But
61. If your office \_\_\_\_ a coffee machine, Mr. Perkins said he would make coffee every morning.
62. Had
63. Have
64. Will have
65. Would have
66. Boxes received from the print shop are not to be \_\_\_\_ unless marked otherwise.
67. Opening
68. Opened
69. Open
70. Opens
71. \_\_\_\_ Mr. Park was the only one who knew the way to the conference, he drove the car.
72. Although
73. Since
74. But
75. Therefore
76. If this package is sent by the express mail service, it \_\_\_\_\_ California by Friday.
77. Reaches
78. Will reach
79. Reached
80. Is reaching
81. Hotel guests who \_\_\_\_\_ checking out after 1:00 p.m. should contact the front desk.
82. Will
83. Were
84. Are going
85. Will be
86. If the accountant \_\_\_\_ a mistake, she will not charge us for her time.
87. Makes
88. Will make
89. Had made
90. Made
91. The company’s president is quite \_\_\_\_ about computers.
92. Knowing
93. Knowledge
94. Knowledgeable
95. Knows
96. Yasmin is one of our best employees and \_\_\_ working here for two years.
97. Has
98. Has been
99. Is
100. Will

**PART VI**

**Directions: In questions …, each sentence has four words or phrases underlined. The four underlined parts of the sentence are marked (A), (B), (C), (D). You are to identify the one underlined word or phrase that should be corrected or rewritten. Then, on you answer sheet, find the number of the question and mark your answer.**

1. The management team (A) worked hard on the proposal and are (B) disappointed to discover (C) that their proposal wasn’t (D) chosen.
2. efficient employee.
3. Because (A) the architects wanted to finish (B) the project, they decided not to take its (C) break until (D) later.
4. Could you find a letter (A) that you showed me (B) yesterday morning that was (C) from Mr. White of (D) the Best Service Company?
5. The registrar does not know how many (A) people is already (B) registered at (C) the hotel for the annual (D) convention.
6. The intern realizes (A) now that he should ask (B) more questions when (C) he was in training for this (D) job.
7. Have you considered to move (A) to another city to find (B) a new job that uses the same (C) skills but offers a better (D) salary?
8. Waling up the stairs (A) is not quick (B) as taking the elevator, but (C) it provides more (D) exercise.
9. Has the boss (A) decided to give we (B) the holiday off, or (C) will we get overtime for the hours (D) that we works?
10. Mr. Lu is concerned because there is (A) not news about shipment (B) that was made more than (C) three weeks ago (D).

**PART VII**

**Direction: Questions …. Are based on a selection of reading materials, such as notices, letters, forms, newspaper and magazine articles, and advertisements. You are to choose the one best answer (A), (B), (C), (D), to each question. Then, on your answer sheet, find the number of the question and mark your answer. Answer all questions following each reading selection on the basis of that is sated or implied in that selection.**

**Question 31-32 refer to the following advertisement.**

|  |
| --- |
| BIGGEST TO EUROPETHIRTY-THREE FLIGHTS WEEKLY*Serving 11 key cities in Europe:* *Amsterdam, Athens, Brussels, Copenhagen, Frankfurt, London, Malta, Paris, Rome, Vienna, Zurich**Call your travel agent or Singapore International Airways.*  |

1. What is being advertised?
2. European food
3. Hotel
4. Air travel
5. Calendars
6. Which city is NOT mentioned in the advertisement?
7. Athens
8. London
9. Munich
10. Paris

**Question 33-34 refer to the following form:**

|  |
| --- |
| BOOK ORDER FORM*Print the title of the book you want. Use separate forms for additional titles. Print your name and address below.**Book Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Publisher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Home Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Work Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

1. What is this form for?
2. A library card
3. School registration
4. Ordering a book
5. Ordering a telephone
6. When must separate forms be used?
7. When ordering additional books
8. When used by children
9. When mailed
10. When faxed

**Question 35-37 refer to the following directory:**

|  |
| --- |
| TRAVEL & TOURIST INFORMATION |
| *Alaska State Asian Office* | 4365285 |
| *Australian Tourist Commission* | 5850705 |
| *Australian National Tourist Office*  | 2156791 |
| *Bahamas Tourist Office*  | 5842655 |
| *Belgian National Tourist Office* | 5867041 |
| *Gov’t of Victoria (Australia)* | 2133061 |
| *Guam Visitor’s Bureau* | 2123630 |
| *Hawaii Visitor’s Bureau* | 2872651 |
| *Hong Kong Tourist Association* | 5030731 |

1. What does the directory list?
2. Tailor shops
3. Embassies
4. Vehicle bureaus
5. Tourist offices
6. What number would you call for information on Guam?
7. 2872651
8. 2133061
9. 2123630
10. 2133036
11. Who would be most likely to use this directory?
12. Tourists
13. Office managers
14. Telephone companies
15. Accountants

**Question 38-41 refer to the following memorandum:**

|  |
| --- |
| *To: All Employees* *From: R. Wettimuny* *Subj.: Ordering Supplies* *All request for supplies must be typed and signed. Only typed requests will be accepted. All requests must be on my desk by the fifteenth or every month. Approved requests will be sent on to the Accounting Department.* *Please plan ahead. It takes two to six weeks to order supplies.*  |

1. What does the meme concern?
2. Overdue accounts
3. Office furniture
4. Supply requests
5. Computers
6. What will happen to handwritten requests?
7. They will not be accepted
8. They will be approved quickly
9. They will be read carefully
10. They will be sent to Accounting
11. When must employees submit their requests?
12. In two weeks
13. By the fifteenth of every month
14. Within six weeks
15. Immediately
16. What will happen to approved requests?
17. They will be returned to the employee.
18. They will be sent to Purchasing.
19. They will be returned to R. Wettimuny.

**Question 42-45 refer to this information below:**

|  |
| --- |
| *RESERVATION: reservation are required for all first-class compartments. Second-and third-class coaches do not require reservation.* *DINING: Train that do not have first-class cars will not have a dining car. Sandwich and beverage carts will on all trains.* *BAGGAE: Passengers may carry up to four pieces of luggage on the train. Additional baggage may be checked*.  |

1. A passenger travelling in which of the following would read this bulletin?
2. Plane
3. Car
4. Bus
5. Train
6. For which of the following are reservation required?
7. The dining car
8. First-class car
9. Second-class car
10. Third-class car
11. According to the passage, which of the following have dining cars?
12. All trains
13. Trains with first-class cars
14. Trains with second-class cars
15. Trains with third-class cars
16. Up to how many pieces of luggage are passengers allowed to carry?
17. Two
18. Three
19. Four
20. Five

**Question 46-50 refer to this letter;**

|  |
| --- |
| *Lovely Lady Fashions* *32 Elizabeth Bay Road**Sydney, Australia* *December 15, 20\_**Mrs. R.S.W. Managala* *Jewelry Export (PTE) Ltd.* *40 Galle Face Road* *Colombo 1, Sri Lanka* *Dear Mrs. Mangala:* *Please send me information regarding your company’s new line of jewelry. I will be in India, Malaysia, and Sri Lanka next summer and I would like to discuss the possibility of importing your jewelry into Australia.* *My associates in London have been very pleased with the quality of gems you have sent them. I look forward to doing business with you in the future.* *Sincerely,* *James Goodwin* *Import Manager* |

1. Where does Mr. Good win probably live?
2. India
3. Sri Lanka
4. Australia
5. Malaysia
6. What does Mrs. Mangala manufacture?
7. Jewelry
8. Fashions
9. Textiles
10. Toys
11. When will Mr. Goodwin be in Sri Lanka?
12. Next Tuesday
13. Next week
14. Next month
15. Next summer
16. Where will the jewelry be exported from?
17. India
18. Australia
19. Malaysia
20. Sri Lanka
21. Which of the following best describes Mrs. Mangala’s gems?
22. High-quality
23. Inexpensive
24. Uncut
25. Tax-free