**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. Beginning the first of next month, lunch breaks will be \_\_\_\_ by fifteen minutes.
7. Short
8. Shortened
9. Shortening
10. Shortage
11. The computer programmer realized he had forgotten to turn off the office lights \_\_\_\_ he had left the premises.
12. After
13. Because
14. Since
15. And
16. Most employees have requested that their paychecks be \_\_\_\_\_ to homes.
17. Mail
18. Mails
19. Mailed
20. Mailing
21. The error was noticed after Ms. Radice \_\_\_\_ the order.
22. Had sent in
23. Sends in
24. Has sent
25. Is sending
26. Mr. Richards, the president of Capo Electronics, has had a very \_\_\_\_ year.
27. Successfully
28. Successful
29. Success
30. Successes
31. Since Dr. Yamoto is always busy, it is best to call \_\_\_\_ make an appointment before coming to her office.
32. While
33. Before
34. Nor
35. And
36. After working fifteen hours at the office, the new lawyer is finally putting away his papers and heading \_\_\_
37. Homely
38. Homey
39. Home
40. Homeless
41. The photographer will be accompanied \_\_\_\_ his assistant.
42. With
43. Buy
44. To
45. From
46. Ms. Ueki has never made any \_\_\_\_ decisions regarding the operation of her company.
47. Foolish
48. Fool
49. Foolishness
50. Fooled
51. Ten applications were filed \_\_\_\_ Monday morning for the receptionist position.
52. At
53. On
54. Until
55. From
56. In order to provide her customers with the finest meals, the restaurant owner \_\_\_ her produce fresh daily.
57. Buy
58. Buys
59. Buying
60. Bought
61. The personnel manager needs someone to \_\_\_\_ her with the presentation to the board.
62. Attend
63. Assume
64. Assign
65. Assist
66. Staff meetings are held \_\_\_\_ in the third floor conference room.
67. Rarely
68. Every week
69. Always
70. Sometimes
71. \_\_\_\_\_ midnight, the security system turns on automatically.
72. To
73. From
74. At
75. For
76. The project \_\_\_\_ to require more time than the contractors have available.
77. Had seemed
78. Seems
79. Is seeming
80. Will seem
81. One \_\_\_\_\_ ready to learn something new.
82. Should always be
83. Being always should
84. Always be should
85. Always should being
86. The new schedules are \_\_\_\_ with the second shift workers at the factory.
87. Popularized
88. Popular
89. Populated
90. Popularity
91. It was agree that the committee meet again \_\_\_\_ the tenth of April.
92. For
93. On
94. To
95. From
96. The travel agent said she would know the flight number and the precise arrival time \_\_\_\_\_ the airlines confirmed the reservation.
97. During
98. Because
99. When
100. While
101. Did Ms. Brown \_\_\_\_ the operator’s manual from the library?
102. Loan
103. Borrow
104. Lend
105. Send
106. The computers and printers \_\_\_\_
107. Have never been ordered
108. Never have ordered been
109. Have been never ordered
110. Have been ordered never
111. The assistant does not recall receiving a telex from the Mexico office \_\_\_\_ from the South American office.
112. Either
113. And
114. Or
115. But
116. \_\_\_\_\_ this kind of machine before?
117. Have ever you repaired
118. Have you repaired ever
119. Ever have you repaired
120. Have you ever repaired
121. If your office \_\_\_\_ a coffee machine, Mr. Perkins said he would make coffee every morning.
122. Had
123. Have
124. Will have
125. Would have
126. The time sheets are to be filled out twice \_\_\_\_ - in the morning when the staff arrives and in the evening when they leave.
127. Usually
128. Sometimes
129. Daily
130. Frequently
131. Boxes received from the print shop are not to be \_\_\_\_ unless marked otherwise.
132. Opening
133. Opened
134. Open
135. Opens
136. The goal of our meetings is to make the directors \_\_\_\_ our problem.
137. Understanding
138. Understood
139. Understand
140. Be understanding
141. \_\_\_\_ Mr. Park was the only one who knew the way to the conference, he drove the car.
142. Although
143. Since
144. But
145. Therefore
146. Ms. Wang did not want her check automatically \_\_\_\_\_ into her account.
147. Deposit
148. Deposits
149. Depositing
150. Deposited
151. If this package is sent by the express mail service, it \_\_\_\_\_ California by Friday.
152. Reaches
153. Will reach
154. Reached
155. Is reaching
156. When delivering large packages, please use the side \_\_\_\_
157. Enter
158. Entered
159. Entering
160. Entrance
161. Hotel guests who \_\_\_\_\_ checking out after 1:00 p.m. should contact the front desk.
162. Will
163. Were
164. Are going
165. Will be
166. Mr. Davis, my lawyer, was a \_\_\_\_ by the time he was thirty.
167. Millions
168. Millionaire
169. Million
170. Millionfold
171. If the accountant \_\_\_\_ a mistake, she will not charge us for her time.
172. Makes
173. Will make
174. Had made
175. Made
176. Ms. Yuen is going to ask the personnel office how much vacation time she \_\_\_ left.
177. Shall have
178. Will have had
179. Is having
180. Has
181. The company’s president is quite \_\_\_\_ about computers.
182. Knowing
183. Knowledge
184. Knowledgeable
185. Knows
186. Yasmin is one of our best employees and \_\_\_ working here for two years.
187. Has
188. Has been
189. Is
190. Will
191. The receptionist \_\_\_\_ the vice president if he knew where she was.
192. Will call
193. Call
194. Called
195. Would call
196. The conference participants had their suitcases \_\_\_\_ at the hotel.
197. Picked up
198. Picking up
199. Pick up
200. To be picked up

**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 messenger (A) had the receipt (B) signed (C) before he left an office (D).
2. Paychecks (A) are distributed to all employees (B) on (C) Friday afternoons in (D) 3:00.
3. The management team (A) worked hard on the proposal and are (B) disappointed to discover (C) that their proposal wasn’t (D) chosen.
4. Ms. Park’s evaluations show that her (A) supervisors considers (B) her to be (C) an (D) efficient employee.
5. Because (A) the architects wanted to finish (B) the project, they decided not to take its (C) break until (D) later.
6. Mr. Honda wants to know (A) where the supplies are kepts (B) , in case he need (C) more of them (D) while we’re away.
7. 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?
8. Mr. Mura is worried that he wouldn’t be (A) able to find (B) a parking space when he comes (C) to the office (D) this afternoon.
9. The registrar does not know how many (A) people is already (B) registered at (C) the hotel for the annual (D) convention.
10. The new office building is much (A) farthest (B) away than (C) the one we used to work (D) in.
11. The intern realizes (A) now that he should ask (B) more questions when (C) he was in training for this (D) job.
12. Mr. Wilcox will return (A) from his vacation before his (B) assistant had to leave (C) for his business (D) trip.
13. 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?
14. The (A) passengers, tired after a very (B) long trip, was relaxing (C) in every available seat in (D) the airport lobby.
15. Waling up the stairs (A) is not quick (B) as taking the elevator, but (C) it provides more (D) exercise.
16. The staff on the third (A) floor has asked (B) the smokers to avoid to take (C) their breaks in the office so the smoke won’t bother (D) the nonsmokers.
17. 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?
18. Mr. Chyn always (A) gets a lot done, but (B) yesterday she did more work that (C) I’ve ever seen before (D).
19. Mr. Lu is concerned because there is (A) not news about shipment (B) that was made more than (C) three weeks ago (D).
20. From (A) now on, all visitor (B) must show (C) identification at the receptionist’s desk in (D) the lobby.

**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 61-62 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 63-64 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 165-167 refer to the following newspaper report:**

|  |
| --- |
| *Tomorrow, bus service on Orchard Road will be changed between the hours of 9.a.m. and 12:30 p.m. The Chingay Parade will take place from 10:00 a.m. to 12: 00 p.m.**Number 7, 13, 14, 16, and 23 buses will turn left onto Scotts Road, right onto Celmenceau Avenue, and left onto Orchard Road below the parade route.* *In the event of rain, the diversion will take place at 3:00 p.m. and the parade shortly after.*  |

1. For whom is this report important?
2. Weather reporters
3. Bus riders
4. City workers
5. Bus repair people
6. At 10:00 a.m. what will happen to certain buses?
7. They will be used in the parade.
8. They will take a different route.
9. They will have no riders.
10. They will be taken out of service.
11. When will the parade take place if it rains?
12. In the morning
13. In the afternoon
14. The next morning
15. The following afternoon

**Question 68-70 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 71-74 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 75-77 refer to these information board:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Zone 1* | *Zone 2* | *Zone 3* |
| *Destination* | *Asia, Marshal Is., Guam, Midway, and others* | *North America, Central America, Oceania, Middle East, Europe* | *Africa, South America* |
| *Classification* | *Weight* |  |  |  |
| *Letter* | *Up to 25g**Up to 50g* | *90 yen**160 yen* | *110 yen**190 yen* | *130 yen**230 yen* |
| *Postcard* | *Uniform rate of 70 yen to anywhere in the world* |
| *Aerogramme* | *Uniform rate of 90 yen to anywhere in the world* |
| *Standard-size item: 14-23.5 cm length, 9-12 cm width, thickness of within 1cm* |

1. What is the cost of sending a twelve-gram letter to South Africa?
2. ¥70
3. ¥90
4. ¥130
5. ¥230
6. How much would an aerogramme to Asia cost?
7. ¥70
8. ¥90
9. ¥110
10. ¥160
11. How much will a ¥110 letter to Europe weigh?
12. 25 gram or less
13. Between 25 and 50 grams
14. More than 50 grams
15. Unknown

**Question 78-81 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 82-86 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

**Question 87-89 refer to this note;**

|  |
| --- |
| TO WATERPROOF SHOES AND BOOTS:*Remove all dust and dirt from shoes. Hold spray can 6 to 8 inches away from clean shoes. Cover all surfaces evenly. Let dry for one hour. Repeat application one more time. The protection will last for six months under average climatic conditions.*  |

1. From what will this spray protect shoes?
2. Dirt
3. Dust
4. Water
5. Drying out
6. How many times must the shoes be sprayed?
7. One time
8. Two times
9. Six times
10. Eight times
11. How long will the application last?
12. One hour
13. One week
14. A couple of months
15. Half a year

**Question 90-91 refer to the following advertisement:**

|  |
| --- |
| *How to Get Your Hands on Computers …FAST**Call 951-0811**RENT-A-COMPUTER ALL BRANDS* *6 hour delivery* *No deposit* *Rent with option to buy* *Latest in technology* *Call us today for more information about the easiest way to get your hands on a computer*.  |

1. According to the ad, what does this company do?
2. Rents computers
3. Buys computers
4. Repairs computers
5. Provides computer training
6. When will the computers be delivered?
7. In 5 hours
8. In 6 hours
9. In 6 days
10. In 5 weeks

**Question 92-93 refer to the following directions**

|  |
| --- |
| *DRIVING DIRECTIONS FROM MANHATTAN TO SCARSDALE**Drive north on the Bronx River Parkway toward White Palins. Get off the Highway at Exit 12, Crane Road. Make a right turn on Crane Road and continue straight for 1.5 miles to Scarsdale.*  |

1. What form of transport are these directions for?
2. Walking
3. Taking the bus
4. Driving
5. Flying
6. How far is it from Exit 12 to Scarsdale?
7. 1.5 miles
8. 3 miles
9. 12 miles
10. 22 miles

**Question 94-95 refer to the following memorandum**

|  |
| --- |
| *INTEROFFICE MEMO**To: R.B. Manas* *From: J.K. Kaocharen* *Subject: Electricity Usage* *Too much electricity is being used in your building.* *Please ask your works to turn on the air conditioners only during the afternoon. When they go home at night, please have them turn off all air conditioners and all lights.*  |

1. What are the workers doing?
2. Building an electric plant
3. Repairing the air conditioners
4. Asking for a raise
5. Using too much electricity
6. According to the memorandum, when should the air conditioners be used?
7. Only when it is very hot
8. For two hours in the morning
9. During the afternoon
10. After they are repaired

**Question 96-98 refer to the following table:**

|  |
| --- |
| *SURVEY OF ELEMENTARY SCHOOL TEACHERS**Reasons for lack of computer education programs in public schools* |
|  | *Respondents*  |
| *Number* | *Percent*  |
| 1. *Not enough computers in school*
 | *14* | *32.6* |
| 1. *Teachers fear computer*
 | *8* | *18.8* |
| 1. *Not enough time in curriculum*
 | *14* | *32.6* |
| 1. *Too expensive*
 | *20* | *46.5* |
| 1. *Poor-quality software*
 | *16* | *37.2* |
| *Total Number of Teachers in Survey**(some teachers responded to more than one reason.)* | *43* |  |
|  |  |

1. How many teachers responded to the survey?
2. 20
3. 40
4. 43
5. 76
6. What was the reason given most often for the lack of computer education in schools?
7. Poor-quality software
8. Not enough computers
9. Fear of computers
10. Expense
11. Which of the following do teachers consider the least problematic?
12. Cost of computers
13. Quality of software
14. Fear of computers
15. Time in curriculum

**Question 99-100 refer to the following report:**

|  |
| --- |
| *The hotel Manager of the Year Award Essay Compettion winner was announced last night. The top prize of $ 2,500 went to Mr. Randolph Ng. Mr. Ng believes that a hotel manager must be like a parent to his or her workers. “ A manager”, Mr. Ng said, “must help others be successful.”* |

1. What did Mr. Ng do?
2. Wrote an essay
3. Asked for more money
4. Turned down a prize
5. Announced his retirement
6. When was the award winner announced?
7. Last year
8. Last night
9. This morning
10. This afternoon.

**STOP**

**This is the end of the test.**