PART 5

1. Thank you for your inquiry regarding the installation and usage of the software your company, Pike Law Firm, has recently purchased.

   (A) schedule
   (B) schedules
   (C) scheduling
   (D) scheduled

2. Our software is designed to make the administration, scheduling and record-keeping of legal firms easier for assistants and receptionists.

   (A) much
   (B) many
   (C) some
   (D) any

3. I am aware, however, that the installation may be a bit difficult.

   (A) processing
   (B) to process
   (C) process
   (D) processed

4. To assist you, I have attached our installation guide, as well as a question and answer document to cover any additional problems.

   (A) comprehension
   (B) comprehensive
   (C) comprehend
   (D) comprehensibility

5. Once you have installed the software, please follow the set-up guidelines and watch the tutorial in order to become familiar with how our software works.

   (A) introduce
   (B) introducing
   (C) introduced
   (D) introductory

6. If you are still having difficulty, please do not hesitate to contact me again.

   (A) hesitate
   (B) hesitating
   (C) hesitated
   (D) hesitation

7. I can arrange a technician to visit your office and provide a software demonstration at your convenience.

   (A) in
   (B) on
   (C) to
   (D) for

8. This service is available no additional charge.

   (A) for
   (B) at
   (C) on
   (D) over

9. Thank you again for your interest in our products.

   (A) interesting
   (B) interested
   (C) interest
   (D) interests

10. Get professional investment advice from Michael Perrier on how to ensure a future.

    (A) comfortable
    (B) comfortably
    (C) comfort
    (D) comforting
11. Attendees will learn about local and global housing markets, and be provided with tips and strategies for ------- and profitable investments.

   (A) safety  
   (B) safe  
   (C) safer  
   (D) safest

12. Tickets are $20 ------- seat, and will be available at the door.

   (A) under  
   (B) on  
   (C) with  
   (D) per

13. Get information on Port Smith’s job market and connect with local businesses at this year’s ------- lunch.

   (A) network  
   (B) networks  
   (C) networked  
   (D) networking

14. Representatives from over 45 businesses are expected to be in ------- .

   (A) attend  
   (B) attendant  
   (C) attendance  
   (D) attendee

15. Business reps should have their booths set up ------- 11:30 A.M.

   (A) until  
   (B) throughout  
   (C) toward  
   (D) by

16. Don’t miss Port Smith’s annual trade fair with companies ------- 18 different countries from around the world.

   (A) represent  
   (B) representing  
   (C) represented  
   (D) representation

17. Get product and service demonstrations, samples and discounts from a ------- range of retailers.

   (A) big  
   (B) wide  
   (C) high  
   (D) many

18. If you’d like to book a booth for your company, registration must be ------- before January 15.

   (A) complete  
   (B) completion  
   (C) completing  
   (D) completed

19. Booths are ------- , so don’t delay.

   (A) limit  
   (B) limiting  
   (C) limited  
   (D) limits

20. Bestselling author Sasha Badke offers her advice on how to ------- small businesses and what advertising mistakes to avoid.

   (A) proceed  
   (B) procure  
   (C) prolong  
   (D) promote
21. Tickets are $15 per seat and will be ------- at the door.
   (A) availed  
   (B) avail  
   (C) availability  
   (D) available

22. Due to ------- for this year's trade fair, the February committee meeting will be cancelled.
   (A) prepare  
   (B) prepared  
   (C) preparing  
   (D) preparations

23. The next meeting will be held at the ------- of March.
   (A) begin  
   (B) began  
   (C) beginning  
   (D) begins

24. Thank you so much for ------- a volunteer with our center.
   (A) became  
   (B) becoming  
   (C) become  
   (D) to become

25. As I mentioned in our phone call, the convention center has a lot of new events ------- and we need as much help as we can get.
   (A) will be scheduling  
   (B) schedule  
   (C) scheduling  
   (D) scheduled

26. I've worked out the ------- for the first few months of the year, and have made a list of tasks for you to help with if you’re available.
   (A) detailed  
   (B) to detail  
   (C) details  
   (D) detailing

27. The most urgent task we need to do is to contact a new speaker for the seminar ------- next week.
   (A) coming  
   (B) come  
   (C) comes  
   (D) came

28. Michael Perrier was ------- to be hosting the event, but has had to cancel unexpectedly.
   (A) supposing  
   (B) supposed  
   (C) suppose  
   (D) to suppose

29. Luckily, Ted Luntasa had also shown some interest in ------- this seminar.
   (A) to lead  
   (B) led  
   (C) lead  
   (D) leading

30. Please contact him to find ------- if he is still available.
   (A) in  
   (B) out  
   (C) to  
   (D) with
31. The second event we’d like your help with is ------- January 19th.
   (A) in  
   (B) on  
   (C) at  
   (D) with

32. We are hosting a community lunch and need someone to help organize booths for the local business ------- that will be attending.
   (A) representation  
   (B) represented  
   (C) representatives  
   (D) to represent

33. Finally, I understand that you have some experience with website ------- and maintenance.
   (A) creative  
   (B) created  
   (C) creating  
   (D) creation

34. I would really appreciate it if you could put the new events calendar ------- our site.
   (A) in  
   (B) with  
   (C) onto  
   (D) at

35. If you have any ideas about how to update or improve the site, that would also be very -------.
   (A) helpful  
   (B) available  
   (C) repeatable  
   (D) possible

36. If you are interested, I will send you the ------- login name and password.
   (A) administrator  
   (B) administrative  
   (C) administrate  
   (D) administration

37. Thanks again for offering your time ------- the convention center.
   (A) for  
   (B) with  
   (C) to  
   (D) on

38. Due to a rainy weather forecast, today’s Moreen Park Free Musical Performance, scheduled for 11:30 A.M., ------- been cancelled.
   (A) have  
   (B) has  
   (C) had  
   (D) to have

39. For those of you who have made the trip to see popular concert violinist Rosa Marche ------- a free performance at the band shelter, we are very sorry for the inconvenience.
   (A) gave  
   (B) given  
   (C) give  
   (D) will give

40. Given the recent heavy rain and the ------- upcoming storm, park management has decided to cancel all free musical performances for the next ten days.
   (A) predict  
   (B) predicting  
   (C) predicts  
   (D) predicted
1. Weekly musical performances sponsored by the Bayview Symphony Orchestra are ------- to resume on May 23.
   (A) expect
   (B) expecting
   (C) expects
   (D) expected

2. For anyone interested in ------- a performance by Rosa Marche, she is expected to resume her free weekly performances on June 27 at 12:30 P.M. at the Moreen Park band shelter.
   (A) seeing
   (B) to see
   (C) see
   (D) seen

3. For more information about this and ------- cancellations, please contact park management at (555) 333-0442.
   (A) increasing
   (B) incoming
   (C) upcoming
   (D) upholding

4. ------- summer coming, the people of Millet are looking for more ways to enjoy the warm weather.
   (A) To
   (B) On
   (C) For
   (D) With

5. One way to ------- up some sun is by trying one of the many restaurant patios around town.
   (A) enjoy
   (B) soak
   (C) clear
   (D) hang

6. Millet has a ------- of restaurants with outdoor seating to fit your tastes and budget.
   (A) variable
   (B) variety
   (C) vary
   (D) variation

7. For French dining, ------- the brand new La Paris Café.
   (A) try
   (B) trying
   (C) to try
   (D) tried

8. This is a perfect place to enjoy fresh baked breads and tasty entrées ------- taking in the view of our beautiful city’s skyline.
   (A) where
   (B) which
   (C) while
   (D) what

9. If you’re there for dinner, be sure to try the chef’s ------- , maple-orange turkey.
   (A) specialty
   (B) special
   (C) specialist
   (D) specially

10. To enjoy a ------- view of the Torga River, head to Torga Terrace on Aspen Street.
    (A) outgoing
    (B) undertaking
    (C) increasing
    (D) breathtaking
11. Torga Terrace is a traditional steakhouse that uses only the highest quality meats, and you'll find their filet mignon especially mouthwatering.
   (A) be
   (B) to be
   (C) been
   (D) will be

12. Be sure to book ahead for a good spot on the patio, tables are known to fill up quickly when the weather's nice.
   (A) while
   (B) where
   (C) as
   (D) so

13. Finally, if you like your food spicy and exotic, the Bangalore Garden Restaurant.
   (A) go
   (B) live
   (C) try
   (D) seem

14. Feast on one of their hot Indian curry dishes while the scents of their beautiful patio garden.
   (A) inhaling
   (B) inhale
   (C) inhales
   (D) inhaled

15. Make sure to have water available, as some of their dishes are hot.
   (A) finally
   (B) fortunately
   (C) extremely
   (D) clearly

16. These are only a few of the many outdoor options available you this summer here in the city of Millet.
   (A) to
   (B) on
   (C) for
   (D) with

17. If you have any comments, or would like to recommend another restaurant, please feel free to contact me and I'll try to it in my next column.
   (A) tell
   (B) talk
   (C) mention
   (D) speak

18. I wanted to let you know that I really enjoyed your article on summer hotspots in the newspaper this week.
   (A) pass
   (B) passing
   (C) passed
   (D) past

19. I went to Torga Terrace yesterday and was very .
   (A) impressing
   (B) impressed
   (C) impress
   (D) impresses

20. The filet mignon was excellent and I really loved the patio .
   (A) scenery
   (B) scent
   (C) scene
   (D) scenario
21. I hope to try the other two restaurants you ——— sometime soon.
   (A) to list
   (B) lists
   (C) listed
   (D) listing

22. I noticed that your article didn’t mention a vegetarian option, so I thought I would ——— a suggestion.
   (A) take
   (B) cause
   (C) attend
   (D) make

23. There is a new restaurant on Parker Avenue near the edge of the city, ——— Angela’s Alcove, which opened last month.
   (A) call
   (B) calling
   (C) called
   (D) to call

24. Their patio has a wonderful view of the Hillhurst Forest Park, and their menu is full of ——— choices.
   (A) interest
   (B) interested
   (C) interesting
   (D) interests

25. I’ve been there for dinner a few times and can’t ——— the fantastic taste of their fettuccine pesto.
   (A) forget
   (B) remind
   (C) announce
   (D) notify

26. They also have an ——— variety of healthy dessert choices.
   (A) impression
   (B) impressive
   (C) impress
   (D) impressed

27. They are only $5 a dish, and are all made with ——— grown fruit.
   (A) location
   (B) locate
   (C) located
   (D) locally

28. I’m hoping ——— a chance to try their lunch menu soon because it also looks quite good.
   (A) to
   (B) with
   (C) for
   (D) on

29. It ——— falafel pitas and fresh Greek salads, as well as tofu soup and chickpea soup.
   (A) including
   (B) include
   (C) includes
   (D) inclusion

30. If you are able to, please ——— this place in next week’s article.
   (A) mention
   (B) talk
   (C) speak
   (D) tell
31. It’s a new business, so I’m sure they would appreciate the -------.
   (A) public  
   (B) publicity  
   (C) publication  
   (D) publicize

32. Thanks again for your interesting and ------- articles.
   (A) informative  
   (B) information  
   (C) informing  
   (D) inform

33. I look forward to ------- next week’s edition.
   (A) read  
   (B) be read  
   (C) reading  
   (D) be reading

34. We thank you for your interest in our company, specifically our swimming pool design and ------- services.
   (A) install  
   (B) installment  
   (C) installing  
   (D) installation

35. You ------- expressed a desire to purchase an in-ground swimming pool for your estate.
   (A) soon  
   (B) recently  
   (C) efficiently  
   (D) gradually

36. It is important when choosing a swimming pool to ------- the size and condition of the lot.
   (A) consideration  
   (B) considerable  
   (C) consider  
   (D) considerate

37. For example, if you have large portions of the lot devoted to gardens, it may be necessary to reduce the garden size to accommodate the swimming pool and ------- patio.
   (A) surrounding  
   (B) surrounded  
   (C) surround  
   (D) surrounds

38. Our company can assist you in remodeling the landscape in order to create a ------- environment.
   (A) please  
   (B) pleased  
   (C) pleasant  
   (D) pleasing

39. Similarly, many clients have difficulty ------- the material for their pool patio.
   (A) choose  
   (B) chosen  
   (C) to choose  
   (D) choosing

40. We commonly recommend a simple slate gray stone as it ------- well with outdoor furniture.
   (A) coordinated  
   (B) coordinate  
   (C) coordinates  
   (D) coordinating
PART 5

1. Our design team, however, can assist you in ______ the color and shape of the patio stones in order to ensure they match with the appearance of surrounding buildings.
   (A) choose
   (B) chose
   (C) choosing
   (D) chosen

2. Lastly, choosing a pool shape and size is a very ______ task.
   (A) less
   (B) larger
   (C) little
   (D) large

3. We recommend that you ______ one of our design specialists to visit your property in order to develop some mock designs.
   (A) request
   (B) are requesting
   (C) requests
   (D) are requested

4. I have enclosed a full product list as well as our ______ design magazine.
   (A) previously
   (B) fully
   (C) yearly
   (D) originally

5. Please take a look at some of the sample designs and do not ______ to contact me directly with any questions.
   (A) hesitate
   (B) be hesitated
   (C) hesitating
   (D) hesitant

6. I look forward to working with you through every ______ of design and development of your swimming pool.
   (A) stages
   (B) staged
   (C) staging
   (D) stage

7. I am pleased to be able to offer my thoughts and opinions regarding the services your company, Sunscape Gardening, has provided me ______ this summer.
   (A) to
   (B) with
   (C) for
   (D) on

8. I have attached the ______ customer service survey you sent me, but I would like to make some additional comments.
   (A) complete
   (B) completes
   (C) completing
   (D) completed

9. I have been ______ happy with the work that Sunscape Gardening has done for my business, the WestField Golf Course.
   (A) lastly
   (B) extremely
   (C) finally
   (D) costly

10. This was the first year I decided to ______ a landscaping company rather than run my own landscaping department.
    (A) hire
    (B) structure
    (C) proceed
    (D) occupy
11. I must say, the work Sunscape Gardening did was far superior ------ what I had been able to complete and it took away a large portion of the pressure that comes with running a big business.

   (A) for  
   (B) to  
   (C) with  
   (D) on

12. Many of my regular customers have commented on the quality of the grass, as well as the beauty of the ------ gardens and lawns.

   (A) manicure  
   (B) manicures  
   (C) manicuring  
   (D) manicured

13. I would certainly like to ------ Sunscape Gardening’s services for next season.

   (A) respond  
   (B) remind  
   (C) request  
   (D) return

14. The last time we spoke, you mentioned that Sunscape Gardening would be ------ its services to some light stone work.

   (A) expanding  
   (B) expanded  
   (C) expand  
   (D) expands

15. If this is true, I would like to get ------ more information from you about this.

   (A) any  
   (B) some  
   (C) a  
   (D) most

16. I have a walkway that needs to be ------ next season.

   (A) repair  
   (B) repairs  
   (C) repairing  
   (D) repaired

17. Could you please e-mail ------ any information you have about your new service packages?

   (A) I  
   (B) my  
   (C) me  
   (D) mine

18. Thank you so much for your help. I look forward to ------ from you.

   (A) hearing  
   (B) writing  
   (C) talking  
   (D) seeing

19. Thank you once again for ------ Comfort Suites.

   (A) choose  
   (B) chosen  
   (C) chose  
   (D) choosing

20. The following are the details of your ------ online booking.

   (A) confirmed  
   (B) confirming  
   (C) confirm  
   (D) confirms
21. Please contact us as soon as possible if any of these ------- are not accurate.
   (A) detail
   (B) details
   (C) detailing
   (D) detailed

22. Also, if you would like to take advantage of our free airport shuttle, please let us know in -------.
   (A) advance
   (B) advances
   (C) advancement
   (D) advancing

23. As a valued member of our rewards club, we appreciate your patronage and look forward to providing you with a ------- and relaxing holiday.
   (A) comforting
   (B) comfort
   (C) comfortable
   (D) comforts

24. Furthermore, if you would like to receive ------- bonus points on your membership card, be sure to complete the Comfort Suites quality survey upon completion of your stay.
   (A) redeemable
   (B) capable
   (C) possible
   (D) unable

25. I always enjoy my trips to New Zealand, and I’m glad that I’ve found such an affordable and ------- place to stay.
   (A) enjoy
   (B) enjoyment
   (C) enjoyable
   (D) to enjoy

26. Their friendly staff greeted us at the airport and treated us very well ------- the trip.
   (A) throughout
   (B) while
   (C) still
   (D) until

27. I was especially ------- with the effort they put into making my children feel comfortable.
   (A) impress
   (B) impressed
   (C) impressive
   (D) impression

28. The room they ------- us was spotless, and we didn’t have any difficulties or inconveniences during our stay.
   (A) are given
   (B) give
   (C) gave
   (D) given

29. I will ------- book with this Comfort Suites location again in the future.
   (A) defining
   (B) define
   (C) definitely
   (D) definite

30. ------- many of you are aware, Globe Publishing has just agreed on a contract with Headlines magazine.
   (A) While
   (B) Whereas
   (C) As
   (D) Therefore
31. We are very ------- about this opportunity to further expand our international business.
   (A) excite  
   (B) exciting  
   (C) excited  
   (D) excitement

32. Headlines magazine is a very ------- publication that has continued to grow in popularity over the past seven years.
   (A) success  
   (B) successful  
   (C) succession  
   (D) successive

33. It is now ordered by ------- ten thousand people every month.
   (A) through  
   (B) without  
   (C) with  
   (D) over

34. As a result of this new contract, Globe Publishing is now seeking to hire new employees to fill positions that will soon be -------.
   (A) opening  
   (B) opened  
   (C) opens  
   (D) to be opened

35. Most prominently, we are seeking a senior editor to coordinate with Headlines magazine’s journalists and photographers to ------- that the editing and printing process runs smoothly.
   (A) assure  
   (B) ensure  
   (C) insure  
   (D) sure

36. This position will be a very ------- job, and will require someone with extensive editing experience and strong references.
   (A) demand  
   (B) demanded  
   (C) demands  
   (D) demanding

37. The chosen candidate will also be expected to relocate ------- the greater Melbourne area.
   (A) on  
   (B) with  
   (C) to  
   (D) for

38. If any current employees would like to apply ------- this position, or know someone who would fit our needs, please have a complete application package sent to my office by the end of this month.
   (A) to  
   (B) for  
   (C) in  
   (D) with

39. My name is Seri Moon and I’m writing to express my great ------- in the position of senior editor at Globe Publishing.
   (A) interest  
   (B) interesting  
   (C) interested  
   (D) interestingly

40. I was notified ------- this position by Christopher Lewis, a marketing assistant in your company.
   (A) with  
   (B) of  
   (C) by  
   (D) to
PART 5

1. I believe that I would be a perfect fit ------- this position because of my experience and education.
   (A) on
   (B) to
   (C) at
   (D) for

2. I graduated with honors from the University of Sydney, and I ------- worked as an editor’s assistant for the past four years under James Crombey, the editor in chief of Focus Publications.
   (A) have
   (B) having
   (C) had
   (D) have been

3. During this time I became very familiar with the use of ------- programs and printing procedures.
   (A) edited
   (B) editing
   (C) to edit
   (D) edit

4. If ------- for this position, I would be able to move to Melbourne promptly and start as soon as possible.
   (A) choose
   (B) chose
   (C) choosing
   (D) chosen

5. Along ------- my résumé, please find attached reference letters from my university professor, Brent Harding, as well as from Mr. Crombey.
   (A) to
   (B) with
   (C) on
   (D) of

6. Thank you for your time, and I look forward to ------- from you.
   (A) writing
   (B) seeing
   (C) hearing
   (D) looking

7. Visitors to Knoxville University are ------- to have a parking permit to park their vehicles on campus.
   (A) require
   (B) to require
   (C) required
   (D) requiring

8. Many clients want to communicate with us through phone calls and e-mails ------- others prefer to speak to us in person.
   (A) while
   (B) unless
   (C) during
   (D) despite

9. This is to serve as a ------- to all employees hired during the spring hiring period of this year that management has scheduled your first performance evaluation.
   (A) remaining
   (B) reminder
   (C) reduction
   (D) requirement

10. Department managers will be ------- evaluation meetings from the 14th to 18th of this month.
    (A) conducted
    (B) conduct
    (C) conductor
    (D) conducting
11. All new employees will be evaluated and ------- of employment will be renegotiated.
(A) terminations
(B) suppliers
(C) terms
(D) tardiness

12. Selected employees will be promoted to full salary positions based ------- their performance scores and will have access to additional benefits.
(A) of
(B) in
(C) on
(D) at

13. For example, ------- employees with families may choose to purchase a health insurance or dental insurance package.
(A) promoted
(B) promotes
(C) promoting
(D) promote

14. Be sure to ------- these options fully during your performance meeting with your department manager.
(A) say
(B) talk
(C) discuss
(D) mention

15. They will be responsible for ------- all aspects of the transition to pre-selected candidates.
(A) explanation
(B) explain
(C) explained
(D) explaining

16. At the last board meeting, Steven Collins reported on the progress in ------- the new company-wide recycling program.
(A) being implemented
(B) implementing
(C) implement
(D) implemented

17. The higher minimum wage approved by the California state government will ------- to an increase in the cost of labor for local businesses.
(A) go
(B) communicate
(C) lead
(D) leave

18. Mr. Ebihara will go to the meeting room and make sure everything is set up at ------- one hour before he presents his proposal to the new clients.
(A) little
(B) less
(C) much less
(D) least

19. Dwyer Roasters will produce instant Coffee ------- for local consumption and for overseas export.
(A) both
(B) either
(C) not only
(D) neither

20. We spent days ------- many ideas and eventually summarized them into a one-page overview for the CEO.
(A) suggests
(B) suggested
(C) to suggest
(D) suggesting
21. Mr. Shin explained that the proposed marketing campaign for Seer's new diet drink is ------- at young men in their twenties.
   (A) aim  
   (B) aiming  
   (C) aimed  
   (D) aims

22. The lease on the Ferry Building was just renewed by the current tenant for ------- five years.
   (A) other  
   (B) others  
   (C) another  
   (D) some

23. As a valued member of our rewards club, we appreciate your patronage and look forward to providing you with a comfortable and ------- holiday.
   (A) relaxing  
   (B) relaxed  
   (C) relax  
   (D) to be relaxed

24. McDonnell Construction is proud to have assisted the Florida state government with the ------- of many important historical buildings in the state.
   (A) requirement  
   (B) restoration  
   (C) resignation  
   (D) response

25. Before ------- a business plan, all entrepreneurs should research the target markets for their business concepts.
   (A) prepares  
   (B) prepared  
   (C) prepare  
   (D) preparing

26. Akihiro Yamada, Director of Purchasing, is responsible for ensuring the ------- payment to all suppliers.
   (A) courteous  
   (B) former  
   (C) previous  
   (D) prompt

27. The government has implemented a number of new fiscal policies ------- the current economic crisis.
   (A) address  
   (B) addressed  
   (C) addressing  
   (D) to be addressed

28. With the retirement of Dr. Philip Holdings, Ms. Tetsuyo Greene will present the team’s research results at the UBJ Biotech Research Symposium -------.
   (A) itself  
   (B) it  
   (C) her  
   (D) herself

29. Mr. Billon’s two o’clock flight to Houston was ------- because of fog, but only for fifteen minutes.
   (A) delaying  
   (B) delayed  
   (C) delay  
   (D) to have been delayed

30. Orders submitted by 2:00 P.M. on weekdays will be ------- and shipped by the end of the next business day.
   (A) processed  
   (B) processing  
   (C) process  
   (D) to have been processed
31. Yocchi Wellness Center is delighted to announce that it will be expanding its range of services as well as several new clinic locations.
(A) added  
(B) adding  
(C) adds  
(D) addition

32. In addition to their headquarters in the prestigious Conners Private Hospital, Yocchi Wellness Center will open three more clinics in regional satellite cities.
(A) locating  
(B) located  
(C) locate  
(D) location

33. In order to cope with the demand for services, owner and founder Dr. Robert Linde will also offer an after-hours service for those who cannot meet the regularly scheduled clinic hours.
(A) increase  
(B) decrease  
(C) increasing  
(D) decreasing

34. All Yocchi Wellness Centers will offer hours until 9 P.M. Monday through Friday.
(A) extend  
(B) extended  
(C) extension  
(D) to be extended

35. For more information, the names of participating health professionals, please visit www.yocchiwellness.ca.
(A) includes  
(B) to be included  
(C) including  
(D) inclusion

36. This position will be a very demanding job, and will require someone with editing experience and strong references.
(A) extension  
(B) extensive  
(C) extend  
(D) extends

37. The chosen candidate will also be to relocate to the greater Melbourne area.
(A) expect  
(B) expectation  
(C) expected  
(D) expecting

38. If any current employees would like to apply for this position, or know someone who would our needs, please have a complete application package sent to my office by the end of this month.
(A) put  
(B) need  
(C) fit  
(D) respond

39. My name is Seri Moon and I’m writing to my great interest in the position of senior editor at Globe Publishing.
(A) be expressed  
(B) expressing  
(C) express  
(D) expression

40. I was notified of this position by Christopher Lewis, a marketing in your company.
(A) assist  
(B) assistance  
(C) assisting  
(D) assistant
1. Thank you for your inquiry regarding the installation and usage of the scheduling software your company, Pike Law Firm, has recently purchased.
   (A) regarded
   (B) regarding
   (C) regards
   (D) regard

2. Our software designed to make the administration, scheduling and record-keeping of legal firms much easier for assistants and receptionists.
   (A) is
   (B) are
   (C) be
   (D) will have been

3. I am aware, however, that the process may be a bit difficult.
   (A) install
   (B) installment
   (C) installing
   (D) installation

4. To assist you, I have attached our comprehensive installation guide, as well as a question and answer document to cover any problems.
   (A) addition
   (B) adding
   (C) additional
   (D) add

5. Once you have installed the software, please follow the set-up guidelines and watch the introductory in order to become familiar with how our software works.
   (A) tutor
   (B) tutorial
   (C) tutors
   (D) tutoring

6. If you are still having difficulty, please do not hesitate to contact me again.
   (A) difference
   (B) differently
   (C) difficulty
   (D) difficult

7. I can arrange for a technician to visit your office and provide a software demonstration at your convenience.
   (A) convenience
   (B) convenient
   (C) convene
   (D) convection

8. This service is available at no additional charge.
   (A) availability
   (B) unavailable
   (C) available
   (D) avail

9. Thank you again for your interest in our products.
   (A) on
   (B) to
   (C) at
   (D) in

10. Get professional investment advice from Michael Perrier on how to ensure a comfortable future.
    (A) ensures
    (B) ensure
    (C) ensured
    (D) ensuring
11. Attendees will learn about local and global housing markets, and ------- with tips and strategies for safe and profitable investments.
   (A) be provided
   (B) provide
   (C) provides
   (D) will provide

12. Tickets are $20 per seat, and will be available ------- the door.
   (A) along
   (B) at
   (C) into
   (D) between

13. Get information on Port Smith’s job market and ------- with local businesses at this year’s networking lunch.
   (A) connect
   (B) connects
   (C) connecting
   (D) to have been connected

14. Representatives from over 45 businesses are expected ------- in attendance.
   (A) are
   (B) will be
   (C) to be
   (D) are being

15. Business ------- should have their booths set up by 11:30 A.M.
   (A) reps
   (B) cards
   (C) accounts
   (D) opportunities

16. Don’t miss Port Smith’s annual trade fair with companies representing 18 different countries from ------- the world.
   (A) around
   (B) through
   (C) among
   (D) onto

17. Get product and service demonstrations, samples and discounts from a wide range of -------.
   (A) retail
   (B) retails
   (C) retailer
   (D) retailers

18. If you’d like to ------- a booth for your company, registration must be completed before January 15.
   (A) book
   (B) booking
   (C) books
   (D) booked

19. Booths are limited, so don’t -------.
   (A) delaying
   (B) delay
   (C) be delayed
   (D) have been delayed

20. Bestselling author Sasha Badke offers her advice on how to promote small businesses and what advertising ------- to avoid.
   (A) mistaking
   (B) mistakes
   (C) to mistake
   (D) mistakenly
21. Tickets $15 per seat and will be available at the door.
   (A) was  
   (B) were  
   (C) is  
   (D) are

22. Due to preparations for this year’s trade fair, the February committee meeting
   (A) cancel  
   (B) cancels  
   (C) canceled  
   (D) will be canceled

23. The next meeting will at the beginning of March.
   (A) hold  
   (B) holds  
   (C) held  
   (D) be held

24. Thank you so much becoming a volunteer with our center.
   (A) to  
   (B) toward  
   (C) on  
   (D) for

25. As I in our phone call, the convention center has a lot of new events scheduled and we need as much help as we can get.
   (A) mention  
   (B) mentions  
   (C) mentioned  
   (D) was mentioned

26. I out the details for the first few months of the year, and have made a list of tasks for you to help with if you’re available.
   (A) work  
   (B) works  
   (C) am working  
   (D) have worked

27. The most task we need to do is to contact a new speaker for the seminar coming next week.
   (A) previous  
   (B) urgent  
   (C) satisfied  
   (D) affluent

28. Michael Perrier was supposed to be hosting the event, but has had to cancel.
   (A) dramatically  
   (B) efficiently  
   (C) unexpectedly  
   (D) formerly

29. Luckily, Ted Luntasa had also shown some interest leading this seminar.
   (A) interest  
   (B) interested  
   (C) interesting  
   (D) interestingly

30. Please contact him to find out if he is available.
   (A) by  
   (B) otherwise  
   (C) beyond  
   (D) still
31. The second event we’d like help with is on January 19th.
   (A) you
   (B) your
   (C) yours
   (D) yourself

32. We are hosting a community lunch and need someone to help booths for the local business representatives that will be attending.
   (A) organize
   (B) organized
   (C) organizes
   (D) be organized

33. Finally, I understand you have some experience with website creation and maintenance.
   (A) which
   (B) what
   (C) that
   (D) where

34. I would appreciate it if you could put the new events calendar onto our site.
   (A) real
   (B) reality
   (C) really
   (D) realize

35. If you have ideas about how to update or improve the site, that would also be very helpful.
   (A) another
   (B) any
   (C) most
   (D) much

36. If you are, I will send you the administrator login name and password.
   (A) interest
   (B) interests
   (C) interesting
   (D) interested

37. Thanks again for your time to the convention center.
   (A) offering
   (B) ordering
   (C) objecting
   (D) organizing

38. a rainy weather forecast, today’s Moreen Park Free Musical Performance, scheduled for 11:30 A.M., has been cancelled.
   (A) Although
   (B) Even if
   (C) Despite
   (D) Due to

39. For of you who have made the trip to see popular concert violinist Rosa Marche give a free performance at the band shelter, we are very sorry for the inconvenience.
   (A) this
   (B) that
   (C) these
   (D) those

40. the recent heavy rain and the predicted upcoming storm, park management has decided to cancel all free musical performances for the next ten days.
   (A) Give
   (B) Giving
   (C) Given
   (D) To be giving
**PART 5**

1. Weekly musical performances ------- by the Bayview Symphony Orchestra are expected to resume on May 23.
   (A) sponsor
   (B) sponsoring
   (C) sponsored
   (D) to be sponsoring

2. For -------- interested in seeing a performance by Rosa Marche, she is expected to resume her free weekly performances on June 27 at 12:30 P.M. at the Moreen Park band shelter.
   (A) other
   (B) which
   (C) anyone
   (D) what

3. For -------- information about this and upcoming cancellations, please contact park management at (555) 333-0442.
   (A) many
   (B) another
   (C) more
   (D) far

4. With summer coming, the people of Millet -------- looking for more ways to enjoy the warm weather.
   (A) is
   (B) are
   (C) be
   (D) having been

5. One way to soak up some sun is by trying one of the many restaurant ------- around town.
   (A) patio
   (B) patios
   (C) garden
   (D) gardening

6. Millet has a variety of ------- with outdoor seating to fit your tastes and budget.
   (A) restaurant
   (B) restaurants
   (C) restroom
   (D) rest

7. -------- French dining, try the brand new La Paris Café.
   (A) To
   (B) With
   (C) On
   (D) For

8. This is a perfect place ------- fresh baked breads and tasty entrées while taking in the view of our beautiful city’s skyline.
   (A) enjoy
   (B) enjoys
   (C) to enjoy
   (D) are enjoyed

9. -------- you’re there for dinner, be sure to try the chef’s specialty, maple-orange turkey.
   (A) Whereas
   (B) Thereby
   (C) If
   (D) Unless

10. To enjoy a breathtaking view of the Torga River, ------- to Torga Terrace on Aspen Street.
    (A) head
    (B) heads
    (C) heading
    (D) to head
11. Torga Terrace is a ------- steakhouse that uses only the highest quality meats, and you'll find their filet mignon to be especially mouthwatering.

   (A) traditionally
   (B) tradition
   (C) traditional
   (D) traditions

12. Be sure to book ------- for a good spot on the patio, as tables are known to fill up quickly when the weather's nice.

   (A) prior
   (B) formerly
   (C) forehead
   (D) ahead

13. -------, if you like your food spicy and exotic, try the Bangalore Garden Restaurant.

   (A) Fine
   (B) Final
   (C) Finally
   (D) Finest

14. ------- on one of their hot Indian curry dishes while inhaling the scents of their beautiful patio garden.

   (A) Dinner
   (B) Meal
   (C) Feast
   (D) Delicious

15. Make sure to have water available, as some of their dishes ------- extremely hot.

   (A) is
   (B) are
   (C) will have been
   (D) to be

16. These ------- only a few of the many outdoor options available to you this summer here in the city of Millet.

   (A) is
   (B) are
   (C) be
   (D) to be

17. If you have any comments, or would like to ------- another restaurant, please feel free to contact me and I'll try to mention it in my next column.

   (A) comment
   (B) recommend
   (C) refund
   (D) mend

18. I wanted to let you know that I ------- enjoyed your article on summer hotspots in the newspaper this past week.

   (A) real
   (B) really
   (C) reality
   (D) realism

19. I ------- to Torga Terrace yesterday and was very impressed.

   (A) go
   (B) gone
   (C) goes
   (D) went

20. The filet mignon was ------- and I really loved the patio scenery.

   (A) excel
   (B) exceed
   (C) excellent
   (D) excellently
21. I hope ------- the other two restaurants you listed sometime soon.
   (A) try  
   (B) tried  
   (C) trying  
   (D) to try

22. I noticed that your article didn’t ------- a vegetarian option, so I thought I would make a suggestion.
   (A) talk  
   (B) speak  
   (C) mention  
   (D) say

23. There is a new restaurant ------- Parker Avenue near the edge of the city, called Angela’s Alcove, which opened last month.
   (A) to  
   (B) at  
   (C) in  
   (D) on

24. Their patio has a wonderful view of the Hillhurst Forest Park, and their menu is ------- of interesting choices.
   (A) all  
   (B) full  
   (C) everything  
   (D) whole

25. I’ve ------- there for dinner a few times and can’t forget the fantastic taste of their fettuccine pesto.
   (A) be  
   (B) to go  
   (C) been  
   (D) gone

26. They also have an impressive variety of ------- dessert choices.
   (A) healthy  
   (B) health  
   (C) healthiest  
   (D) healthily

27. They are only $5 a dish, and are all made with locally ------- fruit.
   (A) grow  
   (B) growing  
   (C) grown  
   (D) grew

28. I’m hoping for a chance to try their lunch menu ------- because it also looks quite good.
   (A) soon  
   (B) formerly  
   (C) recently  
   (D) just now

29. It includes falafel pitas and fresh Greek salads, ------- tofu soup and chickpea soup.
   (A) also  
   (B) as well as  
   (C) otherwise  
   (D) while

30. If you are ------- to, please mention this place in next week’s article.
   (A) possible  
   (B) capable  
   (C) enable  
   (D) able
31. It’s a new business, ------- I’m sure they would appreciate the publicity.
   (A) but  
   (B) so  
   (C) yet  
   (D) adversely

32. Thanks again for your ------- and informative articles.
   (A) interest  
   (B) interests  
   (C) interesting  
   (D) interested

33. I look forward to reading next week’s -------.
   (A) edition  
   (B) edit  
   (C) editing  
   (D) edited

34. We thank you for your interest in our company, ------- our swimming pool design and installation services.
   (A) specific  
   (B) specifically  
   (C) specification  
   (D) specifics

35. You recently expressed a desire ------- an in-ground swimming pool for your estate.
   (A) purchase  
   (B) purchases  
   (C) to purchase  
   (D) purchasing

36. It is important when ------- a swimming pool to consider the size and condition of the lot.
   (A) choose  
   (B) chooses  
   (C) choosing  
   (D) chosen

37. For example, if you have large portions of the lot ------- to gardens, it may be necessary to reduce the garden size to accommodate the swimming pool and surrounding patio.
   (A) devoting  
   (B) devoted  
   (C) devote  
   (D) devotes

38. Our company can assist you in ------- the landscape in order to create a pleasant environment.
   (A) remodeling  
   (B) remodel  
   (C) remodeled  
   (D) being remodeled

39. -------, many clients have difficulty choosing the material for their pool patio.
   (A) Similar  
   (B) Similarly  
   (C) Similarity  
   (D) Similarities

40. We ------- recommend a simple slate gray stone as it coordinates well with outdoor furniture.
   (A) amazingly  
   (B) surprisingly  
   (C) quickly  
   (D) commonly
PART 5

1. Our design team, however, can assist you in choosing the color and shape of the patio stones in ______ to ensure they match with the appearance of surrounding buildings.
   (A) preparation
   (B) addition
   (C) responsible
   (D) order

2. Lastly, choosing a pool shape and size ______ a very large task.
   (A) be
   (B) is
   (C) are
   (D) to be

3. We recommend that you request one of our design ______ to visit your property in order to develop some mock designs.
   (A) special
   (B) specially
   (C) specialist
   (D) specialists

4. I have enclosed a ______ product list as well as our yearly design magazine.
   (A) all
   (B) full
   (C) every
   (D) each

5. Please take a look at some of the sample designs and do not hesitate to ______ me directly with any questions.
   (A) contact
   (B) be contacted
   (C) contacted
   (D) contacting

6. I look forward to working with you through every stage of design and ______ of your swimming pool.
   (A) developed
   (B) developing
   (C) development
   (D) develop

7. I am pleased to be ______ to offer my thoughts and opinions regarding the services your company, Sunscape Gardening, has provided me with this summer.
   (A) possible
   (B) enable
   (C) able
   (D) capable

8. I have attached the complete customer service survey you sent me, but I would like to make some ______ comments.
   (A) additional
   (B) addition
   (C) additionally
   (D) adding

9. I have been extremely happy with the work that Sunscape Gardening ______ for my business, the WestField Golf Course.
   (A) does
   (B) is doing
   (C) done
   (D) has done

10. This was the first year I decided to hire a landscaping company ______ than run my own landscaping department.
    (A) more
    (B) rather
    (C) shorter
    (D) faster
11. I must say, the work Sunscape Gardening did was far superior to what I had been able to complete and it took away a large portion of the pressure that comes with a big business.

(A) running  
(B) run  
(C) ran  
(D) being run

12. Many of my regular customers have commented the quality of the grass, as well as the beauty of the manicured gardens and lawns.

(A) at  
(B) along  
(C) on  
(D) in

13. I would certainly to request Sunscape Gardening’s services for next season.

(A) get  
(B) have  
(C) use  
(D) like

14. The last time we, you mentioned that Sunscape Gardening would be expanding its services to some light stone work.

(A) had spoken  
(B) speak  
(C) spoke  
(D) have spoken

15. this is true, I would like to get some more information from you about this.

(A) Whereas  
(B) Thus  
(C) If  
(D) While

16. I have a walkway that needs repaired next season.

(A) being  
(B) to be  
(C) are  
(D) will be

17. Could you please e-mail me any information you about your new service packages?

(A) have  
(B) are had  
(C) having  
(D) had had

18. Thank you so much for your help. I look forward to hearing you.

(A) to  
(B) for  
(C) from  
(D) with

19. Thank you once again choosing Comfort Suites.

(A) to  
(B) along  
(C) toward  
(D) for

20. The following the details of your confirmed online booking.

(A) is  
(B) are  
(C) be  
(D) has been
21. Please contact us as soon as possible if any of these details are not ------.
   (A) accuracy  
   (B) accurately  
   (C) accurate  
   (D) accusation

22. Also, if you would like to take advantage of our free airport shuttle, please let us ------ in advance.
   (A) to know  
   (B) knowing  
   (C) known  
   (D) know

23. As a valued member of our rewards club, we appreciate your patronage and look forward to providing you ------ a comfortable and relaxing holiday.
   (A) for  
   (B) to  
   (C) with  
   (D) on

24. Furthermore, if you would like to receive redeemable bonus points on your membership card, be sure to complete the Comfort Suites quality survey ------ completion of your stay.
   (A) at  
   (B) upon  
   (C) in  
   (D) to

25. I always enjoy my trips to New Zealand, and I’m glad that I’ve found such an ------ and enjoyable place to stay.
   (A) afford  
   (B) affording  
   (C) afforded  
   (D) affordable

26. Their friendly staff ------ us at the airport and treated us very well throughout the trip.
   (A) greet  
   (B) greeted  
   (C) greeting  
   (D) to greet

27. I was ------ impressed with the effort they put into making my children feel comfortable.
   (A) especially  
   (B) adversely  
   (C) prominently  
   (D) commonly

28. The room they gave us ------ spotless, and we didn’t have any difficulties or inconveniences during our stay.
   (A) is  
   (B) are  
   (C) was  
   (D) have been

29. I ------ definitely book with this Comfort Suites location again in the future.
   (A) was  
   (B) am  
   (C) will be  
   (D) will

30. As many of you are ------, Globe Publishing has just agreed on a contract with Headlines magazine.
   (A) away  
   (B) aware  
   (C) awake  
   (D) awash
31. We are very excited about this opportunity to further ______ our international business.

(A) expand  
(B) expanded  
(C) expansion  
(D) expanding  

36. This position will be a very demanding job, and will require someone with ______ editing experience and strong references.

(A) extend  
(B) extensive  
(C) extending  
(D) extension  

32. Headlines magazine is a very successful ______ that has continued to grow in popularity over the past seven years.

(A) public  
(B) publication  
(C) publicize  
(D) publicly  

37. The chosen candidate will also ______ expected to relocate to the greater Melbourne area.

(A) is  
(B) are  
(C) be  
(D) been  

33. It is now ______ by over ten thousand people every month.

(A) ordering  
(B) ordered  
(C) order  
(D) orders  

38. If any ______ employees would like to apply for this position, or know someone who would fit our needs, please have a complete application package sent to my office by the end of this month.

(A) lack  
(B) immediate  
(C) recent  
(D) current  

34. As a result of this new contract, Globe Publishing is now seeking to hire new employees to ______ positions that will soon be opening.

(A) fall  
(B) fill  
(C) fail  
(D) find  

39. My name is Seri Moon and I’m writing to express my great interest in the position of senior editor ______ Globe Publishing.

(A) with  
(B) at  
(C) in  
(D) on  

35. Most prominently, we are seeking a senior editor to coordinate with Headlines magazine’s journalists and photographers to ensure that the editing and printing process ______ smoothly.

(A) run  
(B) ran  
(C) have run  
(D) running  

40. I was ______ of this position by Christopher Lewis, a marketing assistant in your company.

(A) announced  
(B) addressed  
(C) notified  
(D) recruited
PART 5

1. I believe that I would be a perfect fit for this position ------- of my experience and education.
   (A) because
   (B) despite
   (C) account
   (D) kind

2. I graduated with honors from the University of Sydney, and I have worked as an editor’s ------- for the past four years under James Crombey, the editor in chief of Focus Publications.
   (A) assist
   (B) assistance
   (C) assistant
   (D) assisting

3. ------- this time I became very familiar with the use of editing programs and printing procedures.
   (A) When
   (B) While
   (C) During
   (D) So far

4. If chosen for this position, I would be ------- to move to Melbourne promptly and start as soon as possible.
   (A) capable
   (B) possible
   (C) able
   (D) unable

5. Along with my résumé, please find ------- reference letters from my university professor, Brent Harding, as well as from Mr. Crombey.
   (A) attach
   (B) attaching
   (C) to attach
   (D) attached

6. Thank you for your time, and I look forward to hearing ------- you.
   (A) for
   (B) from
   (C) to
   (D) by

7. Visitors to Knoxville University are required to have a parking ------- to park their vehicles on campus.
   (A) permission
   (B) permit
   (C) permitting
   (D) permitted

8. Many clients want to communicate with us through phone calls and e-mails while others prefer to speak to us ------- person.
   (A) with
   (B) at
   (C) by
   (D) in

9. This is to serve as a reminder to all employees ------- during the spring hiring period of this year that management has scheduled your first performance evaluation.
   (A) hiring
   (B) hired
   (C) to hire
   (D) hires

10. Department managers will be conducting ------- meetings from the 14th to 18th of this month.
    (A) evaluate
    (B) evaluating
    (C) evaluation
    (D) evaluated
11. All new employees will be evaluated and terms of employment will -------.
   (A) renegotiate
   (B) be negotiating
   (C) negotiates
   (D) be negotiated

12. ------- employees will be promoted to full salary positions based on their performance scores and will have access to additional benefits.
   (A) Selection
   (B) Selecting
   (C) Selected
   (D) To select

13. For example, promoted ------- with families may choose to purchase a health insurance or dental insurance package.
   (A) employment
   (B) employers
   (C) employing
   (D) employees

14. Be sure to discuss these options ------- during your performance meeting with your department manager.
   (A) periodically
   (B) fully
   (C) previously
   (D) immediately

15. They will be ------- for explaining all aspects of the transition to pre-selected candidates.
   (A) response
   (B) respondent
   (C) responsible
   (D) responding

16. ------- the last board meeting, Steven Collins reported on the progress in implementing the new company-wide recycling program.
   (A) With
   (B) By
   (C) At
   (D) Beside

17. The higher minimum wage approved by the California state government will lead to an ------- in the cost of labor for local businesses.
   (A) increase
   (B) increasingly
   (C) increasing
   (D) increased

18. Mr. Ebihara will go to the meeting room and make sure everything ------- set up at least one hour before he presents his proposal to the new clients.
   (A) are
   (B) is
   (C) was
   (D) were

19. Dwyer Roasters will produce instant Coffee both for local consumption ------- for overseas export.
   (A) nor
   (B) or
   (C) but also
   (D) and

20. We spent days suggesting many ideas and eventually ------- them into a one-page overview for the CEO.
   (A) summary
   (B) summarize
   (C) summarized
   (D) summarizing
21. Mr. Shin explained that the ------- marketing campaign for Seer’s new diet drink is aimed at young men in their twenties.
   (A) proposed  
   (B) proposing  
   (C) propose  
   (D) proposes

22. The lease on the Ferry Building was just ------- by the current tenant for another five years.
   (A) renewing  
   (B) renewal  
   (C) renewed  
   (D) renew

23. As a valued member of our rewards club, we appreciate your patronage and look forward to ------- you with a comfortable and relaxing holiday.
   (A) provides  
   (B) providing  
   (C) provision  
   (D) provided

24. McDonnell Construction is proud to have ------- the Florida state government with the restoration of many important historical buildings in the state.
   (A) assistance  
   (B) assistant  
   (C) assisted  
   (D) assisting

25. Before preparing a business plan, all entrepreneurs should ------- the target markets for their business concepts.
   (A) researching  
   (B) be researched  
   (C) research  
   (D) to research

26. Akihiro Yamada, Director of Purchasing, is responsible ------- ensuring the prompt payment to all suppliers.
   (A) on  
   (B) for  
   (C) with  
   (D) to

27. The government has implemented ------- number of new fiscal policies addressing the current economic crisis.
   (A) the  
   (B) a  
   (C) several  
   (D) some

28. With the ------- of Dr. Philip Holdings, Ms. Tetsuyo Greene will present the team’s research results at the UBJ Biotech Research Symposium herself.
   (A) retire  
   (B) retires  
   (C) retirement  
   (D) retiring

29. Mr. Billon’s two o’clock flight to Houston was delayed because of fog, but only ------- fifteen minutes.
   (A) to  
   (B) on  
   (C) with  
   (D) for

30. Orders ------- by 2:00 P.M. on weekdays will be processed and shipped by the end of the next business day.
   (A) submitted  
   (B) omitted  
   (C) implemented  
   (D) conducted
31. Yocchi Wellness Center is ------- to announce that it will be expanding its range of services as well as adding several new clinic locations.
   (A) delight  
   (B) delighting  
   (C) delighted  
   (D) to delight

32. In addition to ------- headquarters located in the prestigious Conners Private Hospital, Yocchi Wellness Center will open three more clinics in regional satellite cities.
   (A) they  
   (B) them  
   (C) their  
   (D) themselves

33. In order to cope with the increasing demand for services, owner and founder Dr. Robert Linde will also offer an after-hours service for those who cannot meet the ------- scheduled clinic hours.
   (A) regularly  
   (B) periodically  
   (C) formerly  
   (D) immediately

34. All Yocchi Wellness Centers will offer extended hours ------- 9 P.M. Monday through Friday.
   (A) from  
   (B) until  
   (C) at  
   (D) in

35. For more information, including the names of participating health professionals, please ------- www.yocchiwellness.ca.
   (A) confirm  
   (B) notify  
   (C) visit  
   (D) inform

36. This position will be a very ------- job, and will require someone with extensive editing experience and strong references.
   (A) demanded  
   (B) demands  
   (C) demanding  
   (D) demand

37. The chosen candidate will also be expected to relocate ------- the greater Melbourne area.
   (A) for  
   (B) with  
   (C) to  
   (D) along

38. If any current employees would like to apply for this position, or know someone who would fit our needs, please have a ------- application package sent to my office by the end of this month.
   (A) complete  
   (B) completing  
   (C) completed  
   (D) completely

39. My name is Seri Moon and I’m writing to express my great interest in the position of senior ------- at Globe Publishing.
   (A) edit  
   (B) editor  
   (C) edition  
   (D) editing

40. I was ------- of this position by Christopher Lewis, a marketing assistant in your company.
   (A) notified  
   (B) announced  
   (C) confirmed  
   (D) verified
PART 5

1. Thank you for your ------- regarding the installation and usage of the scheduling software your company, Pike Law Firm, has recently purchased.
   (A) inquire
   (B) inquisitive
   (C) inquiring
   (D) inquiry

2. Our software ------- to make the administration, scheduling and record-keeping of legal firms much easier for assistants and receptionists.
   (A) designs
   (B) is designing
   (C) is designed
   (D) designed

3. I am aware, however, ------- the installation process may be a bit difficult.
   (A) where
   (B) which
   (C) what
   (D) that

4. To assist you, I have attached our comprehensive installation guide, as well as a question and answer ------- to cover any additional problems.
   (A) documents
   (B) document
   (C) documenting
   (D) documentation

5. Once you have installed the software, please follow the set-up guidelines and watch the introductory tutorial in order to ------- familiar with how our software works.
   (A) become
   (B) make
   (C) get
   (D) use

6. If you are ------- having difficulty, please do not hesitate to contact me again.
   (A) yet
   (B) already
   (C) not
   (D) still

7. I can arrange for a technician to visit your office and ------- a software demonstration at your convenience.
   (A) utilize
   (B) provide
   (C) address
   (D) reside

8. This service is available at ------- additional charge.
   (A) any
   (B) no
   (C) other
   (D) much

9. Thank you ------- for your interest in our products.
   (A) again
   (B) still
   (C) yet
   (D) already

10. ------- professional investment advice from Michael Perrier on how to ensure a comfortable future.
    (A) Got
    (B) To get
    (C) Getting
    (D) Get
11. ---- will learn about local and global housing markets, and be provided with tips and strategies for safe and profitable investments.
(A) Attendance
(B) Attendees
(C) Attending
(D) To attend

12. Tickets are $20 per seat, and ------ available at the door.
(A) is
(B) will have been
(C) will be
(D) has been

13. Get information ------ Port Smith’s job market and connect with local businesses at this year’s networking lunch.
(A) on
(B) towards
(C) along
(D) with

14. Representatives from over 45 businesses ------ expected to be in attendance.
(A) is
(B) are
(C) will have been
(D) to be

15. Business reps should have their booths ------ up by 11:30 A.M.
(A) set
(B) setting
(C) to set
(D) to be set

16. Don’t ------ Port Smith’s annual trade fair with companies representing 18 different countries from around the world.
(A) missing
(B) missed
(C) miss
(D) misses

17. Get ------ and service demonstrations, samples and discounts from a wide range of retailers.
(A) production
(B) productivity
(C) product
(D) producing

18. If you’d like to book a booth for your company, registration must be completed ------ January 15.
(A) before
(B) until
(C) at
(D) still

19. Booths are limited, ------ don’t delay.
(A) such
(B) but
(C) yet
(D) so

20. Bestselling author Sasha Badke offers her advice ------ how to promote small businesses and what advertising mistakes to avoid.
(A) to
(B) on
(C) with
(D) among
21. ------ are $15 per seat and will be available at the door.

(A) Ticket  
(B) Tickets  
(C) Voucher  
(D) Coupon

22. Due to preparations for this year’s trade fair, the February ------ meeting will be cancelled.

(A) commit  
(B) communication  
(C) commitment  
(D) committee

23. The next meeting will be held ------ the beginning of March.

(A) at  
(B) within  
(C) between  
(D) in

24. Thank you so ------ for becoming a volunteer with our center.

(A) most  
(B) many  
(C) more  
(D) much

25. ------ I mentioned in our phone call, the convention center has a lot of new events scheduled and we need as much help as we can get.

(A) Among  
(B) As  
(C) Amid  
(D) Almost

26. I’ve worked ------ the details for the first few months of the year, and have made a list of tasks for you to help with if you’re available.

(A) out  
(B) for  
(C) in  
(D) at

27. The most urgent task we need to do ------ to contact a new speaker for the seminar coming next week.

(A) are  
(B) were  
(C) is  
(D) have been

28. Michael Perrier was supposed ------ hosting the event, but has had to cancel unexpectedly.

(A) being  
(B) will be  
(C) to be  
(D) been

29. ------, Ted Luntasa had also shown some interest in leading this seminar.

(A) Lucky  
(B) Lacking  
(C) Luckily  
(D) Lacking

30. Please ------ him to find out if he is still available.

(A) contact  
(B) inform  
(C) notify  
(D) speak
31. The second event ------- like your help with is on January 19th.
   (A) ourselves  (B) our  (C) ours  (D) we’d

32. We are hosting a community lunch and need someone to help organize booths for the ------- business representatives that will be attending.
   (A) localize  (B) locally  (C) localizing  (D) local

33. Finally, I understand that you have some ------- with website creation and maintenance.
   (A) experience  (B) expenditure  (C) experiment  (D) excursion

34. I would really ------- it if you could put the new events calendar onto our site.
   (A) appreciate  (B) apply  (C) approve  (D) appoint

35. If you have any ideas about how to ------- or improve the site, that would also be very helpful.
   (A) search  (B) update  (C) situate  (D) remain

36. If you are interested, I will send you the administrator ------- name and password.
   (A) both  (B) other  (C) within  (D) login

37. Thanks again for offering your time to the ------- center.
   (A) convention  (B) conventional  (C) conventionally  (D) conven!

38. Due to a rainy weather forecast, today’s Moreen Park Free Musical Performance, ------- for 11:30 A.M., has been cancelled.
   (A) schedule  (B) scheduling  (C) to schedule  (D) scheduled

39. For those of you who have made the trip to see popular concert violinist Rosa Marche give a free performance at the band shelter, we are very ------- for the inconvenience.
   (A) happy  (B) sorry  (C) surprised  (D) amazed

40. Given the recent heavy rain and the predicted upcoming storm, park management ------- to cancel all free musical performances for the next ten days.
   (A) has decided  (B) decide  (C) had decided  (D) has been decided
1. Thank you for your inquiry regarding the installation and ------ of the scheduling software your company, Pike Law Firm, has recently purchased.
   (A) user-friendly
   (B) usefully
   (C) useful
   (D) usage

2. Our software is designed to make the administration, ------ and record-keeping of legal firms much easier for assistants and receptionists.
   (A) schedule
   (B) scheduling
   (C) scheduled
   (D) to schedule

3. I am aware, however, ------ the installation process may be a bit difficult.
   (A) that
   (B) which
   (C) whose
   (D) where

4. To assist you, I have attached our comprehensive installation guide, ------ a question and answer document to cover any additional problems.
   (A) as well as
   (B) as much as
   (C) as many as
   (D) as far as

5. Once you have installed the software, please follow the set-up guidelines and watch the introductory tutorial in order to become ------ with how our software works.
   (A) familiar
   (B) acquainted
   (C) bored
   (D) competitive

6. If you ------- still having difficulty, please do not hesitate to contact me again.
   (A) were
   (B) will have been
   (C) are
   (D) will be

7. I can arrange for a ------ to visit your office and provide a software demonstration at your convenience.
   (A) technique
   (B) technology
   (C) technician
   (D) technological

8. This service is available ------ no additional charge.
   (A) for
   (B) at
   (C) in
   (D) of

9. Thank you again for your interest in our ------.
   (A) prodigal
   (B) products
   (C) process
   (D) procedure

10. Get ------ investment advice from Michael Perrier on how to ensure a comfortable future.
    (A) professionalism
    (B) profession
    (C) pros and cons
    (D) professional
11. Attendees will learn about local and global housing markets, and be provided with tips and strategies for ______ and profitable investments.
   (A) safes  (B) safety  (C) safely  (D) safe

12. ______ are $20 per seat, and will be available at the door.
   (A) Tickets  (B) Ticket  (C) Ticketing  (D) To ticket

13. Get information on Port Smith’s job market and connect with local ______ at this year’s networking lunch.
   (A) business  (B) businesses  (C) busy  (D) busying

14. Representatives from over 45 businesses are expected to be in ______.
   (A) attention  (B) attendees  (C) attendance  (D) attendee

15. Business reps should have their booths ______ up by 11:30 A.M.
   (A) setting  (B) to set  (C) set  (D) to be set

16. Don’t miss Port Smith’s annual trade fair with companies ______ 18 different countries from around the world.
   (A) representative  (B) representation  (C) representing  (D) represent

17. Get product and service demonstrations, samples and ______ from a wide range of retailers.
   (A) discounts  (B) discount  (C) discounting  (D) discounted

18. If you’d like to book a booth for your company, registration must be ______ before January 15.
   (A) completing  (B) completed  (C) completely  (D) completion

19. Booths are limited, ______ don’t delay.
   (A) as  (B) if  (C) when  (D) so

20. ______ author Sasha Badke offers her advice on how to promote small businesses and what advertising mistakes to avoid.
   (A) Featuring  (B) Acknowledging  (C) Respecting  (D) Bestselling
21. Tickets are $15 per ------ and will be available at the door.
   (A) seat
   (B) seating
   (C) seated
   (D) seats

22. Due to ------ for this year’s trade fair, the February committee meeting will be canceled.
   (A) preparations
   (B) preparation
   (C) prepare
   (D) prepared

23. The next meeting will be held ------ the beginning of March.
   (A) in
   (B) at
   (C) until
   (D) for

24. Thank you so much for ------ a volunteer with our center.
   (A) becoming
   (B) become
   (C) becomes
   (D) became

25. As I mentioned in our phone call, the convention center has a lot of new events ------ and we need as much help as we can get.
   (A) scheduling
   (B) schedule
   (C) to schedule
   (D) scheduled

26. I have worked out the ------ for the first few months of the year, and have made a list of tasks for you to help with if you’re available.
   (A) dimensions
   (B) deliveries
   (C) details
   (D) deliberations

27. The most urgent task we need to do is ------ a new speaker for the seminar coming next week.
   (A) contact
   (B) contacted
   (C) to contact
   (D) being contacted

28. Michael Perrier was ------ to be hosting the event, but has had to cancel unexpectedly.
   (A) supposing
   (B) suppose
   (C) supposes
   (D) supposed

29. Luckily, Ted Luntasa had also shown some interest in ------ this seminar.
   (A) leading
   (B) operating
   (C) arguing
   (D) hiring

30. Please ------ him to find out if he is still available.
   (A) inform
   (B) notify
   (C) announce
   (D) contact
31. The second event we’d like your ------- with is on January 19th.
   (A) helping
   (B) help
   (C) helpful
   (D) helpfully

32. We are hosting a community lunch and need someone to help organize booths for the local business ------- that will be attending.
   (A) representation
   (B) representatives
   (C) representing
   (D) represents

33. Finally, I understand that you have ------- experience with website creation and maintenance.
   (A) some
   (B) all
   (C) any
   (D) many

34. I would really appreciate it if you could ------- the new events calendar onto our site.
   (A) prevent
   (B) impede
   (C) prohibit
   (D) put

35. If you have any ideas about how to update or improve the site, ------- would also be very helpful.
   (A) which
   (B) who
   (C) that
   (D) where

36. ------- you are interested, I will send you the administrator login name and password.
   (A) Whereas
   (B) While
   (C) If
   (D) Although

37. Thanks again for offering your time to the ------- center.
   (A) converse
   (B) conversion
   (C) conversance
   (D) convention

38. Due to a rainy weather forecast, today’s Moreen Park Free Musical Performance, ------- for 11:30 A.M., has been cancelled.
   (A) scheduled
   (B) scheduling
   (C) schedule
   (D) schedules

39. For those of you who have made the trip to see popular concert violinist Rosa Marche ------- a free performance at the band shelter, we are very sorry for the inconvenience.
   (A) is given
   (B) give
   (C) gave
   (D) has been given

40. Given the recent heavy rain and the ------- upcoming storm, park management has decided to cancel all free musical performances for the next ten days.
   (A) prediction
   (B) predicted
   (C) predict
   (D) predicting