

101. Managers need to know what motivates their employees to _____ them committed to their organization.

- (A) keep
- (B) feature
- (C) enable
- (D) become

102. Treating employees _____ with dignity will build strong rapport between companies and their own workers.

- (A) respect
- (B) respectful
- (C) respectfully
- (D) respected

103. After _____ complaints from building residents, the city government sued the owners, and a judge imposed a \$5500 fine.

- (A) repeating
- (B) repeated
- (C) repeat
- (D) repetition

104. The company will add _____ 25 stores in India, 70 in the Middle East, 30 in Australia and 80 in Japan.

- (A) up to
- (B) many as
- (C) more
- (D) until

105. Many fine companies have gone out of business after _____ to offer major discounts.

- (A) decided
- (B) deciding
- (C) decision
- (D) decides

106. The form must be filled in _____ and mailed or faxed to the League office.

- (A) complete
- (B) completely
- (C) completing
- (D) completes

107. Highly-anticipated Skate 2, the newly released video game, has been _____ to retailers worldwide.

- (A) shipped
- (B) shipping
- (C) ships
- (D) shipment

108. Please be aware _____ newspaper should be placed in the blue boxes rather than in the office paper recycling box.

- (A) of
- (B) that
- (C) which
- (D) but

109. Fast food giant McDonald's Corp has said it will accelerate its _____ into the Asian market in a move to boost growth.

- (A) development
- (B) increase
- (C) growth
- (D) expansion

110. If you and your employees are constantly behind the schedule, you will need to hire _____ help.

- (A) additionally
- (B) additions
- (C) additive
- (D) additional

111.The company has proposed _____ of research and facilities aimed at developing vaccines to combat infectious disease.

- (A)expansion
- (B)expanding
- (C)to expand
- (D)expansive

112.The CEO briefed the members of the board in an informal session on a _____ range of issues.

- (A) high
- (B) wide
- (C) round
- (D) open

113.Remember that you must either send us your payment _____ return the product within 30 days of receipt.

- (A) and
- (B) but also
- (C) or
- (D) nor

114.Corporate capital spending increased in February for the first time _____ eight months.

- (A) in
- (B) since
- (C) because of
- (D) at

115.If your application is processed before the 20th of a given month, you should receive the next month's _____ of the magazine.

- (A) condition
- (B) issue
- (C) price
- (D) promise

116.This can be done by visiting the charity website or filling out a form _____ by the charity of your choice.

- (A) provided
- (B) provides
- (C) providing
- (D) is provided

117.The current share prices of AIB and Bank of Ireland are not _____ of the true health of these banks.

- (A) decisive
- (B) reminiscent
- (C) protective
- (D) indicative

118._____ at the seminar reached 700 this year, breaking last year's record 550.

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

119.Pamela Michaels gave an entertaining and _____ presentation on e-learning in China,

- (A) information
- (B) informative
- (C)informed
- (D) inform

120.A plan to build 800 more homes at Bellmore Village could have _____ consequences for local residents.

- (A) worried
- (B)worry
- (C)worrying
- (D) worries

121. The city's roads are usually very crowded _____ rush hours, due to an increase in car ownership in recent years.

- (A) while
- (B) during
- (C) when
- (D) about

122. This new program can significantly decrease the time it takes _____ large files.

- (A) copying
- (B) to copy
- (C) has copied
- (D) copy

123. _____ weeks of negotiation, the company has refined its business strategy.

- (A) following
- (B) past
- (C) last
- (D) next

124. Financial experts recommend that you need an emergency savings account usually with enough to cover 3-6 months worth of living _____.

- (A) budgets
- (B) expenses
- (C) prices
- (D) credits

125. The marketing director will explain the problems the company _____ regarding the goal of accurate deliveries.

- (A) faces
- (B) presents
- (C) applies
- (D) confirms

126. The spokesperson said that we will review the court decision further and _____ decide our party's stance.

- (A) since
- (B) then
- (C) here
- (D) much

127. The following topics will be covered in great _____ during our lecture series.

- (A) detail
- (B) details
- (C) detailed
- (D) detailing

128. Chief executive officer Gary Jennison and his team have spent the past 18 months _____ the strengths of the business.

- (A) evaluate
- (B) to evaluate
- (C) evaluation
- (D) evaluating

129. IT professionals _____ in this area need to react quickly to the rapidly changing business and technology environments.

- (A) who works
- (B) working
- (C) worked
- (D) who have been worked

130. Sales of the home appliance products were highest during 2000 and declined during _____ years.

- (A) next
- (B) following
- (C) after
- (D) subsequent

131. General Services Supervisor Alain Froment will be retiring after 27 years of _____ at the Paris Office.

- (A) service
- (B) serving
- (C) server
- (D) serves

132. The seminars will be conducted by _____ who have years of experience.

- (A) profession
- (B) professional
- (C) professionals
- (D) professionally

133. The company won _____ an enviable reputation in Hong Kong in the mid-1990s as the territory's number one IT HR recruitment firm.

- (A) itself
- (B) some
- (C) which
- (D) theirs

134. Once onboard, new employees go through a comprehensive hotel orientation program and a syllabus designed _____ for their positions.

- (A) specify
- (B) specific
- (C) specification
- (D) specifically

135. The successful _____ of effective IT is an absolutely vital element of business.

- (A) implement
- (B) implementing
- (C) implements
- (D) implementation

136. California has the greatest number of students _____ primary language is not English, according to a report by the education department.

- (A) who
- (B) their
- (C) they
- (D) whose

137. _____ finished all their work, all staff involved in the project was given one week vacation.

- (A) Had
- (B) Having
- (C) To have
- (D) Having been

138. When ----- a merger deal, you should thoroughly consult your company's lawyer.

- (A) discussing
- (B) discuss
- (C) discussed
- (D) discussion

139. The company announced yesterday that it will buy CM Corp. for \$30 billion, _____ its plans to expand into East Europe.

- (A) confirms
- (B) confirmed
- (C) confirming
- (D) confirmation

140. _____ inexperienced, the young staff is very helpful and pleasant.

- (A) In spite
- (B) in that
- (C) Although
- (D) Regardless

Questions 141-143 refer to the following letter.

Dear Amanda brooks

Because Mr. Jones is out of the office for the next two weeks I am acknowledging _____ of your letter dated March 20, 2009.

- 141.(A) receipt
- (B) receiving
- (C) receive
- (D) to receive

It will be brought to his attention immediately _____ his return.

- 142.(A) as soon as
- (B) to
- (C) upon
- (D) until

If I may be of any assistance _____ Mr. Jones' absence, please do not hesitate to call.

- 143.(A) Once
- (B) While
- (C) Meanwhile
- (D) During

Questions 144-146 refer to the following welcome letter.

Dear Abby Hayes

Please accept our apology for having shipped merchandise in _____ of your purchase order.

- 144.(A) excess
- (B) excessively
- (C) excessive
- (D) excesses

We _____ an adjustment in your account to reflect this error and have arranged for LCT delivery service

- 145.(A) have been made
- (B) have made
- (C) make
- (D) making

to pick up the excessive merchandise on March 21st.

We are sorry for the inconvenience this has caused you and are most _____ of your cooperation and understanding

- 146.(A) appreciate
 - (B) appreciatively
 - (C) appreciation
 - (D) appreciative
- in this matter.

Thank you for your recent order.

Questions 147-149 refer to the following letter.

Dear Mr. Fox

It is with great pleasure that I welcome you as a new employee to LDT Corp. I am very pleased that you _____ to accept our offer of employment and know that this is the beginning

- 147.(A)will choose
- (B)have chosen
- (C)are chosen
- (D)choosing

of a _____ beneficial association.

- 148.(A) preliminary
- (B) readily
- (C) conveniently
- (D) mutually

We encourage our personnel to take advantage of selected courses that are available in this vicinity, in order to improve their skills and learn new skills in related areas. The courses and their corresponding registration dates _____ on the employee bulletin board for your review.

- 149.(A)are listed
- (B)will have listed
- (C)has been listed
- (D)will be listing

If you decide to attend one of these courses, please advise your office manager and he will make the necessary arrangements.

Once again, welcome to LDT Corp.

Questions 150-152 refer to the following letter.

Dear Mr. Smithers:

Thank you very much for taking the time yesterday to interview me for the administrative position. After reviewing your comments about the job requirements, I am sure that I can make a considerable _____ to your company.

- 150.(A) indication
- (B) solution
- (C) contribution
- (D) termination

Since you are going to reach a decision quickly, I would like to highlight the following skills, which I feel _____ me for the position:

- 151.(A)to qualify
- (B)qualifies
- (C)qualifying
- (D)qualify

- Professional, organized and mature
- Proficiency in MS Word, Excel, Corel WordPerfect and Access
- A flexible work attitude

I am looking forward to hearing from you in the near future. Being part of your team is an enticing prospect. Please be _____ that I am ready for an immediate start date.

- 152.(A) assured
- (B) dedicated
- (C) correct
- (D) spoke

Yours truly,

Jill Jones