

**Directions:** A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

101. A ..... salesperson assisted Ms. Han with choosing a new computer.

- (A) help (C) helpful  
(B) helpfully (D) helped

102. Author Daniel Aiduk ..... gives talks at national writing conferences.

- (A) gradually (C) together  
(B) longer (D) regularly

103. Mr. Kohl has a great deal of ..... performing cost analysis tasks.

- (A) experience (C) experiencing  
(B) experienced (D) experiencer

104. To make an ....., clients can click on “Schedule” at the top right corner of the home page.

- (A) example (C) individual  
(B) option (D) appointment

105. The used coffee grounds should be disposed of at the end of ..... business day.

- (A) now (C) whose  
(B) each (D) and

106. Our company’s efforts to hire new workers have intensified ..... so many employees have recently retired.

- (A) because (C) instead  
(B) although (D) unless

107. The occurrence of heavy rains during the month of May is fairly .....

- (A) predict (C) predicting  
(B) predicts (D) predictable

108. Remind customers to return their rental car ..... a full tank of fuel.

- (A) with (C) except  
(B) from (D) toward

109....the winter season, Serina Builders will once again offer roof installations and repairs.

- (A) Such as (C) After  
(B) Moreover (D) Whereas

110. The lights in the cinema .....before a movie begins.

- (A) dim (C) dimmer  
(B) dimming (D) dims

111. When scheduling a meeting, please be ..... of colleagues in other time zones.

- (A) significant (C) exclusive  
(B) mindful (D) serious

112. Greentrim’s product sales rose .... following the introduction of its new shipping policy.

- (A) sharp (C) sharply  
(B) sharper (D) sharpest

113. Visitor parking is .... behind the office complex on Mayfield Avenue.

- (A) adjusted (B) visual

- (C) **available** (D) urgent
114. Among other ....., purchasing departments negotiate contracts to procure goods at the best possible prices.
- (A) **tasks** (C) tasking  
(B) task (D) tasked
115. The community swimming pool will be constructed .....three separate stages.
- (A) for (C) **in**  
(B) far (D) at
116. The Lanaiya 7 laptop its debut at the annual DelbarTech Summit.
- (A) **made** (C) heard  
(B) knew (D) drew
117. Enjoy one month free when you start your company on Rooster's e-mail ..... Web hosting service.
- (A) then (C) but  
(B) yet (D) **and**
118. The bridge project bids turned out to be ..... higher than expected.
- (A) considering (C) consideration  
(B) consider (D) **considerably**
119. Contract negotiations are now closed..... to completion to sign the deal by Thursday.
- (A) already (C) such  
(B) quite (D) **enough**
120. Filber Woodworking reminds customers that direct sunlight will cause .....damage to furniture.
- (A) **lasting** (C) last  
(B) lasts (D) lastly
121. ....employees wishing to take time off must submit the request two weeks in advance.
- (A) Each (C) Every  
(B) **All** (D) Total
122. Bronco Building Equipment uses data to make .....decisions and plot future operations.
- (A) strategized (C) strategize  
(B) **strategic** (D) strategically
123. In addition to the evening concert series, Centennial Park will .....be hosting several events for children this summer.
- (A) nevertheless (C) consequently  
(B) although (D) **also**
124. Because ..... spaces in the mall now have tenants, foot traffic has increased greatly.
- (A) that much (C) in case  
(B) after which (D) **so many**
- 125.....who wants to attend the luncheon next week must tell Ms. Hasegawa by noon tomorrow.
- (A) **Anyone** (C) Those  
(B) Some (D) Other

126. Once orders are processed by the sales office, they are ..... - within 48 hours.

- (A) committed (C) **filled**  
(B) positioned (D) occurred

127. Profits at Talhee Beverage Co. rose about 4 percent last year, according to new figures ..... by the company.

- (A) to release (C) **released**  
(B) releasing (D) have released

128. .... the CEO and the CFO are authorized to sign checks over \$10,000.

- (A) Each (C) **Both**  
(B) Either (D) Whoever

129. There are multiple reasons .....cost to negotiate a new agreement.

- (A) also (C) indeed  
(B) **besides** (D) yet

130. Editors at Benchley Press are skilled at reading texts .....to correct errors and polish the prose.

A. sensibly

B. **perfectly**

C. tightly

D. closely