

Day 21 A

Vocab Review

- Fill in the blanks.

1. The **terms** of the contract are still open to **negotiation**.
2. Please contact us at least two business days prior to your **due** date.
3. The newspaper will **allot** a full page to each of the five candidates.
4. He decided to take the post of the chairman and **assume** the responsibility
5. They took a 40 per cent **share** in the company last year.

- Select the best answer to complete the sentence.

1. Some customers prefer to pay by
(A) installation (B) **installments** (C) inspection (D) inspiration
 2. With California's orange crop halved, local suppliers had to findsources.
(A) alter (B) alteration (C) altercation (D) **alternative**
 3. I assume that you'd like time
(A) decided (B) decision (C) **to decide** (D) deciding
-

Part 5 Grammar Items; Verb Forms (d) Parallelism / Determiners

PRACTICE QUESTIONS

1. Not only Jane's traveler's checks but also her credit card last night.
(A) were stolen (B) **was stolen** (C) had stolen (D) has stolen
2. of the students wanting to attend the special lecture needs to contact Ms. Naoki.
(A) Several (B) Every (C) **Each** (D) Whole
3. A large number of employees of this companythree or more years of experience now.
(A) **have** (B) has (C) had (D) having
4. The number of employees who were presentsmall.
(A) were (B) **was** (C) had (D) having

2. Practice Test

- The editor of *The English World* welcomes letters but reserves the right to correct errors in spelling.
 (A) much (B) every (C) each (D) any
- AAA Fire Protection, Inc. follows the clients' immediate needs in fire protection and life safety in detail.
 (A) other (B) every (C) either (D) any
- television set is inspected and tested before it leaves the factory.
 (A) Each (B) Both (C) All (D) Some
- members of the club are voting against the proposal.
 (A) Every (B) The whole (C) All of the (D) Each
- There is a pen that is uniquely suited for almost circumstance.
 (A) both (B) all (C) each (D) every
- To be a member you need either to fill in and send the necessary documents or in person.
 (A) will apply (B) to apply (C) applies (D) applying
- It is well known that there are more people in the United States than
 (A) Britain (B) the Britain (C) the British Isles (D) in Britain
- The range of computers now available much greater than it was this time last year.
 (A) being (B) is (C) am (D) are
- Mr. Johnson is not available at the moment, and is Ms. Thomas.
 (A) so (B) yet (C) also (D) neither
- Because of a bad headache, Bill sleep nor eat during his flight over to New York.
 (A) nor (B) neither (C) could neither (D) neither could
- The chairman as well as other board members against the merger proposal.
 (A) was (B) were (C) has (D) had
- The CEO did not ask questions at the meeting.
 (A) some (B) none (C) any (D) no

13. This train will stop at station between London and Brighton.
Ⓐ all Ⓑ each of Ⓒ every Ⓓ whole
14. commuters believe that driving their cars to work in a big city is the best option.
Ⓐ Most of Ⓑ All of Ⓒ Few Ⓓ Every
15. The number of large earthquakes (magnitude 6.0 and greater)been increasing.
Ⓐ have Ⓑ has Ⓒ is Ⓓ are
-

Part 2 STRATEGY 6: Understand various response types (1)

1. Skill Building A

Listen and select the best response.

1. - (E) 2. - (F) 3. - (G) 4. - (A)
5. - (D) 6. - (C) 7. - (B) 8. - (H)

- A. She's a salesperson.
- B. Once a week
- C. At a department store.
- D. Tomorrow
- E. Yesterday
- F. To London
- G. It's mine.
- H. Yes, I've met her.

DAY 21 B Part 2 Strategy 1 Skill Building Answers are given during the lesson.

Day 22

Vocab Review

- Fill in the blanks.

1. Trees are a renewable **resource**.
2. Some of the tests have **yielded beneficial** results.
3. The study **indicates** a connection between poverty and crime.
4. The banks were **unanimous** in welcoming the news.
5. Researchers are **collaborating** to develop the vaccine.

- Select the best answer to complete the sentence.

6. Only Congress can authorize the President war.
(A) declare (B) **to declare** (C) declaring (D) declares
 7. More detailed information is available request.
(A) out of (B) onto (C) from (D) **on**
 8. Students on a part-time course are not for a loan.
(A) potable (B) edible (C) **eligible** (D) sensible
-

Part 5 Grammar Items; Verb Forms (e) Verb Patterns (1)

1. PRACTICE QUESTIONS

Practice 1

1. When you arrive at the front desk, the receptionist will ask you ----- a personal application form.
(A) completing (B) **to complete** (C) completed (D) complete
2. The manager everyone go home a half-hour early on Christmas Eve.
(A) allowed (B) permitted (C) **let** (D) got
3. Many employees seem more now about how to use the new computer system than they did before they attended the workshop.
(A) confuse (B) confusing (C) **confused** (D) to confuse

4. If savings had been made elsewhere, we to increase our support to local community service organizations last year.

- (A) continue (B) continued (C) would have continued (D) had continued

5. To save costs, BCD Corporation recommends that every manager who travels for business the amount of luggage they carry.

- (A) minimizes (B) minimize (C) to minimize (D) minimizing

2. Practice Test

1. The company's new dress code allows employees casual clothing in the workplace.

- (A) wear (B) wearing (C) worn (D) to wear

2. The museum reduced its entrance fee last summer, which led the number of visitors

- (A) double (B) doubling (C) doubled (D) to double

3. John's uncle him to study biotechnology in Germany.

- (A) proposed (B) offered (C) suggested (D) advised

4. The City Theater the cost for parking if visitors bring their receipt to the front desk.

- (A) reimbursed (B) has reimbursed (C) should be reimbursed (D) will reimburse

5. If you had been unemployed, how much would you for the guarantee of a decent job offer within six months?

- (A) pay (B) be paying (C) have paid (D) be able to pay

6. According to the financial report, if the company overheads efficiently, profits would have been much greater last fiscal year.

- (A) had been managed (B) had managed (C) was managing (D) had been managing

7. For the future well-being of the company, it is imperative that the chairman now.

- (A) resign (B) resigns (C) will resign (D) to resign

8. The doctors have recommended that Mr. Johnson in hospital for a further three weeks.

- (A) remains (B) remain (C) will remain (D) is remaining

9. The government tried to insist that all firearms banned in without delay.

- A are B were C be D had been

10. The health department requires that the operators of restaurants sanitary conditions.

- A maintenance B maintaining C to maintain D maintain

11. Mr. Johnson had his assistantthe merger proposal.

- A edit B to edit C editing D edited

12. Mr. Johnson is getting his mechanichis brakes.

- A fix B to fix C fixing D fixed

Day 23

Vocab Review

- Fill in the blanks.

1. I need to change my **destination** from Paris to London.
2. The new travel agent gives us a better **rate**.
3. FCX Police have arrested ten people after protesters camping outside Council defied an eviction **deadline**.
4. Can I give you a **ride** to the station?
5. DPU or Defects Per Unit is a ratio of the number of **defects** over the number of units tested.

- Select the best answer to complete the sentence.

1. Could you give me with those bags?
(A) an arm (B) a hand (C) a leg (D) shoulders
 2. Why did the company so many employees?
(A) lay down (B) lay over (C) lay out (D) lay off
 3. Congress is continuing tothe President's healthcare budget.
(A) opposite (B) oppose (C) opposition (D) opposing
-

Part 5 Grammar Items: Verb Patterns (2) + Comparatives

1. PRACTICE QUESTIONS

Practice 1

1. The new computer isfast as the old one.
(A) as twice (B) twice as (C) as double (D) double as

2. The manager who was facing financial difficulties seriously considered careers.

- Ⓐ to change Ⓑ changes Ⓒ changed Ⓓ **changing**

3. The chairman is confident that the industry will manage the tough times

- Ⓐ surviving Ⓑ **to survive** Ⓒ having survived Ⓓ survived

2. Practice Test

1. Researchers at BBB Rubbers are working on a new material that will be twice asas ordinary rubber.

- Ⓐ durably Ⓑ **durable** Ⓒ durability Ⓓ durableness

2. The departmental head has reported that the new mobile phones are the smallestto be purchased by the department.

- Ⓐ **ever** Ⓑ before Ⓒ far Ⓓ so

3. Cebu Electric Power has been the area's mostenergy supplier for more than thirty years.

- Ⓐ relying Ⓑ **reliable** Ⓒ reliability Ⓓ reliably

4. Despite heavy competition from established retailers, Rosas Stores has managed to do more than justin the narrow luxury niche.

- Ⓐ survived Ⓑ survives Ⓒ **survive** Ⓓ will survive

5. Traveling by train to London takes approximately one hour lesstraveling by car.

- Ⓐ for Ⓑ with Ⓒ as Ⓓ **than**

6. The results of the survey show that the signposts are not as easy to findpeople think they should be.

- Ⓐ for Ⓑ that Ⓒ **as** Ⓓ than

7. Mr. Hughes is planningout to dinner tonight.

- Ⓐ taking his clients Ⓑ his clients going Ⓒ his clients will go Ⓓ **to take his clients**

8. Ms. Greene enjoysa walk in the park after lunch whenever she has time.

- Ⓐ **taking** Ⓑ to go for Ⓒ take Ⓓ to have

9. The president of ANC decidednew cost-control measures.

- Ⓐ implement Ⓑ implementing Ⓒ **to implement** Ⓓ implementation

10. The sales clerk deniedthe money, but he could not convince the store manager.
 (A) take (B) to take (C) taking (D) took
11. Critics of the new corporate tax argue that it will make itthan ever for small businesses to succeed.
 (A) hard (B) harden (C) harder (D) hardly
12. The car is so expensive that the manager cannot afford
 (A) to buy (B) to buy it (C) buying (D) buying it

2. Part 2 Practice Test

- | | |
|--|--|
| <p>1. When did you change careers?
 (A) The weather changed today.
 (B) Almost 3 years ago.
 (C) Just twice.</p> <p>2. May I ask who's calling?
 (A) Yes, thank you.
 (B) It's my calling card.
 (C) It's Mr. Smith's secretary.</p> <p>3. Where is your boss going?
 (A) By plane.
 (B) To Hong Kong.
 (C) I'll go too.</p> <p>4. What usually happens in the meetings?
 (A) The boardroom is clean.
 (B) The manager often goes to Japan.
 (C) The weekly sales are presented.</p> <p>5. I need this printed by 5 o'clock.
 (A) OK, I'll do it first.
 (B) But he bought 6 clocks.
 (C) The new machine prints in color.</p> | <p>6. Would you mind calling Dr. Rogers?
 (A) The hospital is near.
 (B) Why, what's wrong?
 (C) That's interesting.</p> <p>7. Where's the nearest subway station?
 (A) It closes at 6.
 (B) He's at the police station.
 (C) There's one on 7th Street.</p> <p>8. Shall we have the meeting here, or is somewhere else more convenient?
 (A) There's a convenience store on the corner.
 (B) It's OK here.
 (C) That's very interesting!</p> |
|--|--|

9. I can't remember who he is.
- (A) John forgot to lock the door.
 - (B) He's the one on the left.
 - (C) He's the manager's brother.
10. Why don't we hire another secretary?
- (A) That's a good idea.
 - (B) Because that building is higher.
 - (C) The secretary is absent today.
11. Hasn't Mary completed the report yet?
- (A) No, it was last week.
 - (B) No, we're still waiting.
 - (C) He's already complimented Mary.
12. Are these figures correct?
- (A) She has a slim figure.
 - (B) Yes, I checked them thoroughly.
 - (C) He knows already.
13. I hope they hire the last interviewee.
- (A) Yes, she was very good.
 - (B) The interviews are tomorrow.
 - (C) She was last.
14. Why'd they leave early?
- (A) They are on leave.
 - (B) By taxi.
 - (C) They have a plane to catch.
15. Who was voted onto the board?
- (A) He looks bored.
 - (B) It's a new project.
 - (C) It hasn't been announced yet.
16. Does this shirt look too large for me?
- (A) No, he's looking for a small one.
 - (B) Yes, it's a nice product.
 - (C) I think it fits well.
17. Is this the most recent report?
- (A) I think so.
 - (B) No, he isn't.
 - (C) Maybe later.
18. When will the office stationery arrive?
- (A) I'll check with Helen.
 - (B) It's in winter.
 - (C) The office is opposite the station.
19. Do you stock electrical goods?
- (A) Yes, tomorrow should be fine.
 - (B) He's a good electrician.
 - (C) No, but the shop opposite does.
20. You've already written a resume, haven't you?
- (A) I'll resume tomorrow.
 - (B) Yes, it will be finished tomorrow.
 - (C) Yes, it's all done.
21. You should probably get some rest tonight.
- (A) It's probably resting.
 - (B) Yes, tomorrow will be busy.
 - (C) I'll go to the restaurant tonight.
22. How long has it been since we last met?
- (A) It was a long meeting.
 - (B) About 6 months, I think.
 - (C) We first met in Spain.
23. You haven't seen my cellphone, have you?
- (A) Anywhere is convenient.
 - (B) It's there on the table.
 - (C) We haven't been yet.

24. Will John be arriving this afternoon or tomorrow?

- (A) Yes. He arrived on time.
- (B) He will go to the arrivals gate.
- (C) Tonight, according to his secretary.

25. You read the final report, didn't you?

- (A) I have to report to work on Monday.
- (B) I just glanced at it.
- (C) He's the final candidate.

26. The new branch is opening on May 1, isn't it?

- (A) It closes every day at five.
- (B) I doubt it because there have been some delays.
- (C) We already have three offices in the area.

Day 24

Vocab Review

- **Fill in the blanks.**

1. The **dairy** products are in the last aisle.
2. It's hot and **humid**.
3. Light **refreshments** will be served at the meeting.
4. Who will **replace** Mike Holmes as regional manager?
5. She's **removing** her glasses.

- **Select the best answer to complete the sentence.**

1. His speech was very
(A) inform (B) **informative** (C) informant (D) information
 2. The riot police used tear gas to the crowd.
(A) displace (B) dispense (C) dispatch (D) **disperse**
 3. He had to his driving license.
(A) foretell (B) forestall (C) **forfeit** (D) foretaste
-

Party 5 Vocabulary Items → Max. 30 seconds

1. PRACTICE QUESTIONS

Practice 1

ABS Manufacturing its customers complete satisfaction with all its products.

- (A) requests (B) admits (C) agrees (D) **guarantees**

Practice 2

He is as an expert in the field of biotechnology.

- (A) regarded (B) considered (C) thought (D) looked

2. Practice Test

1. We recognize that many of you have had to with occasional disruptions in the workplace during our recent renovations.

- (A) tolerate (B) bear on (C) put up (D) get

2. The local government is ABC Corporation a \$10-million incentive package to build new office buildings.

- (A) considering (B) offering (C) thinking (D) regarding

3. most professionals, doctors work long hours.

- (A) Alike (B) Like (C) Similar (D) The same

4. The First Hotel has very reasonable for single rooms.

- (A) rates (B) fees (C) fares (D) bills

5. Ice cream and other frozen foods are located in the next

- (A) line (B) row (C) lane (D) aisle

6. The doctor the emergency surgery under adverse conditions.

- (A) acted (B) performed (C) accomplished (D) achieved

7. When a ladder was stolen from a store, the manager that further steps would be taken.

- (A) told (B) said (C) talked (D) spoke

8. The are stored in the warehouse.

- (A) shipment (B) merchandise (C) goods (D) equipment

9. John for his computer with a check.

- (A) purchased (B) bought (C) paid (D) acquired

10. In order to start the machine, this key to the right.

- (A) press (B) spin (C) cross (D) turn

11. BCB's headquarters leaves its management teams to the day-to-day running of each business.

- (A) get on with (B) get over (C) put off (D) put in for

12. Investments in petrochemical firms down slightly last year.

- (A) declined (B) reduced (C) jumped (D) went

13. Mr. Johnson was that Ms. Lee was the best person for the job.

- (A) competent (B) consequent (C) confident (D) compliant

14. The executive department's plans to move the offices from downtown to a suburban area met with little resistance; indeed, most employees look forward to

- (A) move (B) moving (C) having moved (D) moved

15. The company's products are carefully before they are shipped to wholesalers.

- (A) projected (B) detected (C) inflected (D) inspected

16. Smoking is permitted only in specially areas.

- (A) defined (B) described (C) denied (D) designated

17. Business readers will be informed of this problem in an edition of the magazine.

- (A) uprising (B) outgoing (C) outfitting (D) upcoming

18. The minimum term of your contract will be a period of one year, with the option to renew.

- (A) at (B) to (C) for (D) on

19. all the candidates applying for the job, Ms. Lee appears to be the most promising.

- (A) Between (B) In (C) On (D) Of

20. The ID badge needs to be activated the end of the week.

- (A) until (B) before (C) as (D) still
-

3. Part 3 Example

Man A: We haven't reserved a table. I wonder if it is possible for us to get a table for four.

Woman: You're in luck, sir. A party of five just canceled their reservations. We can seat you in about ten or fifteen minutes.

Man A: Did you hear that, Jack?

Man B: Oh, thank goodness for that! I was worried, but I think this is our lucky night!

1. Where does the conversation most likely take place?

- (A) In a furniture shop
(B) In an airport
(C) At a party venue
(D) In a restaurant

2. How long will they have to wait for seats?

- (A) Four minutes
- (B) Five minutes
- (C) Less than fifteen minutes
- (D) More than fifteen minutes

3. Why was the man worried?

- (A) The hotel was fully booked.
- (B) He didn't have any reservations.
- (C) He reserved the seats too late.
- (D) He was late for the party.

Day 25

Vocab Review

- **Fill in the blanks.**

1. If you would like to **enroll** in our frequent flyer program, please press 4.
2. Since he owns the strip of land, he has a **vested interest** in the project being approved.
3. The committee largely **concurred** with these views.
4. He works as a **custodian** at the stadium.
5. I just **plugged** in my hair dryer and all the lights went out.

- **Select the best answer to complete the sentence.**

1. I'll buy a lot more if you mark them a bit.
(A) off (B) **down** (C) out (D) for
2. I couldn't make what I had done to annoy my boss.
(A) off (B) for (C) away with (D) **out**
3. Simon Coulter's lawyerhim to drop all charges against the investment firm.
(A) speculated (B) discussed (C) **persuaded** (D) regarded

Speed Reading Training

Read the text on the screen as quickly as possible.

(Reading Speed)

Write Start time and Finish time. Start time: _____ Finish time: _____

132 words / _____ minutes = _____ wpm (words per minute)

The Daily Drucker: 23 March

1. E-commerce is to the information revolution what the railroad was to the industrial revolution. The railroad mastered distance — e-commerce eliminates it. The Internet provides the enterprise with the ability to link one activity to another and to make real-time data widely available, both within the company and to outside suppliers, outside channels of distribution, and customers. It strengthens the move to disintegrate the corporation.

2. But, the great strength of e-commerce is that it provides the consumer with a whole range of products, no matter who makes them. Examples include Amazon.com and CarsDirect.com. E-commerce separates, for the first time, selling and producing. Selling is tied no longer to production but to distribution. There is absolutely no reason why any e-commerce facility should limit itself to marketing and selling one maker's products or brands.

(From The Daily Drucker: By Peter F. Drucker)

Exercise A: Retention of facts and details

1. Which of the following is the most appropriate title for the passage?

- (A) The Industrial Revolution
- (B) The Great Strength of E-Commerce**
- (C) Amazon.com and CarsDirect.com

2. What is the strong point of e-commerce?

- (A) It masters distance.
- (B) It is capable of making real-time data widely available.
- (C) It provides the consumer with a whole range of products.**

3. According to Drucker what is the difference between the railroad and e-commerce?

- (A) While the railroad mastered distance, e-commerce eliminates it.**
- (B) The railroad strengthened the move to disintegrate the corporation.
- (C) E-commerce ties selling to production.

Exercise B: Scanning – quickly scan the passage to locate the following words and decide which paragraph they are in.

4. CarsDirect.com (2) 5. disintegrate (1) 6. facility (2) 7. channels (1)

Exercise C: Understanding words in context – choose the closest in meaning.

8. master

(A) overcome

(B) skilled person

(C) learn something completely

9. enterprise

(A) the ability to think of new ideas and make them work

(B) company

(C) venture

PRACTICE QUESTIONS

Questions 1 through 3 refer to the following conversation.

(Woman) Good morning, White Strip Supplies Limited, how may I help you?

(Man) Good morning, my name is Bob Wilson and I have an appointment with Mr. Gecko this afternoon.

(Woman) Let me see. Oh, yes, Mr. Gecko is expecting you at 3 PM. He's out at lunch right now but will be back by 2.

(Man) The problem is I have a doctor's appointment at 3.30. Can I reschedule the meeting for half past four, please?

1. What are the man and woman talking about? – **Gist (Topic)**

- (A) A business plan
- (B) A doctor's report
- (C) A business lunch
- (D) **An appointment**

2. What is Mr. Gecko currently doing? – **Detail (Action)**

- (A) Writing a report
- (B) Talking on the telephone
- (C) Expecting a call
- (D) **Eating some food**

3. Who most likely is the woman? – **Inference (Speaker)**

- (A) **An office receptionist**
- (B) A saleswoman
- (C) Mr. Gecko's wife
- (D) A nurse

Day 26

Vocab Review

- **Fill in the blanks.**

1. It may not be worth getting **comprehensive** insurance for an old car.
2. A piece of glass was **embedded** in her hand.
3. Prices for the above **itineraries** are based on charter flights from London to Rome.
4. Those are the most **prevalent** mistakes made by individual investors.
5. Did you have any **trouble** finding our office?

- **Select the best answer to complete the sentence.**

1. When did they the report to the manager?

- (A) admit (B) **submit** (C) commit (D) permit

2. There is a fatal in the security system.

- (A) trouble (B) issue (C) measure (D) **flaw**

3. The building's electrical system was completely

- (A) inarticulate (B) inaugural (C) **inadequate** (D) inadvertent

3. Part 6 Example

Answer Key: 131 – C 132 – C 133 – D 134 - B

- **Part 3 Question Types**

Matching exercise

- a. What is the man's problem? – Detail (about problems)
 - b. What does the woman tell the man to do? – Detail (about actions)
 - c. What are the speakers mainly talking about? – Gist (topic)
 - d. What is the man planning to do next week? – Detail (about plans)
 - e. What does the woman give the man? – Detail (about things)
 - f. Why does the man have to go to work early this morning? – Detail (about reasons)
 - g. Where did the man plan to go on Saturday? – Detail (about plans)
 - h. How did Beth spend her lunch hour? – Detail (about actions)
 - i. When should the project be completed? – Detail (about time)
 - j. Who most likely is the woman? – Inference (about speakers)
 - k. Why is the woman disappointed? – Inference (about situations)
 - l. What does the man suggest the man do? – Detail (about suggestions)
 - m. When will the man probably be contacted? – Inference (about time)
 - n. How many times each day should the man take the medication? – Detail (about frequency)
 - o. What did Mr. Peterson most likely forget to do? – Inference (about action)
-

1. PRACTICE QUESTIONS

Questions 1 through 3 refer to the following conversation.

- (Man) Excuse me. I ate here last night and I left my wallet behind. Do you have it here?
- (Woman) Any lost property is locked in the safe, but I don't have a key. The manager has the key and he comes in at 3 PM.
- (Man) Okay, I have an appointment this afternoon, but I'll come back this evening. Thank you.

1. Where most likely are the speakers? – Inference (Place)

- (A) In a restaurant
- (B) In a gas station
- (C) In an office
- (D) In a shop

2. Why can't the woman check the safe? – Detail (Reason)

- (A) It is broken.
- (B) She is too tired.
- (C) She can't open it.
- (D) She forgot the combination.

3. What will the man do later? - Detail (Reason)

- (A) Go to the police station.
- (B) Phone the manager.
- (C) Take a shower.
- (D) Return to the restaurant.

Day 27

Vocab Review

- Fill in the blanks.

1. She was **reluctant** to talk about it.
2. The **terms** of the contract are under review.
3. What's the most **likely** outcome of the election?
4. What's the **purpose** of your visit to London?
5. The lizards are classed as an **endangered species**.

- Select the best answer to complete the sentence.

1. Are there any tickers for tonight's concert?
(A) acceptable (B) **available** (C) accountable (D) agreeable
 2. Congratulations on your to branch manager?
(A) confirmation (B) appreciation (C) consideration (D) **promotion**
 3. Funds were for projects in low-income areas.
(A) described (B) deserted (C) **designated** (D) derided
-

Part 6

PRACTICE QUESTIONS

1. Questions 141 – 143 refer to the following memo.

141. – A 142. – C 143. – C

2. Questions 144 – 146 refer to the following letter.

144. – C 145. – A 146. – D

3. Questions 147 – 150 refer to the following notice.

147. – B 148. – D 149. – C 150. – C

Part 3 Distractors

1. PRACTICE QUESTIONS

1. What are the speakers discussing?

- (A) A business plan
- (B) Completing a report**
- (C) Taking a stock inventory
- (D) A memo

2. What does the woman suggest?

- (A) Postponing the report
- (B) Rewriting the memo
- (C) Asking Jane to assist**
- (D) Going out for lunch

3. When will Jane arrive?

- (A) The man has no idea
- (B) In an hour
- (C) Soon**
- (D) Much later

Questions 1 through 3 refer to the following conversation.

(Man) Hi Mary, did you read the memo I put on your desk yesterday? We need to finish the report by the end of today.

(Woman) Yes, I got your memo, but today I have to take a stock inventory. But we could ask Jane to help with the report. What do you think?

(Man) Ok, that's a good idea. She'll be in shortly so I'll ask her then.

1. What are the speakers discussing?
2. What does the woman suggest?
3. When will Jane arrive?

Answer Key: 1. – B 2. – C 3. – C

1. What are the speakers discussing? → This is an Inference/ Gist question.

- (A) A business plan → Not Mentioned
- (B) Completing a report = Correct Answer
- (C) Taking a stock inventory → Repeated Words
- (D) A memo → Repeated Words

2. What does the woman suggest? → This is a Detail question.

- (A) Postponing the report → Repeated Words
- (B) Rewriting the memo → Repeated Words
- (C) Asking Jane to assist = Correct Answer
- (D) Going out for lunch → Repeated Words

3. When will Jane arrive? → This is a Detail question.

- (A) The man has no idea → Not mentioned
- (B) In an hour → Not mentioned
- (C) Soon = Correct Answer
- (D) Much later → Not mentioned

Day 28

Vocab Review

- **Fill in the blanks.**

1. This restaurant is **supposed** to be the best in town.
2. Ms. Lee is by far the best **candidate** for the job.
3. Eastbound traffic is being **delayed** due to an accident.
4. Dr. Lee signed a **confidentiality** agreement with the chemical company.
5. Jack was **assigned** the task of creating a new website.

- **Select the best answer to complete the sentence.**

1. You should avoid our online banking services through shared computers.
(A) access (B) **accessing** (C) to access (D) accessed
 2. Vic lives within distance of London.
(A) commute (B) to commute (C) commuted (D) **commuting**
 3. I'll a notice about the training workshop on the bulletin board.
(A) make up (B) take up (C) **put up** (D) get up
-

Part 6

PRACTICE QUESTIONS

Answer Key: 141. – B 142. – D 143. – A 144. – B 145. – C
146. – A 147. – C 148. – A 149. – D 150. – B 151. – B
152. – C 153. – D 154. – C 155. – D

• **Part 3 : Skill Building Exercise**

1. Listen to the conversation. Then, match the following questions with the appropriate responses.

- | | |
|--|---------------------------------|
| 1. What does the man want to do? | A. read a magazine |
| 2. When is the deadline for advertisements? | B. next week |
| 3. What is shown on the business card? | C. the man's address |
| 4. Where can the woman's email address be found? | D. printed on her business card |
| 5. When will they print next week's magazine? | E. the next day |
| | F. the woman's email address |
| | G. today |
| | H. place an advert |

Answer Key: 1. – H 2. – G 3. – F 4. – D 5. – E

Practice Questions

Questions 1 through 3 refer to the following conversation.

- (Man) Hello, I would like to place an advertisement in next week's magazine. It's a color, half-page ad.
- (Woman) OK. We print next week's magazine tomorrow so we will need the advert today. Do you have it with you?
- (Man) I don't, but I can ask my colleague to send it to you. What's your email address?
- (Woman) It's printed here on our business card. Please ask your colleague to send it to me as soon as possible.

1. What does the man want to do?
- (A) Buy next week's magazine
 - (B) Put an advertisement in the magazine**
 - (C) Amend an advertisement
 - (D) Add half a page to his order
2. When does the woman require the advertisement?
- (A) Tomorrow
 - (B) Immediately
 - (C) Today**
 - (D) As soon as possible
3. What will the man probably do next?
- (A) Find a different magazine company
 - (B) Contact his colleague**
 - (C) Print a business card
 - (D) Email someone

Questions 4 through 6 refer to the following conversation.

- (Woman) I need to print this poster in color but we only have black ink.
- (Man) There should be some ink cartridges in the cupboard behind the plants over there.
- (Woman) I looked there already but I couldn't find any. Is there anywhere else I can look?
- (Man) Try talking to Jim in the IT Department. He might either have a spare cartridge or be able to print the poster for you.

4. What's the problem?

- (A) The printer is broken.
- (B) There is no color ink.**
- (C) The cupboards aren't behind the plants.
- (D) There are no ink cartridges.

5. Where does the conversation take place?

- (A) In an office**
- (B) In a warehouse
- (C) In a café
- (D) Outside

6. What does the man suggest?

- (A) Buying some more ink
- (B) Going to the gym
- (C) Contacting the IT Department**
- (D) Getting a spare cartridge

Day 29

Vocab Review

- Fill in the blanks.

1. A **handout** is something given freely or distributed free.
2. I'd like to **transfer** \$500 from my savings account to my checking account.
3. If you have any questions about this insurance **policy**, please don't hesitate to contact me.
4. The **remainder** will be paid on the completion of the project.
5. **Proceeds** from the concert will be donated to charity.

- Select the best answer to complete the sentence.

1. The chief financial officer denied financial statements.

- (A) forge (B) forging (C) forged (D) to forge

2. The country has been into a major industrial nation in the last decade.

- (A) transported (B) transferred (C) transmitted (D) transformed

3. The company was for violation of copyright laws.

- (A) able (B) reliable (C) liable (D) dependable
-

Part 6

PRACTICE QUESTIONS

Answer Key: 141. – C 142. – C 143. – B 144. – A 145. – B

146. – D 147. – A 148. – B 149. – C 150. – D 151. – C

152. – A 153. – B 154. – B

Part 3

PRACTICE QUESTIONS

Questions 41 through 43 refer to the following conversation.

- (Man) I think we need to recruit more staff to work on this project. Otherwise, I think it will take a really long time to complete.
- (Woman) I agree. I will put an advertisement in the job section of the newspaper tomorrow. We've recruited some good employees that way before.
- (Man) That's a good idea. I'll also check with the head of department if we can work some overtime on the project. That should help, too.

41. What problem are the speakers discussing?

- (A) The company's working hours.
- (B) The lack of advertising.
- (C) The length of time needed to finish the project.
- (D) There are not enough managerial staff.

42. What will the woman do tomorrow?

- (A) Interview some employees.
- (B) Place an advertisement in the paper.
- (C) Recruit more staff.
- (D) Complain about the number of staff.

43. What does the man suggest as an additional way to solve the problem?

- (A) Asking to work extra hours.
- (B) Checking the length of the project again.
- (C) Giving the project to the head of department.
- (D) Shortening the project.

Questions 44 through 46 refer to the following conversation.

- (Woman) Have the lights been fixed in the kitchen yet?
- (Man) Not yet. The electricians are still looking for some parts. They went to the electrical store yesterday but they were out of stock.
- (Woman) Oh! Well, it's Thursday today so I really hope they can fix them soon because we'll be busy from tomorrow. We definitely need them fixed for the weekend.
- (Man) I know. But if the electricians can't fix them in time, I'll be able to borrow some portable lights for the kitchen for the weekend, so we'll be OK.

44. Who most likely are the speakers?

- (A) Plumbers
- (B) Electricians
- (C) Restaurant workers
- (D) Office employees

45. What problem are the speakers discussing?

- (A) The work of the electricians
- (B) Broken lights
- (C) Tomorrow's schedule
- (D) Kitchen equipment

46. What is the man planning to do if the problem is not solved?

- (A) Fix the lights himself
- (B) Call the electricians
- (C) Go to the electrical store
- (D) Borrow some portable lights

Questions 47 through 49 refer to the following conversation.

- (Man) Good afternoon, ma'am. May I have your passport? How many bags would you like to check in?
- (Woman) Here it is. I have just one bag. Also, I ordered a vegetarian meal.
- (Man) Thank you, ma'am. I'll just check our system regarding your vegetarian meal. ...*(pause)*...I don't have a record of that, probably because we had some electrical problems on Saturday and lost some information. But please take this coupon to the air steward and she'll get you a vegetarian meal.
- (Woman) OK, thank you. Yes, I ordered my meal before Saturday, on Thursday I think, but I'll use the coupon. Thanks again.

47. Where most likely are the speakers?

- (A) In a restaurant
- (B) In an airport**
- (C) In a supermarket
- (D) In a hotel

48. What does the man ask the woman to do?

- (A) Check in a bag
- (B) Eat a vegetarian meal
- (C) Give something to the air steward**
- (D) Record some information

49. When did the woman book her vegetarian meal?

- (A) On Monday
- (B) On Friday
- (C) On Thursday**
- (D) On Saturday

Questions 50 through 52 refer to the following conversation.

- (Man) Good morning, I'm here with a delivery for Miss Fletcher. Is she available?
- (Woman) Oh, is it a gift for her? It's her birthday today. She's in a meeting now, but I can sign for the package and hand it to her later.
- (Man) Ok, that's great. You just need to print your name here, sign next to it, and then write today's date in the box. Here's a pen.

50. What is the man doing?

- (A) Meeting Miss Fletcher
- (B) Taking an order
- (C) Signing for a package
- (D) Making a delivery

51. Where is Miss Fletcher?

- (A) At a birthday party
- (B) In a meeting
- (C) Signing for a package
- (D) Absent

52. What will the woman probably do next?

- (A) Call Miss Fletcher
- (B) Open the gift
- (C) Sign the delivery form
- (D) Find a pen

Day 30

Vocab Review

- Fill in the blanks.

1. Over 50, 000 **spectators** turned out for the final.
2. She **heaped** more food onto my plate.
3. It is my great pleasure to introduce our keynote speaker, Mr. Simon Coulter.
4. They are **strolling** hand in hand.
5. We are pleased to inform you that your application has been **approved**.

- Select the best answer to complete the sentence.

1. The use of cameras or recording devices is strictly inside the theater.
(A) prohibit (B) **prohibited** (C) prohibiting (D) to prohibit
 2. To take full of this special offer, please visit our website.
(A) advert (B) advance (C) adventure (D) **advantage**
 3. Monthly bank statements help you keep of your expenses.
(A) distance (B) promise (C) **track** (D) pace
-

Part 6

PRACTICE TEST (1)

- Answer Key:** 141. – B 142. – D 143. – C 144. – C 145. – B
146. – C 147. – D 148. – A 149. – B 150. – C 151. – A
152. – B 153. - C

Part 3

PRACTICE QUESTIONS

Questions 41 through 43 refer to the following conversation.

(Man) The head of accounting has suggested the company reduce its overheads due to the rising cost of gas.

(Woman) Yes, I understand. Did he identify in which areas specifically we could try to reduce overheads?

(Man) Well, he doesn't think we can cut staff wages at all. Rent is, of course, fixed. And our electricity bill is already low. He suggested we try to reduce travel expenses and also revise the overtime payment structure.

(Woman) I understand. I'm meeting with my team tomorrow so I'll talk to them and report back to you by the end of the week.

41. Why is it necessary to reduce the company's overheads?

- (A) The price of gas has increased.
- (B) The accounting department has been reduced.
- (C) Staff wages are too high.
- (D) Too many employees are taking holidays.

42. What specifically does the head of accounting suggest?

- (A) Not to pay the rent.
- (B) Lower the use of electricity.
- (C) Decrease money spent on travel.
- (D) Switch gas companies.

43. When will the woman talk to the man again?

- (A) When she has the report
- (B) By the end of the day
- (C) Tomorrow
- (D) Towards the end of the week

Questions 44 through 46 refer to the following conversation.

- (Man) Julie, our paper suppliers have just doubled their delivery prices. Would you be able to look for a different company that could deliver to us?
- (Woman) Sure. Do you still want to buy the paper from the same company and just change who delivers it? Or do you want to change who we buy the paper from as well?
- (Man) Let's just change the delivery company and continue to buy the paper from them.
- (Woman) OK. I'll go online and find out about possible companies we could use.

44. Why is the man concerned?

- (A) His delivery is late.
- (B) Julie is at a different company.
- (C) The delivery price is now two times higher.
- (D) He needs to deliver some paper.

45. What does the man want to do?

- (A) Change both the paper supplier and the delivery company.
- (B) Change the delivery company but not the paper supplier.
- (C) Change the paper supplier but not the delivery company.
- (D) Change neither the paper supplier nor the delivery company.

46. What will the woman probably do next?

- (A) Search the internet.
- (B) Go outside for lunch.
- (C) Wait in line for the paper delivery.
- (D) Think about possible companies.

Questions 47 through 49 refer to the following conversation.

(Man) Hi Jill. Did you see Mr. Summers? He was looking for you. He wanted to remind you about the meeting later today with our accountant. Have you prepared the photocopies?

(Woman) I haven't seen Mr. Summers yet today, but I have prepared the photocopies. However, I won't be able to attend the meeting myself because I have a conflicting schedule at 3 P.M. I left a message on Mr. Summers' answerphone yesterday about that.

(Man) Oh, he didn't mention it. He must have forgotten to check his messages this morning.

47. Who is looking for Jill?

(A) The accountant

(B) Mr. Summers

(C) The receptionist

(D) The photographer

48. What did the woman prepare for the meeting?

(A) An answerphone message

(B) The schedule

(C) Some photocopies

(D) Mr. Summers' appointments

49. What did Mr. Summers most likely forget to do?

(A) Change his schedule

(B) Look for Jill

(C) Review his messages

(D) Talk to the man

Questions 50 through 52 refer to the following conversation.

(Woman) Are you going to the dinner at the golf club this Saturday?

(Man) No, I can't because I'm in Boston for the weekend and will get back late Sunday night.

(Woman) Oh, nice! I went to college in Boston, I lived there for four years. I try to visit as often as I can.

(Man) Really. I went to college in Chicago, but I'm actually meeting some old college friends there.

50. When will the man return?

(A) On Saturday

(B) On Sunday

(C) On Monday

(D) On Tuesday

51. Why does the woman know Boston?

(A) She went to college there.

(B) She has friends there.

(C) She visits there often.

(D) She worked there for many years.

52. Why is the man going to Boston?

(A) For work

(B) To attend college

(C) To live there

(D) To see some friends