

PRACTICE TEST 1

PART 1

1. (C) The firefighters are holding a hose.
2. (C) It's rush hour.
3. (D) The man is sitting at a desk.
4. (B) The man is lifting a box.
5. (A) The files are arranged neatly on the shelves.
6. (B) The people are at an airport.
7. (D) The package is being delivered to the woman.
8. (B) The women are working on a project together.
9. (C) There are several glasses on the counter.
10. (A) The patient is being treated by the dentist.

PART 2

11. (B) I have to finish a marketing report.
12. (A) The supplier. Our shipment has arrived.
13. (B) On Julie's desk.
14. (C) For a class I'm taking at the community college.
15. (A) We can pick it up any time after 3:00.
16. (C) A year.
17. (C) Sure. What's the number?
18. (A) I'd rather get it all done today.
19. (B) Sure you will. Let me help you.
20. (A) I'm almost done.
21. (B) Yes, it's very interesting, but a little difficult.
22. (C) It certainly was.
23. (A) I don't remember exactly, but it was a good deal.
24. (B) I thought we'd agreed on two o'clock.
25. (B) From five o'clock until seven-thirty.
26. (A) I don't mind going to meet her.
27. (A) Oh, I threw it away already.
28. (A) Yes, with my business partner.
29. (C) Early next week.
30. (A) I couldn't find the room.
31. (B) Actually, he asked if he could have it.
32. (B) Oh no. Not again.
33. (A) Well, how urgent is it?
34. (B) Didn't you know? She's on vacation.
35. (C) There's some space in the basement.
36. (A) How does next Tuesday sound?
37. (C) I'm going to be in charge of that.
38. (C) I put them in an envelope on your desk.
39. (A) I work flexi-time, so it varies.
40. (B) Oh, we thought you had ordered them.

PART 3

41. (C) Reserving an extra hotel room
42. (B) A name and reservation number
43. (C) The man's family name
44. (A) Their company's new invoicing system
45. (B) Their old billing system was outdated.
46. (B) It has helped her with her work.
47. (C) It contained an unexpected item.
48. (C) A telecommunications expert
49. (A) The meeting was not essential.
50. (A) She didn't know she had to pay taxes.
51. (D) How much she will have to pay
52. (C) Read an information leaflet
53. (D) Buying a piece of land and building on it
54. (A) Increase the size of their building
55. (C) In three months
56. (A) A staff meeting
57. (B) She had to meet a client.
58. (B) She is glad that she was not there.
59. (D) John's office number
60. (A) He doesn't like being disturbed at home.
61. (B) In the office directory
62. (D) Next Wednesday afternoon
63. (D) The meeting will be very long.
64. (B) A presentation by the planning division
65. (B) A scandal in the construction industry
66. (A) Many of their buildings have structural flaws.
67. (B) The company will have to pull down several buildings.
68. (A) They have an outstanding bill to pay.
69. (C) The man's
70. (D) Straight away

PART 4

71. (B) AAM's success in foreign sales
72. (B) England, Norway, France, and Germany
73. (C) Mark Simpson
74. (D) To decrease use of paper and electricity
75. (D) Flush the toilet regularly.
76. (B) People must conserve natural resources.
77. (C) To subscribe to this publication
78. (D) By credit card
79. (A) Those interested in the arts
80. (A) On a train
81. (D) The train is late.
82. (C) The food service will close.

83. (C) To speed up your call
 84. (A) 1
 85. (D) Ticket delivery
 86. (B) A businessman who provides charitable assistance
 87. (D) For a decade
 88. (A) By allowing for the provision of clean water
 89. (D) Health care products
 90. (A) Gold Card Members get 20% off on Tuesdays.
 91. (B) All GFY customers
 92. (A) To keep him informed of the situation
 93. (D) Improving quality control
 94. (A) A pay raise or an increase in personnel
 95. (C) Health and safety inspectors
 96. (C) Defective safety mechanisms
 97. (A) They will be off work with full pay for about a week.
 98. (B) Winter vacation packages
 99. (C) Dinner
 100. (A) By visiting a branch directly or calling a special hotline

PART 5

101. (B) incentives
 103. (C) will allow
 105. (C) coordinate
 107. (D) would arrive
 109. (B) many
 111. (D) themselves
 113. (D) within
 115. (D) by
 117. (D) scarce
 119. (A) found that
 121. (D) requested
 123. (C) latest
 125. (B) accepted
 127. (B) minimum
 129. (C) to place
 131. (D) nobody
 133. (C) by
 135. (B) most
 137. (C) themselves
 139. (B) opposite
102. (A) ago
 104. (B) ought
 106. (B) impressed
 108. (D) Despite
 110. (A) over
 112. (B) notified
 114. (C) yet
 116. (A) are going
 118. (C) Even
 120. (A) whether
 122. (B) as
 124. (C) and
 126. (A) percentage
 128. (D) depends
 130. (B) effect
 132. (C) While
 134. (A) has
 136. (D) When
 138. (D) holding
 140. (C) ceremony

PART 6

141. (B) sure
 143. (A) convincing
 145. (A) expired
 147. (C) advise
 149. (C) announce
 151. (D) free
142. (C) away
 144. (C) free
 146. (B) cut up
 148. (C) forward
 150. (D) pick up
 152. (A) apply

PART 7

153. (D) West 55 Checking & West Advantage Account
 154. (D) West Free Checking
 155. (C) West 55 Checking
 156. (A) A technical periodical of the electronics trade
 157. (B) 12 months
 158. (B) An ad announcing a special offer
 159. (C) A business person
 160. (B) \$250
 161. (D) A computer program
 162. (C) Stay home when you are sick
 163. (A) Winter
 164. (A) That workers are reluctant to take sick leave
 165. (C) It's a young, fast-growing company.
 166. (B) An increase in transactions between bank branches
 167. (D) It is less expensive to use single-engine airplanes than trucks.
 168. (C) Two weeks after the news release
 169. (C) A sales letter
 170. (A) It will increase profits.
 171. (B) Read the agreement and complete a questionnaire
 172. (B) Just a few months
 173. (B) Real Estate agents
 174. (A) Convenience and expense
 175. (C) Until construction is completed
 176. (D) On the office notice boards
 177. (B) To give park regulations to visitors
 178. (D) To reduce the possibility of forest fires
 179. (A) They will have to pay a fine.
 180. (C) If they join the park's animal-feeding program
 181. (C) To make a complaint
 182. (C) About three weeks
 183. (A) She will stop using Office Depot.
 184. (A) The items were dispatched twice.

- 185. (A) He is sorry, but understands her reasons.
- 186. (A) To solicit ideas from sales staff
- 187. (B) He will not be at the meeting.
- 188. (C) Fiction Paperback
- 189. (B) It includes books given away.
- 190. (C) Discount coupons
- 191. (A) A job ad
- 192. (A) Good pay, managers, and opportunities
- 193. (C) An MBA graduate with no sales experience
- 194. (C) Winning a prize for his MBA thesis
- 195. (B) He lacks the necessary experience.
- 196. (B) To find volunteers
- 197. (C) Deprived children from the local community
- 198. (B) People with medical training.
- 199. (C) She used to work with underprivileged children.
- 200. (B) A balloon toy

PRACTICE TEST 2

PART 1

1. (C) The doctors are looking at an x-ray.
2. (A) There's no one in the lobby.
3. (B) The woman is getting off the train.
4. (C) The referee is observing the players.
5. (A) It's too early to check in for the flight.
6. (D) The woman is standing atop the ladder.
7. (B) The clothes are hanging on the rack.
8. (A) The two men are shaking hands on an agreement.
9. (B) They are working near a minor road.
10. (A) The woman is writing something in her book.

PART 2

11. (C) No. The repairman hasn't arrived yet.
12. (A) All weekend.
13. (B) Sure, but I need it back.
14. (B) There were a lot of items to discuss.
15. (A) We're going to buy a new one.
16. (A) On the middle shelf towards the wall.
17. (B) Well, have a safe flight.
18. (C) No, we're closing early for the holiday.
19. (C) I have an opening at eleven.
20. (B) Two years ago.
21. (C) Twenty-five should be enough.
22. (A) Wait. I need to take a look first!
23. (A) I'm sorry sir. I only have window seats available.
24. (A) OK, I can get it done after lunch.
25. (A) There was a power outage, so I couldn't serve customers.
26. (A) Ian and Brian will be joining you.
27. (A) He'll have an office on the fifth floor.
28. (A) As soon as possible.
29. (B) It says in the program.
30. (A) I'd go for the candidate with the most experience.
31. (B) I hope they're not locked inside the cabinet.
32. (B) I don't know. I haven't counted them yet.
33. (C) He said he would put it between the copy machine and the filing cabinets.
34. (B) I've already sent them to your secretary.
35. (A) The basement is flooded, and there was nowhere else to put them.
36. (A) I believe it's still Andy McCarthy.
37. (A) Relax, I still have a whole day to get it done.
38. (C) It's probably got a virus.
39. (A) Thank you. I designed the lettering using my PC.
40. (B) Turn the green lever, then pull out the empty tube.

PART 3

41. (D) Their employer
42. (B) It is much nicer than his old computer.
43. (A) She is looking forward to getting one.
44. (C) At a conference all week
45. (B) Check the Asian reports immediately
46. (B) Bad news
47. (B) To a meeting
48. (C) He needs to finish writing a letter.
49. (B) The man will be late again.
50. (B) Market research
51. (C) Tomorrow at ten o'clock
52. (B) Documents to be read
53. (D) The supply department
54. (B) He is busy.
55. (A) 30 boxes
56. (A) He thinks he is lost.
57. (B) An office a couple of blocks away
58. (D) By calling their old number
59. (B) Reduce overhead
60. (A) They're unreasonable.
61. (C) Lay off one member of the staff
62. (C) To New York
63. (B) The woman has to reduce the length of her trip.
64. (D) On the 19th
65. (B) Overseas business challenges
66. (B) Translation
67. (A) His company may expand overseas.
68. (D) A letter
69. (B) Check a letter for her
70. (A) Perfection is more important than punctuality.

PART 4

71. (B) A brochure on mutual funds
72. (C) Call and request a copy
73. (B) It is free.
74. (C) Consumer affairs
75. (D) Star
76. (B) 4 minutes
77. (B) She is writing a book.
78. (A) 10 years
79. (D) Nobel Prize winner
80. (C) A tour operator
81. (B) 2
82. (B) 300
83. (B) The interest earned on your bank account
84. (C) Your credit record is always changing.
85. (C) Someone whose credit application was rejected
86. (A) The market was weak in October.
87. (C) 4%

88. (D) Because of an increase in fuel costs
 89. (D) It states that it is used in the best health spas and hotels.
 90. (C) \$20
 91. (B) To soften water
 92. (C) To alter a reservation
 93. (A) 4
 94. (B) She will telephone the hotel again.
 95. (C) A train has come off the rail tracks.
 96. (B) Rail travelers with flights leaving Heathrow Airport before 4 p.m.
 97. (C) At the ticket office
 98. (A) In a bank
 99. (D) The gunmen, bank clerks, and customers
 100. (C) People standing in the street

PART 5

- | | |
|------------------------|-------------------------|
| 101. (A) suggested | 102. (B) because of |
| 103. (B) its | 104. (D) grew |
| 105. (B) highest | 106. (B) opportunities |
| 107. (C) Although | 108. (C) who |
| 109. (A) addition | 110. (D) wealthier |
| 111. (A) expected | 112. (C) about |
| 113. (D) serving | 114. (B) demonstrable |
| 115. (D) developing | 116. (B) information |
| 117. (A) are available | 118. (D) in |
| 119. (B) for | 120. (A) announcement |
| 121. (A) cost | 122. (B) effective |
| 123. (D) time | 124. (C) sailing |
| 125. (D) already | 126. (B) opting |
| 127. (A) surpass | 128. (D) will have been |
| 129. (B) greatly | 130. (D) next Friday |
| 131. (A) on | 132. (C) right |
| 133. (C) According | 134. (A) how many |
| 135. (C) are being | 136. (C) Despite |
| 137. (B) required | 138. (A) biggest |
| 139. (B) took | 140. (B) working |

PART 6

- | | |
|---------------------|------------------------|
| 141. (B) alert | 142. (D) recent |
| 143. (B) reputation | 144. (C) premises |
| 145. (D) customers | 146. (C) clerks |
| 147. (A) staff | 148. (B) convey |
| 149. (D) further | 150. (B) stock |
| 151. (B) affected | 152. (C) inconvenience |

PART 7

153. (D) Establishing copying limits
 154. (C) In half, starting in July
 155. (B) A computer research system
 156. (D) Broad research criteria
 157. (A) A computer with certain specifications
 158. (A) 4
 159. (A) Delivery time and price
 160. (D) \$18.35
 161. (C) A mail order catalog
 162. (C) Pay a \$15 membership fee
 163. (B) Discounts on all purchases at SHOP stores
 164. (A) During bargain sales
 165. (B) To collect money
 166. (D) Setting up a meeting
 167. (C) Mr. Burnham does not return their calls.
 168. (B) June 2nd
 169. (A) Architects
 170. (D) In these professions, men earn more than women.
 171. (B) Dancer
 172. (A) Female authors earned more than male announcers.
 173. (A) An ad for a loan company
 174. (D) Excellent interest rates on your loan
 175. (B) A young couple looking for their first home
 176. (C) More than 85 years
 177. (C) The amount women spent on athletic shoes in a 10-year period.
 178. (D) Spending has quadrupled in a decade.
 179. (A) The women's athletic footwear business is going strong.
 180. (B) A lack of choice of styles
 181. (B) To maintain contact with a customer
 182. (D) 50% off if you buy more than \$50 by December 10th
 183. (C) His company's prices and the quality of their goods
 184. (C) He no longer works for Wilcon Products.
 185. (A) On a separate form
 186. (B) To encourage workers to be more careful
 187. (B) They are more careful about safety than men.
 188. (B) It may prevent them from ingesting toxins.
 189. (C) Something getting in workers' eyes
 190. (A) These accidents are avoidable with care.
 191. (B) An instructional memo
 192. (D) To assist employees in finding jobs they like
 193. (A) The supervisor adds comments.
 194. (D) 2 and 7
 195. (D) 6 weeks
 196. (A) A special deal on a rental vehicle
 197. (C) You must reserve a vehicle ahead of time.
 198. (C) Saturday or Sunday
 199. (B) His application for a rental car was rejected.
 200. (A) They have unreasonably high standards.

PRACTICE TEST 3

PART 1

1. (A) The road is full of traffic.
2. (C) The police officer is arresting a suspect.
3. (D) The two men are hanging from safety harnesses.
4. (A) The man is talking on a public telephone.
5. (C) He is picking a book off a table.
6. (D) The woman is walking up the stairs.
7. (C) The bridge is crowded.
8. (B) The train doors are open.
9. (A) The man is confused about something.
10. (B) The three men are walking together.

PART 2

11. (C) Three people from accounting resigned.
12. (A) It sure looks like it.
13. (C) I had a wonderful time.
14. (B) First, you turn the knob to the left.
15. (B) It turned out to be more complicated than we thought.
16. (C) How about on Friday?
17. (B) There's one on Water Street.
18. (B) Yes, we'll discuss it at the meeting.
19. (C) That was Dawson, our biggest client.
20. (A) I'll go by bike, if the weather is decent.
21. (A) I'd like to get a job in advertising.
22. (B) Yes, she's got 10 years work experience in computer graphics.
23. (A) For three days.
24. (B) By tomorrow afternoon, I think.
25. (A) We're not sure, but we're investigating.
26. (C) No, it's too wide.
27. (B) We'd better let him know sooner rather than later.
28. (A) I guess we'll meet in his office.
29. (B) Turn it so the green stripe is facing up.
30. (A) They were a little disappointing.
31. (A) I'm afraid it's broken.
32. (C) I'll be done in about five minutes.
33. (B) Yes, 15 years ago.
34. (B) No, I've never met her before.
35. (B) It's the new intern.
36. (A) There's going to be an investigation.
37. (B) They've found a cheaper supplier.
38. (A) Don't blame me every time you lose something.
39. (B) The black and white looks a little old-fashioned.
40. (A) That's OK, I have a spare one.

PART 3

41. (A) Talking about a letter
42. (B) The man just needs to make a few changes.
43. (C) He thinks they are very helpful.
44. (B) Problems with a fax machine
45. (A) Print out a confirmation sheet
46. (C) The document has been sent successfully.
47. (B) She feels overworked.
48. (B) More time to complete the work
49. (A) It's unlikely he can extend the deadline.
50. (C) In an office supply store
51. (D) They are out of stock.
52. (A) Order a box of pens for the man
53. (C) An excellent employee
54. (B) Improved relations with Price
55. (B) Give Evans a bonus or a raise
56. (A) Giving advice about managing time
57. (B) By taking his time and not hurrying
58. (C) Because of stress
59. (B) He has quit his job.
60. (C) She thought the man liked his job.
61. (B) To a smaller city
62. (C) Salesman
63. (D) Give her credit card number
64. (A) Return it
65. (B) The machines kept breaking down.
66. (B) Buying new machines
67. (C) Comparing the cost of different options
68. (A) Mathematics
69. (B) Accountant
70. (C) She is very interested in his offer.

PART 4

71. (D) To order some forms
72. (D) Press 4 to hear the message in Spanish.
73. (C) 3
74. (C) A guest speaker is being introduced.
75. (D) Marketing
76. (A) Elizabeth Morgan was a science teacher.
77. (A) To announce a death
78. (D) Coronado Partners
79. (D) Three years
80. (C) At an airport
81. (A) To advise passengers about carry-on luggage restrictions
82. (B) Passengers with young children
83. (C) A catalog
84. (C) 3
85. (C) Catalog shoppers

86. (D) An airline and travel destination
 87. (D) Skiing
 88. (A) None
 89. (B) Made a flight reservation
 90. (D) By 11 a.m.
 91. (C) She couldn't get all the seats located together.
 92. (C) A shopping mall
 93. (D) A child has got lost.
 94. (B) Give a description of Samantha at the customer service center
 95. (B) People who have trouble sleeping
 96. (C) \$20
 97. (C) 3
 98. (B) Local businesses
 99. (C) To fund projects for young people in the local community
 100. (C) One Greenford youth who wants to study engineering

PART 5

- | | |
|---------------------------|---------------------|
| 101. (A) return | 102. (D) memorable |
| 103. (C) For | 104. (C) Most |
| 105. (A) in | 106. (D) any |
| 107. (A) who | 108. (B) hopes |
| 109. (B) out | 110. (A) have been |
| 111. (C) off | 112. (B) whether |
| 113. (D) to stay | 114. (C) never |
| 115. (C) claimed | 116. (A) since |
| 117. (D) must have | 118. (A) lowest |
| 119. (D) so | 120. (B) developers |
| 121. (D) precise | 122. (A) until |
| 123. (B) by | 124. (D) promoted |
| 125. (B) one | 126. (C) after |
| 127. (D) was asked | 128. (C) found |
| 129. (B) long | 130. (D) differing |
| 131. (B) loyal | 132. (C) entire |
| 133. (C) lower | 134. (B) objective |
| 135. (D) inefficient | 136. (A) capital |
| 137. (B) precedent | 138. (A) lend |
| 139. (B) would have given | 140. (A) required |

PART 6

- | | |
|--------------------|-------------------|
| 141. (C) remind | 142. (D) premises |
| 143. (D) entitled | 144. (C) every |
| 145. (D) make | 146. (C) grateful |
| 147. (D) rate | 148. (C) suitable |
| 149. (D) to inform | 150. (C) further |
| 151. (D) eligible | 152. (C) earliest |

PART 7

153. (D) Conducting Better Meetings
 154. (B) Create a financial budget for the meeting and stick to it
 155. (B) Time management
 156. (D) Bi-monthly
 157. (C) \$62.40
 158. (B) 12 times a year
 159. (C) Value
 160. (A) This is one of the best lines of portable stereos made today.
 161. (C) Emphasize product value
 162. (D) Evaluate whether your credit card serves you well
 163. (B) Get a card with the lowest interest rate possible.
 164. (A) People who pay the balance in full each month
 165. (D) Winter
 166. (D) Making a charitable donation in his name
 167. (B) He is one of their clients.
 168. (A) To thank Ewan for his efforts over the past year
 169. (C) To ask Let's Go to cancel a bill
 170. (A) Before July 28th
 171. (B) He had to perform surgery.
 172. (B) His secretary
 173. (C) Drilling for oil deep below the ocean
 174. (D) A stock market investor
 175. (A) Take over a Finnish drilling company
 176. (B) Taking on more difficult drilling jobs
 177. (C) 3 weeks and one day
 178. (D) Drive a rental car
 179. (B) By 3 p.m.
 180. (A) What he will be doing in each location
 181. (B) The company was recommended to him.
 182. (B) Prescription drugs for men and outpatient care for women
 183. (C) Women spend more for medical services.
 184. (B) \$32
 185. (B) Mr. Williams will be under no pressure to take out a policy.
 186. (B) A job vacancy
 187. (C) A confident art major with consulting and computer experience
 188. (D) Organize and produce presentations and seminars on management
 189. (C) Membership of a debating society
 190. (D) Her lack of experience
 191. (D) Enthusiastic
 192. (B) The importance of secretarial work

193. (B) Sending a member of the support staff to the conference every year
194. (C) She thinks it is a wonderful idea.
195. (C) Eric Richards
196. (A) Southwest Telecommunications wanted to solve problems caused by long-term computer use.
197. (B) Work on computers to experience problems first hand
198. (C) Providing chairs with good back support
199. (D) As soon as possible
200. (A) Samples of suitable office furniture

PRACTICE TEST 4

PART 1

1. (C) The room has been set up for a conference.
2. (A) The man is painting a door.
3. (B) There are tools on the work bench.
4. (B) The two women look happy.
5. (B) The cars are at the gas station.
6. (C) The woman is surfing the Internet.
7. (C) The people are arranging papers on a table.
8. (A) The women are discussing a document.
9. (B) The man and women are surveying the view.
10. (A) The woman is seated on the right of one of the men.

PART 2

11. (B) No, she took the shuttle.
12. (B) In June.
13. (B) Long, about 12 hours.
14. (C) Go straight down the middle aisle to the back.
15. (B) OK, but I'm not sure it's the right job for me.
16. (A) Yes, here's an application form.
17. (A) Walter, he wants you to call him back.
18. (C) It's because it's on the main road.
19. (A) Sure, turn it on.
20. (A) I did. But I didn't understand them.
21. (A) Only five days, and it must be for a family member.
22. (B) Return it to the manufacturer.
23. (B) The last weekend in March. Is that OK?
24. (B) It's the white building on the right.
25. (B) To Edgar Winters.
26. (A) Of course! Your proposal was excellent.
27. (B) The same as yesterday.
28. (A) I was hoping I could look at it over the weekend.
29. (B) They aren't happy with it.
30. (A) I'll be right there.
31. (A) Why? Is there a problem?
32. (A) Yes, she's a real professional.
33. (B) It's supposed to be delivered within the hour.
34. (B) They'll tell us at the weekly meeting on Wednesday.
35. (B) Morocco and Egypt.
36. (B) Do you mean the red power mower, sir?
37. (C) He'll arrive at ten, and we'll get started at 10:30.
38. (A) I've never known Alison to miss a deadline or forget to do something.
39. (B) I have no idea. This is such a mess.
40. (B) Drop by my office this afternoon.

PART 3

41. (C) It is too dark.
42. (A) Putting in some extra lights
43. (B) Buy some table lamps
44. (C) She doesn't care if Peter is present or not.
45. (B) They'll have to say everything twice.
46. (C) His time management skills
47. (C) Edit a report
48. (A) Whether she has communicated clearly
49. (B) She is a better writer than she realizes.
50. (B) He thinks he has the flu.
51. (B) He should have stayed home.
52. (B) They are going through a quiet period.
53. (B) He left his keys in the parking lot.
54. (D) Coworkers
55. (A) No one tried to take his car.
56. (A) He hopes she likes her new job.
57. (A) She's going to coordinate conferences.
58. (C) May 1st
59. (B) Shopping for clothes
60. (C) Disappointed
61. (A) With sympathy
62. (B) She has been given a raise.
63. (A) That the company makes the woman work too hard
64. (C) To the manager's office
65. (C) He might lose his job.
66. (A) He hasn't been working at the company for very long.
67. (C) Worried about her job security
68. (C) To make a complaint
69. (B) The man is leaving.
70. (A) Because she needs to find a suitable replacement

PART 4

71. (D) At a staff meeting
72. (D) Beneath the back windows
73. (B) Just before noon
74. (C) Two medical doctors
75. (B) She is an excellent lecturer.
76. (C) Lived in West Africa
77. (B) Taos Communications
78. (C) They have new film projectors.
79. (D) \$6
80. (B) 7 days
81. (C) Hold on to your hats because it will be windy.
82. (D) Mild temperatures with gusting winds
83. (A) There are not enough seats available.
84. (C) Arbitrarily move passengers to a different flight

85. (B) A better class of travel or a free flight
 86. (B) When the library is open
 87. (B) People with vision problems
 88. (B) 2
 89. (A) A health supplement
 90. (A) For three weeks
 91. (C) Start with 600 mg, then reduce it to 300 mg
 92. (C) To announce job cuts
 93. (D) For a year
 94. (C) The most junior employees
 95. (D) Six times
 96. (A) That his company has not been doing its best
 97. (C) Call Kevin
 98. (B) To promote a new book
 99. (A) She thought the market was saturated.
 100. (A) Anyone interested in fund management

PART 5

101. (B) number
 102. (A) was held
 103. (C) don't
 104. (C) within
 105. (B) complex
 106. (D) most
 107. (C) due to
 108. (A) competitive
 109. (B) would be
 110. (C) Situated
 111. (B) on
 112. (D) list
 113. (C) hope
 114. (B) rather
 115. (A) proved
 116. (B) enough
 117. (D) seemed
 118. (D) have changed
 119. (B) excited
 120. (C) sum
 121. (B) was
 122. (A) when
 123. (D) Since
 124. (C) better
 125. (B) informative
 126. (A) might
 127. (D) from
 128. (D) as soon as
 129. (B) As
 130. (A) have developed
 131. (C) provide
 132. (D) come out
 133. (B) lower
 134. (C) reflect
 135. (B) had been
 136. (A) essential
 137. (C) currently
 138. (B) on
 139. (B) must
 140. (D) Higher

PART 6

141. (C) resort
 142. (A) all-inclusive
 143. (B) enter
 144. (A) spend
 145. (B) increases
 146. (C) installed
 147. (C) prosecuted
 148. (A) entitled
 149. (D) celebrate
 150. (B) save
 151. (C) initial
 152. (C) comprehensive

PART 7

153. (C) He is a tax accountant.
 154. (D) Rhonda McVities
 155. (C) \$52.50
 156. (D) According to the distance transported
 157. (C) A penknife
 158. (B) 70 pounds
 159. (C) Anyone interested in improving their computer skills
 160. (B) Twice a month
 161. (C) A schedule of classes
 162. (B) Report financial transactions of a certain size
 163. (A) They are unhappy about them.
 164. (A) Prevent illegal funds being channeled secretly by organized crime groups
 165. (B) To confirm a reservation for a meeting at the BV Center
 166. (A) About 80
 167. (D) As soon as she receives this letter
 168. (B) The AV department and Food and Beverage Manager
 169. (C) It's free of charge and available all the time.
 170. (B) Madrid
 171. (B) Type the fax onto a website
 172. (C) A headset
 173. (A) Individuals who conduct international financial transactions
 174. (D) 5, regardless of your balance
 175. (C) Transferring funds to another bank fifteen times in a month, without incurring charges
 176. (D) \$1,000
 177. (B) Passengers must fly once a month for 12 months.
 178. (D) It doesn't matter how far you fly.
 179. (C) A maximum of 4
 180. (B) By calling a special phone line or downloading the form
 181. (B) He wants a quiet room.
 182. (C) By telephone
 183. (C) After midnight
 184. (C) The hotel is located far from the road.
 185. (A) Mr. Rodriguez's credit card number
 186. (A) March 31st
 187. (C) Pay the full amount before July 5th
 188. (B) He should have paid the full amount by April 29th.
 189. (C) 3
 190. (A) Because the order was canceled

- 191. (C) Telephone people who are not expecting to hear from him
- 192. (A) His excellent sales record
- 193. (B) To arrange an interview
- 194. (B) Call Ms. Prendergast
- 195. (A) She hires new employees.
- 196. (B) You must spend \$50 a month to get cheaper rates.
- 197. (D) You save 30% on all subsequent calls.
- 198. (C) To get further information
- 199. (C) One run by Telephone Connection's competitors
- 200. (A) Whom she can call at the cheapest rate, and at what discount

PRACTICE TEST 5

PART 1

1. (D) The airport lounge is almost empty.
2. (B) The man is wearing protective headgear.
3. (B) There are very few customers in the store.
4. (A) The woman is using a notebook computer.
5. (C) Four flags are hanging from the office building.
6. (A) Two businesspeople are walking past a park.
7. (A) The man and woman are sitting next to each other.
8. (B) The man is waiting for someone.
9. (C) There is a file on the desk.
10. (D) The waiter is carrying a tray of drinks.

PART 2

11. (A) No, I have to leave by 4:00.
12. (C) On the table in the break room.
13. (B) Yes, we need to add more desks.
14. (A) No, Mr. Curds has one more thing.
15. (C) San Francisco.
16. (A) Because he lost his wallet.
17. (B) It was my accountant.
18. (A) Not as often as I should.
19. (B) That's a very good idea.
20. (A) About three quarters of a tank.
21. (A) Here it is, ready to be copied.
22. (C) Yes, it's supposed to arrive within the hour.
23. (A) I was in a meeting.
24. (A) Um, actually, I'm thinking of flying.
25. (C) Yes, it was terrible.
26. (B) For at least one year.
27. (B) She seems very competent and kind.
28. (A) Yes, that's no problem.
29. (A) Yes, I expected it to be longer.
30. (B) In five weeks.
31. (A) That's OK. There's an extension cord under the table.
32. (C) Certainly, sir, if I could just see some identification?
33. (A) By Friday at the latest.
34. (A) Because I can never explain what I want to others.
35. (B) To be honest, I don't really remember.
36. (A) I'm going to do it on the way to the bank.
37. (B) He's usually at his desk by 8:30.
38. (B) There must have been at least 50 people there.
39. (C) I don't know, but I'm glad I'm not in your shoes.
40. (B) Press the big red one.

PART 3

41. (D) Upset and unimpressed
42. (A) Very surprised
43. (A) The company is located overseas.
44. (B) It was too low.
45. (B) Disappointed
46. (A) It will be hard to beat.
47. (B) The new receptionist is not very efficient.
48. (C) 4 weeks
49. (B) He needs to give the receptionist more time.
50. (B) How he would like her to send the report
51. (D) Delivered by hand
52. (C) In the afternoon
53. (A) Take her to the airport
54. (D) 5:00
55. (A) It will be too early for the man.
56. (C) He starts early.
57. (D) He is surprised by the changes.
58. (C) One of their coworkers wanted a different schedule.
59. (B) Making an airline flight reservation
60. (B) 9:40 a.m.
61. (B) She is collecting frequent flyer points from that airline.
62. (B) Reading a report
63. (A) He thinks his work might not be good enough.
64. (A) It deserves praise.
65. (C) The water supply has been cut off.
66. (A) There is not much that they can do.
67. (D) Put up signs and close the restrooms
68. (B) At a bank
69. (B) Switch to a higher interest account
70. (A) It would be better not to change things.

PART 4

71. (C) To introduce new staff members
72. (C) Business investments in Asia
73. (A) Switzerland
74. (B) There is a dinner with the staff.
75. (C) Friday
76. (D) Friday
77. (B) Over the telephone
78. (D) Dallas
79. (B) International Airlines
80. (A) Two companies will share marketing campaigns.
81. (C) 5 years
82. (C) Both companies are very successful.
83. (A) Get three sponsors
84. (B) Activities for children

85. (C) Wear comfortable shoes
 86. (C) At a new employee orientation
 87. (D) 10
 88. (B) That the manager is part of a team
 89. (D) 11 rooms
 90. (C) Entry fees
 91. (B) They have been providing labor for free.
 92. (C) A garden supply center
 93. (D) Over four decades
 94. (B) Free compost
 95. (C) Easy ways to save money
 96. (D) Even slight changes in spending habits can save you a lot of money.
 97. (B) It is a waste of money.
 98. (A) To tell him that catering costs are higher than anticipated
 99. (C) 3
 100. (C) Reduce the variety of dishes and request a new estimate

PART 5

101. (C) would have applied
 102. (B) Actually
 103. (A) told
 104. (A) received
 105. (D) change
 106. (C) am not
 107. (B) other people
 108. (D) doesn't have
 109. (C) any
 110. (A) for
 111. (B) isn't necessary
 112. (D) decision
 113. (C) makes
 114. (D) in
 115. (C) most of
 116. (A) able
 117. (B) until
 118. (B) signs
 119. (D) required
 120. (C) to bring
 121. (A) as much
 122. (A) more reasonable
 123. (C) considered
 124. (D) salary
 125. (C) quickly
 126. (A) would
 127. (C) agreed
 128. (B) late
 129. (B) lack
 130. (D) difficulties
 131. (C) Hardly
 132. (C) recorded
 133. (A) gained
 134. (A) effect
 135. (D) most persuasive
 136. (B) as soon as
 137. (C) never have expected
 138. (D) show
 139. (D) outstanding
 140. (C) her

PART 6

141. (C) draw
 142. (A) revised
 143. (C) minute
 144. (D) regular
 145. (C) remind
 146. (B) existing
 147. (C) submit
 148. (A) enjoy
 149. (A) affordable
 150. (C) discreet
 151. (B) cutting corners
 152. (A) registering

PART 7

153. (B) USA - Hong Kong
 154. (B) The same prices apply to a cellular phone or fax.
 155. (D) \$4.50
 156. (A) To notify readers of a new treatment for a disease
 157. (B) Women who suffered broken bones
 158. (C) The Czech Republic would lose jobs to Romania and Lithuania.
 159. (A) It would provide economic growth for all three nations.
 160. (B) It will expand its membership.
 161. (D) Czech labor unions
 162. (C) They are business partners.
 163. (B) The existing engraving companies are unable to cope with demand.
 164. (C) Somewhere outside of the US
 165. (B) How to prepare a resumé
 166. (C) To act as a tool for getting you a job interview
 167. (A) Your most recent job
 168. (C) Your nationality and the fact that you are single
 169. (A) To provide its recipients with information they can use to recruit new students for a program
 170. (B) 1,600
 171. (C) Teachers are retiring and enrollment is increasing.
 172. (C) Scholarships and a qualifying bonus
 173. (B) To inform passengers of seasonal changes
 174. (D) 5:45 a.m. and 11:25 p.m.
 175. (B) Anyone traveling on the Sea Star Express between June 1st and September 10th
 176. (C) By asking for one at any Western Railways station
 177. (D) To teach preventive measures against getting skin cancer
 178. (B) To promote a brand of children's products
 179. (C) Before 10 a.m. and after 3 p.m.
 180. (A) Getting sunburned once or twice has no lasting effects.
 181. (A) The company was recommended by a colleague.
 182. (D) At a private clinic
 183. (C) To notify a customer of delayed shipment
 184. (B) They offer excellent quality at reasonable prices.
 185. (B) By February 28, 2006
 186. (D) To ask for feedback on a new advertising idea
 187. (A) Because their customer base is young
 188. (A) They'll use GPS to inform customers of nearby retailers.

189. (A) Difficulty obtaining cell phone users' personal data
190. (C) Special discounts on monthly fees
191. (B) Non-payment of bills
192. (A) Blue Raven Construction
193. (C) He is on sick leave.
194. (A) 23
195. (C) For mailing and packing charges
196. (D) A retirement party
197. (C) Because he does a lot of business with George Spencer's company
198. (C) Singapore
199. (A) Monday
200. (C) Lennox Brothers has several branches in foreign countries.

PRACTICE TEST 6

PART 1

1. (B) The road is being repaired.
2. (A) The aircraft aisle is clear.
3. (C) The women are looking at a computer screen.
4. (A) The wall is being painted.
5. (B) There's heavy equipment in the parking lot.
6. (A) The men are resting in a park.
7. (B) A contract is being signed by the office workers.
8. (D) There are a few coins in front of the phone.
9. (C) A woman is making some photocopies.
10. (D) There is an umbrella beside the man.

PART 2

11. (C) We might be able to.
12. (B) For half an hour.
13. (A) She went home.
14. (A) This morning.
15. (A) No, I start at 8 p.m. instead of 9 a.m.
16. (B) By air courier.
17. (B) Yes, twice already.
18. (A) I'm not sure. Let me check.
19. (C) Eight dollars.
20. (B) Yes, they came yesterday afternoon.
21. (B) We'll get our first issue next month.
22. (C) Yes, I've read it.
23. (C) I think he's having car trouble.
24. (A) Express, please. It has to arrive as quickly as possible.
25. (B) No, I can handle them myself.
26. (B) I'm for it.
27. (B) He's based in the Hong Kong office now.
28. (C) That sounds interesting.
29. (A) I think it's number four.
30. (A) I'd like a phone number, please.
31. (B) I'd call back later if I were you.
32. (A) It only takes five minutes by taxi.
33. (C) I think it's the 10th.
34. (A) I'd send an email. It's a lot quicker.
35. (B) Try shaking the cartridge. There might be a little left.
36. (A) I did. Is there a problem?
37. (A) They are here for a seminar at three o'clock.
38. (A) I'm not sure which store you mean.
39. (B) At the State Convention Center.
40. (C) She'll be here until the 23rd.

PART 3

41. (A) A department store
42. (A) He bought the wrong size.
43. (C) A refund
44. (C) Airport check-in desk clerk
45. (D) Half of them
46. (D) Put all his important items together
47. (B) A proposal
48. (C) Friday
49. (A) Wednesday
50. (A) Rent a car
51. (C) Three
52. (B) Full insurance
53. (A) To be able to see everyone
54. (A) He was out of the office last week.
55. (D) Next week
56. (C) At a railway station
57. (D) Tomorrow morning
58. (C) He missed the last train.
59. (B) Make a phone call
60. (A) Coins in exchange for a dollar bill
61. (A) Asking at the newspaper stand
62. (B) A cold drink and a donut
63. (C) Get a discounted drink with every two donuts
64. (B) It sounds good, but she's not interested.
65. (C) A company report
66. (A) Because only John's proposal was mentioned
67. (D) Talking to the director about his concerns
68. (A) Cash a traveler's check
69. (D) Some form of identification
70. (B) His driver's license

PART 4

71. (B) President of a company
72. (A) Open a factory
73. (D) It will pump a lot of money into the local economy.
74. (C) A meeting
75. (A) In the Central Administration building
76. (D) At 9:45
77. (B) 32°
78. (A) Partly cloudy
79. (D) At 10 p.m.
80. (A) On the telephone
81. (C) Bank Management
82. (B) Send their resumé
83. (A) Drivers
84. (C) There was an accident.

85. (D) In a helicopter
 86. (C) New and used cars
 87. (A) Free repairs
 88. (D) Every day
 89. (B) To introduce a guest speaker
 90. (A) His inventions
 91. (C) It had no dust bag inside.
 92. (A) Hourly discounts on certain items
 93. (B) A yellow light will flash.
 94. (D) Items will be marked with a sticker.
 95. (C) To let him know the status of his reservation
 96. (A) One week
 97. (B) His credit card number and dietary requirements
 98. (B) People aged over 60
 99. (C) A vitamin supplement
 100. (D) One pill

PART 5

101. (D) show
 103. (A) drafted
 105. (A) further
 107. (C) came
 109. (B) needs
 111. (B) best
 113. (A) should
 115. (D) Although
 117. (B) those
 119. (B) still
 121. (A) wealth
 123. (D) are hoping
 125. (C) still
 127. (C) latest
 129. (D) fill
 131. (B) want to
 133. (C) up to
 135. (B) diversity
 137. (D) had been appointed
 138. (D) chosen
 140. (A) quality
102. (C) event
 104. (D) as a
 106. (A) has
 108. (B) fabric
 110. (D) required
 112. (A) had been
 114. (A) Since
 116. (D) fewer
 118. (D) until
 120. (B) on
 122. (A) exceeded
 124. (B) immeasurable
 126. (A) objective
 128. (C) of
 130. (B) worst
 132. (C) hundreds
 134. (A) facilities
 136. (C) gives
 139. (A) could have

PART 6

141. (C) unattended
 143. (D) reimburse
 145. (C) regret
 147. (B) notice
 149. (D) brought
 151. (C) If
142. (C) valuables
 144. (B) cooperation
 146. (C) Unfortunately
 148. (A) arrangements
 150. (C) tolerate
 152. (B) aware

PART 7

153. (C) Yo Yo Ma
 154. (B) Saturday
 155. (B) At the box office
 156. (A) Not permit unauthorized use of the vehicle
 157. (B) Process a credit card voucher in Customer's name
 158. (C) Hemp hammocks
 159. (C) \$55.00
 160. (B) 15%
 161. (D) Environmentally safe products
 162. (A) To inform workers how to throw away different types of waste
 163. (D) Glass
 164. (B) A code number in reference to the bins
 165. (D) A motor show
 166. (D) To counter the Corvette's success
 167. (A) Drag racing
 168. (B) There are more women than in the past.
 169. (B) They are free.
 170. (C) Make an appointment
 171. (B) Families of substance abusers
 172. (B) It depends upon the family's disposable income.
 173. (B) The development of a candy to help people give up smoking
 174. (B) It does not contain nicotine.
 175. (A) It is awaiting federal approval.
 176. (C) In major drug stores
 177. (D) Much of the heat disappears through the walls and roof.
 178. (A) Until now, it was not available to the ordinary consumer.
 179. (C) Half an hour
 180. (B) A free gift with every purchase
 181. (C) Because he wants employees to avoid trouble entering Singapore
 182. (B) 30 days
 183. (B) File a formal application
 184. (B) It was helpful but somewhat inadequate.
 185. (A) The company should provide additional paperwork to employees traveling to Singapore.
 186. (A) A training course for sales people
 187. (B) Carol Dinkins
 188. (B) Top sales staff
 189. (C) Both "The Hard Sell" and "Cold Calling"
 190. (A) As yet unspecified companies
 191. (A) Reasons why people shop at one particular supermarket chain

- 192. (B) Work in the advertising department of Buyways
- 193. (A) The answers are ambiguous.
- 194. (A) Shoppers in their 20s
- 195. (C) He is waiting until he meets the others in person.
- 196. (C) To complain about poor service
- 197. (B) She didn't think she would have any problems.
- 198. (C) Free delivery
- 199. (A) They are a young, inexperienced company.
- 200. (B) To compensate her for the inconvenience she suffered