

PART 5 MISSING WORDS

1. Despite having four years of experience in software programming, Mr. Jones hadn't used a word processing program _____.

- A) prior
- B) advanced
- C) previous
- D) before

2. The person who is taking the minutes will be seated _____ the chairman.

- A) from
- B) to
- C) next to
- D) by

3. The employees _____ about the closure before the announcement was made public.

- A) know
- B) known
- C) knew
- D) have known

4. She has been the president of _____ company for seven years.

- A. her self
- B. herself
- C. her owns
- D. her own

5. The turn _____ at the company picnic was greater than expected.

- A. out
- B. up
- C. in
- D. off

6. Since many of the managers were _____, and the chairman had a headache, the meeting was canceled.

- A. absence
- B. absenting
- C. absent
- D. in absence

7. The teleconference _____ for 3:00 PM, but was delayed due to telephone problems.

- A. is schedule
- B. was scheduling
- C. is scheduled
- D. was scheduled

8. The president signed just eight of the _____ spending bills that were supposed to be passed by Oct. 1.

- A. anniversary
- B. annually
- C. annuity
- D. annual

9. Mr. Williams asked his secretary to _____ the letter.

- A. retype
- B. overwork
- C. overview
- D. retire

10. There are _____ employees in my company who can speak French.

- A. little
- B. less
- C. small
- D. few

11. Our lunch time is _____.

- A. from noon to 1:00
- B. from the noon to 1:00
- C. between noon to 1:00
- D. from noon before 1:00

12. Tom told me to finish the report tonight, but I told him that I had done it _____.

- A. already
- B. yet
- C. still
- D. until

13. The contract for the new leasing agreement is _____ ready for you to sign.

- A. once
- B. soon
- C. now
- D. forever

14. If you finish the contracted work _____ the contract period, a bonus of 5% will be paid.

- A. until
- B. by
- C. for
- D. within

15. If we want to succeed in this difficult plan, we have to be ready to help _____.

- A. each other
- B. oneself
- C. the other
- D. another

16. We three executives have to help _____ to overcome the difficulties of the company.

- A. each other
- B. one another
- C. with each other
- D. with one another

17. You are required to _____ all cigarettes before you leave this room.

- A. burn out
- B. turn off
- C. put out
- D. cut down

18. Please read this booklet _____ very carefully.

- A. from cover to cover
- B. the cover to the cover
- C. through
- D. entirely

19. The end of year sales seminar will be held on _____ Saturday the 12th or Sunday the 13th.

- A. both
- B. either
- C. neither
- D. or

20. The last _____ for the new position did very poorly on his interview.

- A. applying
- B. application
- C. applicant
- D. appliance