

PART 5 MISSING WORDS QUESTIONS

Directions: A word or phrase is missing in each of the sentences below. Four answers are given below each sentence. Select the best answer to complete the sentence.

1. We were not satisfied with the _____ of the paper menus, so we sent them back.

- A) thick
- B) thickly
- C) thickness
- D) thicker

2. Meeting Room B will be unavailable _____ the next three weeks due to repairs.

- A) in
- B) over
- C) at
- D) about

3. Please fill out your paper work _____ company guidelines.

- A) in accordance with
- B) accordingly
- C) according
- D) accord

4. After years away from the work place, Ms. Yamata was feeling a bit ----- about her upcoming job interview.

- A) homesick
- B) nervous
- C) frequent
- D) impossible

5. Seminar participants are required to show identification -- ---- entering the hall.

- A) in order to
- B) for
- C) they
- D) upon

6. The former CEO's resignation has had little or no ----- on the company's share price.

- A) value
- B) reduction
- C) impact
- D) trading

7. While Ms. Montelo was at one meeting, her assistant was _____ another one for her.

- A) arrange
- B) arranged
- C) arrangement
- D) arranging

8. The sales manager decided to _____ his trip to Kuala Lumpur till next month

- A) call on
- B) put on
- C) call off (trip)
- D) put off

9. The vice-president refused to resign and denied doing anything _____.

- A) shorthanded
- B) underhanded
- C) backhanded
- D) red-handed

10. Operations will continue as usual _____ the director's absence.

- A) despite
- B) yet
- C) nevertheless
- D) when

11. _____ the auditor went over the books several times, he was still unable to find the error.

- A) Despite
- B) Although
- C) Even
- D) Nevertheless

12. Gabriela has been taking business law classes _____ for the last several years.

- A) on and off
- B) up and down
- C) back and forth
- D) in and out

13. Only the _____ of the building is going to be remodeled.

- A) insides
- B) inner indoors
- C) outing
- D) external

14. Mr. Johnston considers his greatest _____ to his appointment as head of his department.

- A) achieve
- B) achieved
- C) achievable
- D) achievement

15. According to a spokesman for Gomarco Industries, the company is planning neither to lay off workers _____ to reduce workers' hours.

- A) not
- B) nor
- C) or
- D) and

16. You can have your office painted _____ color you like.

- A) however
- B) which
- C) whatever
- D) anything

17. Miss Kwang can use my office while she's here, and you and I can share _____.

- A) room 202
- B) bothersome
- C) your
- D) mine

18. It's important that Mr. Andrade be _____ tomorrow's sales seminar

- A) at the time of
- B) a time for
- C) on time for
- D) in time to

19. All our branch offices now send packages _____ the central shipping facility.

- A) across
- B) among
- C) through
- D) by

20. During a period of expansion, a firm often requires an increased number of _____ to perform the additional labor.

- A) employed
- B) employees
- C) employment
- D) employers