

PART 5 MISSING WORDS

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. ----- cost of groceries is rising, and we'd all love to save a few bucks at the checkout line.

- A) a
- B) an
- C) the
- D) its

2. Now you can easily ----- your bills with some clever shopping moves and DIY recipes.

- A) blend
- B) slash
- C) prize
- D) gloat

3. Manufacturers would like to make you think you're getting a good deal ----- convenience, but it's really just eating away at your food budget.

- A) in exchange for
- B) on par with
- C) in line with
- D) to call over

4. Cross these items off your list ----- good!

- A) for
- B) at
- C) in
- D) between

5. Machine tools must _____ to very precise standards.

- A) conform
- B) confine
- C) confirm
- D) contest

6. We have _____ encouraged customers to recycle packing material.

- A) ever
- B) always
- C) still
- D) yet

7. Ms. Cho purchased the printer _____ at the computer exposition.

- A) who she saw it
- B) that she saw it
- C) that she saw
- D) she saw it

8. We have to inform our customers that the store will be closing in half an hour's

- A) o'clock
- B) time
- C) hour
- D) duration

9. Try as they might, the procurement department was unable to _____ the gigantic price increase.

- A) forestall
- B) forebode
- C) format
- D) forger

10. Ms. Yu has suggestedmore reservation clerks.

- A) hire
- B) hiring
- C) hired
- D) to hire

11. This product.....our most popular item.

- A) always has considered been
- B) has been always considered
- C) has been considered always
- D) has always been considered

12. We cannot process the order we get a copy of the purchase order.

- A) because
- B) that
- C) until
- D) when

13. Ask the accounts receivable clerk the invoice.

- A) to send
- B) sending
- C) will send
- D) sends

14. If the product were not safe, we it.

- A) had sold
- B) don't sell
- C) will sell
- D) would not sell

15. The supervisor had Ms. Balla her job responsibilities.

- A) to write
- B) wrote
- C) written
- D) write

16. The guard must.....your identification at the gate.

- A) checked
- B) checking
- C) checks
- D) check

17. The CD-player was damaged when it

- A) was delivered
- B) has delivered
- C) was delivering
- D) had delivered

18. Our goal is to turn..... into success.

- A) failing
- B) fail
- C) failed
- D) failure

19. A computer is than a typewriter.

- A) more efficient
- B) most efficient
- C) the most efficient
- D) the more efficient

20. If the customer.....not satisfied, please have him call the manager.

- A) am
- B) is
- C) are
- D) be