

Directions: A word or phrase is missing in each of the sentences below. Four answer choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter (A), (B), (C), or (D) on your answer sheet.

1. Before they get packaged, shipped, and sold, we test all of our children's toys for safety _____ durability.
(A) nor
(B) as well as
(C) but
(D) or
2. _____ Harrison's Hair Salon had closed for renovations two months earlier, none of its staff believed they would have a job to come back to.
(A) Although
(B) While
(C) The
(D) When
3. While the presentation _____, a camera crew was recording it for a local news story.
(A) was being made
(B) has been made
(C) was making
(D) made
4. If the postage is incorrect, the package _____ to the sender and a small fee will be charged.
(A) was returned
(B) is going to return
(C) will be returned
(D) returns
5. Management _____ looked into the matter; nevertheless, you were right in coming to me.
(A) has already
(B) still has
(C) has still
(D) has yet
6. Since Mr. Carlo enrolled in night classes, he has _____ a knowledgeable trainee.
(A) looked into
(B) brought about
(C) turned into
(D) broken into
7. The clerk inadvertently let the folder _____, and the winner's photograph was exposed before the announcement.
(A) drop
(B) dropped
(C) to drop
(D) dropping
8. Mia and Hubert want the travel plans _____ before the seat sale ends and the tickets sell out.
(A) to arrange
(B) will arrange
(C) arranged
(D) arrange

9. She was hardworking and competent; _____, she had no trouble being recommended.
 (A) namely
 (B) yet
 (C) moreover
 (D) thus
10. They thought the project would be a great success; _____ it failed to promote interest.
 (A) thus
 (B) yet
 (C) as a result
 (D) finally
11. If you ever need an emergency contact number for someone, the _____ department keeps a file on each employee.
 (A) personnel
 (B) persons
 (C) personal
 (D) personable
12. The trucks had not been inspected, _____ the drivers took them out anyway.
 (A) and
 (B) so
 (C) and so
 (D) but
13. _____ you file a formal complaint, make sure you have at least one or two people who are willing to back you up.
 (A) As
 (B) While
 (C) Before
 (D) After
14. A workers strike could lead _____ a settlement with management.
 (A) from
 (B) to
 (C) at
 (D) with
15. We want to improve our ability to compete _____ our largest rival.
 (A) with
 (B) of
 (C) about
 (D) for
16. To offset the taxes we owe, the accountant advised _____ a charitable foundation.
 (A) catching on
 (B) going over
 (C) filling out
 (D) setting up
17. Buy top quality even if it _____ something not currently in vogue.
 (A) were
 (B) is
 (C) was
 (D) be
18. As soon as the money _____ invested, the project will begin.
 (A) is
 (B) will be
 (C) is going to be
 (D) has been
19. These contracts will encourage the growth of a more competitive banking structure _____.
 (A) always
 (B) two years ago
 (C) in the next year
 (D) sometimes
20. Management relies _____ on its ongoing review of the loan portfolio.
 (A) predominance
 (B) predominantly
 (C) predominant
 (D) predominated
21. These tables show only our domestic operations; _____, there is no reason to forward them to our international clients.
 (A) moreover
 (B) consequently
 (C) nevertheless
 (D) yet

22. Anyone who is unable to attend the staff meeting should let the department head know in _____.
 (A) advice
 (B) adventure
 (C) advertise
 (D) advance
23. The program is designed to improve competitive strength; _____, it should increase the potential for higher earnings.
 (A) nevertheless
 (B) meanwhile
 (C) namely
 (D) accordingly
24. Financing has come chiefly from _____ sources, namely two of our employees' relatives.
 (A) internalizing
 (B) internal
 (C) intern
 (D) internalized
25. Our volume of sales made our team _____ to the top 1 percent of sales worldwide.
 (A) advanced
 (B) advance
 (C) advancing
 (D) advancement
26. To avoid errors using the new coding system, you should _____ before beginning to code.
 (A) find it out
 (B) take it up
 (C) look it over
 (D) move it away
27. Even in a snowstorm that shut down half of the city, our delivery service got all of our packages _____ on time.
 (A) deliver
 (B) delivering
 (C) to deliver
 (D) delivered
28. If we _____ the plans carefully, we would not have erred so seriously.
 (A) had studied
 (B) study
 (C) studied
 (D) were studying
29. In ten years, about half of the decline _____ attributable to write-offs.
 (A) will be
 (B) has been
 (C) would be
 (D) are
30. Net sales in the current year _____ 9 percent higher than the previous year.
 (A) had been
 (B) are
 (C) will be
 (D) were
31. Clearly the project failed because we didn't _____ sufficient funds to it.
 (A) devolve
 (B) devise
 (C) devote
 (D) device
32. If his itinerary hasn't changed, which frequently does, the president's flight arrives _____ Rome in two hours.
 (A) at
 (B) to
 (C) for
 (D) in
33. To ensure the health of our employees and customers, the air-conditioning units need to be serviced _____.
 (A) biannually
 (B) rarely
 (C) usually
 (D) seldom

34. She is ambitious and wants to _____ more responsibilities; however, I think she has enough work to do as it is.
- (A) take in
 - (B) take on
 - (C) get to
 - (D) get up
35. The bids for _____ the new building have been received by the board of directors.
- (A) putting off
 - (B) putting on
 - (C) putting up
 - (D) putting to
36. Last year we made unprecedented progress in our research, _____ our funds had been cut by nearly half.
- (A) still
 - (B) although
 - (C) consequently
 - (D) additionally
37. There have been no grievances _____ problems reported in the last six months.
- (A) and
 - (B) also
 - (C) but
 - (D) or
38. If we plan the budget carefully, we can _____ problems of overspending.
- (A) prevent
 - (B) previous
 - (C) prevail
 - (D) prevalent
39. If we _____ her foresight, our growth would have been more difficult.
- (A) has
 - (B) did not have
 - (C) had
 - (D) had not had
40. The research director had the department _____ a thorough job in polling potential customers.
- (A) done
 - (B) do
 - (C) doing
 - (D) did