PART 5

Directions

Choose the word or phrase that best completes each sentence. Select one answer, (A), (B), (C), or (D), for each question.

101. The accounting department will distribute the revised travel guidelines to all employees -------.

(A) shorten
(B) shortly
(C) short
(D) shortness

102. Applicants must submit two references ------- they can be considered for the position.

(A) despite
(B) during
(C) instead of
(D) before

103. The new inventory system allows warehouse staff to locate products more -------.

(A) efficiently
(B) efficiency
(C) efficient
(D) efficiencies

104. All requests for additional equipment must ------- by a department manager.

(A) approve
(B) have approved
(C) be approved
(D) be approving

105. Ms. Ortiz will lead the orientation because she is ------- with the new safety procedures.

(A) responsible
(B) available
(C) familiar
(D) capable

106. The catering company offers a full refund for orders canceled ------- at least 48 hours before delivery.

(A) in writing
(B) by chance
(C) on duty
(D) at random

107. Sales have increased steadily since the company ------- its online store last April.

(A) launch
(B) will launch
(C) is launching
(D) launched

108. Please direct any questions ------- the new reimbursement policy to the finance team.

(A) throughout
(B) regarding
(C) except
(D) onto

109. The conference hall can ------- up to 250 guests when the tables are removed.

(A) contribute
(B) participate
(C) accommodate
(D) assemble

110. The replacement parts will be shipped on Monday, ------- the supplier receives payment by Friday.

(A) provided that
(B) even though
(C) as if
(D) now that

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Directions

Choose the word or phrase that best completes each sentence. Select one answer, (A), (B), (C), or (D), for each question.

111. The marketing team has ------- completed its review of the campaign budget.

(A) success
(B) successful
(C) successfully
(D) succeed

112. Employees are reminded to bring ------- identification cards to the training session.

(A) their
(B) them
(C) theirs
(D) they

113. The maintenance team will inspect the elevators ------- the building's annual safety review.

(A) while
(B) during
(C) until
(D) since

114. Customers who purchase three or more items are ------- for a ten percent discount.

(A) eligible
(B) flexible
(C) durable
(D) accurate

115. Neither the manager nor the assistants ------- available to answer calls this morning.

(A) was
(B) is
(C) has been
(D) were

116. The hotel is conveniently ------- within walking distance of the convention center.

(A) locating
(B) location
(C) located
(D) locate

117. Please retain your receipt as ------- of purchase when requesting a replacement.

(A) proof
(B) effort
(C) purpose
(D) advice

118. The revised proposal is considerably ------- than the version submitted last week.

(A) detailed
(B) most detailed
(C) detailing
(D) more detailed

119. The technician ------- repaired the printer also updated its software.

(A) which
(B) who
(C) whose
(D) whom

120. To avoid delays, please ------- that all required fields are completed before submitting the form.

(A) ensure
(B) resume
(C) obtain
(D) attend