# 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.** Applicants should include a cover letter ------- how their previous experience relates to the position.

(A) explains
(B) explaining
(C) explanation
(D) explained

**102.** Because the original model is no longer available, the supplier has offered a replacement with ------- specifications.

(A) comparable
(B) comparably
(C) comparison
(D) compare

**103.** Please retain a copy of the receipt, as reimbursement cannot be processed ------- proof of payment.

(A) except
(B) toward
(C) among
(D) without

**104.** The number of customers using the online booking system ------- significantly over the past six months.

(A) have increased
(B) increasing
(C) has increased
(D) increase

**105.** Although the two printers have similar purchase prices, one consumes ------- less electricity than the other.

(A) considerable
(B) consideration
(C) considerably
(D) considering

**106.** The laboratory introduced a second inspection to ------- that every sample is labeled correctly before analysis.

(A) ensuring
(B) ensure
(C) ensured
(D) ensures

**107.** The updated employee handbook, along with the revised safety guidelines, ------- available on the company website.

(A) is
(B) are
(C) have
(D) were

**108.** The application must be accompanied by a document ------- confirms the applicant's current address.

(A) who
(B) whose
(C) what
(D) that

**109.** A replacement part will be sent at no charge if the product is still ------- warranty.

(A) under
(B) below
(C) beneath
(D) underneath

**110.** The factory manager suggested ------- the equipment during the holiday closure to avoid interrupting production.

(A) service
(B) serviced
(C) to service
(D) servicing

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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.** There are two meeting rooms on this floor, but ------- is large enough to accommodate all fifty participants.

(A) every
(B) neither
(C) both
(D) all

**112.** Ms. Alvarez has extensive experience in international sales, making her well ------- for the regional manager position.

(A) qualify
(B) qualification
(C) qualified
(D) qualifying

**113.** The contractor agreed to complete the repairs by Friday, ------- the building could reopen on Monday.

(A) because of
(B) in order to
(C) despite
(D) so that

**114.** The software license must be renewed annually, ------- of how frequently the program is used.

(A) regardless
(B) regarding
(C) respective
(D) relatively

**115.** The revised manual explains how to assemble the device and ------- to do if an error message appears.

(A) that
(B) whether
(C) what
(D) whose

**116.** The inspection revealed a ------- in the cooling system that could cause the motor to overheat.

(A) benefit
(B) defect
(C) preference
(D) demand

**117.** The sooner the finance team receives the invoices, ------- it can complete the monthly accounts.

(A) the earlier
(B) earlier
(C) earliest
(D) the earliest

**118.** The shipment ------- at the warehouse yesterday afternoon, two days ahead of schedule.

(A) arriving
(B) was arrived
(C) arrival
(D) arrived

**119.** Employees who wish to participate in the volunteer program may do so on a ------- basis; participation is entirely optional.

(A) compulsory
(B) mandatory
(C) voluntary
(D) binding

**120.** The project coordinator is responsible for keeping all team members ------- of any changes to the schedule.

(A) informing
(B) informed
(C) information
(D) inform