

Grammar Points (15pts)

Units 64/65: Fill in the blank with **TO, FOR** or **SO THAT**. (2,5pts)

- I went to see my dentist last week _____ my annual check-up.
- There will be a workshop next week _____ help the new employees get to know the IT system.
- My line manager often locks the door _____ he can work in peace without being bothered.
- I have to go clothes shopping. I don't have a suit _____ wear to my interview next week.
- John went to Disneyland _____ his daughter's 4th birthday.

Unit 85: Fill in the blank with the correct combination of **some/any + -body/-thing/-where** (2,5pts)

- You must be starving! Would you like _____ to eat?
- Sally was too shocked to say _____.
- There's _____ at the door. I wonder who it can be.
- Does _____ mind if I open the window?
- I don't know of _____ more beautiful than the Auvergne!

Units 70/85/87: Choose the correct answer. (5pts)

- _____ my jewellery is missing.
a) Some of b) Any of c) Some d) Any
- Against her parents' wishes, she wants to be _____.
a) the journalist b) journalist c) a journalist d) journalists
- I haven't been here for _____.
a) some years b) any years c) year d) the years
- We should use _____ time we have available to discuss Jon's proposal.
a) the little of b) the little c) the few d) little
- We haven't got _____ left.
a) a butter b) any butter c) the butter d) some butter
- _____ is one of the many factors involved in changing farming methods.
a) Climate b) A climate c) Climates d) The climate
- 'Where were you last week?' I was visiting _____.
a) any friends b) friend c) the friends d) some friends
- There isn't _____ traffic along the street where I live.
a) many b) much c) much of d) many of
- _____ the food was inedible.
a) A large amount of b) Many of c) Much of d) A large number of
- There is _____ evidence to support his claim.
a) little of b) few c) a few d) little

Unit 100: There are mistakes in these sentences. Correct the sentences. (5pts)

- The building was total destroyed in the fire.
- I was disappointed that I didn't get the job. I was well-qualified and the interview went good.
- Joe works hardly, but he doesn't get paid very much.
- The weather has been unusual cold for the time of the year.
- I got impatient because we had to wait so long time.

Theme Grammatical (30pts)

- Il leur reste très peu d'argent: leur pouvoir d'achat baisse régulièrement depuis le début de l'année.
- Une importante décision sera prise par le conseil d'administration dans deux semaines.
- Je connais très bien Melle Wilson, c'est une de leurs employés.
- C'est un vrai problème: le patron ne dit jamais rien à personne et le chiffre d'affaires de la société a beaucoup baissé récemment.
- On lui a envoyé beaucoup de lettres de motivation mais peu d'entre elles étaient intéressantes: les candidats pour cet emploi ont peu de motivation.
- Il a suggéré de réviser la voiture de Mme Norton car elle tombe en panne presque tous les jours.
- Ce n'est pas la peine d'assister à cette réunion, il y aura trop peu d'actionnaires.
- Il m'a dit qu'il n'avait pas envie d'assister au congrès de la semaine prochaine car il avait trouvé les participants ennuyeux l'an dernier.
- M. James a l'habitude de reprendre des sociétés qui ont des problèmes financiers dans le but de faire des bénéfices plus tard.
- Il est inutile de téléphoner au délégué syndical: tous les piquets de grève ont disparu.

TOEIC Part V– Incomplete Sentences (20pts)

1. Effective staff members _____ to instructions.
 - a) always listen carefully
 - b) carefully always listen
 - c) carefully listen always
 - d) listen always carefully
2. Many companies hire consultants to give _____ on special projects.
 - a) advise
 - b) advertise
 - c) advice
 - d) adventure
3. The food must be served _____ it is prepared.
 - a) as soon
 - b) as soon as
 - c) soon as
 - d) sooner than
4. The waitress recommended that we _____ the spicy chicken.
 - a) order
 - b) ordered
 - c) to order
 - d) ordering
5. The director _____ for his vacation and will not return until next week.
 - a) leaving
 - b) had left
 - c) has left
 - d) will have left
6. The _____ document describes the new regulations.
 - a) enclosed
 - b) enclose
 - c) enclosing
 - d) to enclose
7. The solution they suggested requires _____ the entire department.
 - a) reorganization
 - b) reorganize
 - c) to reorganize
 - d) reorganizing
8. The passengers were not allowed to board _____ the crew was cleaning the cabin.
 - a) during
 - b) while
 - c) for
 - d) whether
9. Unless the factory can increase _____, headquarters will consider closing it.
 - a) produce
 - b) producing
 - c) production
 - d) productive
10. Ms. Ajai can probably _____ away for the computer to run the program.
 - a) devote
 - b) desire
 - c) device
 - d) devise
11. The chairwoman urged that we _____ a deal with the competitors.
 - a) making
 - b) to make
 - c) make
 - d) will make
12. The manager had _____ his assistant about the changes before he announced them to the other employees.
 - a) said
 - b) told
 - c) talked
 - d) explained
13. The food at the banquet was good, and the _____ was even better.
 - a) entertain
 - b) entertained
 - c) entertaining
 - d) entertainment
14. The rider _____ left his umbrella on the bus can claim it by calling lost-and-found.
 - a) he
 - b) his
 - c) who
 - d) which
15. A free watch will be provided with every purchase of \$20.00 or more for a _____ period of time.
 - a) limit
 - b) limits
 - c) limited
 - d) limiting
16. Because of _____ weather conditions, California has an advantage in the production of fruits and vegetables.
 - a) favorite
 - b) favor
 - c) favorable
 - d) favourably
17. On international shipments, all duties and taxes are paid by the _____.
 - a) recipient
 - b) receiving
 - c) receipt
 - d) receptive
18. The manager made his employees _____ the computer training classes.
 - a) attending
 - b) attend
 - c) to attend
 - d) attendance
19. Employees are _____ that due to the new government regulations, there is to be no smoking in the factory.
 - a) reminded
 - b) respected
 - c) remembered
 - d) reacted
20. Staff members should note that professional _____ is a daily requirement of the company.
 - a) attire
 - b) ambivalence
 - c) assembly
 - d) approach

Questions 1-3 refer to the following letter.

Dear Oleg,

I am writing to let you know that on July 17 we are going to be having a party to celebrate the launch of our new GX99 line of mobile phones. This held

1 (A) is
(B) had been
(C) was
(D) will be

in the Ambassador Room in the Dolton Grand hotel.

If you are free on this evening I would be very happy if you could join us. Your help in promoting the GX50 series was invaluable and we expect that with your input, the new line will be even successful than last year.

2 (A) extra
(B) very
(C) more
(D) most

I really hope you will be able to make the party as I expect that it will be an impressive one. In case, I will give you a call next week to set up

3 (A) no
(B) any
(C) every
(D) some

a meeting to finalize the designs for the January campaign.

Best regards and talk to you soon,

Miles

Questions 4-6 refer to the following letter.

Dear Barnaby,

I have just returned from my visit to the Taiwan office and I must say I am impressed with the local marketing team. They are all very motivated and about the

4 (A) enthusiasm
(B) enthusiast
(C) enthusiastic
(D) enthusiastically

new line of evening wear from our Paris collection.

One issue did arise regarding the details of sales plan. I think we may want to move more on the introduction than we had originally planned.

5 (A) quick
(B) quickly
(C) quicker
(D) quickness

We have information that our largest competitor has also gone with a darker and more conservative pattern this year. I am worried that this will make both product lines seem very

6 (A) modern
(B) expensive
(C) innovative
(D) similar

We know they generally debut their line in May. As our image is based upon setting trends and being unique, I think we should push our release date up to March. Please consider this option and let's discuss it more fully when we meet on Monday.

Mikako

Questions 1-3 refer to the following memo.

Memorandum

To: All staff
 From: Dave Perrett
 Re: Trip to Breakout Adventure Center

As promised, here's the revised schedule for next week's activities. I've spoken to the staff at the center and they've agreed that the changes can be made at no cost. See you all bright and early on Monday morning in the staff parking lot. (Please be there by 8:00 A.M. as the bus will depart promptly at 8:15.)

Date	Time	Activity	Place
Mon May 16	Noon 7:00 P.M.	Arrival Barbecue	Center Beach
Tue May 17	All Day	Hiking	Holden Forest
Wed May 18	A.M. P.M.	Canoeing Surfing/Wind surfing	Axe Lake Axe Lake
Thu May 19	All Day 9:00 P.M.	Mountain Biking 'Music Night'	Center/Axe Valley Center
Fri May 20	All Day 7:00 P.M.	Mountain Climbing OR Paragliding* Barbecue	Center/Axe Valley Stratton Hill Beach

* There is a maximum of 12 people for this activity, so sign up early.

- What is NOT stated in the memo?
 (A) Canoeing will take place after hiking.
 (B) Water sports will be held at Axe Lake.
 (C) Both barbecues are at the beach.
 (D) Participants can go paragliding and mountain climbing.
- What time is the bus scheduled to leave on Monday?
 (A) At 8:00 A.M.
 (B) At 8:15 A.M.
 (C) At 7:00 P.M.
 (D) At 8:30 P.M.
- Where will the staff be on Monday evening?
 (A) In the parking lot
 (B) At the center
 (C) On the bus
 (D) At the beach

Questions 4-5 refer to the following bill.

- What can be inferred from this bill?
 (A) Spaghetti is more expensive than pizza.
 (B) Three of the customers drank mineral water.
 (C) Four people ate a meal.
 (D) Only two of the guests had dessert.
- What single menu item on the bill is the most expensive?
 (A) Spaghetti with Meat Sauce
 (B) Coffee
 (C) Tropical Fruit Punch
 (D) Pizza with Mushrooms and Pineapple

La Traviata Restaurant	
Cole Road, Baton Rouge, LA	
Spaghetti with Meat Sauce	\$14.95
Seafood Spaghetti	\$15.95
Pizza with Italian Sausage	\$16.95
Pizza with Mushrooms and Pineapple	\$18.95
Sparkling Mineral Water	2 @ \$03.50 = \$07.00
Tropical Fruit Punch – house carafe	2 @ \$12.85 = \$25.70
Desserts	
Ice Cream	\$03.99
Cheesecake	2 @ \$05.99 = \$11.98
Fruit Salad	\$04.50
Coffee	4 @ \$04.95 = \$19.80
Sub Total	\$139.77
Tax @ 12.5%	\$17.47
Total	\$157.24
Service not included	

Questions 6-8 refer to the following letter.

S-Com Ltd.
PO Box 10
Western Avenue
Aylesbury

To whom it may concern:

I am delighted to provide a letter of reference for Jason McCarthy, who worked as a graphic designer for this firm for eighteen months. I worked with Jason for twelve months, and was his project supervisor for eight months. Although Jason came to us straight out of college, his potential was quickly noticed and within six months he was transferred to the marketing department, where he produced work of a consistently high standard. In his time here he was able to make significant improvements in his computer skills and, although this is not his strongest point, he worked hard to develop in this area.

During his time at S-Com, Jason maintained an exemplary attendance record and was always punctual, often arriving early for work in order to better prepare himself. He completed work on or ahead of schedule and was consistently a leader in group projects. We are very sorry to lose him here at S-Com, but I am more than confident that he will be able to adapt quickly to a new work environment.

Please don't hesitate to contact me if you have any further questions.

Yours faithfully,

Alan Knight

Alan Knight
Marketing Manager
S-Com Ltd.

- 6 Why did Alan Knight write this letter?
- (A) To assist Jason McCarthy in applying to graduate school
(B) To justify giving Jason McCarthy a pay raise
(C) To assist Jason McCarthy in finding another job
(D) To encourage Jason McCarthy to improve his computer skills
- 7 How long did Jason work in the marketing department?
- (A) For 6 months
(B) For 8 months
(C) For 12 months
(D) For 18 months
- 8 How is Jason described in the letter?
- (A) Overconfident
(B) Reliable
(C) Uncooperative
(D) Experienced

Questions 9-11 refer to the following information.

Nagamori Department Store's Countdown to the Holidays!

Only 2 days to go
to place your order and get

SPECIAL FREE DELIVERY*
for delivery by June 24

It's almost your last chance to place your holiday gift orders and ensure free city-wide delivery* by June 24. Don't miss out on this great deal, and avoid leaving loved ones disappointed by submitting your order before 5 P.M. on Friday June 16.

Orders placed after this time and before 3 P.M. on Thursday June 22 will still be guaranteed to arrive by June 24 using our standard delivery option. This remains at our year-round low price of \$7 per item (to anywhere in the city – regular rates apply outside of the Townsbur Metropolitan area).

Don't forget to wrap it: If you are short of time, go to our Gift Wrapping corner on this floor for a number of great options (at just \$5.95 per item) and put a personalized message on your complimentary card.

* Free delivery applies to gifts delivered to addresses within the Metropolitan area only and to orders of \$10 or more. For all other delivery rates (including international), please ask the staff at our Delivery Service on the ground floor of this store.

- 9 Where does this information most likely appear?
- (A) On a Web site
(B) In a newspaper
(C) In a store
(D) In an employee manual
- 10 How much does it cost to have an item gift wrapped?
- (A) \$3.00
(B) \$5.95
(C) \$7
(D) \$10
- 11 What is NOT stated about the special free delivery?
- (A) Orders must be placed before June 24.
(B) Delivery must be to locations within the city.
(C) Items must cost ten dollars or more.
(D) Items must be gift-wrapped within the store.

Questions ~~12~~¹³ refer to the following memo.

Memorandum

To: Sales Department Staff
From: P.B. Anderson, Office Administrator
Subject: Garbage disposal

We received a complaint last Wednesday about improper garbage disposal by your department. Despite the recent guidelines, several bags of garbage were found in black plastic bags. We would therefore like to remind you of the following:

- Transparent garbage bags should be used for all garbage.
- Burnable and non-burnable items should be separated as previously advised.
- All garbage must be taken out before 6 P.M. on Tuesday and Friday evenings. If garbage is not out by this time, the collection will be missed.
- All glass and metal waste should be placed in the separate receptacle near the rear gate for pickup on Monday morning before noon.

- 12** What is the main purpose of this memo?
- (A) To describe how to dispose of metal and glass
(B) To outline procedures for burnable waste
(C) To reinforce waste disposal guidelines
(D) To remind staff of the collection schedule
- 13** What have the sales staff failed to do?
- (A) Use specific garbage bags
(B) Separate the garbage
(C) Place metal waste in the correct receptacle
(D) Take out the garbage at the correct time

Questions ~~14~~¹⁶ refer to the following advertisement.

New Muscles Gym opening in Collingwood

Muscles Gym is the place for serious fitness, with over 50 multi-purpose gyms nationwide. We are pleased to announce that a new Muscles Gym is set to open in January next to Main Street Station. This new Muscles Gym features a fully stocked workout gym including free weights, machines and a range of cardiovascular equipment. There is also an exercise studio, which will offer a comprehensive program of dance, aerobic and martial arts classes. Membership in the Main Street branch also allows full use of the pool and aquatics programs in either the Central or Lansdowne branches.

We are now open for membership applications, so please visit us, take a tour of our wonderful facilities and see how we can truly add power to your dreams!

- Monthly membership rates from as little as \$60
- Family packages available from \$100
- 20% discount for group membership (min. of 4 members)
- Many other membership rates and packages
- Sign up by December 31 and get a 10% discount and complimentary locker

Membership inquiries:
Reception open 12–6 P.M. weekdays, 9 A.M. – 6 P.M. Sat/Sun

- 14** What is the main purpose of this advertisement?
- (A) To announce the opening of a new gym
(B) To give details of group membership rates
(C) To notify the public of an equipment sale
(D) To describe the available facilities in Lansdowne
- 15** What do people who join before the end of the year get?
- (A) A \$60 membership rate
(B) A 20% discount
(C) A free locker
(D) Special passes for family members
- 16** What is suggested in the advertisement?
- (A) People may sign up from 9–6 all week.
(B) Joining will be more expensive after the new year.
(C) Children are not able to use this gym.
(D) The Main Street branch gym is convenient for swimmers.

Questions 17-20 refer to the following notice.

Notice to all guests of the Glenvale Inn

The management of the Glenvale Inn would like to apologize to all its guests for any inconvenience caused by our remodeling efforts. We assure you that the greatest efforts are being made to ensure all public spaces are kept immaculately clean, that all guests are provided with courteous professionalism, and that noise is kept to a minimum.

During the remodeling, we are also offering all guests 10% off their bill and 10% off their next stay as well, when the remodeling is complete.

Our new and improved facilities

- A 24-hour coffee bar in the lobby with a menu that will feature all your favorite specialty beverages as well as home-made baked goods.
- An expanded exercise room with spa and sauna will be available to melt away any chill you get on the slopes, plus personal trainers on hand for workouts or lessons in skiing or snowboarding.
- A massage salon will relieve any aches from your exercise in our gym or on the mountain.
- 20 log cabins, each complete with antique furnishings and bay windows overlooking the scenic valley and the main hotel building, will provide a little extra privacy but with all the amenities of one of our suites.

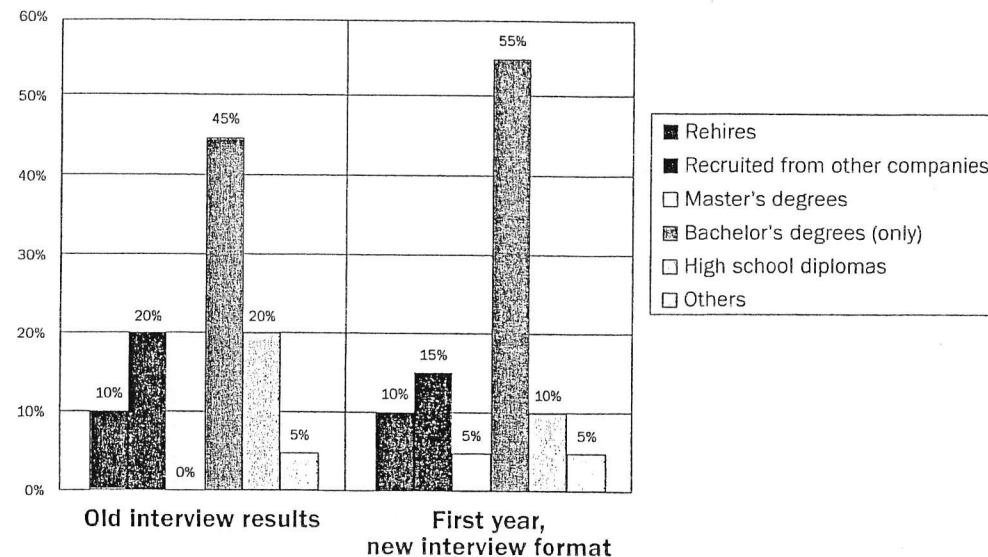
Once again, the management thanks you for your patronage and patience.

- 17 Why is the management apologizing?
- (A) There has been a lack of professionalism.
 (B) The exercise room is too small.
 (C) Some construction is underway.
 (D) Guests are being overbilled.
- 18 What is being offered to current guests because of the problem?
- (A) A discount on their stay
 (B) Personal training
 (C) Free coffee
 (D) A massage
- 19 The word "feature" in paragraph 3, line 1 is closest in meaning to
- (A) make
 (B) include
 (C) highlight
 (D) introduce
- 20 What is stated about the log cabins?
- (A) They have a good view of the area.
 (B) They have ultra-modern furniture.
 (C) They are not as well equipped as the suites.
 (D) They are connected to the main hotel.

Questions 21-23 refer to the following report and chart.

The results in the chart below show that, as predicted, the new interview procedure has shown a significant increase in the level of education of our new recruits, at no additional cost. As we refine the procedure it is expected that this positive trend will become even more pronounced over the coming years.

Results of the Change in Interview Procedure
Distribution of Recruits Year 1



- 21 What does the writer note about the changes?
- (A) They need to be refined.
 (B) They will be expensive to implement.
 (C) They meet expectations.
 (D) They are insignificant.
- 22 Which group provided the fewest new employees over both years?
- (A) Candidates with Master's degrees
 (B) Recruits from other companies
 (C) Candidates who have only completed high school
 (D) Former employees
- 23 What is NOT indicated in the chart?
- (A) The percentage of university graduate recruits increased.
 (B) The percentage of rehires remained constant.
 (C) The percentage of recruits from other companies dropped.
 (D) In the old interview results most recruits were high school graduates.

Questions ~~24-26~~ refer to the following job advertisement and letter.

Global Architecture Associates Business Development Director

The person filling this position will develop the company's development plan and oversee the expansion of the business. Candidates should be able to demonstrate a background in successful business planning.

JOB DESCRIPTION

Responsible for managing external contracts and relationships with local businesses and the local government offices. Responsible for tracking and evaluating the success of contracts and services.

QUALIFICATIONS, TRAINING and EXPERIENCE

A degree in business management. Minimum of five years relevant experience, preferably managing a multi-functional team. Excellent sales, negotiation and interpersonal skills are key requirements of the job. Strong numerical and analytical ability and a solid grasp of computer spreadsheet applications are essential. Personnel management required. Good communication skills are essential, both written and verbal. Must be willing to travel.

Send cover letter and résumé to:

Marko Cerise
Human Relations Manager
Global Architecture Associates

Dear Mr Cerise,

I read your job advertisement in *Professional Monthly* and believe that I am well suited to fill the position.

For the past 6 years I have been working as the regional promotions manager for a national chain of stationery stores. In this position, I was responsible for overseeing a team of six promotions and marketing staff. It was my responsibility to plan the sales events and promotional campaigns, and produce evaluation reports on the impact of each campaign. The position entailed regular visits to each of the nine branches in the area, so I am used to spending a significant part of my working week on the road.

A big part of the job was interacting with both senior management and individual store managers to ensure that new product lines were appropriately supported and within budget targets. I have found working in this position to be very rewarding but I feel I am ready for a change of horizons and look forward to facing new challenges.

In respect to my current position, I would be willing to start within one month of receiving a job offer.

For further employment and educational details please see the accompanying résumé.

Sincerely,

Jennifer Dankert
Jennifer Dankert

- 24 What kind of work is advertised?
(A) Human resources
(B) Architecture
(C) Management
(D) Marketing
- 25 In the letter, the word "impact" in paragraph 2, line 4, is closest in meaning to
(A) effect
(B) collision
(C) force
(D) problem
- 26 What requirement stated in the advertisement does Ms. Dankert NOT address?
(A) Budget management experience
(B) Experience with promotional events
(C) Knowledge of computer software
(D) Supervisory skills

Mountain Printers, Inc.

CHARITABLE CONTRIBUTION APPLICATION FORM

Instructions: Please complete the form and submit to Mountain Printers, Inc., Corporate Communications Dept, 159 N. Parkway, Mississauga, Ontario L5S 1N9 by mail, or fax to (905) 555-7234.

- 1. PROJECT TITLE: Center for Volunteers
2. LEGAL NAME OF ORGANIZATION: Southern Ontario City Helpers Group
3. TAX ID NUMBER: Under application
4. CONTACT: David Ison, Funding Coordinator
5. CONTRIBUTION REQUESTED: Office printer

Please answer the following questions.

A. What will be accomplished with the requested contribution(s)?

Use of a printer for our Peel County Office will allow us to print information handouts, maintain client records, and produce business correspondence to assist volunteer projects in the region.

B. Summarize the proposed activities. (Attach additional information as required.)

We organize an outreach program that solicits local community volunteers to assist a variety of local organizations.

C. How will the organization and the constituency you serve benefit from the contribution(s)?

We lack basic office supplies to maintain our records and correspondence with local companies and volunteers. A printer would allow us to minimize our costs.

Please attach the following information:

A brief summary of the organization: history, mission, major programs, other contributors, and highlights of your significant achievements. Please include financial information with explanations as required.

David Ison, Funding Coordinator
City Helpers Group
Georgetown, Ontario, CANADA
L7G 4S7

Dear Mr. Ison:

In response to your donation request, we at Mountain Printers are pleased to offer you a laser printer. This donation is part of our community service project in which we make donations to non-profit organizations in regions where we operate. It is our hope that this printer will assist City Helpers Group in continuing to organize volunteers and support for the community. Technical support may be obtained through our company Web site, www.mountain-printers.com/techsupport.

Before taking delivery of the printer, however, we would like you to send us the information from item number 3 on the application form. We require this information for our accounting records and will ship the printer immediately we receive your response.

Thank you for your work, and best wishes to your organization.

Beatrice Petrenko
Beatrice Petrenko

Public Relations Officer
Mountain Printers
Enclosures

27 What does the City Helpers Group provide to the community?

- (A) Printing services
(B) Package delivery
(C) Technical assistance
(D) Volunteer workers

28 What does Mountain Printers require from City Helpers before they will ship the printer?

- (A) A tax ID number
(B) An application form
(C) Accounting records
(D) Client records

29 How should technical problems with the printer be addressed?

- (A) In person
(B) Over the phone
(C) Through the Internet
(D) By mail