

Questions 1~40 are incomplete sentences. You are to choose the one word or phrase that best completes the sentence.

1. Private financing can ---- a variety of forms.
(A) do
(B) take
(C) make
(D) occur
2. It is one of the most ----books on the topic.
(A) interests
(B) interested
(C) interesting
(D) interest
3. The corporate headquarters are located in the capital ----the country.
(A) in
(B) to
(C) for
(D) of
4. The satellite photographed a ----moon in orbit around Saturn.
(A) previous undetecting
(B) previously undetecting
(C) previous undetected
(D) previously undetected
5. The trend toward shorter working hours-----
(A) continuation
(B) continues
(C) continually
(D) continuous
6. Inflation is -----to affect personal spending quite a bit in July.
(A) likely
(B) aptly
(C) depending
(D) presuming
7. Mrs. Kawabata is ready to see you now. Thank you for -----
(A) wait
(B) waiting
(C) waited
(D) to wait
8. Executives of small companies earn----- salaries on the west coast than on the east coast.
(A) more
(B) taller
(C) richer
(D) higher
9. You need about forty different nutrients to stay-----
(A) health
(B) healthy
(C) healthily
(D) healthiness
10. The ceiling fans were on, but unfortunately they only ---- the hot, humid air.
(A) stirred up
(B) poured through
(C) turned into
(D) cut back
11. Quarterly earnings are ----reported to the shareholders.
(A) ever
(B) rare
(C) seldom
(D) unusually
12. Unfortunately, there are---- will probably not respect the arbiter's decision.
(A) of whom
(B) whoever
(C) which
(D) those who

13. Dance is the subject of---- movies playing over the holiday season.
(A) none
(B) any
(C) hardly
(D) several
14. It is worth examining the ----- nations can take to facilitate the removal of trade barriers.
(A) stages
(B) levels
(C) steps
(D) grades
15. I ----- a heavy workload this month.
(A) to have
(B) have
(C) am having
(D) having
16. Today many managers reward only good performers and tend to dismiss-----employees more frequently.
(A) incompetent
(B) inevitable
(C) incisive
(D) intact
17. The work orders have been ----- to the production department.
(A) released
(B) reduced
(C) remarked
(D) resisted
18. Automobiles are put-----of gear by moving the gearshift to neutral.
(A) across
(B) off
(C) above
(D) out
19. This identification card is valid as long as your policy remains in -----
(A) check
(B) effect
(C) power
(D) payment
20. Mr. Kekkonen accused Boris of ----when he handed in his report a week late.
(A) professing
(B) proliferating
(C) profiling
(D) procrastinating
21. From the turn of the century, concern for wildlife----- to numerous international conservation programs.
(A) lead
(B) leads
(C) has led
(D) is leading
22. When corporations decide to buy life insurance for their executives, the various plans should be ----like any other financial commitment.
(A) evaluated
(B) estimated
(C) contributed
(D) acquainted
23. To vacation at that mountain resort, you must make reservations two to three months-----
(A) first
(B) beforehand
(C) advanced
(D) forward
24. Information listed in this timetable is subject to change without-----
(A) observation
(B) stress
(C) presentation
(D) notice

25. Practically-----in the group passed up the opportunity to attend the computer skills seminar.
 (A) each one
 (B) anyone
 (C) someone
 (D) no one
26. The human heart is wider at the top---- at the bottom.
 (A) but
 (B) from
 (C) than
 (D) as
27. Mrs. Barker gave a short speech after lunch to express her ----for the retirement gift.
 (A) appeasement
 (B) applause
 (C) apportionment
 (D) appreciation
28. After four years in domestic sales, Mr. LeConte---- was able to transfer to the international division.
 (A) finally
 (B) following
 (C) conclusively
 (D) in ending
29. In this company there has been little---- for the needs of part-time workers.
 (A) favor
 (B) regard
 (C) reception
 (D) manners
30. Economic experts believe there will be a gradual----- in October.
 (A) slowdown
 (B) rundown
 (C) closedown
 (D) countdown
31. Coral, popular for necklaces, ----made of tiny sea animals.
 (A) and
 (B) which
 (C) is
 (D) it
32. One of the major responsibilities of this position is to approve proposals and to ----their implementation.
 (A) override
 (B) oversee
 (C) overbear
 (D) overcome
33. Participation in the saving plan is ----, but often reaches ninety percent.
 (A) voluntary
 (B) volunteer
 (C) voluntarily
 (D) volunteering
34. I am surprised they moved your office next to ----.
 (A) mine
 (B) my
 (C) I
 (D) myself
35. The comptroller has ----that in ten years the space used by the research department will have to double.
 (A) premeditated
 (B) prepared
 (C) preceded
 (D) predicted
36. For the new museum visitor----for the veteran museum goer, the Museum Highlights Tour offers an excellent opportunity to see the most popular exhibits.
 (A) too
 (B) in addition
 (C) as well as
 (D) further

37. ----- in local bus service have brought increased business to the area.

- (A) Lifts
- (B) Progressions
- (C) Improvements
- (D) Elevations

38. The recession is not expected to ---- until year's end.

- (A) abandon
- (B) abduct
- (C) abate
- (D) abdicate

39. The bank invites you to keep your securities safe in our vault----strict audit controls.

- (A) herein
- (B) inside
- (C) beneath
- (D) under

40. Before----- a particular distribution strategy, a segment of the market should be tested.

- (A) influencing
- (B) adopting
- (C) engaging
- (D) founding

Questions 41~60, each sentence has four words or phrases underlined. You are to identify the one underlined word or phase that should be corrected or rewritten.

41. The corporation adopted his present name

- A
 - B
 - C
 - D
- in 1981

42. That client is used to receiving promptly

- A
 - B
 - C
 - D
- attention.

43. Twenty-four banks they have agreed

- A
 - B
 - C
 - D
- on a formula to refinance 1.6 billion of the country's short-term foreign debt.

44. Almost students were able to find good jobs

- A
 - B
 - C
 - D
- three to six months after graduation.

45. We are waiving the entrance fees for the

- A
 - B
 - C
 - D
- duration of registration, which run until the end of August

46. A flurry of promising economic news in last

- A
 - B
 - C
 - D
- ten days has caused analysts to revise their forecasts for the stock's growth.

47. Local government workers in this state

- A
 - B
 - C
 - D
- generally are underpaid relative to their counterparts in another industrialized states.

48. Due to the popularity of the stars, theater

- A
 - B
 - C
 - D
- patrons are advised to contact the box office as soon as possibly.

49. The passport is a traveler's primary meaning
 A B C
 of identification abroad.
 D
50. The format in which the data is presented in
 A
 this research paper shows how efficient Miss
 B C
 Choo does
 D
51. The amount material published on the general
 A B
topic has tripled since March.
 C D
52. A video telephone enabling two people to talk
 A
 to and watching each other has been patented
 B C
 by two inventors.
 D
53. The strike began unexpectedly, just slightly
 A B C
only more than a week after the

national elections.
 D
54. Informations about the meetings can be
 A B C
obtained by calling the Berlin Chamber of
 D
 Commerce.
55. Export law it became a key factor in
 A B C
 international trade.
 D
56. Before playing tennis, Simon had to get his
 A B C
hairs cut.
 D
57. The machine's different typing elements have
 been carefully designed to provide
 A B
outstanding durable.
 C D
58. There have been much disputes over the
 A B
 proper way to train child actors.
 C D
59. A slow-moving area of low press will continue
 A
 to spread cloudiness and showers across the
 B C
metropolitan area tonight.
 D
60. The recording industry is in the midst
 A B
of change, either creatively and financially.
 C D

Questions 61~100 are based on a selection of reading materials, such as notices, letters, forms, newspaper and magazine articles, and advertisements. You are to choose the one best answer to each question.

Dear Subscriber:

The enclosed monthly statement shows the charge for your *World Report* subscription that started up nine issues ago. We've sent magazines each week since your order arrived, but have received no reply to the bills we've mailed to you. Now, post office and auditing rules require that we stop sending copies unless and until payment is made.

Please forgive this notice if you already have mailed your payment. If you have, it has reached us too late to be reflected on this statement. If not, we would appreciate hearing from you today or tomorrow.

Sincerely yours.

Madeline Harris

Madeline Harris

Customer Relations Office

61. What is the purpose of this letter?
- (A) To announce a discount
 - (B) To renew the subscription
 - (C) To settle an account
 - (D) To apologize for poor service
62. How often is *World Report* issued?
- (A) Daily
 - (B) Weekly
 - (C) Monthly
 - (D) Semiannually

COMMUNICATIONS EQUIPMENT EXHIBITION

CARACAS, VENEZUELA

JUNE 23-27

Rapid economic development, high oil revenues, few trade barriers, and geographic proximity make Venezuela an extremely attractive market for U.S. manufacturers of communications equipment. Sales of these products are projected to climb from \$191 million this year and peak at nearly \$600 million in five years, reflecting not only large increases in the amount and variety of equipment purchased, but also significant upgrading of current installations. Call 721-6389 for more information.

63. For whom is this notice intended?
- (A) United States manufacturers
 - (B) Venezuelan distributors
 - (C) Manufacturers from all Latin American countries
 - (D) United States importers
64. Which of the following is NOT mentioned as a key factor in making Venezuela an attractive market?
- (A) A lack of trade restrictions
 - (B) A nationwide communications system
 - (C) Accelerated economic growth
 - (D) Significant revenues from oil
65. When are sales expected to level off?
- (A) This year
 - (B) Next year
 - (C) In two years
 - (D) In five years

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the company.

Signature of Applicant _____

Date _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer

Date

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate _____ Department _____

By _____

Name/Title

Date

66. What does the job applicant agree to do?

- (A) Arrive at work on time
- (B) Meet with the head of the personnel department
- (C) Submit to a background investigation
- (D) Take a lie detector test

67. What information is the personnel department NOT required to supply?

- (A) When the interview took place
- (B) What the salary is
- (C) Who gave the interview
- (D) What the company regulations are

ATTENTION PASSENGERS

Only one percent of all luggage is lost, but if the initial on-the-spot search by the airline representative fails, the traveler should write down a description of the luggage and hand it in to the Customer Relations Office before leaving the airport.

If the luggage is still missing after several days, the traveler should file a claim form. Airlines are liable for damages up to \$750. For luggage worth more than \$750, "excess valuation protection" is available at rates of 10 ¢ per \$100 of coverage. Maximum coverage is \$25,000, and some policies exclude particularly valuable or breakable items.

68. When should travelers file a claim form?
- (A) Before leaving the airport
 - (B) Three or four days after the trip
 - (C) When contacted by the airline's customer relations office
 - (D) When submitting receipts
69. What is the standard limit that airlines must reimburse for lost luggage?
- (A) \$10
 - (B) \$500
 - (C) \$750
 - (D) \$2500
70. When might travelers NOT be able to buy "excess valuation protection" for their luggage?
- (A) When only one percent of the contents has been damaged
 - (B) When their initials are missing from the suitcase
 - (C) When they have other insurance coverage
 - (D) When the contents are very fragile

GOLF COURSE DEVELOPMENTS

By D.W. Jones and G.L. Santini

Illustrated, 258 pp. Los Angeles:

Comex Publishing Company. \$9.95.

Golf Course Developments provides developers with everything they need to know about the elements of a regulation golf course as well as alternative layout types. It explains the various configurations that can be used and discusses the site factors, which must be considered before a golf course is planned. Necessary golf course construction methods with their alternatives are detailed.

1. Who would be most interested in this publication?
 - (A) A landscape architect
 - (B) A mathematician
 - (C) A typesetter
 - (D) An amateur golfer
2. What information would you expect to find in this book?
 - (A) Golf rules and regulations
 - (B) Design schemes
 - (C) The names of planning board members
 - (D) Tips on how to improve your golf game

Our M.S. Jensen EXPLORER is not an ordinary cruise ship. It was built for the purpose of exploration. Its shallow draft allows us to explore remote islands not available to other cruise ships. Inflatable Zodiac rafts will land us on previously inaccessible beaches.

Even though the EXPLORER is relatively small, it still accommodates ninety-two passengers with all the comforts expected aboard a modern cruising vessel. We have a Lido deck with a swimming pool, comfortable lounges, and spacious cabins. And although the air is warm, soft, and inviting in these tranquil waters, the ship is fully air-conditioned. Each expedition carries an expert staff of naturalists, anthropologists, and diving instructors.

-
3. What makes the Explorer an unusual cruise ship?
 - (A) Its safety equipment
 - (B) Its accommodations
 - (C) Its name
 - (D) Its structural design

74. What are the passengers most likely interested in?
- (A) Competitive diving
 - (B) Astrology
 - (C) Nature study
 - (D) Sailing
75. What kind of weather is expected on the trip?
- (A) Thick fog
 - (B) Clear and chilly
 - (C) Frequent rainstorms
 - (D) Warm and sunny
76. How will passengers get to unexplored beaches?
- (A) By helicopter
 - (B) By raft
 - (C) By swimming
 - (D) By airplane
77. What feature of the cruise is NOT discussed?
- (A) The employees
 - (B) The food
 - (C) The bedrooms
 - (D) The recreational facilities

5 November

Mr. Richard Cary
Woodford & Garner
P.O. Box 143
Ottawa, Ontario, Canada

Dear Mr. Cary:

Our bank has been requested by Mr. Gerald Plummer, President of Harding General Contractors, Inc., to furnish you a letter of credit and to let you know that his firm has a working capital line of credit with our bank. We have known Mr. Plummer for five years and find him to be both capable and honest in every respect. He is a good business executive and handles his credit transactions with us in a competent manner. In fact, we contracted with his firm for the building of our new branch office.

Even though it is not anticipated that he will need a line of credit in this amount, we would be in a position to grant an unsecured line of credit with the personal guarantee of Mr. Plummer in an amount up to one hundred thousand dollars, or a secured line of credit in the amount of three million dollars, upon conditions that would be mutually agreeable.

Please contact us if we can be of further assistance.

Very truly yours,
Herber B. Fine
Herber B. Fine
Vice President

78. What kind of business is Mr. Plummer probably in?

- (A) Government finance
- (B) Plumbing
- (C) Personnel management
- (D) Construction

79. How much money could Mr. Plummer borrow with only his personal guarantee?

- (A) \$100,000
- (B) \$300,000
- (C) \$500,000
- (D) \$3,000,000

If you are ready for a better executive position, then you should give King Associates a call. With fifteen years' experience and the nation's largest professional staff, we have helped transfer thousands of people into attractive new positions with salaries ranging from \$600,000 to \$400,000. Our specialty is in moving people up in the job market with great speed. For those who qualify, we can write all materials, do the marketing, and handle most details. To see if you qualify, send us a resume for evaluation. Better still call us today for a confidential appraisal interview. There is no cost or obligation.

10. For whom is this advertisement intended?
- (A) Recent college graduates
 - (B) Mid-career executives
 - (C) Anyone with at least fifteen years' work experience
 - (D) Anyone earning less than \$60,000 annually
11. What is this company best known for?
- (A) Not charging a service fee
 - (B) Evaluating resumes fairly
 - (C) Helping people find jobs quickly
 - (D) Not requiring an interview

The European Commission plans to make things easier for European companies doing business with developing countries under the European Development Fund (EDF), following criticism, mainly from Britain, of the fund's operation. The proposed changes are designed to simplify payments and credit facilities for work done under the EDF. Reforms would include cutting from the present fifteen the number of countersignatures required for a loan, and providing half the amount due when a contract is signed.

2. What was the source of the complaints that led to these reforms?
- (A) Great Britain
 - (B) The European Commission
 - (C) Developing countries
 - (D) EDF personnel
3. What effect will the reforms have?
- (A) They will increase available funding.
 - (B) They will make payment procedures less complicated.
 - (C) They will reduce the number of outstanding loans.
 - (D) They will expand the size of the EDF facilities

TRAVEL REIMBURSEMENT REGULATIONS

Daily allowances	Domestic meals, Lodging, and incidentals	Foreign meals and incidentals
Time Periods:		
Each 24-hour period	£ 100	£ 120
Over 2 hours but not in excess of 4 hours	£ 10	£ 15
Over 4 hours but not in excess of 8 hours	£ 20	£ 30
Over 8 hours but not in excess of 12 hours	£ 40	£ 60
Over 12 hours to 24 hours	£ 90	£ 110

All reimbursement for travel expenses must be authorized by an approved Travel Request (Form 2300L) prior to the time the expenses are incurred. Further information concerning the regulations or interpretation of this policy is obtainable from the travel section of the Accounting Office, Building A, Room 566.

84. How much is an employee reimbursed for foreign travel costs for a 10-hour excursion ?

- (A) £ 15
- (B) £ 40
- (C) £ 60
- (D) £ 90

85. What should an employee submit before leaving on a business trip ?

- (A) A hotel reservation notice
- (B) A contract for a car rental
- (C) A travel request form
- (D) A letter from the manager

MALAYSIAN TRADING COMPANY WITH BRANCH OFFICES
AND WAREHOUSES IN NEW YORK AND MIAMI
INTERESTED IN CONTACTING DISTRIBUTORS TO
REPRESENT US IN ATLANTA, GEORGIA AREA. HAVE
IMPORT LICENSES AND QUOTA PERMIT FOR FURNITURE
PRODUCTS PERMITTED TO BE IMPORTED UNDER U.S.

86. What market is being discussed?

- (A) New York
- (B) Malaysia
- (C) Atlanta
- (D) Miami

87. What type of merchandise does the firm handle?
- (A) Furniture
 - (B) Lumber
 - (C) Building supplies
 - (D) Contact lenses
88. The advertisement mentions the company having all of the following EXCEPT
- (A) storage facilities.
 - (B) import permits.9999999
 - (C) American factories.
 - (D) regional offices.

A simple method of determining how fast savings grow is to use the "Rule of 72" Divide the number 72 by the interest rate to get the number of years required for money to double. For example, in the case of a 16% interest rate, 72 divided by 16 equals 4.5, so it takes four and a half years for money to double. This is based upon the 16% rate being compounded annually. If the interest is compounded quarterly or daily, slightly fewer years will be required.

89. What information does the "Rule of 72" give you?
- (A) The current interest rates
 - (B) The quarterly interest rate
 - (C) The interest you earn in four and a half years
 - (D) The time it takes to double your investment
90. How is the "Rule of 72" affected when interest is compounded daily?
- (A) The number of years involved decreases.
 - (B) The calculations become more precise.
 - (C) The return on your investment doubles.
 - (D) The rate of interest is much higher.

The majority of top managers work most productively outside standard working hours. This per a recent survey by Jefferson Watch Corporation of 100 chief executives of the top 500 companies in the country. 43 executives favored the morning hours before other employees arrive, while 18 preferred to work after the other employees had left. Among those who considered normal working hours to be their most productive, 75% favored mornings over afternoons. 85% of those surveyed said that they worked at home in the evenings, and 65% worked over the weekends.

91. Who participated in the survey?
- (A) Jefferson's top one hundred managers
 - (B) Presidents from each of five hundred companies
 - (C) One hundred executives of the top firms in the nation
 - (D) Forty-three leaders of the watch industry
92. What did the survey reveal?
- (A) When executives do their best work
 - (B) How many hours most businesses are open
 - (C) What brands of watches top managers wear
 - (D) How close workers lived to their jobs
93. What percentage of those surveyed work on Saturdays or Sundays?
- (A) 43
 - (B) 65
 - (C) 75
 - (D) 85

INTERNATIONAL AIRLINES
CAPTAINS CLUB
P.O Box 325
Dallas, Texas

DUES STATEMENT

Return this portion with your check

US \$50 Annual US \$600 Lifetime
US \$25 Initiation Fee (Due in addition to
Annual or Lifetime payment if renewal
Payment not received within 60 days
of expiration of present membership.)

*William J. Farrel
7 Waverly Street
Edinburgb, Scotland*

Enclosed is my check for \$ _____
made payable to Captains Club
Please issue a courtesy card for my spouse:

(print full name of spouse)

RENEWAL NOTICE

REFERENCE NO.	BILL DATE	AMOUNT DUE	
87054526	06/01	\$50 BEFORE 09/01	Please indicate address changes on reverse side
		\$75 AFTER 09/01	

94. What is this form?

- (A) An airline ticket
- (B) A check
- (C) A membership card
- (D) An invoice

95. What should be written on the back of the form?

- (A) Membership card number
- (B) Job title
- (C) Spouse's name
- (D) New address

Statistics for the lodging industry worldwide were mixed last year, as total revenue was up 20.7% on a per-room basis while occupancy was down 5.5% from the previous year. Payroll and related expenses soared 35.3%, while the average daily rate per occupied room rose 25.5% to \$59.20. Sharp increases in the median total sales per available room were recorded in Africa, Asia, Australia, Central America, Mexico and the United States.

96. Which of the following statements is true about the hotel industry last year?
- (A) More statistical reports were issued than in the previous year.
 - (B) Wages of hotel workers decreased by 5.5%.
 - (C) Fewer hotel rooms were rented than in the previous year.
 - (D) The average room rate was \$35.30.
97. Where did total room sales NOT increase significantly?
- (A) Canada
 - (B) Africa
 - (C) Central America
 - (D) The United States

A \$100 deposit per person is required for the 5-day course and \$50 per person for the 2-day course. Deposits are refundable if notice of cancellation is received at least 14 days prior to reservation period, less a \$10 handling charge. Deposit will not be refunded if cancellation is received less than 14 days prior to reservation period. Deposit may be transferred to another session if notice of change is received at least 7 days prior to original date of enrollment. Transfer of deposit to another session is contingent upon availability of space in that session.

98. Which of the following would be the best heading for this notice?
- (A) Procedures for Depositing Checks
 - (B) Availability of Registration Forms
 - (C) Spring Course Offerings
 - (D) Policy on Withdrawals
99. How much must you pay if you cancel your registration three weeks before a session begins?
- (A) Nothing
 - (B) \$5
 - (C) \$10
 - (D) \$50

100. What determines if your deposit can be transferred to a different course?

- (A) If you have paid the handling charge
- (B) If there is any space left in the second course
- (C) If the first course is canceled because of low enrollment
- (D) If your original space can be filled.