

Instructions:

- ▶ Read the tasks carefully, choose the correct answers and put in the answers on the answer sheet or fill it into blanks where it is indicated. Take care that you tick the right box or write in the correct gap.
- ▶ Try and do the test as quickly as possible because there are a lot of answers to be given and the time you have is only ninety minutes.

Exercise 1: Reading comprehension 1

Although the composition and role of the board of directors of a company will vary from one organization to the next, a few generalizations may be made. As regards the composition of the board, customarily some directors are prominent men and women selected to give prestige to the group. Others are usually chosen from among retired executives of the organization for their specialized knowledge of the company.

It is generally true that, as long as the top

management maintains the confidence of the board of directors, the directors will not actively intervene to dictate specific policies. This is the same administrative procedure usually followed by the board of trustees of a college or university, and is similar in many respects to the parliamentary system of ministerial responsibility practiced in Great Britain.

1. The title that best expresses the ideas in this passage is

- A. The Board of Directors
- B. The Board of Trustees
- C. The Parliamentary System
- D. Management

2. Who generally formulates policies for a company?

- A. Top management
- B. A dictator
- C. The board of directors
- D. Retired executives

3. The word *prominent* in line 5 could best be replaced by

- A. professional
- B. ethical
- C. important
- D. elderly

4. What does the author mean by the statement from line 10 to 13?

- A. Policies are dictated by the board with the approval of top management.

- B. The board will assume control only if they lose confidence in management.
- C. A vote of confidence by management authorizes the board to make policies.
- D. When management loses confidence in the board, they will assume control.

5. The author mentions all of the following as having similar administrative procedures EXCEPT

- A. the board of directors of a company
- B. the board of trustees of a college
- C. the members of Congress in the United States
- D. the members of Parliament in Great Britain

6. Who would not be a likely candidate to be chosen as a member of the board of directors of City Bank?

- A. a retired president of City Bank
- B. a respected lawyer
- C. a City Bank employee
- D. a state senator

EXERCISE 2: Fill in (!) the prepositions to complete the correct prepositional idioms

1. We cannot accede the request for an extension of time.
2. Some people find it hard to accommodate new situations.
3. We accommodated him a loan of five dollars.
4. The defendant was accompanied a lawyer.
5. The letter was accompanied a gift.
6. He was accused the plaintiff of having filed a false statement.
7. The mechanic was accused overcharging.
8. The dean acquiesced the decision.
9. He was acquitted the crime.
10. The police officer acquitted herself honor.
11. The work simplification guide was adapted our use.
12. The movie was adapted the book.
13. They find it difficult to adapt new procedures.
14. His salary was not adequate his needs.
15. Her ability was adequate the job.
16. The employees were advised the new regulations.
17. A stamp was affixed the letter.
18. We agree in principle those who favor the plan.
19. They cannot agree a plan of action.
20. They agree the compromise.
21. I agree the doctor.
22. They were amenable our argument.
23. This situation is analogous the one we faced last year.
24. The clerk was annoyed the frequent interruptions.
25. The teacher was annoyed the careless student.
26. His attitude is apparent his actions.
27. The trouble is apparent everyone in the office.
28. A rider was appended the bill.
29. The student had a real appreciation the arts.
30. She expressed appreciation their hard work.
31. We are appreciative their efforts.
32. Dr. X is an authority her field.
33. Mr. X is an authority linear programming.
34. He was not averse hard work.

35. They had a sound basis agreement.
36. That argument has no basis fact.
37. Your wishes coincide mine in this situation.
38. His salary was commensurate his abilities.
39. We must comply the request.
40. We concur the decision of the survey committee.
41. One member did not concur the others.
42. All employees must conform the regulations.
43. His value consists his ability to work with others.
44. The handbook consists grammar rules.
45. We should be consistent applying the law.
46. His actions are not consistent his statements.
47. Her description of the incident corresponds what we believe to be the case.
48. We have been corresponding our new friends abroad.
49. What did the store owner demand them in payment?
50. They had demanded an accounting the company funds.
51. My estimate the amount due differs from yours.
52. We differ our opinions on the matter.
53. The two attorneys differ the amount owed.
54. I differ your view of the situation.
55. There is a discrepancy the two accounts.
56. There is a discrepancy his account.
57. The supervisor was displeased the employee's conduct.
58. The supervisor was displeased the employee.
59. He is eligible the job.
60. The two offices are equivalent size.

EXERCISE 3: Reading comprehension 2

There are four basic types of competition in business that form a continuum from pure competition through monopolistic competition and oligopoly to monopoly. At one end of the continuum, pure competition results when every company has a similar product. Companies that deal in commodities such as wheat or corn are often involved in pure competition. In pure competition, it is often the ease and efficiency of distribution that influences purchase.

In contrast, in monopolistic competition, several companies may compete for the sale of items that may be substituted. The classic example of monopolistic competition is coffee and tea. If the price of one is perceived as too high, consumers may begin to purchase the other. Coupons and other discounts are often used as part of a marketing strategy to influence sales.

Oligopoly occurs when a few companies

dominate the sales of a product or service. For example, only five airline carriers control more than 70 percent of all ticket sales in the United States. In oligopoly, serious competition is not considered desirable because it would result in reduced revenue for every company in the group. Although price wars do occur, in which all companies offer substantial savings to customers, a somewhat similar tendency to raise prices simultaneously is also usual.

Finally, monopoly occurs when only one firm sells the product. Some monopolies have been tolerated for producers of goods and services that have been considered basic or essential, including electricity and water. In these cases, it is government control, rather than competition, that protects and influences sales.

1. Which of the following would be the best title for the passage?

- A. Monopolies
- B. The Commodity Market
- C. The Competition Continuum
- D. The Best Type of Competition

2. An example of a product in monopolistic competition is

- A. corn
- B. electricity
- C. airline tickets
- D. coffee

3. The word *tolerated* in line 32 could best be replaced by

- A. permitted
- B. reserved
- C. criticized
- D. devised

4. What does the author mean by the statement from line 26 to 29?

- A. It is not unusual for all companies to increase

prices at the same time.

- B. It is common for companies to compete for customers by lowering prices.
- C. Customers may lose money when companies have price wars.
- D. Prices are lower during price wars, but they are usually higher afterwards.

5. The author mentions all of the following as characteristic of monopoly EXCEPT

- A. the use of coupons or other discounts
- B. government control
- C. basic or essential services
- D. only one firm

6. It can be inferred that this passage was first printed in

- A. a business textbook
- B. a government document
- C. an airline brochure
- D. a newspaper

EXERCISE 4: Choose the right option

1. Almost everyone fails driver's test on the first try.

- A. passing
- B. to have passed
- C. to pass
- D. in passing

2. On the average, a healthy heart to pump five tablespoons of blood with every beat.

- A. must
- B. ought
- C. can
- D. should

3. In general, by the second year of production, the price of a new piece of technology significantly.

- A. will decreased
- B. has decreased
- C. will have decreased
- D. will has decreased

4. If endangered species saved, rain forests must be protected.

- A. are to be
- B. be
- C. can be
- D. will be

5. The average spoken sentence in conversational English takes 2.5 seconds

- A. for to complete
- B. completing
- C. to complete
- D. by completing

6. Only twenty years ago, most doctors agreed truthful with their terminally ill patients, a trend that has reversed itself in modern medical practice.

- A. don't to be
- B. not to be
- C. we shouldn't been
- D. not to been

7. William Torrey Harris was one of the first

educators interested a logical progression of topics in the school curriculum.

- A. in establishing
- B. for establishing
- C. establishing
- D. to establish

8. North American Indian tribes used sign language with tribes that spoke a different language or dialect.

- A. to communicating
- B. for communicate
- C. to communicate
- D. for communicated

9. Art tends to be more after the death of the artist, but most literary works tend to decrease in value when the writer dies.

- A. price
- B. worthy
- C. worth
- D. value

10. Adult eagles let their offspring nests near their original nesting area.

- A. build
- B. builds
- C. building
- D. to build

11. A cure for juvenile diabetes until more funds are allocated to basic research.

- A. won't develop
- B. aren't developing
- C. don't develop
- D. won't be developed

12. Civil engineers had better steel supports in concrete structures built on unstable geophysical sites.

- A. include
- B. including
- C. inclusion
- D. included

EXERCISE 5: Reading comprehension 3

5 Telecommuting is some form of computer communication between employees' homes and offices. For employees whose jobs involve sitting at a terminal or word processor entering data or typing reports, the location of the computer is of no consequence. If the machine can communicate over telephone lines, when the work is completed, employees can dial the office computer from a distant site and transmit the material to their employers. A recent survey in USA Today estimates that there are approximately 8.7 million telecommuters. But although the numbers are rising annually, the trend does not appear to be as significant as predicted when Business Week published "The Portable Executive" as its cover story a few years ago. Why hasn't telecommuting become more popular?

Clearly, change simply takes time. But in

1. Which of the following is the main topic of the passage?

- A. The advantages of telecommuting
- B. A definition of telecommuting
- C. An overview of telecommuting
- D. The failure of telecommuting

2. How many American workers are involved in telecommuting?

- A. More than predicted in Business Week
- B. More than 8 million
- C. Fewer than last year
- D. Fewer than estimated in USA Today

3. The word *resistance* in line 19 could best be replaced by

- A. alteration
- B. participation
- C. opposition
- D. consideration

4. What does the author mean by the statement from line 3 to 6?

- A. Employees who work at their computers do

20 addition, there has been active resistance on the part of many managers. These executives claim that supervising the telecommuters in a large work force scattered across the country would be too difficult, or, at least, systems for managing them are not yet developed, thereby complicating the manager's responsibilities.

25 It is also true that employees who are given the option of telecommuting are often reluctant to accept the opportunity. Most people feel that they need regular interaction with a group, and many are concerned that they will not have the same consideration for advancement if they are not more visible in the office setting. Some people feel that even when a space in their homes is set aside as a work area, they never really get away from the office.

not care where they are located.

- B. It does not matter where employees work at their computer.
- C. The location of their computers should be comfortable to employees who must sit all day.
- D. Computer terminals must be located near each other.

5. The author mentions all of the following as concerns of commuters EXCEPT

- A. the opportunities for advancement
- B. the different systems of supervision
- C. the lack of interaction with a group
- D. the fact that the work space is in the home

6. It can be inferred from the passage that the author is

- A. a telecommuter
- B. the manager of a group of telecommuters
- C. a statistician
- D. a reporter

1. If a person does not have an attorney, the court one.

- A. will appoint
- B. appointed
- C. would appoint
- D. appointing

2. The cones of pine trees two or three years to reach maturity.

- A. to take
- B. taking
- C. may take
- D. takes

3. Iowa of flat-topped hills erected by the ancient Mound Builder people as temples and burial sites.

- A. with a larger number
- B. has a large number
- C. having a large number
- D. a large number

4. the eight Ivy League schools are among the most prestigious colleges in the United States.

- A. It is generally accepted that
- B. That it is accepted
- C. Accepting that it is
- D. That is accepted

5. Although the scientific community had hoped that the field of transplantation, the shortage of organ donors has curtailed research.

- A. progress
- B. had progressed
- C. would progress
- D. progressing

6. To relieve pain caused by severe burns, prevent

infection, and treat for shock, immediate steps.

- A. taking
- B. to take
- C. taken
- D. take

7. If gasoline vapor with air, combustion will occur.

- A. mixed
- B. had mixed
- C. mixes
- D. mixture

8. Vermont, commonly known as the Green Mountain State, refused until 1791.

- A. to join the Union
- B. joining the Union
- C. the joining of the Union
- D. join the Union

9. Even without strong wings, the ostrich has survived because it at high speeds to escape predators.

- A. to run
- B. can run
- C. running
- D. run

10. Air constricted between the vocal chords makes them, producing sounds.

- A. to vibrate
- B. vibrating
- C. vibrate
- D. the vibration

EXERCISE 7: Choose the right option

1. It is not clear how much students learn television classes without supervision and monitoring.

- A. for watching
- B. from watching
- C. by watch
- D. to watch

2. In spite of the fact that 85 percent of all societies allow the men to take more than one wife, most prefer monogamy polygamy.

- A. than
- B. to
- C. for
- D. that

3. Stained glass becomes even more beautiful when it diffuses light because the corrosion.

- A. will age
- B. ages
- C. are aging
- D. aged

4. All of the senses smell must pass through intermediate gateways to be processed before they are registered in the brain.

- A. until
- B. but
- C. to
- D. for

5. The lights and appliances in most homes use alternating current

- A. instead direct current
- B. instead of direct current
- C. that instead direct current
- D. for direct current instead

6. More murders are reported December in the United States than during any other month.

- A. on
- B. in
- C. at
- D. for

7. The tendency to develop cancer, even in high-risk individuals, can be decreased the amount of fruit and vegetables in the diet.

- A. to increase
- B. for increase
- C. for increasing
- D. by increasing

8. If one of the participants in a conversation wonders, no real communication has taken place.

- A. what said the other person
- B. what the other person said
- C. what did the other person say
- D. what was the other person saying

9. Neptune is an extremely cold planet, and

- A. so does Uranus
- B. so has Uranus
- C. so is Uranus
- D. so Uranus

10. Deserts are often formed they are cut off from rain-bearing winds by the surrounding mountain ranges.

- A. because
- B. in spite of
- C. so
- D. due to

11. There are many beautifully preserved historic buildings

- A. in Beacon Street in Boston
- B. in Beacon Street at Boston
- C. on Beacon Street in Boston
- D. at Beacon Street at Boston

12. the original document, the U.S. Constitution contains ten amendments called the Bill of Rights.

- A. Beside
- B. Besides
- C. In addition
- D. Also

13. Cooking oil made from corn does not become saturated when heated, and

- A. neither oil made from soy
- B. oil made from soy does either
- C. neither does oil made from soy
- D. oil made from soy either

Exercise 8: Reading comprehension 4

What is meant by the term economic resources? In general, these are all the natural, man-made, and human resources that go into the production of goods and services. This obviously covers a lot of ground: factories and farms, tools and machines, transportation and communication facilities, all types of natural resources and labor. Economic resources can be broken down into two general categories: property resources - land and capital - and human resources - labor and entrepreneurial skills.

What do economists mean by land? Much more than the noneconomist. Land refers to all natural resources that are usable in the production process: arable land, forests, mineral and oil deposits, and so on. What about capital? Capital goods are all the man-made aids to producing,

storing, transporting, and distributing goods and services. Capital goods differ from consumer goods in that the latter satisfy wants directly, while the former do so indirectly by facilitating the production of consumer goods. It should be noted that capital as defined here does not refer to money. Money, as such, produces nothing.

The term labor refers to the physical and mental talents of humans used to produce goods or services (with the exception of a certain set of human talents, entrepreneurial skills, which will be considered separately because of their special significance).

Thus the services of a factory worker or an office worker, a ballet dancer or an astronaut all fall under the general heading of labor.

1. What is the author’s main purpose in writing this passage?

- A. To explain the concept of labor.
- B. To criticize certain uses of capital.
- C. To contrast capital goods and consumer goods.
- D. To define economic resources.

2. In lines 4-5, the author uses the expression “This obviously covers a lot of ground ...” to indicate that

- A. the factories and farms discussed in the passage are very large
- B. economic resources will be discussed in great depth
- C. the topic of economic resources is a broad one
- D. land is an important concept in economics

3. When noneconomists use the term “land,” its definition

- A. is much more general than when economists use it
- B. is much more restrictive than when economists use it
- C. changes from place to place
- D. includes all types of natural resources

4. The word “arable” in line 15 is closest in meaning to

- A. dry
- B. fertile

- C. developed
- D. open

5. The phrase “the latter” in line 20 refers to

- A. economists
- B. noneconomists
- C. capital goods
- D. consumer goods

6. Which of the following could be considered a capital good as defined in the passage?

- A. a railroad
- B. money
- C. a coal mine
- D. human skills

7. The word “heading” in line 33 is closest in meaning to

- A. direction
- B. practice
- C. category
- D. utility

8. The skills of all the following could be considered examples of labor, as defined in the passage, EXCEPT

- A. artists and scientists
- B. workers who produce services, not goods
- C. office workers
- D. entrepreneurs