

## ■ Reading Comprehension

## INCOMPLETE SENTENCES

**Time Budget for Part IV: Approximately for 17 minutes**

### TEST- TAKING STRATEGIES

#### STRATEGY 1

#### KNOW THE DIRECTIONS

1. Understand what you are being asked to do:

#### Reading Comprehension Section

In the Reading Comprehension Sections, you will read a variety of texts and answer different types of reading comprehension questions. The Reading Comprehension Section will last 75 minutes. There are three parts, and directions are given for each part. You are encouraged to answer as many questions as possible within the allotted time. Mark your answers on the separate answer sheet. Do not write them in the test book.

#### **Directions:**

A word or phrase is missing in the following sentences. Four answer choices are given below each of the sentences. Choose the best answer to complete the sentence. Then mark the letter on your answer sheet.

#### **Example:**

- 101.** In the fourth quarter of 2007, Taylor Airlines reported net \_\_\_\_\_ of \$82.5 million.

- (A) flights
- (B) revenues
- (C) services
- (D) quantities

The sentence should read: *In the fourth quarter of 2007, Taylor Airlines reported net revenues of \$82.5 million.* Therefore, you would mark (B) on your answer sheet.

#### STRATEGY 2

#### DECIDE WHETHER THE SENTENCE TESTS VOCABULARY OR GRAMMAR

#### 1. Vocabulary Question

- Choices are from different word families but have similar meanings.
- To answer a vocabulary question, choose the word that completes the sentence based on its *meaning*.
- Look for words and phrases that provides clues to the answer.

#### **Example:**

- 102.** A late payment \_\_\_\_\_ of \$25 will be paid to all accounts more than 30 days overdue.

- (A) fee
- (B) fare
- (C) cost
- (D) price

#### 2. Grammar Question

- Choices are from different word families but have similar meanings.
- To answer a grammar question, choose the word that completes the sentence based on its *form*.
- Focus on the word before and after the blank to determine which part of speech is required.

#### **Example:**

- 123.** Trillium Incorporated plans \_\_\_\_\_ branch offices in both Seoul and Pusan before the end of the year.

- (A) open
- (B) to open
- (C) opened
- (D) to be opened

## INCOMPLETE SENTENCES

### STRATEGY 3

#### PREDICT THE ANSWER

1. Read each sentence and try to fill the blank with your own word or phrase before reading the answer choices.
2. If your predicted answer is among the answer choices, this is likely to be the correct answer.  
(If you look at the answer choices first, you might be attracted to an incorrect choice)

### STRATEGY 4

#### EVALUATE THE ANSWER CHOICES

1. If no answer choice matches your expected answer, eliminate as many choices as you can by doing the following:
  - A. Vocabulary questions: read the sentence for context clues that may point to the correct answer or help to eliminate distractors.
  - B. Grammar questions: focus on the words and phrases around the blank to determine the part of speech required, and eliminate distractors that do not fit.

### STRATEGY 5

#### MANAGE YOUR TIME; ANSWER EVERY QUESTION

1. Do not waste time working on any individual sentence
2. Part VII-the last of the test- is usually the most difficult and time-consuming, you will want to go through Parts V and VI as quickly as you can so that you will have time left to finish Part VII.
3. Do not leave any question unanswered.

### Strategy Summary

1. Know the direction.
2. Decide whether the sentence test vocabulary or grammar.
  - Vocabulary question – look for words or phrases that provide clues to the answer.
  - Grammar question – focus on the words before and after the blank to determine which part of speech is required.
3. Predict the answer for each sentence in your own words before reading the choices.
4. Evaluate the answer choices and mark the answer.
5. Manage your time and be sure to answer every question.

INCOMPLETE SENTENCES PRACTICE SET

Practice 1

1. The long -time employee was faithful and\_\_\_\_\_.  
(A) honestly  
(B) honest  
(C) honor  
(D) honesty
2. Next week, a computer trainer will be here to \_\_\_\_\_ to any questions you may have.  
(A) provide  
(B) request  
(C) respond  
(D) answer
3. He was going to meet us\_\_\_\_\_ at the restaurant or here.  
(A) but  
(B) yet  
(C) neither  
(D) either
4. The board of directors tried to think\_\_\_\_\_ all possible options before reaching a decision.  
(A) of  
(B) at  
(C) by  
(D) as
5. If the information is public,\_\_\_\_\_ is neither unreasonable nor unethical to share it.  
(A) his  
(B) him  
(C) its  
(D) it
6. Timing is\_\_\_\_\_ important when soliciting contributions for political campaigns.  
(A) accurately  
(B) extremely  
(C) quickly  
(D) hotly

INCOMPLETE SENTENCES PRACTICE SET

ANSWER KEY:

1. The long-time employee was faithful and \_\_\_\_\_. (G- adjective)  
(A) honestly  
(B) honest **CORRECT**  
(C) honor  
(D) honesty
2. Next week, a computer trainer will be here to \_\_\_\_\_ to any questions you may have. (V-verb)  
(A) provide  
(B) request  
(C) respond **CORRECT**  
(D) answer
3. He was going to meet us \_\_\_\_\_ at the restaurant or here. (V-conjunction)  
(A) but  
(B) yet  
(C) neither  
(D) either **CORRECT**
4. The board of directors tried to think \_\_\_\_\_ all possible options before reaching a decision. (V-preposition)  
(A) of **CORRECT**  
(B) at  
(C) by  
(D) as
5. If the information is public, \_\_\_\_\_ is neither unreasonable nor unethical to share it. (G-pronoun)  
(A) his  
(B) him  
(C) its  
(D) it **CORRECT**
6. Timing is \_\_\_\_\_ important when soliciting contributions for political campaigns. (V-adverb)  
(A) accurately  
(B) extremely **CORRECT**  
(C) quickly  
(D) hotly

**Practice 2**

7. Andrew lives quite a \_\_\_\_\_ from where he works.
- (A) closeness
  - (B) space
  - (C) distance
  - (D) length
8. We are able to \_\_\_\_\_ your conditions of delivery per your proposal .
- (A) accepts
  - (B) accept
  - (C) accepting
  - (D) accepted
9. Next week's seminar ought to provide \_\_\_\_\_ with a lot of new information.
- (A) we
  - (B) our
  - (C) ourselves
  - (D) us
10. The paper division is showing an increased \_\_\_\_\_.
- (A) profit
  - (B) profiting
  - (C) profitable
  - (D) profits
11. Dr. Woo left very early this morning, but \_\_\_\_\_ because he forgot his briefcase.
- (A) revolved
  - (B) returned
  - (C) recalled
  - (D) remembered
12. Payment is due in full within 30 days upon \_\_\_\_\_ of this invoice.
- (A) receipt
  - (B) receive
  - (C) reception
  - (D) receiving

ANSWER KEY

7. Andrew lives quite a \_\_\_\_\_ from where he works. (V-noun)
- (A) closeness
  - (B) space
  - (C) distance **CORRECT**
  - (D) length
8. We are able to \_\_\_\_\_ your conditions of delivery per your proposal. (G-verb)
- (A) accepts
  - (B) accept **CORRECT**
  - (C) accepting
  - (D) accepted
9. Next week's seminar ought to provide \_\_\_\_\_ with a lot of new information. (G-pronoun)
- (A) we
  - (B) our
  - (C) ourselves
  - (D) us **CORRECT**
10. The paper division is showing an increased \_\_\_\_\_. (G-noun)
- (A) profit **CORRECT**
  - (B) profiting
  - (C) profitable
  - (D) profits
11. Dr. Woo left very early this morning, but \_\_\_\_\_ because he forgot his briefcase. (V-verb)
- (A) revolved
  - (B) returned **CORRECT**
  - (C) recalled
  - (D) remembered
12. Payment is due in full within 30 days upon \_\_\_\_\_ of this invoice. (G-noun)
- (A) receipt **CORRECT**
  - (B) receive
  - (C) reception
  - (D) receiving

INCOMPLETE SENTENCES PRACTICE SET

Practice 3

13. Doctors have\_\_\_\_\_ that stress from work can cause other medical problems.

- (A) find
- (B) finding
- (C) found
- (D) finds

14. The warehouse employees have worked overtime every day\_\_\_\_\_ the last week.

- (A) until
- (B) along
- (C) before
- (D) for

15. We do not provide third\_\_\_\_\_ with biographical information about our clients.

- (A) parties
- (B) people
- (C) impressions
- (D) dealings

16. He\_\_\_\_\_ forgot my name at the company dinner last year.

- (A) complete
- (B) completed
- (C) completely
- (D) completeness

17. Attitude is an essential ingredient in finding the\_\_\_\_\_ possible job.

- (A) good
- (B) best
- (C) higher
- (D) easier

18. Ms. Napier chose to travel by bus\_\_\_\_\_ of taking a taxi.

- (A) except
- (B) but
- (C) besides
- (D) instead



ANSWER KEY

13. Doctors have \_\_\_\_\_ that stress from work can cause other medical problems. (G-verb)
- (A) find
  - (B) finding
  - (C) found **CORRECT**
  - (D) finds
14. The warehouse employees have worked overtime every day \_\_\_\_\_ the last week. (V-preposition)
- (A) until
  - (B) along
  - (C) before
  - (D) for **CORRECT**
15. We do not provide third \_\_\_\_\_ with biographical information about our clients.
- (A) parties **CORRECT**
  - (B) people
  - (C) impressions
  - (D) dealing
16. He \_\_\_\_\_ forgot my name at the company dinner last year.
- (A) complete
  - (B) completed
  - (C) completely **CORRECT**
  - (D) completeness
17. Attitude is an essential ingredient in finding the \_\_\_\_\_ possible job.
- (A) good
  - (B) best **CORRECT**
  - (C) higher
  - (D) easier
18. Ms. Napier chose to travel by bus \_\_\_\_\_ of taking a taxi.
- (A) except
  - (B) but
  - (C) besides
  - (D) instead **CORRECT**

**Practice 4**

19. Mr. Fisher wants us to exchange ideas \_\_\_\_\_ the proposed reorganization of the Adele Company.
- (A) around
  - (B) between
  - (C) into
  - (D) about
20. Realco made \_\_\_\_\_ offer for the purchase of the Wincorp property.
- (A) a grateful
  - (B) a generous
  - (C) a wealthy
  - (D) an attentive
21. The firm was to receive full payment upon \_\_\_\_\_ of the project.
- (A) completion
  - (B) complexion
  - (C) complication
  - (D) commitment
22. After the governor raised taxes, his \_\_\_\_\_ declined rapidly.
- (A) populated
  - (B) popular
  - (C) popularity
  - (D) populate
23. After finishing the week-long seminar, Ms Beyer packed her suitcase and checked \_\_\_\_\_ of the hotel.
- (A) over
  - (B) out
  - (C) in
  - (D) or
24. Employee handbooks that are \_\_\_\_\_ written can improve morale and prevent disagreements.
- (A) careful
  - (B) caring
  - (C) carefulness
  - (D) carefully
25. When the chairman announced \_\_\_\_\_ retirement, the board of trustees launched a nationwide search for replacement.
- (A) his
  - (B) our
  - (C) its
  - (D) him

INCOMPLETE SENTENCES PRACTICE SET

ANSWER KEY

19. Mr. Fisher wants us to exchange ideas \_\_\_\_\_ the proposed reorganization of the Adele Company. (V-preposition)
- (A) around
  - (B) between
  - (C) into
  - (D) about **CORRECT**
20. Realco made \_\_\_\_\_ offer for the purchase of the Wincrop property. (V-adjective)
- (A) a grateful
  - (B) a generous **CORRECT**
  - (C) a wealthy
  - (D) an attentive
21. The firm was to receive full payment upon \_\_\_\_\_ of the project. (V-noun)
- (A) completion **CORRECT**
  - (B) complexion
  - (C) complication
  - (D) commitment
22. After the governor raised taxes, his \_\_\_\_\_ declined rapidly. (G-noun)
- (A) populated
  - (B) popular
  - (C) popularity **CORRECT**
  - (D) populate
23. After finishing the week-long seminar, Ms. Beyer packed her suitcase and checked \_\_\_\_\_ of the hotel. (V-preposition)
- (A) over
  - (B) out **CORRECT**
  - (C) in
  - (D) for
24. Employee handbooks that are \_\_\_\_\_ written can improve morale and prevent disagreements. (G-adverb)
- (A) careful
  - (B) caring
  - (C) carefulness
  - (D) carefully **CORRECT**
25. When the chairman announced \_\_\_\_\_ retirement, the board of trustees launched a nationwide search for a replacement. (G-pronoun)
- (A) his **CORRECT**
  - (B) our
  - (C) its
  - (D) him

## TEXT COMPLETION

**Time Budget for Part V: Approximately for 17 minutes**

### TEST- TAKING STRATEGIES

#### STRATEGY 1

#### KNOW THE DIRECTIONS

1. Understand what you are being asked to do:

#### **Directions:**

Read the texts found in the following pages. A word or phrase is missing in the sentences that follow the texts. Four answer choices are given below each of the sentences. Choose the best answer to complete the sentence. Then mark the letter on your answer sheet.

**Questions 141-143 refer to the following course description.**

#### **Course Description:**

Photography 120 : **Basic Photography for Everyone**

Come to class prepared to have fun while learning to use your 35mm SLR film camera.

(Digital photography will NOT be covered in this class. See Course 121: Basic Digital Imaging for Everyone, or Course 122: Turning Your Computer into a Digital Darkroom.)

The course covers f-stops, shutter speeds, exposure, metering, film types, lenses, filters, flash photography, simple lighting techniques, composition and ways of "seeing," and handheld and tripod shooting techniques.

There will be a different assignment each week. You will shoot both print and slide film, and work in color and black-and-white. You will be encouraged to share your photographs in class to receive feedback from your \_\_\_\_\_.

- 141.** (A) films  
(B) cameras  
(C) classmates  
(D) photographs

To complete all the assignments, you will \_\_\_\_\_ a minimum of six rolls of film. (The approximate cost for film and processing is \$85.)

- 142.** (A) shot  
(B) shoot  
(C) shoots  
(D) shooting

Bring your 35mm SLR camera to the first class, as well as your enthusiasm for learning a new skill. No experience is necessary!

Required textbook: Introduction to Photography, 2nd edition by Don Hasbrook (Note: A 35mm camera is the only equipment required for this class. If you do not own a \_\_\_\_\_.

- 143.** (A) car  
(B) camera  
(C) scanner  
(D) laptop

or have access to one, you may rent one from the school for an additional fee. Subject to availability. Call the main office for details.)

- Vocabulary questions** - Look for words and phrases that provide clues to the answer.

#### Example:

There will be a different assignment each week. You will shoot both print and slide film, and work in color and black-and-white. You will be encouraged to share your photographs in class to receive feedback from your \_\_\_\_\_.

141. (A) films  
(B) cameras  
(C) classmates  
(D) photographs

- Grammar questions** - Focus on the words before and after the blank to determine which part of speech is required.

#### Example:

To complete all the assignments, you will \_\_\_\_\_ a minimum of six rolls of film. (The approximate cost for film and processing is \$85.)

142. (A) shot  
(B) shoot  
(C) shoots  
(D) shooting

- Questions that require information from other parts of the passage** - First look at the sentences that precede it. The information you need will most often be found near the gapped sentence, usually one or two sentences before it.

#### Example:

Required textbook: Introduction to Photography, 2nd edition by Don Hasbrook (Note: A 35mm camera is the only equipment required for this class. If you do not own a \_\_\_\_\_)

143. (A) car  
(B) camera  
(C) scanner  
(D) laptop

## TEXT COMPLETION

### STRATEGY 3

#### PREDICT THE ANSWER

1. Read each question and try to fill the blanks with your own word or phrase before reading the answer choices.

*(It is much better to have your own idea about the correct answer before looking at the answer choices. If you look at the answer choices first, you might be attracted to an incorrect choice.)*

### STRATEGY 4

#### EVALUATE THE CHOICES

- 4.1 Find the answer choice that matches the answer you predicted.
- 4.2 Eliminate as many choices as you can.
  - 4.2.1 For vocabulary questions, read the sentence for context clues that may point to the correct answer or help eliminate distractors.
  - 4.2.2 For grammar questions, focus on the words and phrases around the blank to determine the part of speech required and eliminate distractors that do not fit.
  - 4.2.3 Look at the sentences around the gapped sentence to see if there is any additional information you can use.
- 4.3 Select the best choice from what is left.

### STRATEGY 5

#### MANAGE YOUR TIME; ANSWER EVERY QUESTION

- 5.1 Avoid reading too much. This will save you time.
- 5.2 Do not spend too much time working on any individual question. Each question is worth the same amount, so you should treat them all equally.
- 5.3 If you find yourself running out of time, make your answer sheet with your wild-guess letter. Do not leave any questions unanswered.

#### STRATEGY SUMMARY

1. Know the directions.
2. Look at the sentences for the individual questions first: Decide whether they test vocabulary or grammar, and whether they require information found in other parts of the passage.
  - Vocabulary questions- Look for words and phrases that provide clues to the answer.
  - Grammar questions- Focus on the words before and after the blank to determine which part of speech is required.
  - Questions that require from other parts of the passage- Look for the information in the sentences that comes immediately before the gapped sentence first:
3. Predict the answer for each question in your own words before reading the choices.
4. Evaluate the answer choices and mark the answer.
5. Manage your time and be sure to answer every question

## TEXT COMPLETION PRACTICE SET

### Practice 1

Questions 1-3 refer to the following email message.

To: Mike Jasper <m\_jasper@reprograhica.com>  
 From: Jane Wills <j\_willis@colorperfect.com>  
 Date: January 10, 2009 09:28:17 A.M.  
 Subject: Our meeting  
 Attachments: meeting summary.doc

Dear Mike,

It was so nice to be able to meet you last week. It's been almost a year now that we have \_\_\_\_\_ by

1. (A) writing  
(B) mailed  
(C) messaged  
(D) corresponded

email, but meeting face to face always makes a difference. I hope that you found last Friday's meeting as useful as we did. I think it was good for you to be able to see our production processes firsthand. If you need any further \_\_\_\_\_ regarding our color calibration system, don't hesitate to

2. (A) processes  
(B) documentation  
(C) aspects  
(D) indication

drop me a line. The \_\_\_\_\_ I've included with this message summarizes the key points we agreed on during Friday's

3. (A) attachment  
(B) enclosure  
(C) meeting  
(D) amendment

discussion. Please take a look and see if you think there need to be any additions or amendments. I look forward to hearing from you soon with details of your proposal.

Kind regards,  
 Jane