

# Unit 20

## Part 6: Text Completion

### A Focus

#### 1 Language building

##### B

1. send
2. discussing
3. see
4. send
5. taking
6. meet

#### Follow up

##### Student's own answers

#### 2 Test tactic

##### B

1. (a) *been employed*
2. (c) *working*
3. (d) *waiting*
4. (c) *had*

#### Follow up

##### Student's own answers

#### 3 Tactic practice

1. (B) Correct. *had been planning* uses the past perfect continuous to describe a past intention.  
(A) *was planned* is the past simple passive and is inappropriate in this context.  
(C) *will plan* refers to the future, whereas the past tense is required here.  
(D) *had been planned* is the past perfect passive and is not appropriate in this context.
2. (D) Correct. *intending* completes the present continuous verb phrase referring to the present.  
(A) *intend* is the present simple tense (and the infinitive form without *to*) and is inappropriate in this context.  
(B) *intended* is a past tense, which is inappropriate in this context.  
(C) *have intended* is the present perfect and is inappropriate in this context.

3. (C) Correct. *have been* correctly completes a past conditional clause, as indicated by the phrase *in the past two years*.  
(A) *be* forms a present tense conditional clause and therefore does not agree with the rest of the sentence.  
(B) *been* and (D) *being* do not correctly complete the sentence.

### B Mini-test

1. (D) Correct. *closing* – the *-ing* form is required to complete the future form.  
(A) is the infinitive without *to*.  
(B) *closed* is the simple past and is not appropriate here.  
(C) *have closed* is the present perfect and is not appropriate here.
2. (A) Correct. *had failed*  
(B), (C) and (D) are incorrect tense forms to match the past perfect used in the first clause of the sentence, *had been rising*.
3. (C) Correct. *unless*  
(A) and (B) are conjunctions expressing time and do not fit the context of the sentence.  
(D) *if* is inappropriate because the sentence requires a negative meaning. (i.e. *if the company does **not** change its decision*)
4. (C) Correct. *will be giving*  
(A), (B) and (D) do not form the future tense required here, as indicated by the phrase *are in for a rare treat in December*.
5. (D) Correct. *will make*  
(A), (B) and (C) are incorrect tense forms, as the future tense is required here.
6. (D) Correct. *so*  
(A), (B) and (C) are not appropriate choices for joining these two clauses together.
7. (D) Correct. *has rescued*  
(A), (B) and (C) are incorrect tense forms.  
A present perfect tense is required here, as indicated by the unfinished time phrase, *For over 25 years ...*
8. (B) Correct. *our*  
(A), (C) and (D) do not match the subject *we*.
9. (A) Correct. *will be*  
(B), (C) and (D) refer to the past or the present, but a future tense is required here.

10. (C) Correct. *has been rescheduled*  
(A), (B) and (D) are not the correct tense forms here as the present perfect passive is required.
11. (A) Correct. *will be*  
(B), (C) and (D) are not the correct tense forms here as the future passive is required.
12. (D) Correct. *also*  
(A), (B) and (C) do not form a logical sentence in the context.

### C Grammar practice

1. canceled this year due to lack of funding.
2. going to refuse the multi-million dollar recording contract.
3. ask for increased taxes on foreign livestock imports.
4. never heard it pronounced.
5. we hope it will be delivered by Monday.
6. will change the cargo invoices and send them to us next week.
7. we will not be able to complete the project.
8. going to leave all her money to worthy charities.

### D Further study

#### Student's own answers

## Unit 21

### Part 7: Reading Comprehension

#### A Focus

##### 1 Test tactic

#### A

1.
  - (A) You must return your pool pass if you want a refund.
  - (B) Cancellations will be accepted for medical reasons.
  - (C) Credit card customers will not receive refund checks.
  - (D) You must inform your instructor when leaving the course.

#### C

Answer choice (D) is correct.

#### D

1. c
2. b
3. a

### 2 Test tactic

#### A

1. At what time will Dr. Lee catch a plane?  
Answer choice (D) is correct.

#### C

2. When is Dr. Lee scheduled to have a conference call?  
Answer choice (C) is correct.

### 3 Tactic practice

1. (D) Correct. *Between 12 and 15 people are expected.*  
(A), (B) and (C) can be found in the text.
2. (D) Correct. *6:30 P.M.*
3. (C) Correct. *June 11*

### B Mini-test

1. (D) Correct. *Participants can go paragliding and mountain climbing.* – The information gives a choice between climbing OR paragliding, in other words they cannot do both activities.  
(A), (B) and (C) are all true according to the text.
2. (B) Correct. *8:15 A.M.* – The memo asks participants to be there by 8:00 A.M. as the bus will depart *promptly at 8:15*.  
(A) *8:00 A.M.* refers to the meeting time.  
(C) *7:00 P.M.* refers to the time the barbeque starts.  
(D) *8:30 P.M.* is not mentioned.
3. (D) Correct. We can infer they will be *at the beach* for the barbecue *on Monday evening*.  
(A) They will be *in the parking lot on Monday morning*, not *on Monday evening*.  
(B) They will be at the *center at noon on Monday*, not in the evening.  
(C) They will be *on the bus on Monday morning*, not *on Monday evening*.

4. (C) Correct. It is a letter of reference which would be used by someone looking for a job.  
 (A) *Graduate school* is not mentioned.  
 (B) *A pay raise* is not mentioned.  
 (D) Jason's *computer skills* are mentioned but this is not the reason why Alan Knight wrote the letter.
5. (C) Correct. *For 12 months* – He has worked for the company for 18 months and was transferred to the marketing department after 6 months.  
 (A) He was transferred to the marketing department within *6 months*.  
 (B) Alan Knight was Jason's project supervisor for *8 months*.  
 (D) Jason has worked for the company for *18 months*.
6. (B) Correct. *reliable* – He had an *exemplary attendance record, was always punctual, completed his work ahead of schedule and was consistently a leader in group projects* – all these things mean he is reliable.  
 (A), (C) he is not described as *overconfident* or *uncooperative*.  
 (D) He came to the company straight out of college and worked there for 18 months – he is not described as *experienced*.
7. (C) Correct. *In a store* – The information mentions the *Gift Wrapping corner on this floor, and the staff at the Delivery service on the ground floor of this store*.  
 (A), (B) and (D) are not mentioned in the information.
8. (B) Correct. \$5.95 – The third paragraph explains that you can have items gift wrapped for \$5.95.  
 (A) \$3.00 is not mentioned.  
 (C) \$7 refers to the *standard delivery* price.  
 (D) \$10 refers to *orders* that are eligible for free delivery.
9. (D) Correct. The notice says *If you are short of time, go to our Gift Wrapping Corner on this floor, but it does not say items must be gift-wrapped within the store*.  
 (A), (B) and (C) are mentioned in the text.
10. (D) Correct. The application form states that City Helpers Group *solicits local community volunteers to assist a variety of local organizations*.  
 (A) City Helpers Group prints a range of documents associated with its activities but they do not provide *printing services* to anyone else.  
 (B) The response letter mentions shipment of the printer, but City Helpers Group does not deliver packages.  
 (C) *Technical assistance* will be provided to City Helpers Group, not by them.
11. (A) Correct. The second paragraph of the response letter asks City Helpers Group to *send us the information from item number 3 on the application form, that is the Tax ID number*.  
 (B), (C) and (D) are not mentioned as requirements.
12. (C) Correct. The first paragraph of the response letter states that *technical support may be obtained through our company Web site*. Web sites are part of the Internet.  
 (A), (B), and (D) are not mentioned in relation to technical support.

## C Reading in action

### Student's own answers

## D Further study

### Student's own answers