



Group 3: Personnel

Sub-Category 5: Promotions, Pensions, and Awards

1

ENG^{ME}UP
The English Gym

WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

achievements	look forward	merits	promotions
contributions	look to	obvious	recognizes
dedicate	loyalty	productivity	value

Congratulations. You have been chosen by your colleagues to receive the Keeler Award of Excellence. This prestigious award (1) _____ employees who have made extraordinary (2) _____ to the corporation over the years.

Your coworkers gave several reasons for selecting you. First, they mentioned your (3) _____ in the marketing department. In the past four years, you have had four (4) _____ in this department, all based on the many (5) _____ of your work in developing our image in new markets. In addition, your (6) _____ to the department is (7) _____ to all. Many of your coworkers mention that they (8) _____ you for advice. Your supervisor praised your high (9) _____.

The Keeler Award acknowledges an employee's (10) _____ with a \$1,000 bonus. We (11) _____ to the opportunity to (12) _____ a rosebush in the company garden in each recipient's name.

The awards ceremony will be held on August 7 on the front lawn at 10:30 A.M. Again, congratulations.

READING

Part 5 : Incomplete Sentences

Choose the word that best completes the sentence.

10. When he thought about his long career, he realized that his biggest _____ was in developing the new leaders of the company.
- (A) achiever (B) achieved
(C) achievement (D) achieves
11. She has _____ so much time and energy to the project that her name should appear on the award.
- (A) contributes (B) contribution
(C) contributed (D) contributor
12. Hard work and _____ will help you move up the corporate ladder.
- (A) dedicated (B) dedicates
(C) dedication (D) dedicated
13. There is no reason to question her _____ to our company.
- (A) loyal (B) loyally
(C) loyalty (D) laurels
14. There microchips are _____ faster and more cheaply in Asia.
- (A) produce (B) product
(C) produced (D) production
15. Because you are a valued and dedicated employee, we are _____ you to director of the department.
- (A) promoting (B) promotion
(C) promote (D) promoter

Part 6 : Text Completion

Dear Harry,

We are pleased to inform you of your promotion within our company. Starting the first of next month, you will begin in your new position as manager of the Fulfillment Department. During your years as a member of the Fulfillment Department staff, you have made many _____ to the productivity and

16. (A) contribute (B) contributes
(C) contributors (D) contributions

smooth operation of the department. We have always valued your dedication to your job, and now we are pleased to be able _____ your hard work and fine skills with this promotion. We know you will do a wonderful job.

17. (A) recognize (B) to recognize
(C) recognizing (D) will recognize

The Personnel Department will contact you soon regarding the changes in your salary and benefits. We _____ welcoming you to your new position next month.

18. (A) look forward to (B) look in on
(C) look for (D) look to

Sincerely,

Madeline Kovacs

President

Part 7 : Reading Comprehension

Questions 19-23 refer to the following memo and e-mail message.

To : All company staff

From : Claude Dubois, Personnel Manager

Re : Annual Awards Ceremony

It is time to start getting ready for the company's annual awards ceremony. It will take place at the Merrimack Hotel on Friday, November 10. Up to 15 staff members will receive awards from the company president that evening. We look to you, our company staff, to help us select deserving award recipients. Please send in your nominations for colleagues who you think merit the recognition of an award. Obviously, we would like to see names of people who have contributed more than average to the company. Send me your nominations by e-mail before October 15 so that we can have the list finalized before November 5.

Thank you.

5

To : claudedubois@starco.com

From : Marilyn_freeland@starco.com

Subject: nomination

Hi Claude,

I would like to nominate my coworker, Janet McGhee, assistant manager of the research department, for an award. Her dedication to her job is far above average. She always works long hours to make sure she gets her job done. If she is working on an important project, she will come into the office on weekends if she thinks it's necessary to completing her job on time. The rest of us in the department always look to Janet as an example of how to get a job done right. If anyone deserves the recognition of an award for loyalty and dedication, it's Janet. I hope you will consider her as an award recipient.

Thank you

19. When will the awards ceremony be held?
- (A) October 15. (B) November 5.
(C) November 10. (D) November 15.
20. Who will suggest award recipients?
- (A) The personnel manager. (B) The company president.
(C) The assistant manager (D) The company staff members.
21. Why does Marilyn Freeland think Janet McGhee deserves an award?
- (A) She works on important projects.
(B) She always works long hours.
(C) She looks to others as an example.
(D) She manages the research department.
22. The word *Obviously* in line 9 of the memo is closest in meaning to
- (A) clearly (B) quickly
(C) usually (D) importantly
23. The word *dedication* in line 4 of the e-mail is closest in meaning to
- (A) ability (B) commitment
(C) knowledge (D) attendance



Group 5: Financing and Budgeting

Sub-Category 3: Investments

7

ENGME UP
The English Gym

WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

aggressive	conservative	long-term	resources
attitude	fund	portfolio	return
committed	invest	pull out	wise

Investment is a common, everyday occurrence. Companies (1) _____ time and money in finding and training their employees. Employees invest in their own training and education. Financial investment takes place at a corporate level and at an individual level. Whether an individual or a company, a decision must be made on the percentage of (2) _____ to have invested and the percentage to have in cash.

To avoid making stupid decisions, many people use financial advisors. Financial advisors help individuals and corporations make (3) _____ investment decisions. What kind of portfolio should be maintained? What should be in this (4) _____? At what point should an investor pull back or (5) _____ of the market? What kind of (6) _____ should the investor realistically expect? How much risk can an investor take (both emotionally and financially)? Investors who are (7) _____ for the (8) _____ can more easily weather the ups and downs of a market. As one analyst commented, "If you're staying awake at night thinking about the stock market, you probably have too much invested."

Many employees have retirement plans at work. They decide what level of contribution to make to a certain (9) _____. These decisions and large company decisions depend to a large degree on (10) _____. Is the decision maker (11) _____

_____ or (12) _____? That attitude often depends on the age of the investor or on the stage and the needs of the business.

READING

Part 5 : Incomplete Sentences

Choose the word that best completes the sentence.

10. The stockbroker recommended investing some money more _____.
 (A) aggressive (B) aggression
 (C) aggressively (D) aggressor
11. All employees are encouraged to _____ a percentage of their earnings to the retirement fund.
 (A) committed (B) commitment
 (C) commit (D) committing
12. Because he had made such _____ investments, he lost very little money when the stock market went down.
 (A) conservative (B) conserved
 (C) conservatively (D) conserve
13. After months of study and research, the _____ decided to put his money into new facilities and materials.
 (A) investor (B) investing
 (C) investment (D) invested
14. A good financial analyst will advise investors on strategies that will generate higher _____.
 (A) returned (B) returning
 (C) returns (D) returnable
15. Is it _____ to consider funding a new project when we haven't even seen the returns from the last one?

(A) wisdom

(B) wisest

(C) returning

(D) wise

Part 6 : Text Completion

Many people try to save money by action as their own investment advisors. This is not usually considered to be a wise choice. In the long term, it can actually end up costing the investor more money because of poor investment decisions. A professional investment advisor understands investment options more thoroughly than the layperson ever could. A good investment advisor becomes familiar with her clients' __ (16) __ toward investment and

16. (A) funds

(B) returns

(C) attitudes

(D) resources

gives advice accordingly. The advisor makes certain recommendations to clients who are conservative investors and makes different recommendations to clients who prefer to invest more __ (17) __. The best way to create a strong investment __ (18) __ that matches your needs and preferred investing strategy is to work with a professional investment advisor.

17. (A) aggressor

(B) aggression

(C) aggressive

(D) aggressively

18. (A) portage

(B) portrait

(C) portfolio

(D) portmanteau

10

Part 7: Reading Comprehension

Question 19-23 refer to the following two e-mail message.

TO : Amelia Waddell

From : Peter Simpkins

Subject: Investment

Hi Amelia,

I wondered if you would give me the name of your investment advisor. My business is doing very well this year. In fact, I am now making a lot more money than I did when I had a job with a salary. I would prefer to invest my profits in the stock market as I'm sure I would earn more money that way than just letting it earn interest in a bank account. Of course, I want to invest wisely, so I am looking for professional advice. You know I tend to have a conservative attitude toward money, and I hope your advisor can help me make some safe investments. Please get back to me soon as I'd like to get started on this before the end of the month. Thanks.

Peter

To : Peter Simpkins

From : Amelia Waddell

Subject : Re : Investment

Hi Peter,

I would be happy to help you out. As a matter of fact, I just talked with my investment advisor this morning, and she mentioned that she is looking for more clients. Her name is Susannah Oliveros. I have been working with her for several years and have always been satisfied. I have gotten good returns on the investment I have made with her. I will call you this afternoon, and we can discuss all

เอกสารฉบับนี้เป็นสิทธิ์ของ บริษัท อังกฤษ - มี - ออฟ ไซบริด เอ็ดดูเคชั่น จำกัด
ห้ามทำซ้ำ ลอกเลียนแบบ ดัดแปลง หรือ เผยแพร่ ไม่ว่าในรูปแบบใด โดยไม่ได้รับอนุญาตเป็นลายลักษณ์อักษรจากบริษัท

the details then. I will also give you her phone number so you can call her tomorrow. I know you will like her.

Amelia

19. Why did Peter write the e-mail message?

- (A) He is looking for a job.
- (B) He needs some investment advice.
- (C) He lent some money to Amelia.
- (D) He is looking for new clients.

20. Why does Peter have extra money to invest?

- (A) He earned a lot of interest in his bank account.
- (B) He has a high salary.
- (C) His business is very profitable.
- (D) He made money in the stock market last year.

21. When will Amelia call Peter?

- (A) This morning.
- (B) This afternoon.
- (C) Tomorrow
- (D) Before the end of the month.

22. The word *wisely* in line 9 of the first e-mail is closest in meaning to

- (A) smartly
- (B) carefully
- (C) quickly
- (D) easily

23. The word returns in line 8 of the second e-mail is closest in meaning to

(A) goes back

(B) gives back

(C) suggestions

(D) profits



13

Group 8: Travel

Sub-Category 1: General Travel

ENG ME UP
The English Gym

WORDS IN CONTEXT

Word the following passage and write the words in the blanks below.

agent	board	depart	luggage
announcements	claims	embarkation	prohibited
beverage	delayed	itinerary	valid

When Ms. Tan is planning a business trip, she prefers to act as her own travel (1) _____. If she is traveling to another country, first she checks her passport to make sure it is still (2) _____. Then she goes online and checks several travel websites to find out about airline flights and hotels. She like to plan her own (3) _____, to choose when she will arrive at each place, how she will get there, and which hotels she will stay at. On the day her trip begins, she looks at the airline's website to make sure that her flight is on time and not (4) _____.

At the airport, Ms. Tan checks her suitcases at the check-in counter since she is (5) _____ from taking more than one piece of carry-on (6) _____ with her onto the plane. At the same time, she receives her (7) _____ card.

She will present this at the gate when it is time to (8) _____ her flight. She is told to be at the gate 15 minutes before the flight is to (9) _____. During the flight, the attendant may offer her a (10) _____, and a snack or meal. The captain will make (11) _____ during the flight to let the passengers know at what altitude they are flying, and when they may expect to arrive at their destination.

Once the flight has landed, Ms. Tan disembarks and must go through customs after she (12) _____ her baggage. After this, she will take a cab to the hotel where she is staying, so she can rest and prepare for her meeting the next day. She will also reconfirm her return flight a day or two before she leaves to return home.

READING

Part 5 : Incomplete Sentences

Choose the word that best completes the sentence.

10. The desk clerk _____ the change in gate numbers at least an hour ago.
(A) announcement (B) announcing
(C) announcer (D) announced
11. When it's time to _____ the flight, an announcement will be made.
(A) boarded (B) boarding
(C) board (D) boarder
12. As soon as John _____ his luggage, he went outside to look for a taxi.
(A) claim (B) claimant
(C) claimant (D) claims
13. The man had to _____ his travel plans because an emergency came up at work.
(A) delay (B) delayed
(C) delaying (D) delays
14. The train's _____ was delayed because of a problem on the track.
(A) departed (B) departure
(C) departs (D) depart
15. The airport applied a blanket rule that all passengers must be in possession of _____ tickets in order to enter the waiting area.
(A) valid (B) validity

(C) validate

(D) validation

Part 6 : Text Completion

Information for Travelers

* We make every effort to leave on time. To avoid _____, please plan to arrive at least one hour before your scheduled departure time. This is especially important because

16. (A) delays (B) delights
(C) deliveries (D) delusions

all passengers must pass through security control.

* Scissors, nail clippers, and other sharp instruments _____ on board. Leave these items at home or surrender them to the security officer in charge.

17. (A) prohibit (B) prohibits
(C) are prohibited (D) are prohibiting

* Each passenger is allowed two small carry-on bags. Check your excess luggage with the attendant. You can claim it at the end of your trip.

* We request that passengers remain in the waiting area until the attendant _____ the embarkation time.

18. (A) announce (B) announces
(C) will announce (D) does announce

Please don't attempt to board ahead of time.

* Your comfort is our priority. Snack service is available on board. Please ask the attendant for pillows and blankets if you require them.

Thank you for traveling with us. Have a safe and happy trip.

16

Part 7: Reading Comprehension

Question 19-23 refer to the following travel itinerary.

BREEZEWAY TRAVEL AGENCY

Itinerary for: Edward Rochester

April 15 Depart New York City – 10:30 P.M.
 *Solar Airlines flight 133
 Arrive Seattle, WA – 12:15 P.M.
 Hotel : Puget Inn
 1764 Capital Street
 Seattle, WA

April 18 Depart Seattle – 8:05 A.M.
 ** Train # 10
 *** Arrive Vancouver, Canada 11:20 A.M.
 Hotel : Gas Town Hotel
 375 Alaska Avenue
 Vancouver, Canada

April 20 Depart Vancouver - 11:30 P.M.
 *Solar Airlines flight 136

April 21 Arrive New York City - 5:10 A.M.

* Please arrive at airport at least one hour ahead of scheduled departure time.

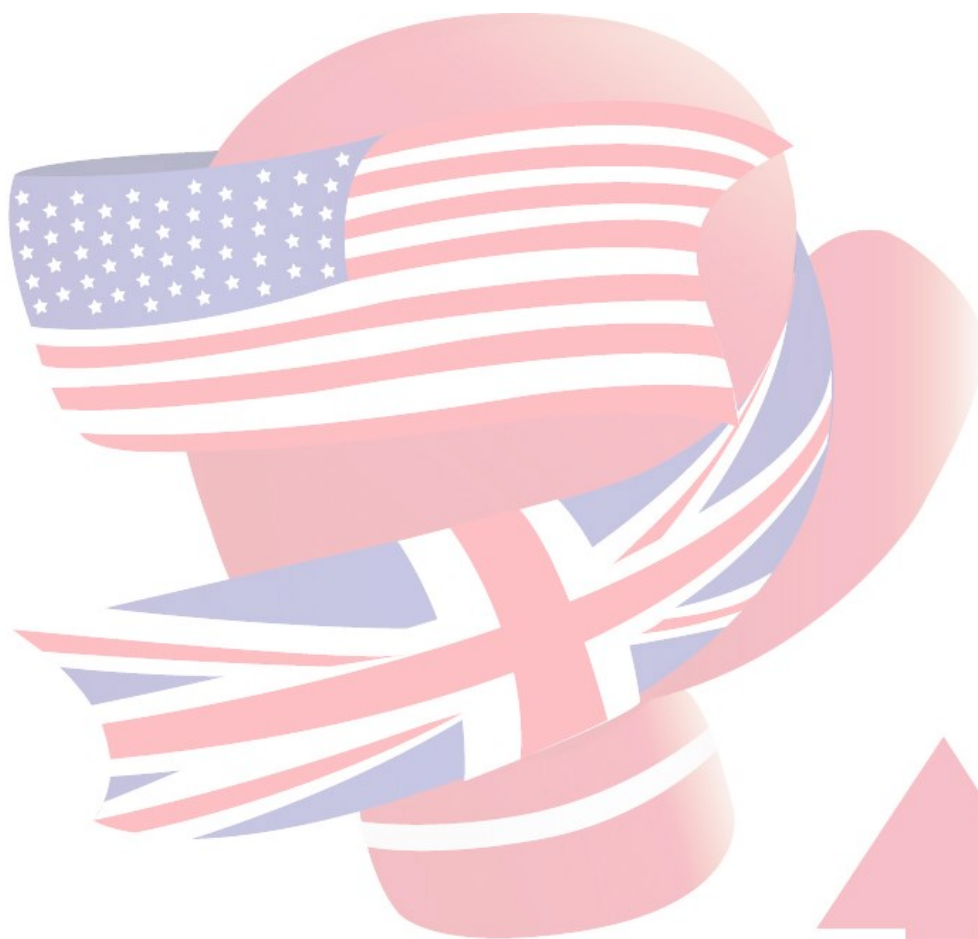
Plane will begin boarding 20 minutes ahead of scheduled departure time.

It is prohibited to bring firearms, explosive devices, or sharp instruments on board any Solar airlines flight. There is no meal service on board any Solar Airlines flight. Beverages will be available for sale.

** Please arrive at train station 30 minutes before scheduled departure time.

*** A valid passport is required for entry into Canada.

19. How many nights will Mr. Rochester stay at the Puget Inn?
- (A) One. (B) Two.
(C) Three. (D) Four.
20. What time can he get on the return flight to New York City?
- (A) 10:30. (B) 11:10.
(C) 11:30. (D) 5: 10.
21. What can he buy during the flight?
- (A) A meal. (B) A drink.
(C) A passport. (D) A train ticket.
22. The word *itinerary* in line 2 is closest in meaning to
- (A) bill (B) ticket
(C) advice (D) schedule
23. The word *prohibited* in line 20 is closest in meaning to
- (A) not encouraged (B) uncommon
(C) permitted (D) not allowed



19

ENG^{ME}UP
The English Gym