

Select Readings, Second Edition
Upper-Intermediate, TOEIC®-Style Midterm

INCOMPLETE SENTENCES

Directions: 1–6 are incomplete sentences. Four words or phrases, marked (A), (B), (C), (D) are given beneath each sentence. You are to choose the one word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and mark your answer.

1. Hurley and Chen wanted to create a sustainable business, but also one that meant something to _____ users.
(A) its
(B) it's
(C) their
(D) they're
2. _____ it might be convenient to have a word to refer to any child of a king or queen, "prince" can only mean a king or queen's son.
(A) At the same time
(B) Even though
(C) Rather than
(D) Considering
3. One reason interviews cause job seekers so much anxiety is _____ to make a favorable first impression.
(A) necessary
(B) it needs
(C) to need
(D) the need
4. Information from each of the senses is first _____ in its own special region.
(A) processing
(B) processed
(C) been processed
(D) to be processed
5. Creative thinking requires an attitude that _____ you to search for ideas and manipulate your knowledge and experience.
(A) allows
(B) forces
(C) regulates
(D) channels
6. Listening can be divided into three levels, which are characterized _____ certain behaviors that affect listening efficiency.
(A) in
(B) through
(C) within
(D) by

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TEXT COMPLETION

Directions: Read the e-mail. A word or phrase is missing in some of the sentences. Look at the four answer choices, and choose the best answer to complete the sentences. Mark the letter (A), (B), (C), or (D) on your answer sheet.

To: Suzanne Lauren
From: David Morena
Date: August 18
Subject: Membership Renewal

Dear Ms. Lauren,

I am writing in _____ to a letter I received regarding my fitness club membership.

7. (A) respond
(B) responded
(C) responding
(D) response

The letter states that my membership is up for renewal on August 31st of this year. However, I _____ remember sending in my renewal form and payment at least six weeks ago.

8. (A) clearly
(B) closely
(C) calmly
(D) cleverly

I assume that this is just an oversight, but I _____ it if you could confirm that my membership has been renewed and let me know.

9. (A) appreciated
(B) will appreciate
(C) would appreciate
(D) had appreciated

I appreciate your _____ to this matter and look forward to hearing from you soon.

10. (A) attend
(B) attendance
(C) attended
(D) attention

Thank you,
David Morena

READING

Directions: Questions 11–15 are based on the following reading passage. Read the job ad and the questions. Choose the best answer and mark the letter (A), (B), (C), or (D) on your answer sheet.

Office Assistant Needed

Well-known public relations firm located in central Chicago seeks a responsible, organized, and self-motivated individual to provide full-time support to a senior account manager in charge of high-profile clients. The successful candidate will be expected to carry out a range of tasks, including basic clerical duties as well as some complex assignments requiring project management skills.

Applicants should have a minimum of three years' experience in a similar situation. Proficiency in the use of industry-specific and general office software, as well as excellent written and verbal communication skills are a requirement. A university graduate is preferred. However, candidates with a secondary school certificate who show the desire and ability to thrive in a fast-paced corporate environment will be considered.

Office hours will be from 8:30 a.m. to 5:30 p.m., Monday to Friday. Some overtime may also be required. Applicants must be able to start from March 1st. Salary will be commensurate with the candidate's experience and education.

Interested individuals should attach their résumé and three professional references to an e-mail addressed to Claire St. Marcus, Director of Human Resources, at csmarcus@pr*relations.il.

11. What is the purpose of this e-mail?
 - (A) To find a new senior account manager
 - (B) To find an assistant
 - (C) To find new clients
 - (D) To find a manager

12. In what section of the company will this person probably work?
 - (A) Human resources
 - (B) Information technology
 - (C) Software development
 - (D) Client account services

13. What is NOT a requirement for the position?
 - (A) A university degree
 - (B) Work experience
 - (C) Computer skills
 - (D) Good communication skills

14. How should someone apply for the position?
 - (A) Complete an application.
 - (B) Call human resources.
 - (C) Send an e-mail.
 - (D) Apply in person.

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15. Which of the following is true about the position?
- (A) The salary depends on the person's experience and education.
 - (B) Overtime is required most weekends.
 - (C) March 1st is the last day that applications will be accepted.
 - (D) Three people will be hired for this position.