

11. Employees dislike that are too ...
a. repeat c. repetition e. to repeat
b. repetitive d. repetitively
12. Visitors are reminded ... name tags at all times.
a. to wear c. be worn e. wears
b. wear d. is wearing
13. At the end of the year, the company puts ... picnic for employees.
a. for c. up e. in
b. by d. n
14. Clients are ... allowed to see the research department.
a. everyday c. never e. short time
b. weekly d. no time
15. If we had started earlier, we ... the deadline.
a. would met c. will met e. will meet
b. would have met d. will have meet
16. The guard must ... your identification at the gate.
a. checked c. checks e. to check
b. checking d. check
17. The purchasing department is located ... the reception desk.
a. across c. behind e. among
b. between d. from
18. These addresses should be listed in ... order.
a. alphabet c. alphabetically e. alphabeting
b. alphabetize d. alphabetical
19. Mr. Hamid was very ... when he got a promotion.
a. excite c. excited e. to excite
b. exciting d. excites
20. Because his finger was broken, the teacher could not type ...
a. efficiently c. slowly e. cleverly
b. carefully d. gradually

Part II

Choose the word or phrase that is incorrect and fill in on your answer sheet.

21. All of the bad news about the new contract have finally been confirmed.
A B C D E
22. Mrs. Yuli drinks her tea with the lemon and a little sugar.
A B C D E
23. The secretary is hoping to buy new software to tracking all the company's order.
A B C D E
24. Ms. Fitriani ran the department for Mr. Danu during he was in the hospital with
A B C D
the flu.
E
25. Awards given to the company is displayed in the lobby.
A B C D E
26. Ms. Leni wants to look for another job because she likes the work.
A B C D E
27. The manager hired a new sales person who he had worked for our longest
A B C D E
competitor.
28. Guest who may be delayed are asked registering for late arrival.
A B C D E
29. Our biggest problem are that the supplies are not readily available.
A B C D E
30. A good teacher should be knowing about local tourist attractions.
A B C D E
31. Mr. Gunawan wanted spending more money on advertising after consulting a
A B C D
marketing expert.
E
32. The project manager suggested that the team worked closely together.
A B C D E

33. The accountants explained that the new software is more faster than the old software.
- A B C D
- E
34. Mr. Ganda's friend thoroughly enjoyed to plan his retirement party.
- A B C D E
35. The manager researched many companies and decided that Tru Atom, Inc. had the good development program.
- A B C D
- E
36. Ms. Jamilah knew she will have to go as soon as possible if she wanted to catch the last flight.
- A B C D
- E
37. Mrs. Yossi considered to stay at another hotel which had better service.
- A B C D E
38. Their lawyer helped them close the more easy way to solve the problem.
- A B C D E
39. The new secretary waited all morning for the fax which never comes.
- A B C D E
40. The factory it was built on Dago street near the river in 1965.
- A B C D E