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**Part I. Sentence completion. This part of the test has 21 incomplete sentences. Please choose the word or phrase that best complete the sentence. (63%)**

1. ( ) Sally is responsible \_\_\_\_ the Production Division. (1) for (2) to (3) of (4) in
2. ( ) They are divided \_\_\_\_\_ three regions. (1) into (2) to (3) by (4) on
3. ( ) Visitors are reminded \_\_\_\_ name tags at all times. (1) to wear (2) wear (3) be worn (4) is wearing.
4. ( ) Clients are \_\_\_\_ allowed to see the research department. (1) every day (2) weekly (3) never (4) no time
5. ( ) The training session has been changed from 8:30 \_\_\_\_\_ 9:00 (1) at (2) to (3) in (4) by
6. ( ) Is the annual report \_\_\_\_ yet? (1) avail (2) available (3) availability (4) availing
7. ( ) Employees dislike tasks that are too \_\_\_\_ . (1) repeat (2) repetitive (3) repetition (4) repetitively.
8. ( ) The stapler is \_\_\_\_ the desk. (1) on (2) through (3) into (4) without
9. ( ) Mr. Gregson delivered the \_\_\_\_ bid to the client. (1) seals (2) seal (3) sealing (4) sealed
10. ( ) If your flight is delayed, \_\_\_\_ me from the airport. (1) calling (2) will call (3) call (4) called
11. ( ) The \_\_\_\_ of the new building will star next month. (1) constructive (2) construction (3) construct (4) constructed
12. ( ) Some people spend too much time playing \_\_\_\_ games on the Internet. (1) interact (2) interactive (3) create (4) creative
13. ( ) Hotel employees are \_\_\_\_ to knock before entering the rooms. (1) requited (2) required (3) requisite (4) repulse
14. ( ) Treat others \_\_\_\_ the same way that you like to be treated. (1) on (2) in (3) into (4) by
15. ( ) We cannot give you a \_\_\_\_ answer now: there are still many uncertainties on this issue. (1) vague (2) definite (3) witty (4) diplomatic
16. ( ) The doctor advised me to \_\_\_\_ my intake of salt. Salty food is not good for my health. (1) count on (2) puzzle out (3) cut down on (4) add up
17. ( ) Many countries have diverted huge sums to making nuclear weapons when that money \_\_\_\_ spent on housing, food, and medical care. (1) could be (2) should be (3) must have been (4) could have been
18. ( ) A popular remedy \_\_\_\_ colds is aspirin, but doctors still think the best way to cure colds is to rest and drink a lot more fluids. (1) against (2) with

- (3) for (4) on
19. ( ) The city government has decided to \_\_\_\_ the illegally-built house to make room for a park. (1) knock down (2) do over (3) mess up (4) tidy up
20. ( ) Can you give Mark this package \_\_ you're in Los Angeles? (1) during (2) while (3) until (4) wherein
21. ( ) I hope Janet is OK; I haven't \_\_\_\_ to her in months. (1) speak (2) spoke (3) speaking (4) spoken

**Part II. Questions 22-26. Rearrange the words to make a sentence. (15%)**

22. we on where this are ?
23. you can with that deal ?
24. tied moment rather I'm at up the.
25. out we're running time of.
26. think I'll cancel I order the.

**Part III: Reading Comprehension. Questions 27-30 refer to the following newspaper article. Choose the best answer to the question. (12%)**

A growing number of companies are finding that small-group discussions allow them to develop healthier ways to think about work. People at all levels of the corporate structure are starting groups that meet weekly or monthly to talk over ways to make workplaces more ethical and just.

Several factors must be present for small-group discussions to be successful. First, it is important to put together the right group. Groups work best when they consist people who have similar duties, responsibilities, and missions. This does not mean, however, that everyone in the group must think in lockstep.

All participants should agree on the group's purpose. <sup>d</sup>Fin<sub>x</sub>ing the right subject matter is essential. There are several ways to fuel the discussion: by using the company's mission statement, by finding readings on work and ethics by experts in the topic, or by analyzing specific workplace incidents that have affected the company or others like it.

Finally, the dynamics of the group should be balanced, and the discussion leader must not be allowed to overwhelm the conversation or the agenda. Groups work best when the same person is not always in charge. It is better to rotate the leadership for each meeting and let that leader choose the material for discussion.

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27. ( ) The phrase talk over in paragraph 1 is closest in meaning to (1) demand  
(2) overlook (3) explore (4) remove.
28. ( ) The phrase in in lockstep in paragraph 2 is closest in meaning to (1) alike  
(2) critically (3) aloud (4) quickly.
29. ( ) The word fuel in paragraph 3 is closest in meaning to (1) categorize  
(2) stimulate (3) sequence (4) conclude.
30. ( ) The word overwhelm in paragraph 4 is closest in meaning to (1) dominate  
(2) plan (3) summarize (4) contradict.

**Part IV: Chinese-English translation. Translate the following Chinese passage into an English passage. (10%)**

大多數人都同意：他們的生活已經受到網路與電子郵件的正面影響。網路使得我們能夠迅速且廉價取得幾乎任何主題的大量資料。然而許多人心裡都有一個關於隱私權的疑問：是否有任何一個公司或政府單位有權去記錄你所上過的網址？你的雇主有權利去看你的電子郵件內容嗎？