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講師のスカイプチャットにテキスト名を送って下さい

Your teacher can send you the complete material.

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Text Completion

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DIRECTIONS:

You will read some passages of text such

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sure you choose the correct choice in
context.

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Subject: Recommendation for Laura Woods

Dear Hiring Manager

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of which time
D. who's time

_____ she worked as a
communications assistant in
my office.

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I have been consistently

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- B. production
- C. probability
- D. possibility

worked in the office.

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Laura is both very bright
and quite motivated. I

3.

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devoting
D. will devote

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She is a _____ and has shown the ability

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fast
D. memorable

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I recommend Ms. Woods without

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- B. reservation
- C. preparation
- D. examination

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▪ Please let me know if you have _____ additional information about this

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B. you need any
C. need to
D. need for

818-580-5888
email@abcd.com

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ANNOUNCEMENT: Bad Weather

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D. will
experience

If you are not to report for
work.

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8.
A. is still

If you receive no call,
and _____, listen

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D. are not
concerned

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If the highway patrol considers conditions

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D. so much hazard

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However, if the office is open, we expect employees to make

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C. each effort
D. every effort

open as employees
personal time off.

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If you have questions regarding this policy,

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away

C. the council

D. the CEO

Department

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