

PE 重庆市高职高专规划教材

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成长英语 自主学习用书 提高篇

“成长英语系列教材”编写组 编

Progressing English



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内 容 提 要

《成长英语自主学习用书·提高篇》是重庆市高职高专规划教材《成长英语学生用书·提高篇》的配套学习用书。本书有8个单元,每个单元均由Listening、Reading、Match、Vocabulary and Structure、Writing等五个部分组成。其中,Listening部分包括情景对话、对话理解和短文听写;Reading部分包括三篇短文,提供阅读理解、词汇理解和句型训练等;Match部分进行与单元主题相关的中英文表达方式对接训练;Vocabulary and Structure部分提供语法词汇训练;Writing部分提供例文和句型资料。全书以任务为引导、实际运用为重点、语言技能训练为基础,内容循序渐进,语言技能要求逐步提高,适合高职高专学生使用。

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制作各类出版物及配套用书,违者必究

第2版前言

《成长英语》自2010年出版发行以来,受到了广大师生和社会使用者的认可和喜爱。在5年的使用过程中,我们广泛听取了来自教师和学生使用意见和建议,并在《成长英语》第1版的基础上,修订和完善了教材的总体框架,更加体现了主线人物的成长历程;调整了三册之间的难度梯度;进一步丰富了练习形式和内容,更加适应当前的教学实际。期望《成长英语》第2版不仅能契合当前“90后”大学生的群体特点,也能满足《高职高专教育英语课程教学基本要求》提出的“实用为主、够用为度”的教学原则,更能满足一线教师对英语教学改革的要求。

《成长英语(第2版)》的修订主要涉及以下方面:

1. 更新了主题和教材内容:贴近生活,突出应用。

三册书均系统地调整了部分单元主题和相应的文章。使教学内容更加贴近高职高专学生的校园和社会生活,更有利于提高学生的兴趣,突出学用结合,便于教师组织教学活动,提高学生在教学过程中的参与性,促进教学的互动性。

2. 增加了练习设计:引导参与,突出综合。

1) 每个单元新增了 *Do Your Project* 板块,结合所在单元主题,设计了针对学生实际的相应的活动项目,增加了学生语言应用的机会。练习的设计突出综合性,体现了高职高专教育的特点。

2) 每个单元新增了视听部分,选材注重了语言的原滋原味,突出了学生听说交际能力的训练和培养。

3) 全新编写了语法部分,突出了“够用为度”的原则,改变了常规语法学习“规则—练习”的模式,采用“体验—总结—应用”的模式,旨在帮助学生尽快掌握使用英语语法的技能。

4) 根据“高等学校英语应用能力考试”的题型变动,调整了部分练习题的形式,使之更契合考试题型,突出了练习的针对性,有利于帮助学生适应新题型。

3. 重新设计了教学课件:科学合理,兼顾个性。

新设计的配套教学课件,注重了设计的科学性和实际使用的方便性。丰富了网络课件的内容,便于教师根据教学情况灵活选取备课资源。

4. 重新设计了教材版式:大方时尚,清新美观。

考虑到“90后”高职学生的性格特点和思维模式,教材版式由原来的双色变为彩色。版面设计更为活泼、轻松、实用,力求通过调动学生的审美情趣来激发学生英语学习的兴趣和学习效率。

《成长英语(第2版)》分基础篇、进阶篇、提高篇3册,每册包括《学生用书》《自主学习用书》《教师用书》及配套的多媒体光盘。各册内容循序渐进,语言技能要求逐步提高。《学生用书》《自主学习用书》和《教师用书》每册各有8个单元,教学内容适中,能够满足高职高专学校的教学需要。

《成长英语(第2版)》修订工作由总主编刘寅齐教授和张泽健教授统筹,分册主编负责实施,各

高职院校的骨干教师参加了具体的修订工作。

《成长英语自主学习用书·提高篇》由陈刚、欧昌清担任主编,姚超、刘倩担任副主编。参加《成长英语自主学习用书·提高篇》编写的作者为(以编写内容先后为序):张刚、张庆月、魏澜、刘倩、唐崇金、姚超、陈崇国、刘嘉、杨志强、李佳、欧昌清、陈刚。Test 1-3 由陈崇国负责。

编 者

2015 年 6 月

第 1 版前言

《成长英语·自主学习用书》(Progressing English—Workbook)是《成长英语·综合教程》的同步自学练习用书。本书根据教育部《高职高专教育英语课程教学基本要求》精神,紧密结合《成长英语·综合教程》的单元主题和教学内容,本着“贴近生活、贴近实践、贴近实战”的原则,精心设计与之适应的练习形式,旨在巩固和拓宽教材所涉及的语言技能、词汇和语法等语言知识。

本书由 8 个自学练习单元和 3 套自测练习题组成,主要具有以下几个方面的特点:

一、选材新颖,题材广泛,难度适中,集时代性、趣味性、实用性和思想性于一体。

二、采用在阅读文章边栏标注生词的形式,方便学生自学阅读使用。

三、练习形式采用客观练习题型为主,兼顾《高等学校英语应用能力考试大纲》所要求的测试题型,所涉及的练习与教材密切配合,既便于学生自主练习,又能达到复习巩固教材学习内容的目的。

四、本书中 3 套自测练习题的设计遵循《高等学校英语应用能力考试大纲》(A 级)的要求,并针对重庆地区考生在《高等学校英语应用能力考试》中的薄弱环节,设计了相关的语言技能训练项目。

本书既可用作《成长英语·综合教程》第三册的课外练习,又可用作高职高专英语的辅助教材和具有相应水平的英语爱好者的自学教材。

《成长英语·自主学习用书》由重庆科技学院刘寅齐教授和重庆教育学院张泽健教授担任总主编,重庆大学余渭深教授担任总主审,澳大利亚专家 Dennis Hulse 先生担任语言顾问。

本教材的编写得到了重庆市教委高教处的大力支持,特别是在编写过程中得到了有关高校领导的关心和帮助,在此,我们一并表示诚挚的感谢。

《成长英语·自主学习用书》是我们在高职高专教学内容和课程改革方面所作的一次大胆尝试,书中定会有不当和疏漏之处,敬请广大使用者批评指正。

编 者

2010 年 7 月

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Unit 1

New World, Great Challenge



Part I Listening

Exercise 1

There are 5 recorded dialogues. After each dialogue, there is a recorded question. The dialogues and questions will be spoken only once. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given below.

1. A) Monday. B) Tuesday. C) Sunday. D) Thursday.
2. A) Marketing. B) Computer. C) Science. D) Mathematics.
3. A) He can give the woman some suggestions.
 B) It is unnecessary to prepare for an interview.
 C) He has never taken an interview before.
 D) The woman shouldn't take an interview.
4. A) Tim has changed. C) Tim is good at taking interviews.
 B) Tim is very shy. D) Tim didn't get the job.
5. A) He must be a secretary.
 B) He has to get a Secretarial Qualification Certificate.
 C) He thinks it is unnecessary to have a Secretarial Qualification Certificate.
 D) He has got a Secretarial Qualification Certificate.

Exercise 2

There are 2 recorded conversations. After each conversation, there are some recorded questions. Both the conversations and the questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given below.

Conversation 1

6. A) A servant. B) A patient. C) A saleswoman. D) An accountant.
7. A) In a big company. C) In a department store.
 B) At a network station. D) In a hospital.

8. A) Because she is careful and patient.
B) Because she can learn a lot.
C) Because she was impressed with the company's services.
D) Because she's just graduated from the college.

Conversation 2

9. A) English. B) Electronics. C) Tourism. D) Engineering.
10. A) A CET-4 Certificate, a Secretarial Qualification Certificate, and a driving license.
B) A CET-4 Certificate, a Tourism Qualification Certificate, and a driving license.
C) A TEM-4 Certificate, a Tourism Qualification Certificate, and a BEC Higher Level.
D) A TEM-4 Certificate, a Tourism Qualification Certificate, and a driving license.

Exercise 3

In this section you will hear a recorded short passage. The passage is printed in the test paper, but with some words or phrases missing. The passage will be read three times. During the second reading, you are required to put the missing words or phrases on the Answer Sheet in order of the numbered blanks according to what you hear. The third reading is for you to check your writing. Now the passage will begin.

Stand Out from the Job Search Crowd

Job searching isn't just about 11. _____ jobs and hoping to get called for an interview anymore. It's more complicated than that, especially in a competitive 12. _____. The most successful job seekers utilize a variety of job search strategies to help them stand out from the crowd.

When job searching times get even a little 13. _____, it's more important than usual to make sure that you stand out from the job searching crowd and show the hiring manager that you are a candidate who definitely should be selected for an interview.

What can you do to get noticed? It's not as hard as you might think. Your 14. _____ materials have to be perfect, of course, and you will need to use your 15. _____ to help get an "in" at the company. You'll also need to actively market your candidacy and yourself, rather than waiting for a new job to find you.

Exercise 4

You will hear a recorded passage about preparing for an interview. After that you will hear five questions. Both the passage and the questions will be read two times. When you hear a question, you should complete the answer to it (in no more than 3 words).

16. Why are the strategies important?

The strategies can enhance one's chances for _____.

17. At first, what should you do to prepare for an interview?

Do an assessment of your skills, interests, _____.

18. What should you do with your resume?

Do a re-assessment of the resume and _____.

19. What kind of interview questions should you practice?

You should practice _____ interview questions.

20. What does the final preparation include?

It includes details, such as paying attention to your _____ as well as knowing the location of the interview, etc.



Part II Reading

Passage A

I Forgot to Introduce You

Though not universally acknowledged, it is true that a job seeker with a friend or associate as an inside man in the company he applies for is more likely to succeed. And my experience of job hunting turned out to be a good example.

After graduating, I was fortunate enough to know Harris (my cousin) was employed by a **fairly** large organization. He offered to help me get a job there and set up an interview with Mark, a senior development manager. Before the interview, he warned me, "Whatever you do, don't go through HR. They are completely useless. They don't know how to judge a **candidate**." We both laughed; I guessed that was a funny joke.

When I arrived for the interview I was met by the **receptionist** who **escorted** me to Mark's extremely large and **lavish** office. Mark welcomed me and asked me what was up. I decided to **iterate** what was apparently a very humorous joke, and told him "I'm looking for a job. I thought of going through HR but everyone says they are useless. So I came to you."

Time stopped. Out of the corner of my eye I saw the receptionist

fairly *ad.* 相当

candidate *n.* 求职者

receptionist *n.* 接待员

escort *v.* 护送; 陪同

lavish *a.* 给人印象深刻的; 奢侈的

iterate *v.* 重复

<p>stiffen up as if imitating a wooden plank. Mark fixed me with a steely gaze. Hours (probably seconds) passed.</p> <p>"I'm sorry; I forgot to introduce her to you," Mark said, motioning to the receptionist, "this is Betsy; she's the Director of HR here."</p> <p>Several more eternal seconds passed as I began to understand the magnitude of my faux pas. It became clear that Betsy was simply waiting for me at the receptionist's desk and wasn't actually the receptionist. I tried to decide if I should simply bolt from the room, or try to sort things out. I went for a tactical retreat, "Err, maybe I should just leave?"</p> <p>"No," Mark replied, "I think you should actually explain yourself."</p> <p>At that point the heart was racing, so I'm not sure exactly what I said but it was something along the lines of "It's not that HR is bad. It's more that you know me better than they do and are more capable of assessing me." A minute or so later I stumbled out of the room gasping for air. Despite all that, I still received an offer. Thank goodness for nepotism.</p>	<p>stiffen <i>v.</i> 僵硬,发僵 steely <i>a.</i> 斩钉截铁的 motion <i>v.</i> 示意 eternal <i>a.</i> 永久的,永恒的 magnitude <i>n.</i> 巨大 faux pas 失误,过失 bolt <i>v.</i> 冲出去 retreat <i>n.</i> 退避;退缩 stumble <i>v.</i> 蹒跚而行 gasp <i>v.</i> 喘气,喘息 nepotism <i>n.</i> 裙带关系</p>
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✦ Reading Comprehension

Exercise 1

Please complete the information by filling in the blanks using no more than 3 words in the table below.

Owing to 1. _____'s help I was able to go for an interview in a large company. I was ushered into Mark's office by a receptionist. As a 2. _____ I told Mike HR was useless, an opinion I got from my cousin. The receptionist 3. _____ immediately. When Mike told me she was actually the 4. _____ of the company, I felt embarrassed and just wanted to bolt from the room. Finally, I realized 5. _____ saved me.

Exercise 2

Choose the best answer to each question according to the passage.

- The author felt fortunate because his cousin Harris, as an inside man in a large company, _____.
 A) promised to offer him a job C) offered to help him get a job
 B) offered him an opportunity D) promised to interview the manager

2. Harris said HR was useless because _____.
A) everyone says they are useless C) HR couldn't make the final decision
B) he wanted to make a funny joke D) HR didn't know how to judge a candidate
3. The woman who escorted the author into Mark's office was _____.
A) the receptionist C) a senior development manager
B) the Director of HR D) an inside person in the company
4. When the author knew the truth, he wanted to _____.
A) make an explanation C) ask help from his cousin
B) escape from the office D) take his words back
5. The author thought _____ helped him get this job.
A) his apology B) his explanation C) his introduction D) his cousin

✦ Words and Expressions

Exercise 3

Please choose the best meaning for the word underlined or complete the statement by choosing the appropriate answer from the 4 choices marked A), B), C) and D).

1. I decided to iterate what was apparently a very humorous joke.
A) repeat B) remind C) refer D) literate again
2. Mark fixed a steely gaze on me.
A) hard B) angry C) doubtful D) irony
3. Several more eternal seconds passed.
A) lengthy B) ever-lasting C) inactive D) immortal
4. I began to understand the magnitude of my faux pas.
A) language errors B) impolite thought C) improper words D) clumsy actions
5. I went for a tactical retreat on what I said.
A) taking back B) running C) explaining D) making up
6. He is going to _____ her home.
A) escort B) be escorted C) be escorting D) have escorted
7. My back _____ overnight.
A) have stiffened up C) stiffen up
B) has been stiffened up D) has stiffened up
8. It is necessary that he _____ the information for my reference.
A) sorting through B) sorted out C) sorts from D) sort out

9. The value of this property _____ one million dollars.
A) was assessed at B) was assessed by C) was assessing at D) was assessing by
10. She _____ bed sleepily in the dark.
A) stumbled over B) stumbled out C) stumbled out of D) stumbled in

Exercise 4

Choose the best translation for the first 4 sentences and then translate the paragraph into Chinese.

1. Out of the corner of my eye I saw the receptionist stiffen up as if imitating a wooden plank.
A) 我从眼角的余光中发现那位接待员呆呆地站在木板旁边。
B) 从我眼睛的角落,我发现那位接待员呆立着像木板一样。
C) 我从眼角的余光中发现那位接待员像木板一样呆立在那里。
2. I tried to decide if I should simply bolt from the room, or try to sort things out.
A) 我试图弄清我能否直接逃离房间,或能否理清头绪。
B) 我努力做出判断,是直接逃离房间还是先应对眼前的窘境。
C) 我努力做出先逃离房间还是先理清头绪的决定。
3. Several more eternal seconds passed as I began to understand the magnitude of my faux pas.
A) 时间停止不前;后来我才明白我失言犯下了大错。
B) 我花了好几秒钟才明白我失礼犯下了重大的错误。
C) 漫长的几秒钟之后,我才意识到所犯过失的严重性。
4. "I'm sorry; I forgot to introduce her to you," Mark said, motioning to the receptionist, "this is Betsy; she's the Director of HR here."
A) 马克指着接待员说:“不好意思,忘了给你介绍一下。这位是贝齐,人事部的经理。”
B) 马克示意接待员说:“不好意思,忘了介绍你。这位是贝齐,这里的人事部经理。”
C) 马克对接待员说:“不好意思,忘了介绍你认识。这位是贝齐,人事部经理。”
5. After graduating, I was fortunate enough to know Harris (my cousin) was employed by a fairly large organization. He offered to help me get a job there and set up an interview with Mark, a senior development manager. Before the interview, he warned me, "Whatever you do, don't go through HR. They are completely useless. They don't know how to judge a candidate." We both laughed; I guessed that was a funny joke.

Passage B

Successful Job Hunting

One of the most **frustrating** parts of the job search is locating job **openings**. The following tips explain how successful job seekers locate employment.

frustrating *a.* 使人沮丧的
opening *n.* 空缺

First, it is crucial to **figure out** the good sources for finding job openings. There is no direct list of employment openings, but rather, job seekers find opportunities through a variety of sources:

- ☆ Friends and family
- ☆ Direct contact with employers
- ☆ Job wanted ads
- ☆ Public or private employment agencies

By far, most people found the job they now have either by directly **contacting** an employer or **by word of mouth**.

Second, want-ads or employment agencies are not the only gateways to job opportunities. About 80% of all job openings never reach the general public. For example, employers may ask their employees or colleagues for recommendations of possible applicants, and they may contact **prior** applicants.

Third, the power of **networking** can not be ignored. Job seekers can use **definite strategies** to tap into what is called the "Hidden Job Market". Successful job hunters learn to develop their own job **leads**. They also use whatever contacts they have to learn of prospective openings and work at developing new contacts. This technique is known as networking.

Finally, contacting human resources within a business is also necessary even if there are no current openings. In that case, you are able to learn of immediate and prospective openings and to let people know that you are interested in working for their business. Generally, job seekers build upon their contacts, get information, suggestions and **referrals** and later **direct** their energies **to** securing a job interview when there is a prospective or immediate job opening.

figure out 弄清楚,弄明白

contact *v.* 联系,接触

by word of mouth 口头上;经口述

prior *a.* 先前的

networking *n.* 人际关系网

definite *a.* 明确的,确切的

strategy *n.* 策略

lead *n.* 领先地位

referral *n.* 推荐

direct... to... 把……对准……

✦ Reading Comprehension

Exercise 1

Decide whether each of the following statements is true or false, and then write T for true, F for false, according to the passage you read.

- () 1. Many job seekers find it easy to locate job openings.

- () 2. Only through wanted ads can people get job opportunities.
- () 3. Job hunters can get the list of job openings directly.
- () 4. Some job hunters found the job by directly contacting the employer.
- () 5. Contacting HR is also necessary even if there are no current openings.

Exercise 2

Please complete the statements that follow the questions.

- Until now, how did most people get their job?
They got the job by _____ or by contacting an employer directly.
- How can employers get recommendations of possible applicants?
They may ask their _____ for recommendations.
- What is networking according to the passage?
Networking is the _____ used by job hunters.
- What are the traditional ways of getting job opportunities?
_____.
- If there is no job opening, what is also necessary for job hunters?
_____ within a business is also necessary.

Passage C

Best Job Hunting Tips

Are you having a tough time job hunting? These following job hunting tips will ensure your job hunt succeeds.

Establish Goals

It is **critical** that job seekers maintain a **proactive** and positive approach to the job search process by establishing **concrete** goals and setting aside **adequate** time each week for searching and applying to jobs.

Follow Up

Most people just email the resume or **submit** the application in the hopes that someone will reply, but to be successful you must be proactive. There should be a least three attempts at following up including phone and email. It should be much more than just checking to see if the resume was received.

critical *a.* 关键的;极重要的

proactive *a.* 主动出击的

concrete *a.* 具体的,实际的

adequate *a.* 充足的

submit *v.* 提交

Get Current Job Listings

If job seekers would use some websites to search for a job, they would find those jobs that are only listed on company websites and that are currently open. Much of the jobseeker frustration comes from applying for jobs that no longer are open because most job boards have out-of-date postings in order to look “busy”.

Give Seasonal Work a Try

For those with an **adventurous** spirit or simply wanting to take a different approach to their job hunt, we recommend giving seasonal work a try. Anyone can do a job for three to six months and see if they like it. In our experience, seasonal jobs can play a major role in your work / career discovery process. This type of work might be just the ticket to send job seekers on a new and exciting path.

adventurous *a.* 冒险的

✦ Reading Comprehension

Exercise 1

Please complete the information by filling in the blanks (in no more than 3 words).

If you have a 1. _____ in your job hunting, you may use the following tips: First, you need to maintain a 2. _____ approach to the hunting process. Second, you cannot just wait for a reply after emailing your resume and 3. _____. Third, you should avoid applying for those jobs that are 4. _____. At last, you may consider 5. _____.

Exercise 2

Choose the best answer to each question according to the passage.

- Job seekers should establish _____ and set aside _____ every week for their job hunting.
 A) realistic goals; some time C) concrete goals; adequate time
 B) ideal goals; adequate time D) concrete goals; some time
- Your follow-up attempts should include _____.
 A) phone and email C) fax and phone
 B) fax and interview D) email and fax
- Most job websites have _____ postings in order to look “busy”.
 A) currently-open C) currently-closed
 B) out-of-date D) latest

4. If you want to take a different approach to your job hunting, we recommend _____.
 A) part-time jobs C) temporary jobs
 B) seasonal work D) flexible work
5. You can do a job for _____ to see if you really like it.
 A) three to six hours C) three to six weeks
 B) three to six days D) three to six months



Part III Match

The following is a list of expressions of job hunting. After reading it, you are required to find the items equivalent to those given in Chinese below. Then you should put the corresponding letters in the brackets on the Answer Sheet, numbered 1 through 5.

- | | |
|-----------------------------------|----------------------------|
| A — Resume | B — Human Resource Manager |
| C — School placement services | D — Job wanted ads |
| E — Private employment agencies | F — Job vacancy |
| G — Public employment agencies | H — Job interview |
| I — Job market | J — Headhunting Company |
| K — Job seeker | L — Human resources |
| M — Career orientation assessment | N — Career prospects |
| O — Career planning | P — Job responsibilities |
| Q — Job candidate | |

Example: (A) 个人简历

(K) 求职者

- | | |
|-----------------|------------|
| 1. () 职业前景 | () 空缺职位 |
| 2. () 人事部经理 | () 职业倾向评估 |
| 3. () 校方就业安置服务 | () 职业规划 |
| 4. () 招聘广告 | () 求职面试 |
| 5. () 公共职业介绍机构 | () 人力资源 |



Part IV Vocabulary and Structure

Section A

Please choose the best meaning for the word underlined or complete the statements by choosing the appropriate answer from the 4 choices marked A), B), C) and D).

1. It is crucial to figure out the best source for finding job openings.
A) work out B) understand C) know D) learn
2. She will be unable to attend because of a prior engagement.
A) precious B) before C) previous D) foregoing
3. They also use whatever contacts they have to learn of prospective openings.
A) potential B) forthcoming C) imminent D) buried
4. They may direct their energies to securing a job interview.
A) aim... at B) give... to C) put... into D) show... in
5. Specific information about that particular business or industry can be obtained as well.
A) special B) especial C) particular D) obvious
6. News of their success spread by _____.
A) word out of mouth C) word of mouth
B) word in mouth D) mouth of word
7. There is a _____ government in this country.
A) central B) centralized C) centered D) center
8. The government adopted a _____ of massive deflation.
A) strategic B) strategize C) strategized D) strategy
9. He managed to hold a _____ of two seconds over his closest rival.
A) leading B) lead C) leaded D) leads
10. Excellent college students will be provided with _____ to leading companies.
A) referrals B) referral C) referring D) reference

Section B

Fill in each blank with the proper form of the word given in the brackets.

1. She really has a rough time (apply) _____ for this competitive position.
2. For the more (adventure) _____ tourists, there are trips into the mountains with a local guide.
3. Funding of education had been grossly (adequate) _____ for years.