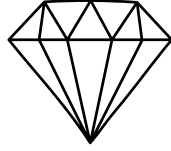


- 1 “I could use your help cleaning the bathroom.” “Sorry, I’m too busy preparing a special treat for Fred.”
- 2 “If you’re finished setting the table, then could you go upstairs and get me the laundry detergent?”
- 3 “Did you have any trouble finding your way here? ” “None. Your directions were easy to follow.”
- 4 Steve is a talented architect whose portfolio includes such landmarks such landmarks as ABC Tower and Barrie City Hall.
- 5 A classic entitled Urban Diagnosis was instrumental in shaping his perspective on architecture.
- 6 A book titled Feng Shui gave him insight into how our surroundings affect every aspect of our lives.
- 7 Statistics released Monday indicate approximately 42 million people work independently in the U.S. alone.
- 8 The top one-fifth of the state's high school graduates are eligible to enroll in Winston University.
- 9 Founded in 1965, it consists of three campuses that, together, are comparable in area to Central Park.
- 10 The Board of Trustees is considering raising tuition and fees to cover steadily rising fixed costs.



11 The treasurer said, “ Excess of revenues over expenditures is applied to the accumulated debt.”

12 They unanimously voted to approve the decision. The following is a brief summary of the minutes.

13 “Besides psychology, my major, I’m particularly interested in sociology and philosophy.”

14 He was awarded a two-year grant intended to support the recipient’s educational pursuits.

15 “Dormitory residents are solely responsible for taking care of their valuables and belongings.”

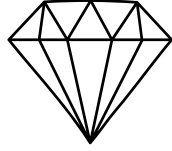
16 “We will remind you to renew your residence permit two weeks before it expires.”

17 “To pick up your postal mail, you must present an authorized photo identification such as a driver's license.”

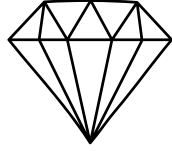
18 In addition to being a pharmacist, Cathy is a certified fitness instructor at a high-profile gym.

19 “I used to supplement my regular salary by working part-time as a reception clerk on the night shift.”

20 Health experts encourage dieters to incorporate moderate physical activity into their daily routines.



- 
- 21 “Wherever you are- whether at home, at work, or otherwise- you can exercise at least 10 minutes a day.”
- 22 “In the coming months, I will be getting married and moving into a downtown flat close to her pharmacy.”
- 23 “We have a catering package ready for you. Alternatively, you can select your preferred caterer from the directory.”
- 24 Fred offered to work as an usher directing attendees at Cathy's wedding reception.
- 25 The hotel's convenient location makes it an ideal venue for a wide variety of social functions.
- 26 Failure to observe the Rental Agreement may lead to fines or eviction without refund.
- 27 If the rent is 15 or more days overdue, the landlord can require the tenant to leave within 30 days.
- 28 “I'd like you to revise Provision B-2 as follows and mail or fax me the final version for my approval.”
- 29 The fourth paragraph (lines 42 through 53) has been modified to reflect the requested corrections.
- 30 Situated downtown, the furnished property provides relatively easy access to local amenities and public transport.
-



31 “I’m currently serving as superintendent. Here's my contact info in case you need to get in touch with me.

32 “Recyclable materials like glass, plastics, and metals are stored here until collected every other week.”

33 Having reviewed the initial itinerary, they had their agent tailor travel arrangements to suit their budget.

34 “Air fares are subject to change without prior notice, and they are non-refundable.”

35 “The premium varies in accordance with the contingency against which you can be insured.”

36 “For most domestic flights, you are required to check in no later than 30 minutes prior to departure.”

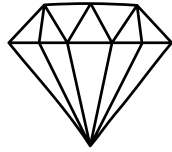
37 Proceeding to the boarding gate, they saw customs officials inspecting passengers’ hand luggage.

38 While on board, Cathy was browsing the Web and working on tax-related paperwork.

39 Together with several airline staff members, they tried to locate and retrieve Andy's missing baggage.

40 When leaving the hotel premises, guests are requested to leave their room keys at the front desk.

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41 “Lifts will be out of service in the event of a fire. In such cases, use exit stairways unless otherwise instructed.”

42 The underground level is devoted to acclaimed eateries featuring authentic Japanese cuisine.

43 Upon entry, diners are greeted by friendly, courteous women dressed in traditional kimono attire.

44 The hallway has an assortment of vending machines dispensing beverages, snacks, and confectionery.

45 Though I asked housekeeping for an additional blanket, I was advised to turn up the heater myself.

46 “We will send you a gift voucher as a token of our appreciation for sharing your concerns with us.”

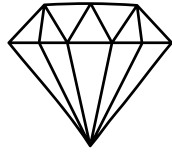
47 “We could either take an overnight excursion to Kyoto or fly to Niseko to spend the rest of the week.”

48 “Have you got a sightseeing brochure, and a bus timetable as well?” “Sure. Here you go.”

49 “Our highly knowledgeable guide will help you to explore Kyoto's historical sites at an affordable rate.”

50 “This private gallery houses fascinating artworks ranging from ancient sculptures to contemporary paintings.”

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51 “Wouldn't you rather reserve a table on the outdoor terrace in this picturesque natural setting?”

52 What if we took an express train to the terminal and transferred to a municipal bus bound for Sagano?

53 The prosperous boulevard is lined with souvenir shops, cafés, fast-food outlets, and so on.

54 Cathy showed the incorrect receipt to the cashier and was reimbursed for the overcharged amount.

55 “Do we have to book in advance, or can we just turn up and find accommodations?” “Either is fine.”

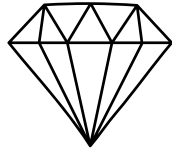
56 “A stay at this remote inn comes with complimentary buffet breakfasts and pastries.”

57 “How much would it be to send this parcel by surface mail?” “Let me weigh it to calculate the exact postage.”

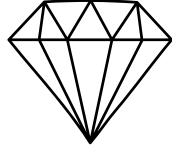
58 Andy, a native of Sidney, generally manages his deposits, money transfers, and bill payments through ANJ Bank.

59 “I'd like to cash this cheque, please.” “I'm afraid it's not valid without your signature on the bottom line.”

60 Cathy texted Andy a message. “Anyway, I'll consult my attorney and get back to you. Might be a while, though.”



- 
- 61 That their marriage lasted less than a year astonished their friends, relatives, colleagues, and acquaintances.
- 62 Kindly acknowledge receipt of this letter by signing and dating the duplicate copy.
- 63 After graduating from the same college as Steve, Ted joined a prestigious London-based accounting firm.
- 64 Among an accountant's jobs is to record accurate business transactions on financial statements.
- 65 With extraordinary persistence and dedication, he eventually became a key figure in the financial industry.
- 66 His distinguished career culminated in being appointed vice president of XYZ Securities Corporation.
- 67 Occasionally there is a luncheon in his spacious office, where valuable artifacts are on display.
- 68 He recently had the landscape drawing evaluated and found out it was worth as much as €50,000.
- 69 He reportedly earns a monthly paycheck of £120,000 (pounds). His estimated yearly income is £2,000,000 (pounds).
- 70 "So shall we get started? At the top of the agenda is finalizing the outstanding merger issue."
-



71 “Whether we can achieve our targeted profit levels depends heavily on our commitment and leadership.”

72 “Whether we can achieve our targeted profit levels depends heavily on our commitment and leadership.”

73 “As I mentioned earlier, we will soon initiate preliminary negotiations concerning the capital alliance.”

74 “Throughout my working life, I have led Evans Ltd., which manufactures textile and garment machinery.”

75 “I’m meeting with a specialist I was referred to. He is a renowned authority on Chinese herbal remedies.”

76 “For your convenience, we have after-hours appointments available. Do you have a preference?”

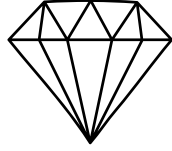
77 The medical receptionist said, “Would you mind completing the questionnaire on the reverse side?”

78 When asked by the physician, the patient described in detail what specific symptoms he was having.

79 “Operator, how may I help you?” “Can I have extension 107, please?” “Certainly. Please hold. I’ll put you through.”

80 “I’m sorry to disturb you, but you have a call from Hank Evans. It sounds urgent. Do you want to talk?”





81 A previous engagement prevented Ted from attending the board of directors' meeting he was invited to.

82 Following the executive MBA programme, Bill, aged 58, quit his job as a county auditor to take over the presidency.

83 "What I learned afterwards was that Evans was run by executives lacking managerial expertise."

84 None of them were completely convinced that Bill was a worthy successor to his predecessor.

85 Bill, who is about to retire mainly because of your health, hired a professional consultant as his replacement.

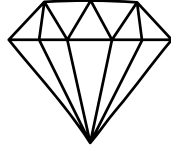
86 The outgoing president said, I find Nick to be well suited to confront the major challenges we face.

87 "Considering his age, however, we can hardly expect him to assume a full range of responsibilities."

88 A critic familiar with Evans doubted the new CEO could revitalize their business for the duration of his tenure.

89 Nick went over the detailed description of the options compiled by the restructuring committee.

90 The table below illustrates that the deficit has more than doubled over the past three years.



91 “Priority setting is crucial to produce optimum results within budgetary constraints.”

92 “We are undergoing a critical phase of transformation, with various complex problems to resolve.”

93 Nick implied that another four branches would be closed to further streamline administration.

94 “Seeing co-workers laid off would result in less incentive to engage in productive undertakings.”

95 “We should, therefore, ensure that skilled craftspeople remain on the payroll with a diminished workload.”

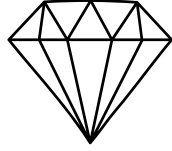
96 “We ought to foster trust and respect between them and get them to cooperate, not compete.”

97 Consequently, numerical quotas were abolished and an innovative performance appraisal system was advised.

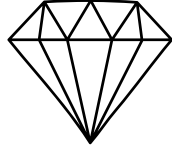
98 Furthermore, an in-house newsletter was published regularly to motivate personnel to perform better.

99 Nick address the exemplary workers and commended them for their diligent and dedicated work.

100 He concluded his address by highlighting the necessity to collaborate and compromise.



- 101 A number of organizations merged to form a single labor union representing the whole workforce.
- 102 Overcoming difficulties boost their confidence and morale. Moreover, it helped them get along better.
- 103 A sequence of reforms enable them to make innovations, thus considerably enhancing productivity.
- 104 Nick proudly informed the shareholders that Evans had been profitable for six consecutive quarters.
- 105 At the retirement banquet, he was presented with a plaque and a personalized timepiece to mark the occasion.
- 106 Sandy signed up for an introductory writing class at the civic center located within walking distance.
- 107 Only candidates that fulfill the following requirements can apply for the Literary Awards Competition.
- 108 It was established to commemorate the 10th anniversary of the foundation of the Writers' Association.
- 109 I want you to figure out what your primary theme is and who your prospective audience will be.
- 110 Print your name and address clearly. Detach and retain the lower portion for your reference.



111 If you want your manuscript returned, make sure that the self-addressed, stamped envelope is enclosed.

112 “Amazing! Absolutely incredible!” said the would-be novelist. I was nominated for the Best Novice Author!

113 The ceremony will commence promptly at 6 pm. Meanwhile, refreshments are being served in an adjacent room.

114 “On behalf of the prize winners, I express our sincere gratitude for your outstanding hospitality.”

115 Of all the newcomers, Ms. Davis, editor in chief of the premier publisher, considered Sandy the most promising.

116 Royalties will be remitted quarterly to your designated bank account, effective May 1st, 2019.

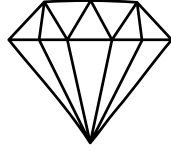
117 As stated in Article 8, revisions to this contract shall be in writing and agreed to by both parties.

118 Her autobiography sold an unprecedented number of copies thanks to the nationwide promotional campaign.

119 Those who wish to participate in the IoT Practical Workshop can register online, over the phone, or in person.

120 Download and fill in the application form. Note that all fields marked with an asterisk are mandatory.

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121 Joe was impressed by the entrepreneur's presentation, which was informative, persuasive, and entertaining.

122 The half day seminar provided the participants with an overview of the current state of advanced IT.

123 Joe is eager to obtain a full-time permanent position, whereas Bob is willing to work on a temporary basis.

124 One faculty member told Joe, "I would be pleased to act as your reference when the need arises."

125 "How's the job search going?" "Couldn't be better. The ratio of job offers to seekers is at a record high."

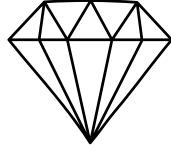
126 "Speaking of jobs, I landed a steady one as a junior nurse." "Congratulations! Why not celebrate with a drink?"

127 "Could I speak to whoever is in charge of recruitment?" "He's away on business." "How can I reach him?"

128 Bob did well on the subsequent aptitude test. He is tentatively employed, pending background screening.

129 Your employment is subject to you complying with the terms and conditions specified herein.

130 The other probationary employees were assigned to manual labor instead of clerical work.



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131 Bob took part in an intensive and comprehensive transition program at the company's expense.

132 “These cartons are shipped to the wholesaler, who in turn distributes them to the retailers.”

133 How do you track and monitor the progress of each individual package in transit?

134 Bar codes greatly expedite the shipping process, thereby reducing overall shipment costs.

135 A trainee is allowed to operate a freight elevator provided he or she is adequately supervised.

136 “You won't be compensated for any injury incurred as a result of disregarding standard procedures.”

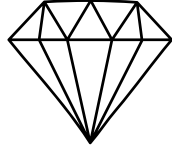
137 This certificate verifies that you have successfully completed the hands-on training course.

138 “Make sure to fill out your time sheet daily to keep track of your work hours.”

139 This year, as in the past, OPQ Inc. will recruit outgoing, pleasant and organized individuals.

140 I'm going to submit my cover letter and résumé electronically. Don't forget to double-check the due date.

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141 “I am readily available for an interview and look forward to hearing from you at your earliest convenience.”

142 Joe is not sure if his academic credentials satisfy the criteria they are seeking.

143 “A relevant degree is desirable, if not essential, and experience using Unix is definitely a plus.”

144 “We will promptly notify you if there is an opening commensurate with your qualifications.”

145 “We have a comfortable workplace atmosphere and ample opportunities for professional development.”

146 “You are eligible for an array of benefits including a housing allowance, paid leaves, and health insurance coverage.”

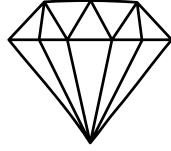
147 “In addition, an employer-sponsored on-site health clinic is due to open early next month.”

148 You are expected to adhere to the official Code of Conduct and Compliance Guidelines.

149 It is important that personal data be kept confidential and handled with the utmost care and caution.

150 Avoid transmitting sensitive documents and correspondence via fax or e-mail. Use registered mail or a courier.

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151 “You might want to check out this tutorial for tips on making your mobile device secure and functional.”

152 “May I suggest outsourcing data-entry work, especially if you are short-staffed or short on time?”

153 “We will look after your administrative tasks for you so that you can focus on strategic initiatives.”

154 “We will neither reveal nor disclose our clients’ information without their written or explicit oral consent.”

155 “I’ll connect you to my associate who can assist you with this matter. Please hold the line while I transfer you.”

156 “We’re running low on copy paper in the supply room.” “Do you want me to check with the Supplies Division?”

157 “To place an order, get a quote, or confirm inventory, call us toll-free at 1-800-937-4652.”

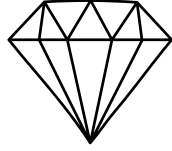
158 The stationery shop has since changed its business hours, no longer operating seven days a week.

159 “Looks like the copier is out of order.” “Rest assured our maintenance crew will attend to it immediately.”

160 “Substitute parts are dispatched as soon as we get a shipment - normally in 5 business days.”

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161 “I regret to say that the extended warranty doesn't apply to goods acquired from a third-party.”

162 “Are you finished?” “Yes, I'm done. Why don't I give you a hand?” “Thanks, but I can manage on my own.”

163 “I'm exhausted.” “So am I. How about a break?” “Good idea.” “Say, why don't we go eat something?” “Sounds great.”

164 “Why don't you come join us for a meal?” “I wish I could, but I'm expecting a visitor shortly.”

165 “I've got to work overtime to meet the deadline.” “When is it due?” “It's got to be in by Friday.”

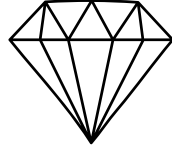
166 “You will both report directly to Susan. She will inform you of your duties and work schedule.”

167 “I may have told you this before, but she is the chief administrator overseeing and executing PR strategies.”

168 “Our mission is searching for ways to differentiate ourselves from existing and potential competitors.”

169 “Your report has to be concise yet thorough in order for me to grasp your point easily.”

170 “Complaints and critical feedback, however minor, help to identify areas for quality improvement.”



171 “A concrete goal facilitates achievement, so let's clarify our objectives, and we will most likely attain them.”

172 Susan consistently inspires her subordinates to be ambitious enough to undertake challenging assignments.

173 “I'm extremely grateful to my mentors and superiors for their encouragement and helpful suggestions.”

174 A legal adviser of a wildlife conservation body, Fred was covered in the inaugural issue of a trade journal.

175 The inland province unveiled plans to construct a power plant to help address the electricity shortage.

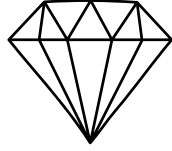
176 A secondary analysis was performed to assess the latest findings by the National Ecological Institute.

177 Despite criticism, Fred remains confident that biofuels are a feasible alternative energy source.

178 “We recommended that the government introduce stringent regulations to restrict coastal development.”

179 A poll commissioned by the CNC finds that the majority of citizens favor the controversial legislation.

180 “These precautionary measures, if implemented, will generate a significant impact on the environment.”



181 It can be inferred from the interview excerpt that not only is he a nature enthusiast but also an environmental advocate.

182 The nearby dog park is not properly maintained, nor are the rules for its use prominently posted.

183 As of April 2nd, an ordinance takes effect that prohibits owners from leaving pets unattended in vehicles.

184 The city council set up a commission chaired by a notable lawyer to investigate the widely publicized claim.

185 The head of the utility enterprise, through a spokesperson, declined to comment on the misleading feature article.

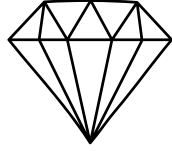
186 In response to this, the mayor held a press conference and issued a statement refusing to resign.

187 To raise campaign funds, this politician once relied exclusively on voluntary donations from the public.

188 According to an informal survey, no more than 15% of proprietors regard the economic outlook as favorable.

189 As the economy deteriorated, many businesses cut wages to sustain short-term profitability.

190 “Given the ongoing situation, things could get worse,” remarked an economist specializing in real estate investments.



191 “While driving in an affluent neighborhood, I came across a ‘For Sale’ sign on an attractive mansion.

192 This is in reply to your enquiry(inquiry) dated 10 of November, regarding the mortgage finance.

193 “Would you be able to email me a rough estimate?” “I am unable to quote you without actually seeing it.”

194 “Rather than renovated the entire house, we remodeled and enlarged the basement workroom.”

195 “The former is not as durable as the latter. They cost \$28 and \$32, respectively, excluding VAT.”

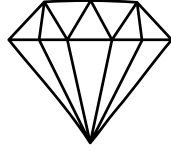
196 The apprentice plumber, who was supposed to fix a defective pipe, inadvertently installed a new faucet.

197 Betty put fabric samples in a packet and sealed it. She had partially resumed work as a sales representative.

198 Prior to launching a new line of cosmetics, they ran a series of advertisements in quality papers.

199 “We waive the delivery charge for bulk orders, namely, quantities larger than the ones listed in the catalog.”

200 “Would it be possible to pay a deposit beforehand and pay the balance in multiple installments?”



201 The lead singer frequently appeared on talk shows as part of publicity efforts for his upcoming solo album.

202 Due to a scheduling conflict, the event, originally scheduled for Tuesday, was rescheduled for Thursday.

203 All proceeds from the autograph session were donated to charity, with minimal expenses deducted.

204 The TV host said, this video may contain content not appropriate for young viewers.

205 Copyright, trademarks, and patents are all designed to protect intellectual property.

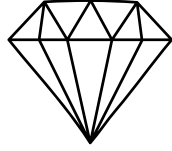
206 The garage mechanic replaced a customized component that had caused the electrical malfunction.

207 The weather update predicts that a snowstorm is expected to hit the region late this week.

208 “Be sure to allow sufficient time to reach your destination during inclement weather.”

209 “In the unlikely event that the concert is postponed or canceled, we will let you know on our website.”

210 A security guard announced, “All prohibited articles will be disposed of upon entering the arena.”



211 By the time the intermission was over, the snowfall had far exceeded the forecast of 20 inches.

212 At the end of the memorable performance, the capacity audience gave him enthusiastic applause.

213 The radio broadcast said, “Well over a thousand motorists are stuck in traffic heading back home.

214 “Transportation authorities anticipate more delays when computers take detours bypassing Interstate 5.”

215 The librarian said, “Patrons may borrow up to five items per card, except for those labeled ‘New.’”

216 Sandy attributes the declining popularity of print publications to the rise of electronic media.

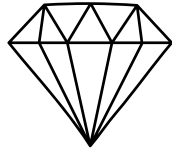
217 “At the next renewal, I’ll have subscribed to this culinary periodical for a decade, but I’ll terminate my subscription.”

218 The former printing plant is to be demolished and transformed into a shopping mall and entertainment complex.

219 The storage warehouse is slated to be converted into a sophisticated luxury apartment.

220 Steve drew up the blueprint and timeline for a building that combined residential and commercial spaces.

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221 A construction contractor says, “Steve always manages to deliver excellent work on time and budget.”

222 “The vacant lot is now occupied by a bakery, florist, beauty parlor, dry cleaner, and miscellaneous shops.”

223 “The least costly way to advertise the grand opening is to print flyers and distribute them on the street.”

224 “Unlike other grocery stores, we’ve got a large selection of organic produce and dairy products.”

225 This specialty shop carries ladies’ clothing and accessories from both regional and global vendors.

226 “Unfortunately, the medium size is temporarily out of stock.”  
“How soon will you be getting them in?”

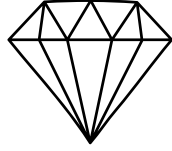
227 “The outdated theater(theatre) has lately been refurbished and upgraded, and boasts superb sound equipment.”

228 The organizer said, “This is a remarkable film starring Jim Hanks, which should appeal to (the) young and old alike.”

229 Critically recognized as a masterpiece, it is one of the most successful movies to date at the box office.

230 Nevertheless, it is rated R. Persons under 16 are not admitted unless accompanied by an adult.

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231 “Even though admission is free, reservations are a must as there is limited seating capacity.”

232 Once you have made a bid, it cannot be withdrawn; you are committed to purchasing the object.

233 “Our merchandise is guaranteed genuine. Besides, you are welcome to take advantage of our generous return policy.”

234 Steve looked over the part specifications and assembly instructions for the solar-powered gadget.

235 “To inquire about the status of an order, press 1. To speak with a service representative, press 2.”

236 All queries pertaining to billing are automatically forwarded to the supervisor for review.

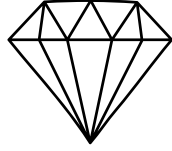
237 “Attached is a corrected invoice. We apologize for the inconvenience and appreciate your patience.”

238 The consumer electronics trade show is scheduled to take place from May 31st through June 3rd.

239 The suburban convention center is home to numerous exhibits, lectures, and conferences.

240 “This annual fair aims to showcase and demonstrate our efficient, reliable, and inexpensive electric appliances.”





241 “We conducted a fairly extensive study involving some 2,000 households to analyze their wants and needs.”

242 The leading cellphone manufacturer has expanded rapidly, with nearly 150 subsidiaries worldwide.

243 There's a parking garage in the vicinity of the headquarters building, in which you can park free of charge.

244 Their research lab is equipped with state-of-the-art facilities and staffed by exceptional engineers and technicians.

245 “We strive to secure experienced and qualified professionals to better serve our valued customers.”

246 “We embrace diversity as an integral part of our corporate identity and culture.”

247 “Quite a few new recruits get posted overseas to familiarize themselves with newly emerging markets.”

248 Mr. Lee was promoted to senior manager and transferred to Shanghai, to which Pat later relocated.

249 The business district is so congested that riding a bike to and from work significantly decreases commute time.

250 He asked for a substantial pay raise, saying, “Since I got a promotion, I deserve to be paid accordingly.”

251 “Should you have any further inquiries, feel free to contact the director of the human resources department.”