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Promptness is important in American business, academic, and social settings. The 1 of punctuality is taught to young children in school . Today slips and the use of bells signal to the child that 2 and time itself are to be respected. People who keep 3 are considered dependable. If people are 4 to job interview, appointments, or classes, they are often 5 unreliable and irresponsible. In the business setting, time is money and companies may 6 their executive for tardiness to business meetings. Of course, it is not always possible to be punctual. Social and business etiquette also provides rules for 7 arrivals. Calling 8 the telephone if one is going to be more than a few minutes late for 9 appointments is 10 polite and is often expected. Keeping a friend waiting 11 ten to twenty minutes is considered rude. 12 , arriving thirty minutes late to some parties is acceptable. Respecting deadlines is also important in academic and professional 13 . 14 that deadlines for class assignments or business reports will be met. Students who 15 assignments late may be surprised to 16 that the professor will 17 their grade or even refuse to 18 their work. 19 it is a question of arriving on time or of meeting a deadline, people are 20 conditioned to regular time. 1. [ A ] integrity [ B ] importance [ C ] scrutiny [ D ] obituary 2. [ A ] punctuality [ B ] tardiness [ C ] advent [ D ] regularity 3. [ A ] engagements [ B ] appointments [ C ] accomplishments [ D ] endorsements 4.

[ A ] left [ B ] reluctant [ C ] late [ D ] potential 5. [ A ] viewed  
as [ B ] apprehended [ C ] afflicted [ D ] predicted 6. [ A  
] envisage [ B ] sue [ C ] fine [ D ] persecute 7. [ A ] timely [ B  
] late [ C ] untimely [ D ] punctual 8. [ A ] on [ B ] in [ C ] at  
[ D ] to 9. [ A ] early [ B ] late [ C ] made [ D ] scheduled 10.  
[ A ] delayed [ B ] considered [ C ] hampered [ D ] inhibited  
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