II. HOMEWORK

Exercise 1. Choose the correct answer.

1. Daniel is used to (work/ working) under deadlines and in high – pressure situations.
2. Lan forgot (to give/ giving) sufficient notice about his resignation to his employers.
3. Be careful to use appropriate (word/wording) when writing up the contract.
4. Shella decided to keep (working/to work) through most of her pregnancy.
5. Studies have shown that a positive environment can significantly improve worker (effectiveness/effecting).
6. The project contributed to (raise/raising) environmental awareness.
7. Shoppers cannot help (to wonder/wondering) why the prices at the department store are so high.

Exercise 2. Choose the correct answer.

21. Age – related changes can contribute to one's having problems.....soundly.

A. sleep B. sleeps

C. slept D. sleeping

22. The government's report found that CIZMO group had failed to take the necessary steps in.....building's cash vault.

A. secured B. was secured

C. securing D. has secured

23. Despite .....more employees for the factory, the production manager still believes the facility is understaffed.

A. hired B. have hired

C. having hired D. were hired

24. Because demand for sharp – toed boots has been decreasing, M shoemakers has decided to discontinue.....this particular style.

A. made B. making

C. make D. to make

LIVEWORKSHEETS

25. The department is committed to customers with a satisfactory resolution to their complaints.

A. provision
B. providing
C. provides
D. provided

26. Please indicate your desire to renew your membership with our club within ten days of .....this notice.

A. received
B. receipt
C. receive
D. receiving

27. The factory supervisor.....equipment and machinery through a second – hand dealer who sells slightly used items at bargain prices.

A. to purchase
B. purchase
C. purchasing
D. purchases

28. The cosmetics division is considering a product line for men, which will probably include facial creams and concealers.

A. introduce
B. introducing
C. to introduce
D. introduced

29. The managers involved with the negotiations are pleased with the progress of the talks and believe that they will reach a mutually beneficial.....

A. to conclude
B. concluded
C. concluding
D. conclusion

30. The recent cuts in budget appropriations were aimed at.....the company's year – end deficit.

A. reduce
B. reduced
C. reducing
D. reduction

31. Shopping websites can continue to shoppers by ensuring product quality, offering low prices, and being user – friendly.

A. attractive
B. attract
C. attracting
D. attraction

32. Rather than go.....at the local super – markets, residents of the town are urged to buy produce straight from the farms.

A. to shop
B. shopping

LIVEWORKSHEETS

C. for shopping D. to shopping

33. .....your business card to individuals you meet will allow you to advertise your business in an inexpensive and effective way.

A. hand B. hands

C. handed D. handing

34. I am calling to get some information on.....the 15th international Symposium on Mobile radio Communications in September.

A. to attend B. attending

C. attended D. attendance

35. A demonstration of the most recent PDA model will.....place in the conference room on the third floor before it goes on sale.

A. take B. be taken

C. be taking D. have taken

36. By May, the weather should become warm enough to permit .....in the cellar or basement for longer periods of time.

A. stay B. to stay

C. staying D. stayed

37. .....the difficult bar exam, he spent most of his waking moments reading reference materials at the library.

A. for passing B. to pass

C. by passing D. on passing

38. The promotion advisor, Mr D, enjoys.....with potential clients during the open house days held once a month.

A. talk B. talked

C. talking D. to talk

39. City developers will begin.....the parking lot into a luxury shopping centre after the summer ends.

A. convert B. converting

C. to converting D. converted

LIVEWORKSHEETS

40. In .....an atmosphere conductive to studying, the library has painted the walls a color that is easy on the eyes of the students.

A. establish
B. establishing
C. established
D. establishment

Exercise 3. Choose the correct answer.

Date: February 10

From: Tharris@comdev.com

To: ebryan@comdev.com

Subject: News on Thai branch

I have just arrived at headquarters following my visit to our new office in Thailand. The branch has conducted training for management and staff, focusing on new customer service and project implementation.

However, the office.....communication problems between its foreign staff and local managers.

A. had experienced
B. will experience
C. experienced
D. experiencing

The problems does not involve language, rather, it has to do with cultural differences in work style. I recommend.....our training program to include sessions that would make employee

A. upgrade
B. upgrading
C. to upgrade
D. upgraded

relocation run more smoothly. These sessions would .....to improving relations between local and international employees.

A. prohibit
B. contribute
C. develop
D. increase

I have attached a report with further information and would like to know your thoughts regarding the Thai office when you have time.

LIVEWORKSHEETS