



Exercise 3. Choose the correct answer.

1. ____ their work, they went home.
A. Finishing
B. Having finished
C. Had finished
D. Finished
2. The girl ____ behind you is naughty.
A. stands
B. stood
C. is standing
D. standing
3. ____ their farm work, the farmers returned home.
A. Finishing
B. Finish
C. Having finished
D. Being finished
4. ____ by the visitor, the clavichord could not be used.
A. Broken
B. Break
C. Breaking
D. Broke
5. After ____ dinner, I watched television.
A. eat
B. eating
C. eaten
D. ate
6. ____ you to the job, he felt calm.
A. Appointed
B. Appoint
C. Having appointed

D. To appoint

7. _____ so much, the doll is still on the shelf.

A. Cost

B. Costs

C. To cost

D. Costing

8. _____ at by everyone, he was disappointed.

A. laughed

B. Laugh

C. Laughing

D. In laugh

9. _____ anxious to please us, they told us all we wanted to know.

A. Be

B. To be

C. Being

D. In being

10. Weather _____, we will start tomorrow.

A. permits

B. will permit

C. is permitting

D. permitting

11. Dinner _____ over, they returned home.

A. being

B. be

C. is

D. was

12. Since _____ his new business, Bob has been working 16 hours a day.

A. open

B. opening

C. opened

D. of opening

13. After _____ the fight, the police arrested two men and a woman.

- A. stopping
- B. stop
- C. to stop
- D. stopped

14. _____ one hand on the steering wheel, Ann opened a can of soda pop with her free hand.

- A. To keep
- B. Keep
- C. In keeping
- D. Keeping

15. When _____ to explain his mistake, the new employee cleared his throat nervously.

- A. asking
- B. asked
- C. to be asked
- D. to be asking



Exercise 4. Choose the correct answer.

1. When _____ your tax return, make sure to send it by registered mail just in case it gets lost.

- | | |
|----------|------------|
| A. mail | C. mailing |
| B. mails | D. mailed |

2. American companies _____ in exporting to Germany should conduct thorough market research as well as identify relevant standards

- | | |
|-------------------|----------------|
| A. have interests | C. interested |
| B. are interested | D. interesting |

3. Once _____, the company will be the largest company in Los Angeles and generate \$ 1 billion in annual revenues

- | | |
|---------------|----------------|
| A. merge | C. merged |
| B. are merged | D. have merged |

4. The new member _____ our team this week has excellent credentials and is highly recommended

- A. joins
B. joining
C. will join
D. will be joining
5. Chairman Park will review the _____ budget for the petroleum firm's expansion program
- A. propose
B. proposing
C. proposes
D. proposed
6. The Odeon Theater is pleased to announce a new film festival _____ the work of local filmmakers
- A. feature
B. features
C. featuring
D. featured
7. The staff of the production department is _____ with the new equipment
- A. satisfied
B. satisfy
C. to satisfy
D. satisfying
8. The figures released by the firm were lower than the _____ annual earnings
- A. anticipating
B. to anticipate
C. anticipated
D. anticipation
9. _____ to work over the weekend, the project team was able to finish the proposal before the deadline
- A. Instruct
B. Instructs
C. Instructing
D. Instructed
10. The marketing team's survey received an _____ number of responses from potential customers
- A. overwhelming
B. overwhelmed
C. overwhelms
D. overwhelm