

PROGRESS TEST

1. Performance ----- are conducted by many companies to check their employees' strengths and weaknesses.
(A) evaluative
(B) evaluations
(C) evaluated
(D) evaluators
2. The recently renovated lounge should ----- improve morale among the employees at the company.
(A) great
(B) greatness
(C) greatly
(D) greatest
3. Tom Peterson, the CEO, is an ----- person who is well known for taking care of his employees.
(A) admire
(B) admirable
(C) admiration
(D) admirably
4. The championship match will start ----- at eight o'clock this Saturday night.
(A) precisely
(B) preciseness
(C) precise
(D) precision
5. Salary ----- are expected to be received by workers every year.
(A) increase
(B) increases
(C) increasing
(D) increasingly
6. After taking many -----, the organization was able to accurately predict who would win the election.
(A) survey
(B) surveys
(C) surveying
(D) surveyed
7. The company president, Stephen Jackson, ----- rejected the union's demands as being too unreasonable.
(A) reportedly
(B) reporting
(C) report
(D) reports
8. The construction of the new ----- was delayed due to a lack of funds.
(A) build
(B) builder
(C) to build
(D) building
9. Recruiting new employees is never an issue for the Day Com Corporation due to the ----- benefits it offers even to its low-level employees.
(A) attract
(B) attractive
(C) attracted
(D) attraction
10. Many methods of making plastics are not ----- safe, so their practice is being discouraged by environmentalists.
(A) environmentally
(B) environmental
(C) environments
(D) environmentalists

11. You have to become more ----- with the rules and regulations before you start working here.
- (A) familiarity
 - (B) familiarly
 - (C) familiar
 - (D) familiarize
12. Mr. Thompson's company is the main ----- of dairy products in the tri-state region.
- (A) distribution
 - (B) distributing
 - (C) distributor
 - (D) to distribute
13. It was unanimously agreed that Ms. Perkins's proposal was the most -----.
- (A) persuasive
 - (B) persuasively
 - (C) persuade
 - (D) persuasion
14. Meeting -----, the engineers never got an opportunity to become comfortable working together.
- (A) occasion
 - (B) occasions
 - (C) occasional
 - (D) occasionally
15. The latest economic ----- are being met with resistance from the citizens because of the higher taxes they are being forced to pay.
- (A) reformed
 - (B) reformer
 - (C) reforms
 - (D) reformatory
16. The latest appliance from Rudolph Industries has extraordinary ----- for capturing more than half of the domestic market share.
- (A) potent
 - (B) potentiality
 - (C) potentially
 - (D) potential
17. Ms. Romanov was promoted to a managerial position ----- after joining the company.
- (A) direct
 - (B) directly
 - (C) directed
 - (D) direction
18. Thanks to careful -----, the scenes filmed on the city's streets did not interrupt the flow of traffic.
- (A) plan
 - (B) planner
 - (C) planning
 - (D) planned
19. Professor Gibbs gave an extremely ----- lecture to the students who had assembled in the auditorium.
- (A) information
 - (B) informative
 - (C) inform
 - (D) informer
20. In order to be reimbursed ----- by the Accounting Department, please submit all of your receipts as soon as possible.
- (A) promptly
 - (B) prompt
 - (C) promptness
 - (D) prompts

21. Feel free to contact the ----- of this product should you have any problems operating it.
- (A) manufactured
 - (B) manufacturer
 - (C) manufacturing
 - (D) manufacture
22. The company's headquarters can ----- be reached by taking a taxi or a bus from the local train station.
- (A) easy
 - (B) easily
 - (C) ease
 - (D) easiness
23. Denise Sutton was chosen for the job mostly on account of her ----- laboratory experience.
- (A) extend
 - (B) extensive
 - (C) extensions
 - (D) extending
24. Emily Richardson has left ----- on how to get in touch with her while she is on vacation.
- (A) instruct
 - (B) instructing
 - (C) instructions
 - (D) instructional
25. If the bricks are not aligned ----- straight, then the work will have to be done again.
- (A) perfectly
 - (B) perfect
 - (C) perfection
 - (D) perfecting
26. Mr. Stephenson received a ----- on account of his work that helped secure the Chambers account.
- (A) promotion
 - (B) promotes
 - (C) promoted
 - (D) promoting
27. The sales staff at the store is especially -----, which helps increase the number of repeat customers.
- (A) friend
 - (B) friendly
 - (C) friends
 - (D) friendship
28. Please call ahead to make ----- to ensure that seats are available for the musical.
- (A) reserving
 - (B) reservations
 - (C) reserve
 - (D) reserved
29. Ms. Rhea proved herself to be a very ----- employee when she single-handedly recruited two major customers.
- (A) valuably
 - (B) valuable
 - (C) valuing
 - (D) value
30. One possible ----- is that no one was in the laboratory when the fire started.
- (A) conclusive
 - (B) conclude
 - (C) conclusion
 - (D) concluding

31. Most companies downtown have ----- parking facilities, so they are lobbying the government to construct a multi-story parking garage.
- (A) limit
 - (B) limited
 - (C) limitations
 - (D) limits
32. Any of our employees who provide exceptional ----- to the company may be rewarded with a cash bonus.
- (A) serve
 - (B) server
 - (C) service
 - (D) serving
33. Several reviewers of the new novel *When the Crow Caws* have called the book's characters too -----.
- (A) predict
 - (B) predicting
 - (C) predictable
 - (D) predictably
34. This sale price is available ----- to current subscribers of *Wildlife Magazine*.
- (A) exclusiveness
 - (B) exclusionary
 - (C) exclusive
 - (D) exclusively
35. ----- of your purchase will be sent to your mailing address within the next twenty-four hours.
- (A) Confirms
 - (B) Confirmed
 - (C) Confirming
 - (D) Confirmation
36. Bowman Construction is ----- seeking employees willing to work long hours doing physical labor.
- (A) most urgent
 - (B) urgent
 - (C) urgency
 - (D) urgently
37. Many of Dr. Nelson's ----- techniques have been incorporated into the company's operating policies.
- (A) innovate
 - (B) innovative
 - (C) innovates
 - (D) innovatively
38. Always present yourself in a ----- manner so as to make the best possible impression.
- (A) dignify
 - (B) dignified
 - (C) dignifies
 - (D) dignity
39. Scholastic Enterprises, Inc. ----- publishes books written by leading academics in their fields.
- (A) more frequent
 - (B) frequency
 - (C) frequent
 - (D) frequently
40. National Express guarantees ----- of your letters or packages anywhere in the country in twenty-four hours or less.
- (A) deliverable
 - (B) deliverer
 - (C) deliver
 - (D) delivery