HOMEWORK

Exercise 1. Choose the correct answer

1. People unanimously agreed that John would have performed much better under more ..... circumstances.

A. favorable
B. favorably
C. favorite
D. favor

2. The office manager is ..... for supporting staff members and ensuring that their work is done efficiently.

A. responsibility
B. responsibilities
C. responsible
D. responsibly

3. It is ..... to store food items in a cool, dry place in order to prevent bacteria growth.

A. advisable
B. advisory
C. advisedly
D. advise

4. Whether it is ..... to register for a student discount card depends on the needs of the individual.

A. necessary
B. necessarily
C. necessitate
D. necessity

5. Library and information science majors should be reminded of the seminar beginning ..... at 6:00 p.m. in room 212B.

A. promptly
B. prompts
C. prompter
D. prompted

6. Employees at Alembic Broadcasting ..... donate to local charities by hosting fund-raising parties.

A. regularity
B. regularize
C. regularities
D. regularly

7. The organizing committee decided to allocate specific tasks to members to achieve its goals more .....

A. effective
B. effect
C. effectiveness
D. effectively

LIVEWORKSHEETS

8. The meteorological agency recommended that tourists to the region be ..... dressed for frigid conditions.

A. suitable
B. suitably
C. suitability
D. suitableness

9. ..... one-third of his secretary's job involves administrative tasks, such as photocopying documents and scheduling conferences.

A. Approximate
B. Approximating
C. Approximation
D. Approximately

10. ..... in satellite technology have significantly altered the appearance of the country's communication antenna facilities.

A. Advance
B. Advancement
C. Advances
D. Advancing

11. Nevada Jobfind Inc. is planning to host a career fair for college graduates seeking ..... in the healthcare sector.

A. employ
B. employment
C. employee
D. employing

12. The ..... of flood victims temporarily residing in the government-supplied camps has just exceeded a thousand.

A. numerical
B. numbers
C. number
D. numerous

13. Medical imaging technology has enormous ..... to contribute to the improvement of health care throughout the world.

A. mark
B. proposal
C. potential
D. indication

14. Its ..... into Brazil has given Darrow Textiles Ltd. an advantage over much of its competition.

A. expansion
B. process
C. creation
D. action

15. Compact List Inc. appreciates the ..... you have made to this annual event.

A. evaluations
B. attempts
C. medicines
D. contributions

LIVEWORKSHEETS

16. As an administrative assistant, you are responsible for ordering office ..... such as pens, papers, ink cartridges, and staplers.

A. facilities
B. attributes
C. supplies
D. members

17. Since Mr. Kane is on vacation until next week, all product ..... should be made to Mr. Park in the customer service department.

A. problems
B. concepts
C. inquiries
D. positions

18. Library users must remove all ..... belongings when they leave the library for more than a half hour.

A. unlimited
B. personal
C. accurate
D. believe

19. Several ..... errors with the new software delayed the release by two months.

A. overdue
B. minor
C. reliable
D. rapid

20. Cartwright Publications is seeking a highly qualified graphic designer to ..... the look of its rather outdated corporate logo.

A. describe
B. illustrate
C. enhance
D. associate

21. Because Mr. Thompson's sales figures were below expectations, the manager ..... to grant him his annual raise.

A. refused
B. denied
C. disagree
D. reject

22. If you make an error on the application form, it is advised that you discard it and ..... a new copy at the front desk.

A. obtain
B. define
C. recall
D. inquire

23. The eagerly ..... opening of the Dirasuyo Festival was attended by a group of politicians and Asian visitors who would like to witness this lively and memorable event.

A. assumed
B. instructed
C. informed
D. awaited

LIVEWORKSHEETS

24. We made photocopies of all the relevant ..... in preparation for the press conference.

A. materials
B. materialized
C. materially
D. materialization

25. In the job interview for the position at Mercury Bank, Mr. Takeuchi had to admit that he had little ..... in the relevant field.

A. known
B. knowledge
C. knowledgeable
D. knowing

26. The ..... for the public park will be between Meriwether Avenue and Winchester Drive, just north of Korean Street.

A. belief
B. advancement
C. site
D. travel

LIVEWORKSHEETS

Exercise 2. Choose the correct answer

Questions 1 - 4 refer to the following email.

From: Monique Alvarez malvarez@junofoundation.com

To: Makoto Yoshida myoshida@junofoundation.com

Date: December 8

Subject: A request

Dear Mr. Makoto,

When you have some time, could you update the Partners page on our Web site? We ..... large donations from several local groups at the banquet this weekend.

1. A. will receive
   B. are received
   C. received
   D. receives

.....

2. A. Following is the current list of our foreign branches.
   B. Our Web site is poorly designed in terms of access speed.
   C. We should list them as supporters.
   D. We are planning to eliminate our donor levels.

....., I noticed an error in the current listings that I'd like you to correct.

3. A. In addition
   B. Because
   C. Therefore
   D. As a result

Capstone Industries was listed as a Gold partner but has ..... donated at the

4. A. partially
   B. sharply
   C. only
   D. briefly

Silver level. When you add the new partners, could you check the donor levels of all the organizations? Thank you and see you at lunch.

Monique

LIVEWORKSHEETS

Exercise 3. Choose the correct answer

Question 1 – 4 refer to the following chat discussion

Gregory Tandy	11: 01 AM
We were planning to hold a welcoming luncheon for our summer interns on June 5 at Typery Hall, but the venue has to be changed.	
Matilda Jones	11: 02 AM
Why? I thought the department manager liked that place	
Gregory Tandy	11: 06 AM
It turns out that 15 interns from the banking department will be joining since Ms. Spitz is on leave. She's the one who usually handles their orientation. Anyway, Typery Hall doesn't have enough space for everyone.	
Matilda Jones	11: 08 AM
What about Weathersby Grill at Quentin Hotel? I heard it has a huge seating capacity	
Jake Russell	11: 09 AM
That's true. We had Steve's retirement party there last month, and it was able to accommodate about 80 people	
Gregory Tandy	11: 09 AM
That sounds perfect	
Jake Russell	11: 11 AM
It serves the best vegetarian dishes I've ever had. You could ask for them to be included on the luncheon menu. Since I happen to have the restaurant's brochure, I'll bring it to your office before I leave work this afternoon.	

LIVEWORKSHEETS

1. What is mainly being discussed?

A. A newly opened eating establishment

B. An invitation to a company event

C. The decision to change a location

D. The results of a recruitment session

2. What is mentioned about Quentin Hotel?

A. It offers discount on certain rooms

B. It hires new interns every summer

C. It contains a space for large group

D. It can supply audiovisual equipment

3. At 11:09 A.M, what does Mr. Tandy mean when he writes "That sounds perfect"?

A. A leave request has been approved

B. A venue meets a requirement

C. More people decided to join an event

D. A menu has been expanded

4. What will Mr. Russell do later in the day?

A. Make a room reservation

B. Dine at a hotel restaurant

C. Attend a retirement party

D. Drop off a pamphlet

LIVEWORKSHEETS