PART 5

1. The company's _____ strategy has been crucial in maintaining its competitive edge.
a) innovate
b) innovates
c) innovation
d) innovative
2. The sales team's _____ has been instrumental in securing new client contracts.
a) negotiate
b) negotiates
c) negotiation
d) negotiating
3. The _____ of the new product line has been a significant success.
a) launch
b) launches
c) launching
d) launched
4. The company's goal is _____ its market share in the industry.
a) expand
b) expands
c) expanding
d) to expand
5. The sales team was instructed _____ new sales techniques to improve their performance.
a) to adopt
b) adopt
c) adopting
d) adopts
6. The sales team was urged _____ their outreach efforts to potential clients.
a) to intensify
b) intensify
c) intensifying
d) intensifies
7. The company's leadership emphasized _____ a culture of continuous improvement.
a) to foster
b) foster
c) fostering
d) fosters
8. The finance department was responsible _____ the company's financial reporting requirements.
a) to fulfill
b) fulfill
c) fulfilling
d) fulfills

LIVEWORKSHEETS

9. The HR manager suggested _____ the employee performance review process.
a) to streamline
b) streamline
c) streamlining
d) streamlines
10. The company's _____ into the new market segment has been carefully planned.
a) venture
b) ventures
c) venturing
d) venturous
11. The _____ of the new product line has been _____ by the marketing team.
a) perform, coordinated
b) performs, coordinates
c) performing, coordinating
d) performance, coordination
12. The _____ of the annual company retreat has been _____ to provide a unique experience.
a) special, staged
b) specialize, stages
c) specializes, staging
d) specialization, stage
13. The company's _____ of customer data has been closely _____ to ensure compliance.
a) collect, coordinated
b) collects, coordinate
c) collecting, coordinates
d) collection, coordination
14. The manager's _____ of the project has been highly effective.
a) oversee
b) oversees
c) overseeing
d) oversight
15. The marketing department was directed _____ a _____ brand awareness campaign across multiple digital platforms.
a) to launch, spectrum
b) launch, spectrums
c) launching, spectral
d) launch, spectra
16. The project management team was expected _____ a _____ risk assessment to identify potential threats.
a) to conduct, ideal
b) conduct, ideally
c) conducting, idealizes
d) conduction, ideal

LIVEWORKSHEETS

17. The team leader admitted _____ mistake in the quarterly report and took responsibility.
a) making
b) to make
c) made
d) makes
18. The project manager avoided _____ the budget cuts with the employees, as it was a sensitive topic.
a) mentioning
b) to metion
c) mentioned
d) mentions
19. The HR manager was keen on _____ the new employee wellness program, as it was a high priority initiative.
a) implementing
b) to implement
c) implemented
d) implements
20. The mayor looks forward to the meeting, and to _____ how the two citites can build a strong, positive relationship
a. discuss
b. discussion
c. discussed
d. discussing
21. Would you mind _____ me a high-quality fax machine? Mine was broken last week.
a. buy
b. to buy
c. buying
d. bought
22. The sales division was encouraged _____ their _____ outreach efforts to prospective clients.
a) to express, scheduled
b) express, schedules
c) expressing, scheduling
d) expression, scheduled
23. The HR team was tasked _____ a _____ employee recognition program to boost morale.
a) to coordinate, special
b) coordinate, specialize
c) coordinating, specializes
d) coordination, specialization
24. The _____ of the new _____ program has been _____ by the marketing department.
a) acquire, leisure, coordinated

LIVEWORKSHEETS

b) acquires, leisures, coordinates
c) acquiring, leisurely, coordinating
d) acquisition, leisure, coordination
25. _____ the company's _____ initiatives has been a priority for the executive team.
a) Respond, special
b) Responding, specialize
c) Responds, specializes
d) Response, specialization
26. The _____ of the customer data acquisition process has been _____ with the implementation of the new privacy regulations.
a) specialize, synchronized
b) specializes, synchronizes
c) specializing, synchronizing
d) specialization, synchronization
27. I have noticed that many members of staff are currently not _____ to the dress code guidelines laid out in the employee manual.
a. identifying
b. complying
c. knowing
d. adhering
28. Passengers who will be taking a ------- domestic flight should go to Terminal A.
(A) connectivity
(B) connects
(C) connect
(D) connecting
29. Fresh and ------- apple-cider donuts are available at Oakcrest Orchard's retail shop for £6 per dozen.
(A) eaten
(B) open
(C) tasty
(D) free
30. Wexler Store's management team expects that employees will ------- support any new hires.
(A) enthusiastically
(B) enthusiasm
(C) enthusiastic
(D) enthused

LIVEWORKSHEETS

PART 6

Go: Let's practice

Essential Self Care in Hot Weather

Good evening! As we look ahead to tomorrow's weather, it's important (1)_____ some self-care tips to stay healthy and happy.

The forecast predicts a hot and sunny day with temperatures soaring into the high 90s. To stay cool, it's (2) _____ to drink plenty of water throughout the day to stay hydrated. To avoid heat exhaustion, try to stay indoors during the peak sun hours between 10 a.m. and 4 p.m. If you are planning (3)_____ out tomorrow, you should wear light clothing and a wide-brimmed hat to shield yourself from the sun. Also, you'd better apply sunscreen with at least SPF 30 before heading outside.

These simple steps will (4) _____ you to enjoy the sunny weather while taking care of your well-being.

1.
A. remembered
B. to remember
C. remembering
D. remember

2.
A. essential
B. urgent
C. willing
D. eager

3.
A. going
B. will go
C. to go
D. went

4.
A. offer
B. give
C. need
D. help

Go: Let's practice

To: kimberlycampbell@travelbea.co.uk
From: lisaanniston@joytech.co.uk
Date: 20 July
Subject: Company trip

Dear Ms. Campbell,

My name is Lisa Anniston, and I work at Joy Tech International. (8)_____ the 10th anniversary of the company's establishment, we want to organize a picnic for all staff. (9)_____. Although the actual anniversary is on August 4, we would like (10)_____ it any day in August. It will be a great help if you can provide an event organizer who is willing to assist us in (11)_____ for this trip. If that is the case, please send me their contacts so we can discuss further.

I look forward to receiving your reply.

Regards,
Lisa Anniston
Executive Secretary
Joy Tech International

8.
A. celebrating
B. celebration
C. celebrate
D. to celebrate

9.
A. Please let us know all the dining options.
B. We plan to have a business trip next month.
C. I am writing to inform you of a meeting delay.
D. The exact date for this event has not been decided yet.

10.
A. to make
B. make
C. makes
D. making

11.
A. to prepare
B. preparing
C. prepare
D. to preparing

LIVEWORKSHEETS

I used to like (1) *going* to our local cinema. It was old and rather uncomfortable, but it had character. Now they've stopped (2)_____ (show) films there. The owner would like (3)_____(go) on (4)_____ (run) the cinema, but he would need (5)_____ (make) a lot of improvements, which would mean (6)_____ (spend) ten of thousands of pounds. I remember (7)_____ (watch) the last film at the cinema. It was a murder mystery. It was five minutes from the end, and we were trying (8)_____ (work) out who the murderer was when suddenly all the lights went out and the film stopped. We sat in the dark for a few minutes, and then the owner appeared with a torch. 'I regret (9)_____ (tell) you,' he said, 'that our electricity has failed. I don't mean (10) _____ (disappoint) you, but I'm afraid we can't show you the end of the film. We've tried (11)_____ (phone) the electricity company, but they say they can't help. He went on (12)_____ (explain) to the audience how the film ended. I didn't understand the story. But I don't regret (13)_____ (go) to the cinema that last evening.

LIVEWORKSHEETS