

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

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

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 mention
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 cities 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

- b) acquires, leasures, 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

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

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.'