

## 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 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 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, 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

## 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](mailto:kimberlycampbell@travelbea.co.uk)

From: [lisaanniston@joytech.co.uk](mailto: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 10<sup>th</sup> 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.