BT TỪ LOẠI

Exercise 1: Choose the correct part of speech

1. The manager needs to ___ the project deadline due to unexpected delays.

   (A) extended

   (B) extend

   (C) extending

   (D) extends

2. The company recently launched an ___ advertising campaign that gained a lot of attention.

   (A) effect

   (B) effective

   (C) effectively

   (D) effectiveness

3. Employees are encouraged to submit their reports ___ so they can be reviewed on time.

   (A) punctual

   (B) punctually

   (C) punctuality

   (D) punctuate

4. The product's ___ was highly praised by customers during the testing phase.

   (A) performance

   (B) perform

   (C) performing

   (D) performed

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5. The CEO's decision will ___ affect the company's future operations.

   (A) significant

   (B) significantly

   (C) significance

   (D) signify

6. The new software allows users to work more ___ and reduces errors in data entry.

   (A) efficient

   (B) efficiency

   (C) efficiently

   (D) efficiencies

7. Our team has been ___ in increasing productivity this quarter.

   (A) success

   (B) succeed

   (C) successfully

   (D) successful

8. The project was completed ahead of schedule thanks to the team's ___.

   (A) dedication

   (B) dedicate

   (C) dedicates

   (D) dedicating

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9. The HR department is ___ evaluating new candidates for the open position.

(A) carefully

(B) careful

(C) care

(D) cares

10. The company's new policy focuses on reducing ___ in the workplace.

(A) productive

(B) production

(C) productivity

(D) produce

Exercise 2: Choose the correct part of speech

1. The training program was created to help employees ___ their customer service skills.

(A) improves

(B) improved

(C) improve

(D) improvement

2. The ___ of the new system has saved the company both time and money.

(A) install

(B) installation

(C) installing

(D) installed

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3. Our team members are ___ responsible for managing customer inquiries and complaints.

   (A) primarily

   (B) primary

   (C) prime

   (D) primed

4. The CEO's speech emphasized the importance of ___ and teamwork in the workplace.

   (A) cooperating

   (B) cooperation

   (C) cooperate

   (D) cooperative

5. Employees are expected to perform their tasks ___ and with minimal supervision.

   (A) independently

   (B) independence

   (C) independent

   (D) depend

6. The team members were given ___ to complete their projects by the end of the week.

   (A) encourage

   (B) encouragement

   (C) encouraged

   (D) encouraging

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7. The new policies will be implemented to improve ___ within the organization.

   (A) communicating

   (B) communicate

   (C) communication

   (D) communicates

8. Mr. Tanaka, who is highly ___, was chosen to lead the project team.

   (A) qualify

   (B) qualifies

   (C) qualified

   (D) qualification

9. We have decided to ___ the launch date due to unforeseen production delays.

   (A) postpone

   (B) postponed

   (C) postponing

   (D) postponement

10. The manager gave a ___ presentation on the company's future goals.

   (A) inspire

   (B) inspiring

   (C) inspired

   (D) inspiration

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