BÀI TẬP TỔNG HỢP

Exercise 1: Chọn đáp án đúng nhất

Chọn từ thích hợp để điền vào chỗ trống trong các câu dưới đây.

1. The new policy was implemented to improve employee _____.

   (A) motivate

   (B) motivated

   (C) motivation

   (D) motivating

2. Our sales team performed _____ this quarter, exceeding the company's expectations.

   (A) exception

   (B) exceptional

   (C) exceptionally

   (D) exceptions

3. The CEO has expressed his _____ in the team's ability to achieve the target.

   (A) confidence

   (B) confident

   (C) confidently

   (D) confide

4. Please make sure that all documents are reviewed _____ before submission.

   (A) care

   (B) careful

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(C) carefully

(D) careless

5. The manager is responsible for providing _____ feedback to employees.

   (A) constructive

   (B) construct

   (C) constructively

   (D) construction

6. The new software will allow users to _____ manage their tasks more efficiently.

   (A) ease

   (B) easier

   (C) easily

   (D) easy

7. The project was completed ahead of schedule thanks to the team's _____ efforts.

   (A) dedication

   (B) dedicate

   (C) dedicated

   (D) dedicating

8. The company has introduced a new training program to improve workers' _____.

   (A) product

   (B) productive

   (C) productivity

   (D) produce

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9. She was _____ chosen for the award because of her outstanding contributions.

   (A) specially

   (B) specific

   (C) specialize

   (D) special

10. The financial report was submitted to the board of directors for final _____.

   (A) approval

   (B) approve

   (C) approving

   (D) approved

Exercise 2: Chọn đáp án đúng

1. The customer service team responded to inquiries _____ and efficiently.

   (A) prompt

   (B) promptly

   (C) prompting

   (D) prompted

2. Employees are required to attend the _____ safety training session next week.

   (A) annual

   (B) annually

   (C) annualize

   (D) annuity

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3. The director gave an _____ explanation of the changes to the company's policies.

   (A) clarify

   (B) clarity

   (C) clear

   (D) clearing

4. The team worked _____ to meet the tight deadline.

   (A) diligent

   (B) diligently

   (C) diligence

   (D) diligences

5. The new procedures have been implemented to enhance the _____ of the production line.

   (A) efficient

   (B) efficiency

   (C) efficiently

   (D) inefficient

6. We need to ensure that the report is written in a _____ manner.

   (A) profession

   (B) professional

   (C) professionally

   (D) professionalism

7. The company will _____ launch its new product during the upcoming event.

   (A) official

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(B) officially

(C) officialize

(D) officiate

8. Customers are always impressed by the staff's _____ to solve problems.

(A) will

(B) willingly

(C) willingness

(D) willing

9. The budget for the new project was approved by the _____ committee.

(A) finance

(B) financial

(C) financially

(D) financier

10. The manager was pleased with the team's _____ performance in the last quarter.

(A) exceptional

(B) exceptionally

(C) exception

(D) exceptions

Exercise 3: Chọn đáp án đúng

1. The new software _____ (develop) by the IT department last year.

(A) develops

(B) was developed

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(C) developed

(D) is developing

2. Employees _____ (encourage) to participate in the training sessions.

(A) are encouraged

(B) encouraged

(C) encouraging

(D) will encourage

3. The CEO _____ (announce) the new policy during the meeting yesterday.

(A) was announced

(B) is announced

(C) announces

(D) announced

4. The meeting _____ (reschedule) for next Monday due to unforeseen circumstances.

(A) rescheduled

(B) is rescheduled

(C) was rescheduled

(D) reschedules

5. While the documents _____ (review), an error was discovered.

(A) are reviewing

(B) were reviewing

(C) were being reviewed

(D) was reviewed

6. The report _____ by the assistant before the deadline.

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(A) prepared

(B) was prepared

(C) prepares

(D) is preparing

7. All employees _____ to complete the survey by Friday.

(A) were instructed

(B) instructed

(C) are instructing

(D) have instructed

8. The IT department _____ the new system yesterday.

(A) was installed

(B) installs

(C) installed

(D) is installing

9. The documents _____ carefully by the auditors.

(A) were reviewing

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(B) are reviewed

(C) reviewed

(D) review

10. A new office building _____ in the city center by the company.

(A) will construct

(B) will be constructed

(C) constructs

(D) was constructing

11. The company _____ (announce) a new partnership yesterday.

(A) announces

(B) announced

(C) was announced

(D) is announced

12. The meeting _____ (postpone) due to technical issues.

(A) is postponed

(B) was postponed

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(C) postpones

(D) was postponing

Exercise 4: Chọn đáp án đúng

1. The company just announced that the new product will be launched soon. We are excited to see how _____ will perform in the market.

A. it

B. they

C. its

D. them

2. David and I have decided to improve our presentation skills, so we are going to attend the training session by _____ next month.

A. ourselves

B. us

C. our

D. we

3. Lisa is always very careful with her work. She checks everything twice to make sure that _____ is done properly.

A. her

B. she

C. herself

D. hers

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4. I tried to call you yesterday, but your phone was off. Did you leave _____ at home?

A. you

B. your

C. yours

D. yourself

5. Please send the email to Mark and _____ as soon as possible. We need to make sure that both of us receive it before the deadline.

A. I

B. me

C. myself

D. we

6. Sally is a very independent person. She always prefers to do things by _____ rather than asking for help.

A. herself

B. she

C. her

D. hers

7. The employees worked hard on the project and completed it on time. The manager was very pleased with _____ efforts.

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A. they

B. them

C. their

D. theirs

8. Tom and his colleagues are going to the meeting now. They have prepared _____ well for it.

A. himself

B. themselves

C. their

D. they

9. I didn't realize that the book on the table was _____. I thought it belonged to the library.

A. you

B. your

C. yours

D. yourself

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