

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

- (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

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

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

- (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

- (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.

- (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

(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

(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

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.

- 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