

A. VOCABULARY

1. The contract will be _____ if you do not follow the conditions in it.
(A) disposed
(B) terminated
(C) completed
(D) abolished
2. Please _____ my call at your earliest convenience.
(A) respond
(B) phone
(C) message
(D) return
3. I photocopied and _____ forty copies of the annual report for the meeting.
(A) stuck
(B) created
(C) stapled
(D) contacted
4. Money is _____ from that account to our business accounts the 10th of every month.
(A) remitted
(B) turned back
(C) put
(D) handed in
5. The publicity from the article caused the company to increase brand _____.
(A) awareness
(B) alertness
(C) knowledge
(D) scene
6. _____ regulations require everyone to wear their seat belts when seated.
(A) Sanitation
(B) Safety
(C) Uniform
(D) Hygiene

7. All _____ from the event will be given as an endowment to the research facility.
- (A) proceeds
 - (B) procedures
 - (C) processes
 - (D) processing
8. A _____ amount of money has been spent on new equipment over the past year.
- (A) probable
 - (B) comparable
 - (C) considerate
 - (D) considerable
9. The _____ from the market survey won't be available for another month.
- (A) resulted
 - (B) resulting
 - (C) resolutions
 - (D) results
10. The training manual states that it is everyone's _____ to lock the supply room at the end of the day.
- (A) responsibility
 - (B) blame
 - (C) faulty
 - (D) charge
11. The contract didn't specify who would be in charge of _____ all advertising for the product.
- (A) holding
 - (B) producing
 - (C) proceeding
 - (D) gathering
12. I believe Sarah is probably the best _____ for the job.
- (A) candidate
 - (B) competitor
 - (C) companion
 - (D) contestant

13. I am quite sure this business idea will be a huge _____ and make a lot of money.
- (A) benefit
 - (B) winning
 - (C) success
 - (D) increase
14. The board of directors will hold their _____ meeting on Friday.
- (A) year
 - (B) anniversary
 - (C) yearlong
 - (D) annual
15. This notice from the client will surely ease your _____.
- (A) concerns
 - (B) matters
 - (C) attention
 - (D) interests
16. All travel expenses will be reimbursed as long as all _____ are submitted with your travel expense report.
- (A) receipts
 - (B) bonuses
 - (C) purchases
 - (D) certificates
17. Confectionery manufacturers from all over the world _____ at the first international Candy Expo last month.
- (A) conferred
 - (B) contradicted
 - (C) converted
 - (D) convened
18. We had been working for five straight hours before we finally finished the _____.
- (A) proposal
 - (B) motion
 - (C) suggestion
 - (D) advice

19. The merger has been _____ in the newspapers.
- (A) said
 - (B) told
 - (C) pronounced
 - (D) announced
20. Motorists will be _____ for going over the speed limit.
- (A) fined
 - (B) find
 - (C) found
 - (D) founded
21. Each department is asked to _____ how much they plan to spend next year.
- (A) estimate
 - (B) account
 - (C) regard
 - (D) conclude
22. In order to guarantee a place for the conference, please _____ a room early.
- (A) prospect
 - (B) respect
 - (C) preserve
 - (D) reserve
23. Both the marketing and the payroll _____ are looking to hire more people for the summer.
- (A) areas
 - (B) departments
 - (C) fields
 - (D) districts
24. New employees will have _____ to the company database once their background checks have been completed.
- (A) communication
 - (B) opportunity
 - (C) access
 - (D) permission

25. He works in the _____ division of our company.
- (A) personal
 - (B) persons
 - (C) personnel
 - (D) personality
26. They gave us a very _____ reception when we arrived.
- (A) warm
 - (B) heated
 - (C) roasting
 - (D) flushed
27. Detroit, Michigan, is the automobile capital of America, as many _____ are manufactured there.
- (A) transports
 - (B) conveyances
 - (C) aircraft
 - (D) vehicles
28. Our company is hoping to _____ the bid for the construction contract.
- (A) overcome
 - (B) triumph
 - (C) win
 - (D) conquer
29. When you _____ this package, please use express mail.
- (A) separate
 - (B) suppress
 - (C) send
 - (D) resign
30. When we arrived, the keynote _____ was about to start.
- (A) language
 - (B) communication
 - (C) speech
 - (D) expression

31. When Don resigned from his post, Charles _____ the role of department manager.
- (A) assumed
 - (B) succeeded
 - (C) gave
 - (D) compensated
32. Other documents are available upon _____, so feel free to ask.
- (A) need
 - (B) want
 - (C) request
 - (D) necessity
33. The new law takes _____ next week.
- (A) outcome
 - (B) result
 - (C) effect
 - (D) consequence
34. _____ must be paid to what is going on here.
- (A) Looking
 - (B) Attention
 - (C) Presence
 - (D) Witness
35. Prior to leaving, check your bank _____.
- (A) change
 - (B) balance
 - (C) remains
 - (D) advance
36. Employees are _____ from talking about the details of the settlement due to a confidentiality agreement.
- (A) allowed
 - (B) encouraged
 - (C) forbidden
 - (D) asked

37. We cannot _____ any credit card when the owner is not present.
- (A) have
 - (B) expect
 - (C) accept
 - (D) check
38. The _____ of the company was attributed to the hard work and dedication of its staff.
- (A) failure
 - (B) advantage
 - (C) benefit
 - (D) success
39. The most difficult _____ of this job is resolving disagreements between staff members.
- (A) article
 - (B) view
 - (C) phase
 - (D) aspect
40. The new human resources manager is more _____ than anyone we have ever hired for the position.
- (A) arranged
 - (B) established
 - (C) organized
 - (D) aligned

B. GRAMMAR (SENTENCE COMPLETION)

1. The job posting mentioned they are looking for a _____ person.
(A) society
(B) sociable
(C) sociably
(D) socially
2. These latest figures are _____ difficult to interpret.
(A) more terrible
(B) terribly
(C) terrible
(D) much terrible
3. The client didn't get _____ e-mail I sent, so they didn't respond.
(A) a
(B) the
(C) these
(D) some
4. There is no new _____ in the warehouse.
(A) stock
(B) stocking
(C) stocked
(D) stocks
5. Maria designed the new company brochures _____.
(A) quickly
(B) quickness
(C) quicken
(D) quickening
6. It is our company's wish that _____ employee perform at least 4 hours of community service per year.
(A) all
(B) very
(C) most
(D) every

7. The _____ information available on the mysterious offshore company frustrated investigators looking into the fraud.
- (A) little
 - (B) a little
 - (C) few
 - (D) many
8. The company had the _____ support of the board when deciding to merge with their rival company.
- (A) completely
 - (B) complete
 - (C) completed
 - (D) completes
9. The company scarcely had enough money to remain solvent and could not pay _____ employees.
- (A) them
 - (B) his
 - (C) its
 - (D) it
10. Because Ivan was not feeling _____ well, he decided he would go home early and rest.
- (A) ever
 - (B) much
 - (C) most
 - (D) very
11. Interviews at the _____ company don't come very often.
- (A) nation
 - (B) nationality
 - (C) nationally
 - (D) national
12. The corporate party was held in hopes of _____ up the atmosphere of the company.
- (A) lived
 - (B) live
 - (C) livening
 - (D) liven

13. Whether he wants to or not is irrelevant; he is _____ obligated to finish the job.
- (A) contractual
 - (B) contracts
 - (C) contracting
 - (D) contractually
14. Our project is _____ to finish ahead of schedule.
- (A) like
 - (B) likened
 - (C) likely
 - (D) likable
15. Bernhard registers for _____ conference he can in the hope of increasing his professional network.
- (A) any
 - (B) little
 - (C) few
 - (D) none
16. We looked for the photocopy paper, but _____ could be found.
- (A) no
 - (B) none
 - (C) not
 - (D) never
17. He tried to delegate the work, but he ended up doing it _____.
- (A) his
 - (B) him
 - (C) he
 - (D) himself
18. We need to find a good place for _____ new head office.
- (A) ours
 - (B) us
 - (C) we
 - (D) our
19. _____ is not the best bid that we received.
- (A) These

- (B) That
(C) The other
(D) Another
20. You and Jane use the same accounting programs, but _____ is a newer version.
(A) her
(B) hers
(C) she
(D) she's
21. All of _____ are available online more cheaply than here at this store.
(A) that
(B) they
(C) these
(D) none
22. The company was expecting many complaints from customers about the mistake, but there were _____.
(A) no
(B) another
(C) one
(D) none
23. Here at LifeLine Insurance, _____ ensure that our customers pay the best rates for the most comprehensive services.
(A) we
(B) us
(C) our
(D) ours
24. The manager _____ called the supplier to ask why the shipment was running late.
(A) her
(B) hers
(C) she
(D) herself

25. As the owner, _____ is ultimately responsible for the success or failure of his company.
- (A) he
 - (B) she
 - (C) it
 - (D) we
26. Those who cannot attend the meeting this afternoon, please notify _____ by 11 a.m.
- (A) me
 - (B) my
 - (C) mine
 - (D) I
27. The directors in marketing were advised not to produce the campaign by _____, but they ignored the warnings.
- (A) herself
 - (B) himself
 - (C) themselves
 - (D) ourselves
28. It was later discovered that two of the candidates already knew _____.
- (A) other
 - (B) others
 - (C) another
 - (D) one another
29. Contrary to what _____ experts have stated, property prices will not increase this year.
- (A) another
 - (B) others
 - (C) the others
 - (D) other
30. The manager insisted that the new employee not go to the bank by _____ since she didn't know proper procedures.
- (A) ourselves
 - (B) yourself
 - (C) himself
 - (D) herself

31. Since _____ knows how to fix the printer, it is best that the printer company's technicians look at it.
- (A) no one
 - (B) another
 - (C) one
 - (D) the others
32. So far, there _____ no word from them about the budget.
- (A) been
 - (B) was
 - (C) has
 - (D) has been
33. Due to a recent storm, over 20% of the company's crops _____ at the farm.
- (A) lose
 - (B) lost
 - (C) were lost
 - (D) is losing
34. The arbitrator _____ a very successful contract between management and the union last week.
- (A) negotiates
 - (B) negotiated
 - (C) will negotiate
 - (D) will be negotiating
35. Milton Investment Bankers _____ such a profitable quarter until last year.
- (A) had not
 - (B) had never had
 - (C) will never have
 - (D) have had not
36. JS Holdings _____ a branch abroad for the first time in its company's history.
- (A) will be opening
 - (B) is open
 - (C) opening
 - (D) was open

37. At the seminar this coming Monday, we _____ people to complete a form to tell us more about themselves and their companies.
- (A) were asked
 - (B) will be asking
 - (C) asked
 - (D) have been asked
38. The delivery company _____ to drop off the package by 2 p.m., just in time for the presentation.
- (A) to agree
 - (B) agreed
 - (C) was agreeing
 - (D) would agree
39. We must have the valves repaired before the safety inspectors _____ next Thursday.
- (A) are coming
 - (B) come
 - (C) have come
 - (D) will come
40. After becoming CEO of Rochester Textiles, John Markos soon _____ the admiration of his staff.
- (A) earned
 - (B) had been earning
 - (C) earn
 - (D) be earning
41. We _____ at least twenty new interns for the new internship program that will begin next month.
- (A) expects
 - (B) are expecting
 - (C) is expected
 - (D) will be expected
42. When you _____ Evan, please ask him to call the personnel manager.
- (A) see
 - (B) saw
 - (C) will see
 - (D) are going to see

43. The marketing department _____ moving to another wing of the building.
- (A) be
 - (B) to be
 - (C) is
 - (D) are
44. In the event that a book _____ lost, the member must pay the full price of the book.
- (A) has
 - (B) have
 - (C) has been
 - (D) have been
45. A third of the employees _____ passed the core values test.
- (A) has been
 - (B) have
 - (C) has
 - (D) have been
46. The bus _____ here every 30 minutes.
- (A) come
 - (B) has come
 - (C) comes
 - (D) have come
47. Delmont Bank _____ interest-free financing for those looking to renegotiate their mortgage.
- (A) offer
 - (B) are offered
 - (C) offers
 - (D) is offered
48. Every employee _____ to submit vacation requests at least one month in advance.
- (A) is required
 - (B) are required
 - (C) requires
 - (D) require