

PART 1: Identify the Part of Speech

(Write: verb / noun / adjective / adverb)

1. agree → _____
2. agreement → _____
3. agreeable → _____
4. assure → _____
5. assurance → _____
6. assuredly → _____
7. cancel → _____
8. cancellation → _____
9. canceled → _____
10. obligate → _____
11. obligation → _____
12. obligatory → _____
13. provide → _____
14. provider → _____
15. provision → _____
16. specify → _____
17. specification → _____
18. specific → _____

PART 2: Word Form in Context

(Choose the correct form to fill in the blanks. Sentences are NOT in order.)

1. (agree / agreement / agreeable)

- a. The parties are _____ to the terms.
- b. If both parties _____ to the terms, we can finalize the contract.
- c. As soon as the labor _____ was signed, the factory resumed production.

2. (assure / assurance / assuredly)

- a. He spoke _____, but his follow-up memo showed less conviction.
- b. I _____ you that our drug-testing policy is applied fairly.
- c. What _____ is there that the company will still be in business?

3. (cancel / cancellation / canceled)

- a. Writers usually receive a _____ fee even if their articles are not published.
- b. The _____ concert ended up costing our agency millions.
- c. The man _____ his magazine subscription and got his money back.

4. (obligate / obligation / obligatory)

- a. The factory managers have a legal and moral _____ to provide a safe workplace.
- b. The terms of the contract _____ us to work for at least one more month.
- c. He finished his _____ military service and then joined his family business.

5. (provide / provider / provision)

- a. The _____ for canceling the contract is in the last clause.
- b. We must negotiate a new contract with our Internet service _____.
- c. Why don't we cancel the service contract they _____?

6. (specify / specification / specific)

- a. The work was done according to our _____.
- b. The contract _____ the percentage of raise the workers will receive.
- c. We have not chosen a _____ location for the meeting.

PART 3: Words in Context (Mixed)

(Read the following passage and write the words in the blanks below.)

Word bank:

**abide by – cancel – establishment – provide – agreement – determine –
obligates – resolve – assurance – engaging – parties – specifies**

Contracts are an integral part of the workplace. In simple terms, contracts are an

(1) _____ between two or more (2) _____ that

(3) _____ terms and (4) _____ the parties to follow them.

Contracts often include the amount that a client will pay contractors and what services will be provided.

For example, in your office, you may have a contract that provides (5) _____ that your copier machine or phones will be repaired within a certain amount of time. This service can either be done off-site or at your (6) _____.

A contract often states ways to (7) _____ if quality of work delivered is acceptable.

Well-written contracts usually (8) _____ ways to (9) _____

problems like these when they happen.

Before (10) _____ in a contract, both parties should think carefully, as they will have

to (11) _____ the conditions specified in it. A contract usually specifies how the two

parties can (12) _____ it if either party fails to meet the terms.