STAGE 3 - READING PRACTICE

Lesson 2

Part A

Fill in the blank with the appropriate word.

1. I believe Sarah is probably the best _____ for the job.
   (A) candidate (B) competitor (C) companion (D) contestant
2. 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
3. The board of directors will hold their _____ meeting on Friday.
   (A) year (B) anniversary (C) yearlong (D) annual
4. This notice from the client will surely ease your _____.
   (A) concerns (B) matters (C) attention (D) interests

Part B

Choose the word or phrase that best completes the sentence.

1. We will start when he _____ ready.
   (A) is being (B) will be (C) has been (D) is
2. I _____ him when he came in for a job interview a week ago.
   (A) meet (B) met (C) have met (D) meeting
3. So far, there _____ no word from them about the budget.
   (A) been (B) was (C) has (D) has been
4. 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

LIVEWORKSHEETS

Part C

Choose the best word or phrase for each blank.

To: All employees

From: The store manager

I have recently received several complaints from customers about staff behavior. They ___①___

(A) complains (B) have complained (C) will complain (D) complaining

that staff members ignore them inside the store.

As you know, our policy is for all employees to greet customers and ask if they need ___②___

(A) assist (B) assists (C) assistance (D) assistant

even if they do not ask for it. This makes our customers feel valued and important.

LIVEWORKSHEETS