II. HOMEWORK

Exercise 1. Choose the correct answer.

1. The CEO will be happy (win/to win) a vote of confidence from the board.
2. It is possible to (custom/customize) this program if it does not suit you.
3. The ability (type/ to type) quickly and accurately is a valuable skill.
4. Darren let problems in his personal life (to influence/influence) his performance at work.
5. Your presence at the administrative office is required for the wage claim (proceed/to proceed).
6. Sonia arranged to have the package (deliver/ delivered) to the office overnight.
7. Your suggestion will enable us (improving/to improve) the quality of our products.

Exercise 2. Choose the correct answer.

1. Mr Couler designated a room for archive storage in order .....the loss or damage of important documents.
   A. to curtail B. to be curtailed
   C. curtailed D. curtailment
2. Customers who need .....lengthy documents over the internet should have their network connection configured to optimize large data transfers.
   A. receive B. to receive
   C. receiving D. reception
3. It was important .....the presentation before giving it to the over two hundred business school graduates in the audience.
   A. rehearse B. rehearsal
   C. to rehearse D. rehearsed
4. The problem is that nobody in the office has the authority .....make a decision regarding her employment status.
   A. for B. with
   C. to D. as

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5. Mr Rose had his secretary.....out copies of the agenda to each of the members of the Board of Directors.

A. is mailing
B. mail
C. mailed
D. to mail

6. Some customers prefer.....a minimum balance in their checking accounts rather than pay monthly fees.

A. to maintain
B. is maintaining
C. maintained
D. maintain

7. How the public will react to the soft drink's new formula remains.....seen.

A. to be
B. being
C. have been
D. been

8. Customer complaints show that there may be a need for Net Manage.....the present quality assurance and monitoring systems.

A. enhance
B. to enhance
C. enhancing
D. to enhancing

9. The building owner has a policy of letting lessees.....to unoccupied units if they are dissatisfied with their present unit.

A. to move
B. be moving
C. move
D. to be moved

10. As a still – life photographer, Mr. Bryant aims to .....a particular motion when he snaps the shutter.

A. capture
B. captured
C. capturing
D. have captured

11. We called the mall.....out whether the products were sold out.

A. finding
B. for finding
C. to find
D. find

12. The candidate promised to .....prescription drug prices by as much as 30 percent if voted in office.

A. low
B. lower
C. lowering
D. having lowered

13. It is necessary.....all factory employees to sign out the tools they use and return them at the end of the workday.

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A. for
B. further
C. because
D. these

14. If a client is not utterly satisfied with an ad campaign, we will return to the drawing board .....again.

A. starting
B. for starting
C. to start
D. start

15. Three people from the research department have been asked to investigate ways ----------non –taxable imported goods into the country.

A. bring
B. of bring
C. to bring
D. bringing

16. With the prices of natural gas and other energy sources increasing, utility companies are now encouraging people.....energy.

A. conserve
B. conserved
C. to conserve
D. for conserving

17. All the employees are ready.....the new project.

A. implementing
B. to implement
C. implement
D. implemented

18. For further help.....the program, please refer to the instructions on our website or e – mail us with your specific question.

A. install
B. to install
C. installed
D. be installed

19. The projects committee advised the proposal writer.....to the project beneficiaries in order to determine their real needs.

A. talk
B. talking
C. talked
D. to talk

20. Several new waiters and salespeople were hired.....the influx of customers during the long holiday season.

A. to handle
B. handling
C. to be handling
D. to be handled

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Exercise 3. Choose the correct answer.

Edward Mitchell

1506 Main Street

VA 20151

Dear Mr.Mitchell,

I am pleased.....(**1**)..... your application for full time employment as a marketing manager for

A. confirm B. confirming

C. be confirmed D. to confirm

Bloom and Bloom Accounting Group was accepted. We are .....(**2**).....that your knowledge, skills and

A. confide B. confident

C. to confide D. confidence

experience will be valuable to our firm. You will report directly to Mr.Sandes, who will instruct you of your specific responsibilities during your probation period. If you have any questions regarding our offer, please contact us.....(**3**)..... Otherwise, please sign every page of the enclosed contract

A. similarly B. favorably

C. immediately D. basically

and return it to us by business – reply envelop on or before January 20. Thank you, and we look forward to seeing you at the orientation on January 23 at 9:00 am.

Sincerely yours,

Melissa Hayers

Human Resources Department

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