

II. HOMEWORK



Exercise 1. Choose the correct answer.

1. Daniel is used to (work/ working) under deadlines and in high – pressure situations.
2. Lan forgot (to give/ giving) sufficient notice about his resignation to his employers.
3. Be careful to use appropriate (word/wording) when writing up the contract.
4. Shella decided to keep (working/to work) through most of her pregnancy.
5. Studies have shown that a positive environment can significantly improve worker (effectiveness/effecting).
6. The project contributed to (raise/raising) environmental awareness.
7. Shoppers cannot help (to wonder/wondering) why the prices at the department store are so high.



Exercise 2. Choose the correct answer.

C. for shopping D. to shopping

33.your business card to individuals you meet will allow you to advertise your business in an inexpensive and effective way.

A. hand B. hands
C. handed D. handing

34. I am calling to get some information on.....the 15th international Symposium on Mobile radio Communications in September.

A. to attend B. attending
C. attended D. attendance

35. A demonstration of the most recent PDA model will.....place in the conference room on the third floor before it goes on sale.

A. take B. be taken
C. be taking D. have taken

36. By May, the weather should become warm enough to permitin the cellar or basement for longer periods of time.

A. stay B. to stay
C. staying D. stayed

37.the difficult bar exam, he spent most of his waking moments reading reference materials at the library.

A. for passing B. to pass
C. by passing D. on passing

38. The promotion advisor, Mr D, enjoys.....with potential clients during the open house days held once a month.

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

39. City developers will begin.....the parking lot into a luxury shopping centre after the summer ends.

A. convert B. converting
C. to converting D. converted

40. Inan atmosphere conducive to studying, the library has painted the walls a color that is easy on the eyes of the students.

- A. establish
- B. establishing
- C. established
- D. establishment



Exercise 3. Choose the correct answer.

Date: February 10

From: Tharris@comdev.com

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Subject: News on Thai branch

I have just arrived at headquarters following my visit to our new office in Thailand. The branch has conducted training for management and staff, focusing on new customer service and project implementation.

However, the office communication problems between its foreign staff and local managers.

- A. had experienced
- B. will experience
- C. experienced
- D. experiencing

The problems does not involve language, rather, it has to do with cultural differences in work style. I recommend our training program to include sessions that would make employee

- A. upgrade
- B. upgrading
- C. to upgrade
- D. upgraded

relocation run more smoothly. These sessions would to improving relations between local and international employees.

- A. prohibit
- B. contribute
- C. develop
- D. increase

I have attached a report with further information and would like to know your thoughts regarding the Thai office when you have time.