

TOEIC EXPERTS - BIGSTEP 2

Vocabulary Review Test 1 | Động từ và danh từ

Part V: Chọn từ thích hợp điền vào chỗ trống.

1. The bank has confirmed that it will take necessary measures to _____ another computer system failure.
(A) upgrade (B) encourage (C) prevent (D) improve
2. The management decided to lay off some temporary workers in an effort to reduce _____.
(A) values (B) expenses (C) fines (D) refunds
3. To apply for the advertised position, please _____ an application with the necessary documents to the human resources department.
(A) comply (B) submit (C) urge (D) accommodate
4. The marketing seminar scheduled for tomorrow is _____ for employees who have been with the company less than a year.
(A) intended (B) based (C) agreed (D) invited
5. If you want to reschedule your _____, please give us at least 24 hours advance notice.
(A) appointment (B) position (C) assignment (D) subscription
6. All visitors are required to _____ photo identification before entering our research center.
(A) notify (B) assign (C) permit (D) present
7. In a preview, seats in the front row are usually _____ for VIP guests.
(A) chaired (B) reserved (C) performed (D) submitted
8. Ultra Discount Stores Inc. reserves the _____ to change the free gift items without prior notice.
(A) importance (B) selection (C) right (D) goal
9. While the service center is closed for renovation, all questions concerning repairs will be _____ by the customer service department.
(A) expired (B) handled (C) replied (D) attending
10. Our policy clearly states that the board of directors should _____ an outside auditor to oversee our company's accounting practices.
(A) deposit (B) appoint (C) predict (D) operate

11. Business Solutions, one of the leading international business magazines, has _____ in over 30 countries.

(A) subscribers (B) spectators (C) witnesses (D) participants

12. Because of the large number of people, we had to wait for more than 3 hours to _____ tickets for the baseball game.

(A) support (B) purchase (C) achieve (D) replace

13. We are delighted that your generous _____ have made it possible for us to support children from low income families.

(A) acquisitions (B) contributions (C) additions (D) benefits

14. Business owners want to hire employees with ambition, energy, and a desire to make a _____.

(A) complaint (B) decision (C) living (D) difference

15. Our service representatives _____ committed to providing quality service for customers.

(A) retain (B) remember (C) reimburse (D) remain

16. Our current subscription rates will be effective until further _____.

(A) notice (B) noticeable (C) noticed (D) notices

17. The board of directors unanimously agreed to _____ your consultant contract for an additional two-year period.

(A) redeem (B) renew (C) rehire (D) recall

18. Customers may request a refund or _____ only if the merchandise is still unused.

(A) replacement (B) complaint (C) receipt (D) promotion

19. One of the greatest _____ of online bookstores over traditional ones is saving time and money.

(A) incomes (B) advantages (C) interests (D) designs

20. If you need any information about the opening, please do not _____ to contact me.

(A) provide (B) qualify (C) hesitate (D) compete

To : All staff

From : Dennis Roy

Subject : Safety precaution

This is to remind everyone that the quarterly safety _____ on our safety facilities is just

21. (A) advance

(B) alternative

(C) consent

(D) inspection

around the corner.

I would like each of you to check all the facilities and other equipment. Special attention should be given to fire extinguishers. Please make sure those extinguishers in your office are in good working _____.

22. (A) conditional

(B) condition

(C) conditions

(D) conditioned

If not, please _____ me so I can arrange for maintenance as soon as possible.

23. (A) explain

(B) speak

(C) notify

(D) mention

If you have any questions or concerns, please come see me.

Thank you.

Dennis Roy

Facility Manager

Looking for free shipping?

Free shipping applies only to items marked with the words "free shipping" at the time of _____.

24. (A) purchase
(B) purchasing
(C) purchased
(D) purchases

Free shipping applies to select items in the home décor, lighting, rugs, slipcovers, furniture, appliances, pets, sports, electronics, baby and kids categories at Target.com as indicated on the product description page. Offer does not include 1-day or 2-day shipping and handling _____ and it may not be combined with other promotional

25. (A) charges
(B) figures
(C) values
(D) fares

offers or discounts or applied to previous orders. Offer _____ December 11, 2007.

26. (A) violates
(B) invalidates
(C) expires
(D) exceeds

Vocabulary Review Test 2 | Tính từ và trạng từ

Part V: Chọn từ thích hợp điền vào chỗ trống.

- Our special offer will be available to the first 100 customers because of _____ supplies.
(A) limited (B) speedy (C) available (D) persuasive
- Be sure to read the directions _____ before installing the software program.
(A) heavily (B) thoroughly (C) increasingly (D) readily
- All employees are reminded to return _____ merchandise to the manufacturer.
(A) lucrative (B) constructive (C) defective (D) effective
- After three months of intensive negotiations, the two companies _____ agreed on the terms of the merger contract.
(A) soon (B) finally (C) already (D) yet
- Any Business Directory is designed to provide a single _____ directory of local businesses.
(A) transparent (B) apparent (C) reliant (D) comprehensive
- The training program on fire safety is scheduled to begin _____ at 8:00 A.M. and end at 5:00 P.M.
(A) promptly (B) carefully (C) openly (D) frequently
- Please retain this note as a proof of _____ account ownership in case you open another account in the future.
(A) future (B) open (C) prior (D) new
- The Ministry of Education has been training new teachers for the _____ school year.
(A) once (B) current (C) upcoming (D) first
- According to a local newspaper, Digital Office.Com is planning to open a new store _____ located on Capital Avenue.
(A) conveniently (B) correctly (C) greatly (D) widely
- The mileage you have accrued is _____ for two years from the date of first use.
(A) fair (B) valid (C) neutral (D) level

11. We are considering switching suppliers because Vest Supplies has been _____ late in delivering our orders.

(A) steadily (B) officially (C) exactly (D) consistently

12. Because of the _____ sales, the sales manager had to resign from his position.

(A) declining (B) rejected (C) potential (D) competitive

13. Professor Wang's achievements in Physics were remarkable, _____ considering that he didn't get any research funds for his project.

(A) favorably (B) unusually (C) especially (D) positively

14. Though one of the sizes you requested is currently _____, we will ship the rest of your order immediately.

(A) related (B) stylish (C) disinterested (D) unavailable

15. Even though our new cellular phone model has been _____ advertised, demand for it is still relatively low.

(A) previously (B) sharply (C) adequately (D) widely

16. Because of the confidential nature of the contract, please keep it in a _____ place.

(A) cautious (B) secure (C) distinguished (D) strict

17. Though the digital camera you ordered is presently out of stock, we expect to receive additional supplies _____.

(A) soon (B) nearly (C) almost (D) usually

18. It is very important for a negotiator to resolve disagreements by providing solutions acceptable to the _____ sides.

(A) affecting (B) criticizing (C) opposing (D) establishing

19. Because we take your privacy seriously, your private health records will be kept _____ confidential.

(A) completely (B) quickly (C) sincerely (D) regularly

20. The new exhibition is expected to feature the most _____ selection of the ancient artifacts.

(A) extensive (B) distracted (C) spacious (D) durable

Part VI: Chọn đáp án đúng cho câu 21 ~ 23 trong mẫu thư điện tử (e-mail) sau đây.

To: Adam Taylor, AD Experts Inc.

From: Jerry Cooper

Date: January 30

Subject: Marketing Proposals

Dear Mr. Taylor,

As you may know, we are _____ evaluating proposals submitted for the new

21. (A) extremely
(B) currently
(C) cordially
(D) fairly

marketing campaign. But, we are having difficulty making a decision among those proposals. I know you are a distinguished expert who has significant experience in this field.

I believe you can provide _____ information that may benefit our company by helping

22. (A) visual
(B) stringent
(C) following
(D) valuable

us choose the right one.

Please take time to review the _____ proposals and provide your opinion about

23. (A) assembled
(B) utilized
(C) allowed
(D) attached

them. Thanks a million!!!

Sincerely,

Jerry Cooper

Welcome

FTU offers undergraduate and graduate degree programs in Business Administration and Management via distance learning.

Our degree programs are _____ designed for working professionals by leading

- 24. (A) tightly
- (B) randomly
- (C) slightly
- (D) carefully

scholars from respected colleges and universities.

We encourage you to browse through our web site to learn how you can benefit from our self-paced, high-quality and _____ degree programs.

- 25. (A) attentive
- (B) complimentary
- (C) affordable
- (D) foreseeable

Admission Requirements: A Bachelor's degree in a _____ field of study from an

- 26. (A) dedicated
- (B) unlimited
- (C) detailed
- (D) related

accredited or state-approved college or university is required.