

# 101 extra Vocabulary exercises

## testing TOEIC business words and phrases

- 1 To be honest, the two candidates are so completely different that they really don't bear \_\_\_\_.
- A. confirmation      B. contrast  
C. contemplation      D. comparison
- 2 The small cafe situated near gate 6 is now \_\_\_\_ free teas or coffees to those waiting for the delayed flight.
- A. discharging      B. dispensing  
C. offering      D. obliging
- 3 We would like to \_\_\_\_ our customers that we will be closing an hour earlier than usual due to the holiday weekend.
- A. remember      B. reassure  
C. repeat      D. remind
- 4 Welcome to News Night, and now over to our \_\_\_\_ who's covering the fireworks show from Carlton Hill.
- A. reviewer      B. reporter  
C. announcer      D. performer
- 5 I need to check all the telephone calls made during the month, so I want to receive a(n) \_\_\_\_ bill.
- A. detailed      B. adequate  
C. specialized      D. itemized
- 6 Many big department stores let you open a \_\_\_\_ account in order to spread out the costs of items you buy.
- A. credible      B. credit  
C. credited      D. credulous
- 7 You don't have to pay now as long as you \_\_\_\_ the account by the end of the month.
- A. arrange      B. order  
C. end      D. settle
- 8 The band's manager is responsible for making financial decisions and \_\_\_\_ the accounts in order.
- A. holding      B. keeping  
C. taking      D. making
- 9 It is less risky to put your money into a \_\_\_\_ account than to invest it on the stock market.
- A. heap      B. withdrawal  
C. lump      D. deposit
- 10 A good team leader must be able to \_\_\_\_ his colleagues to come up with creative solutions to problems.
- A. inspiring      B. inspiration  
C. inspires      D. inspire
- 11 The \_\_\_\_ of alcohol is not allowed while you are on the job.
- A. consumer      B. consumption  
C. consuming      D. consume
- 12 The contract was signed by the partners who thus agreed to \_\_\_\_ by the terms and conditions which it contained.
- A. follow      B. adhere  
C. abide      D. stick
- 13 The company couldn't decide how to proceed, so an independent adviser was called in to \_\_\_\_ the situation.
- A. result      B. repair  
C. restrain      D. resolve
- 14 When Mr. Reynolds first started his company, it did not attract enough clients, so he decided to \_\_\_\_ the services of a public relations expert.
- A. invite      B. engage  
C. enter      D. register
- 15 This organization has existed for over 50 years and in fact was \_\_\_\_ in 1949.
- A. grounded      B. established  
C. found      D. invented
- 16 They were very careful to make sure in the original agreement that \_\_\_\_ would be made to pay for staff redundancies.
- A. foresight      B. forecast  
C. providing      D. provision
- 17 Have you ever been tempted to \_\_\_\_ as a candidate in the local elections?
- A. stand      B. sit  
C. race      D. try
- 18 There will be no trains running today because the drivers are on \_\_\_\_.
- A. hit      B. pause  
C. strike      D. leave
- 19 This supermarket is trying to \_\_\_\_ health-conscious shoppers by offering organic food.
- A. target      B. persuade  
C. spotlight      D. trap
- 20 You should have \_\_\_\_ those shares last year when they were cheap.
- A. taken out      B. sold off  
C. bought up      D. held over
- 21 After working there for 30 years, she has decided to take early \_\_\_\_.
- A. leave      B. finishing  
C. departure      D. retirement
- 22 It has become common for people to go on a spending \_\_\_\_ with their credit card without giving much thought to how they will pay back the money.
- A. burst      B. spree  
C. fit      D. day
- 23 There is popular demand for the system that allows credit companies to offer unlimited credit to young people to be \_\_\_\_.
- A. overhauled      B. overseen  
C. overlooked      D. overtaken

- 24 Occasionally politicians have been forced to \_\_\_ because of the bad publicity they have attracted.  
A. step off                      B. step through  
C. step down                  D. step out
- 25 Recent reports have \_\_\_ that being in debt is no longer looked upon as a disgrace but rather as an attractive way of life.  
A. revealed                      B. relieved  
C. replied                        D. responded
- 26 Without the correct password I'm afraid you can't \_\_\_ those files.  
A. reach                         B. access  
C. enter                         D. find
- 27 If you will not be working on it for more than a few minutes, always \_\_\_ your computer.  
A. shut from                    B. shut up  
C. shut in                       D. shut down
- 28 The program I downloaded was not \_\_\_ with the operating system on my computer.  
A. amicable                    B. compatible  
C. containable                 D. amenable
- 29 The office manager expressed concern that the company might not choose an \_\_\_ software package.  
A. austere                       B. affordable  
C. absolute                      D. actual
- 30 The company's \_\_\_ of catering services announced that there would be an overall increase in their prices.  
A. provision                    B. producer  
C. presenter                    D. provider
- 31 The \_\_\_ of recordable compact discs in the office is running dangerously low.  
A. share                         B. state  
C. stock                         D. source
- 32 If you wish to stay employed in a competitive environment, you will have to learn how to stay on \_\_\_ of your job.  
A. edge                         B. top  
C. head                         D. line
- 33 It's not necessary to pay for an annual service when you can simply call the provider on an as-\_\_\_ basis.  
A. needed                       B. requested  
C. called                        D. told
- 34 Although there is currently a shortage of technical staff, we hope to be up to full \_\_\_ by the end of the year.  
A. capability                    B. capacity  
C. control                       D. containment
- 35 Many visiting clients have commented on the casual dress \_\_\_ in the office.  
A. manner                      B. method  
C. sense                         D. code
- 36 When a member of staff has produced shoddy work, it will usually be addressed, in the first case, with a \_\_\_ warning.  
A. wordy                        B. verbal  
C. worded                       D. verbatim
- 37 Would everyone please report any shortage of supplies you might notice in the computing room so that we don't run \_\_\_ of A4 paper again?
- 38 Megan liked the atmosphere in the office, but was frustrated by some very \_\_\_ procedures.  
A. outdated                    B. completed  
C. finished                      D. expired
- 39 Those low-cost digital cameras may seem like \_\_\_ but actually that brand is known to be undependable.  
A. innovations                 B. products  
C. bargains                      D. offerings
- 40 The worst part of going to the supermarket is trying to pay because there are never enough \_\_\_ and it is always a long wait.  
A. barriers                      B. checkpoints  
C. exits                         D. checkouts
- 41 Check the recipe again before you leave to make sure all the \_\_\_ we need are on your shopping list.  
A. proceeds                    B. items  
C. materials                    D. produce
- 42 Her mother was shocked by the latest \_\_\_ of wearing very short skirts.  
A. demand                    B. trend  
C. custom                      D. habit
- 43 It's important for the \_\_\_ you stock to match the current demand of the customers.  
A. merchandise                B. objects  
C. incentives                    D. articles
- 44 I've looked over your proposal and it's excellent, but there are one or two points that still need \_\_\_\_\_.  
A. notification                B. certification  
C. clarification                D. diversification
- 45 According to the \_\_\_ in the report it is clear that employees work better when they are praised for doing a good job.  
A. seeking                      B. revealing  
C. findings                      D. probing
- 46 Back when I started working in this field, this kind of informality would not have been \_\_\_\_\_.  
A. withheld                    B. endured  
C. instigated                    D. tolerated
- 47 The presentation went on thirty minutes longer than it should have and as a result there wasn't enough time to discuss all the topics on the \_\_\_\_\_.  
A. script                        B. index  
C. contents                      D. agenda
- 48 The chairman was obliged to bring the meeting to a \_\_\_ because a fire broke out in the adjoining room.  
A. cessation                    B. standstill  
C. stopping                      D. halt
- 49 As so few members had turned up at the meeting, it was decided to \_\_\_ it until further notice.  
A. delay                        B. wait  
C. postpone                    D. hold
- 50 Today I met a man who works for a company that we should co-operate and \_\_\_ business with.  
A. make                         B. take  
C. have                         D. do
- 51 They took out a loan and went to B.A. in Business Administration. They graduated from the University.

- 52 I admire Ms. Smith because she has always \_\_\_\_ it her business to help anyone who was having a hard time.  
A. made                      B. taken  
C. managed                 D. called
- 53 Despite all the roadwork taking place outside the department store, the management assured customers that it was business as \_\_\_\_.  
A. common                 B. practical  
C. typical                    D. usual
- 54 We really must agree on a strategy and \_\_\_\_ down to business as soon as possible.  
A. set                         B. get  
C. cut                         D. push
- 55 A problem with modern warfare is that most of the victims are just ordinary people going \_\_\_\_ their business.  
A. about                     B. along  
C. around                    D. through
- 56 James' divorce is a personal matter, and I think we have \_\_\_\_ business discussing it in the office.  
A. scarce                    B. little  
C. no                         D. not
- 57 I've given you my opinion but you must make up your own mind because I'm certainly not \_\_\_\_ the business of telling others what to do.  
A. in                         B. at  
C. of                         D. by
- 58 I wouldn't take the matter so lightly because these people are deadly serious and \_\_\_\_ business.  
A. make                     B. mean  
C. require                  D. need
- 59 He was very keen that we kept in touch and handed me his business \_\_\_\_ as he was leaving.  
A. ticket                    B. sign  
C. card                      D. notice
- 60 The whole site contains only offices and administration centers and that's why it's called a business \_\_\_\_.  
A. place                     B. group  
C. field                      D. park
- 61 If you're not sure what to do in some situation you can always refer to the company's code of \_\_\_\_.  
A. behavior                 B. practice  
C. procedure                D. attitude
- 62 Plans have already been drawn \_\_\_\_ for the redevelopment of the sales area.  
A. over                      B. out  
C. up                         D. into
- 63 The demand for new workers is mainly in the \_\_\_\_ sectors of the industry this year.  
A. blue-collar              B. non-collar  
C. stiff-collar              D. high-collar
- 64 From the look of things, it seems \_\_\_\_ that we will take an increase in profits this quarter.  
A. shortly                  B. possibly  
C. clearly                    D. likely
- 65 Some people are \_\_\_\_ to change jobs after working for many years.
- 66 An IT expert came to the office to talk to us about the benefits of \_\_\_\_ the office computers to exchange programs and files more easily.  
A. meshing                 B. connecting  
C. linking                    D. networking
- 67 The company's profits have hit new \_\_\_\_ this year.  
A. lows                      B. floors  
C. depths                    D. ends
- 68 The value of gold has \_\_\_\_ again.  
A. lifted                     B. risen  
C. escalated                D. ascended
- 69 This make of computer is intended for the \_\_\_\_ market only.  
A. distant                  B. external  
C. export                    D. outside
- 70 My office mate Mark showed me the ropes and was a \_\_\_\_ to me in the first months I was with the company.  
A. minder                  B. monitor  
C. mender                  D. mentor
- 71 A university education is important, but all new employees must undergo a period of intensive practical \_\_\_\_ as well.  
A. preparation             B. concentration  
C. training                  D. evaluating
- 72 The president of the company acknowledged that the \_\_\_\_ of the department was largely due to high quality support staff.  
A. success                 B. prosperity  
C. business                 D. future
- 73 The pace of change in software-related fields is so fast that developers find it hard to \_\_\_\_ the latest innovations.  
A. hold out for             B. keep on to  
C. hold up with            D. keep up with
- 74 We've fallen a bit behind schedule this week and I want to reemphasize how important it is to keep \_\_\_\_ for meeting our deadlines.  
A. on line                  B. on road  
C. on track                 D. on path
- 75 Each year the Chancellor of the Exchequer stands up in the House of Commons and gives a \_\_\_\_ of the economic outlook for the country.  
A. forecast                 B. foretell  
C. foresee                 D. foreword
- 76 If you want to advertise a particular product successfully, you must be sure that you are \_\_\_\_ the right customers.  
A. aiming                  B. directing  
C. targeting                D. engaging
- 77 The senior management pointed out that \_\_\_\_ of production had dropped to an all-time low.  
A. signs                    B. indications  
C. applications            D. levels
- 78 The figures that have just been published by the company's accountants will give management some kind of \_\_\_\_ on how sales are going.  
A. prospective             B. perception  
C. perusal                  D. perspective
- 79 The biggest fear of all world economies is that of

- 80 You are never too young to start \_\_\_ some money for retirement.  
A. implicating                      B. interesting  
C. infusing                          D. investing
- 81 At certain times your shares will \_\_\_ a good profit but you must also be aware that could go down in value.  
A. yield                                B. take up  
C. increase                          D. produce
- 82 We got a very good \_\_\_ when we bought that second-hand car for half its usual price.  
A. deal                                 B. deals  
C. dealer                              D. dealt
- 83 After two companies decided to \_\_\_, their profits increased substantially due to their combined resources.  
A. merge                              B. double  
C. combine                          D. blend
- 84 Often, when young people apply for a loan, the \_\_\_ of their parents are taken into account.  
A. profits                              B. wealth  
C. assets                              D. products
- 85 Sometimes people will put unlikely items up for auction on eBay in the hopes that someone will \_\_\_ on them.  
A. try                                  B. offer  
C. go                                  D. bid
- 86 The larger company decided not to join with the smaller one because it has been hoping to carry out a \_\_\_\_\_.  
A. turn over                          B. take out  
C. overtaker                         D. takeover
- 87 This new park has been \_\_\_ with money that has come from the national lottery.  
A. founded                          B. found  
C. fitted                              D. funded
- 88 The \_\_\_ in consumer activity was seen as a positive sign that the recession was over.  
A. upturn                              B. upstart  
C. uptake                              D. upslide
- 89 The future of his job was at \_\_\_ over his failure to win the lucrative contract.  
A. steak                                B. stages  
C. stake                                D. stress
- 90 After their house had been \_\_\_, they decided to sell it and buy a boat.  
A. valued                              B. priced  
C. cost                                 D. calculated
- 91 People who remain \_\_\_ for a long period, in spite of trying to find work, can claim some money from the state.  
A. disengaged                        B. unattached  
C. unemployed                        D. unclaimed
- 92 If there is a \_\_\_ between the money you have available and the amount you need to spend, you need to make changes in your lifestyle.  
A. shortcut                          B. shortfall  
C. shutdown                         D. shortslide
- 93 \_\_\_ are people who put money into a business in the hope of making a profit.  
A. Spenders                         B. Debtors  
C. Lenders                          D. Investors
- 94 While there was no \_\_\_ for attending the workshop, the lunch was quite expensive.  
A. penalty                            B. debt  
C. charge                             D. payment
- 95 Sometimes it is many years before you might see the \_\_\_ from your investment.  
A. produce                          B. benefit  
C. products                         D. advantage
- 96 Interest \_\_\_ are rising dramatically which is good news for those with savings.  
A. figures                              B. rates  
C. levels                              D. standards
- 97 My credit card \_\_\_ during the business trip, because I forgot to renew it.  
A. depleted                          B. deceased  
C. expired                          D. extinguished
- 98 Certain warranties \_\_\_ the purchaser to have the item serviced at regular intervals.  
A. remand                            B. repeat  
C. require                          D. retain
- 99 Try to remember your co-workers are on your \_\_\_ and cooperate with them as much as possible.  
A. road                                B. corner  
C. turf                                 D. side
- 100 I certainly won't \_\_\_ any objection if you propose that we hire Ms. Jones.  
A. launch                             B. raise  
C. lift                                 D. arise
- 101 I like your idea, so if it comes to a vote, I'll be willing to put my \_\_\_ up and support you.  
A. word                                B. chin  
C. arm                                 D. hand

