

HOMEWORK

Exercise 1. Choose the correct answer

1. If your parking permit is damaged, bring it to the entrance station for a
A. replacement
B. replaces
C. replace
D. replacing
2. Mr. Jones has provided a estimate of the costs of expanding distribution statewide.
A. conserve
B. conserves
C. conservative
D. conservatively
3. Mr. Garcia was delighted to receive that her company soon will be featured in the *In Town Times* magazine.
A. notify
B. notification
C. notifying
D. notifies
4. of tasks can make the manager's job easier and help other employees learn new skills.
A. Reputation
B. Foundation
C. Delegation
D. Permission
5. Mr. Kosher is negotiating the of the new contract with Alban, Inc.
A. scope
B. turn
C. grip
D. drive
6. Complaints about its new line of kitchen appliances led Loxevo, Inc., to adopt higher for assessing quality
A. standards
B. features
C. risks
D. institutions
7. The chief engineer noted that constructing the new bridge would be more than repairing the existing structure.
A. economic
B. economics
C. economical
D. economically

8. For hiring purposes, five years of professional experience is to having achieved certification.

A. reasonable

B. appropriate

C. equivalent

D. significant

9. To help the arts center improve its programming, please indicate which aspect of the workshop was most

A. informative

B. primary

C. enthusiastic

D. financial

10. The upcoming of Tantino airport will ease congestion and modernize guest accommodations.

A. performance

B. supplement

C. deadline

D. renovation

11. Mr. Gupta explained the of the upgraded customer database of the sales team.

A. beneficial

B. benefit

C. benefiting

D. benefited

12. The hotel's shuttle bus will take guests to Hong Kong's major landmarks.

A. compliments

B. complimentary

C. compliment

D. complimenting

13. KLCN Associates will enter into a business with the contractor as soon as some of the terms are renegotiated.

A. agreed

B. agreement

C. agreeable

D. agreeing

14. Viewers can easily to the main character in the popular television series Autumn Mystery.

A. related

B. relatable

C. relate

D. relating

15. The client asked to the images in the advertising text.

A. standards

B. drawings

C. revisions

D. duplications

16. Fairlawn medical clinic offers a full of services as part of its community wellness programs.

- A. center
- B. surplus
- C. range
- D. type

17. The rear entrance of RC bank will be closed for repairs and not next Monday.

- A. accessible
- B. accessing
- C. access
- D. accesses

18. We can buy office such as printers and desks from any of our company's approved vendor.

- A. equip
- B. equipping
- C. equipment
- D. equipped

19. The Tonkin Writers Leagues is a reputable organization with highly members.

- A. accomplishes
- B. accomplishment
- C. accomplished
- D. accomplish

20. The event planner determined that the Tuesday's forum will require chair.

- A. addition
- B. additions
- C. additional
- D. additionally

21. Talk – Talk Cellphone Company will soon be merging with its main

- A. competitor
- B. competing
- C. competitive
- D. competitively

22. All sales staff are asked to acknowledge their in Monday's workshop.

- A. participate
- B. participates
- C. participated
- D. participation

23. Ms. Ellis designed one of the most marketing campaigns the department has seen.

- A. create
- B. creation
- C. creative
- D. creatively

24. Last month, we received numerous comments from customers on their blog.

- A. eventual
- B. probable
- C. close
- D. positive

Exercise 2. Choose the correct answer

1. An to renovate the old factory was submitted to the city council.
A. application
B. establishment
C. experience
D. accomplishment
2. Although the parts are made in China, the of Jamy bicycles is made in Canada.
A. vision
B. meeting
C. approach
D. assembly
3. Mr. Wijeya is reviewing the résumés to select the candidate best for the position.
A. qualify
B. qualifications
C. qualifying
D. qualified
4. We apologize for using the wrong colors on the Slarott Architecture brochures and will deliver on Friday.
A. replacing
B. replaces
C. replaced
D. replacements
5. Laura promotes faculty-led study programs in such as France and Italy.
A. destinations
B. purposes
C. ambitions
D. intentions
6. Prehart Tool Company has created a more drill than its previous models.
A. powerful
B. powers
C. powerfully
D. power
7. The newspaper has seen an in the number of subscribers who read the online version.
A. increase
B. increases
C. increasingly
D. increased
8. Sidewalks in the town of Newburgh are one meter wide.
A. general
B. generally
C. generalize
D. generalization
9. The housing authority has formed a to look for new construction locations.
A. member
B. building
C. frontier
D. committee

10. Attendees said the fireworks were the most part of the festival.

A. impression

B. impressive

C. impresses

D. impressed

11. If you are not with your Electoshine toothbrush, you may return it for a full refund.

A. satisfaction

B. satisfying

C. satisfied

D. satisfy

12. Altona Printing is expecting a upturn in holiday card orders in the next few weeks.

A. considerable

B. wide

C. central

D. dominant

13. Yarrow Cameras' lenses have a long telephone reach yet an lightweight casing.

A. exceptions

B. exception

C. excepting

D. exceptionally

14. A favorable report on the of Seesom Eyewear convinced the partner to invest in the company.

A. profitability

B. profitable

C. profited

D. profitably

Exercise 3. Choose the correct answer

Question 1 to 3 refer to the following notice

Drivers should know that the Rainbow Bridge will be closed to northbound traffic on the morning of Tuesday, April 4. Because of the multi-car accident that occurred on the bridge last weekend, the bridge from minor structural damage and is in need of repairs.

1. A. resulted
- B. suffered
- C. took
- D. adhered

The repairs should only take a few hours to complete. If no problems are

2. A. bonus
- B. superficial
- C. extravagant
- D. additional

discovered, the northbound lanes will be opened by 4 p.m on Tuesday. The repairs will not affect southbound traffic. We apologize for the this will cause motorists, but we

3. A. construction
- B. time
- C. inconvenience
- D. problems

need to ensure the bridge's stability to maximize the safety of our citizens. Motorists are encouraged to leave for work early on Tuesday morning to avoid traffic jams and to take an alternate route to get to their destinations.

Question 4 to 6 refer to the following article

Look for a new career? Here's the job for you. Join Management Consultants, the world's international marketing firm, with offices in London, Paris, Moscow, and Washington.

4. A. lead

B. leading

C. led

D. to lead

All applicants are judged on their previous job experience, their computer

5. A. base

B. basing

C. based

D. to base

expertise, and their education. The perfect applicant will be knowledgeable in the customs of European business and the ways of to the international

6. A. market

B. marketing

C. marketed

D. to market

customer. To apply from Europe, mail your résumé to our London office; from the United States, mail your résumé to our Washington, D.C. office.

Exercise 4. Choose the correct answer

Questions 1-5 refer to the following letter and e-mail.

March 23

Brittany Cosmetics

Carla Danbury

3411 Appleton Way

Portland, OR 97035

Dear Ms. Danbury,

It is that time of year to prepare for the 15th Annual Organic Beauty Product Fair! This year, the event will be held at the Seacrest Convention Center in Seattle from July 8 to 10.

As your company was a vendor during last year's event in Denver, we would like to offer you a 15 percent discount on booth and equipment rentals for this year's fair. For your convenience, I have enclosed a complete schedule of events, and included an application form containing information on pricing.

A hotel is attached to the convention center, and all companies with booths at the fair are eligible to reserve rooms at a reduced rate of \$120 per night. Please contact us if you want to make a booking. In addition, free Wi-Fi is offered throughout the center, so you will have access to the Internet from your booth.

The applications and complete payment are due by May 15. You can remit payment by cash, check, or bank transfer. If you have any questions or require any further information, please send an e-mail to toddbanks@tradevent.com.

Sincerely yours,

Todd Banks

Corporate Event Planner

Tradevent Incorporated

TO Todd Banks <toddbanks@tradevent.com>
FROM Carla Danbury <cdan@brittanycos.com>
SUBJECT Trade Fair
DATE March 25

Dear Mr. Banks,

Thank you for the letter. We would like to be involved in the trade fair again this year, as we received a lot of product orders during the last event. I mailed you our application this morning along with a check to pay for our fees. Please send me a receipt by e-mail once the check has been deposited.

Also, I am interested in booking some hotel rooms for my staff and me. We will need three rooms for the duration of the trade fair. Please let me know if there is anything I have to do to secure the rooms. For instance, do I need to pay the full amount up front or can I leave a deposit?

Thanks for your assistance, and we look forward to taking part in another successful event.

Regards,

Carla Danbury

Owner, Brittany Cosmetics

1. What is mentioned about the Seacrest Convention Center?

- (A) It is fully booked for the upcoming trade event.
- (B) It is located far from any accommodation facilities.
- (C) It provides vendors with complimentary Internet access.
- (D) It hosts the beauty product fair every year.

2. Where can Ms. Danbury find information on Tradevent Incorporated's prices?

- (A) On an application form
- (B) In an advertising flyer
- (C) On a corporate Web site
- (D) In a trade Journal

3. What is implied about Brittany Cosmetics?

- (A) It is ineligible for a rental price reduction.
- (B) It is in the process of expanding its range of products.
- (C) It had satisfactory results at an event in Denver.
- (D) It registered for a trade fair online.

4. What does Ms. Danbury inquire about?

- (A) Extra tickets
- (B) Hotel amenities
- (C) A detailed floor plan
- (D) A reservation procedure

5. In the e-mail, the phrase "taking part in" in paragraph 3, line 1, is closest in meaning to

- (A) supporting
- (B) encouraging
- (C) joining
- (D) competing