

BT VỀ TỪ LOẠI

EXERCISE 1

Instructions: Choose the best word or phrase to complete each sentence.

1. The company has implemented a _____ plan to increase employee satisfaction.
A) strategy
B) strategically
C) strategic
D) strategize
2. Customer _____ is our top priority in providing quality service.
A) satisfaction
B) satisfying
C) satisfied
D) satisfy
3. The manager made a _____ decision to invest in new technology.
A) wisely
B) wisdom
C) wise
D) wisely
4. This new software offers great _____ in managing complex tasks.
A) convenient
B) conveniently
C) convenience
D) conveniences
5. Her _____ approach to handling clients has earned her respect in the office.
A) professionally
B) profession

- C) professional
D) professions
6. The _____ of the machinery is critical to the manufacturing process.
A) reliability
B) reliable
C) rely
D) reliably
7. The report provides a _____ analysis of the market trends.
A) detail
B) detailed
C) detailing
D) details
8. Due to the high _____ of the event, extra security measures were taken.
A) profile
B) profiling
C) profiles
D) profiled
9. Our team has seen significant _____ over the past year.
A) improving
B) improved
C) improves
D) improvement
10. This package includes a _____ guide to all our products and services.
A) comprehensively
B) comprehensiveness
C) comprehensive
D) comprehend
11. The project is in its _____ stages, and changes can still be made.
A) initial
B) initialize

- C) initiation
D) initially
12. The _____ of this system helps users complete tasks faster.
A) effectiveness
B) effective
C) effectively
D) effect
13. The new manager is a _____ who has extensive industry experience.
A) specialize
B) specially
C) specialist
D) specialization
14. She gave a _____ explanation that clarified the situation.
A) simplicity
B) simplify
C) simply
D) simple
15. The board is considering the _____ of expanding into new markets.
A) feasible
B) feasibility
C) feasibly
D) feasibleness
16. There has been a noticeable _____ in productivity since the upgrade.
A) increase
B) increasing
C) increasingly
D) increases
17. His _____ to detail is one of his strongest qualities.
A) attentive
B) attention

- C) attentively
D) attends
18. The _____ outcome of the training was higher employee morale.
A) positively
B) positive
C) positiveness
D) positivity
19. They reviewed the _____ carefully before making a final decision.
A) proposals
B) propose
C) proposing
D) proposal
20. The _____ of the employees is vital to the success of the project.
A) involvement
B) involve
C) involving

EXERCISE 2

Instructions: Choose the best word or phrase to complete each sentence.

21. The new policy aims to improve employee _____ and reduce turnover.
A) retention
B) retain
C) retaining
D) retained
22. The company received several _____ for its outstanding community service.
A) recognize
B) recognized
C) recognition
D) recognizable
23. The _____ document was distributed to all department heads.
A) confidentially

- B) confidentiality
C) confidential
D) confide
24. The recent _____ in the market has affected our profits.
A) fluctuate
B) fluctuating
C) fluctuation
D) fluctuated
25. Their _____ to quality has earned them a good reputation.
A) commit
B) commitment
C) committed
D) committing
26. This product is known for its _____ and durability.
A) reliable
B) reliance
C) reliably
D) reliability
27. The new hires received _____ on company policies and procedures.
A) orientation
B) orient
C) oriented
D) orienting
28. Her _____ personality made her popular among coworkers.
A) charm
B) charming
C) charmed
D) charmingly
29. The proposal included a _____ analysis of the potential risks.
A) thorough
B) thoroughness

- C) thoroughly
D) through
30. The team was impressed by the intern's _____ to learn new skills.
A) enthusiasm
B) enthusiastic
C) enthusiast
D) enthusiastically
31. Our company values _____ in all business dealings.
A) honesty
B) honest
C) honestly
D) honed
32. Due to the unexpected _____ in demand, production was increased.
A) grow
B) growing
C) growth
D) grown
33. The _____ project deadline motivated everyone to work efficiently.
A) proximity
B) approximate
C) approximate
D) approaching
34. We are committed to maintaining a _____ work environment.
A) safety
B) safe
C) safely
D) safer
35. The marketing team worked on a _____ strategy for the new product.
A) creative
B) creation

- C) creator
D) creatively
36. The CEO's _____ speech inspired the entire company.
A) motivate
B) motivating
C) motivated
D) motivational
37. The office manager ordered more _____ to ensure everyone had what they needed.
A) supplies
B) supplied
C) supplying
D) supply
38. The team showed great _____ in meeting the project deadline.
A) dedication
B) dedicate
C) dedicating
D) dedicated
39. The candidate displayed strong _____ in leadership roles.
A) capable
B) capability
C) capably
D) capacities
40. The _____ of the project will require approval from upper management.
A) expand
B) expansion
C) expansive
D) expands