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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS