

BT TỪ LOẠI

Exercise 1: Choose the correct part of speech

1. The manager needs to ____ the project deadline due to unexpected delays.
(A) extended
(B) extend
(C) extending
(D) extends
2. The company recently launched an ____ advertising campaign that gained a lot of attention.
(A) effect
(B) effective
(C) effectively
(D) effectiveness
3. Employees are encouraged to submit their reports ____ so they can be reviewed on time.
(A) punctual
(B) punctually
(C) punctuality
(D) punctuate
4. The product's ____ was highly praised by customers during the testing phase.
(A) performance
(B) perform
(C) performing
(D) performed

5. The CEO's decision will ____ affect the company's future operations.
- (A) significant
 - (B) significantly
 - (C) significance
 - (D) signify
6. The new software allows users to work more ____ and reduces errors in data entry.
- (A) efficient
 - (B) efficiency
 - (C) efficiently
 - (D) efficiencies
7. Our team has been ____ in increasing productivity this quarter.
- (A) success
 - (B) succeed
 - (C) successfully
 - (D) successful
8. The project was completed ahead of schedule thanks to the team's ____.
- (A) dedication
 - (B) dedicate
 - (C) dedicates
 - (D) dedicating

9. The HR department is ____ evaluating new candidates for the open position.

(A) carefully

(B) careful

(C) care

(D) cares

10. The company's new policy focuses on reducing ____ in the workplace.

(A) productive

(B) production

(C) productivity

(D) produce

Exercise 2: Choose the correct part of speech

1. The training program was created to help employees ____ their customer service skills.

(A) improves

(B) improved

(C) improve

(D) improvement

2. The ____ of the new system has saved the company both time and money.

(A) install

(B) installation

(C) installing

(D) installed

3. Our team members are ____ responsible for managing customer inquiries and complaints.
- (A) primarily
 - (B) primary
 - (C) prime
 - (D) primed
4. The CEO's speech emphasized the importance of ____ and teamwork in the workplace.
- (A) cooperating
 - (B) cooperation
 - (C) cooperate
 - (D) cooperative
5. Employees are expected to perform their tasks ____ and with minimal supervision.
- (A) independently
 - (B) independence
 - (C) independent
 - (D) depend
6. The team members were given ____ to complete their projects by the end of the week.
- (A) encourage
 - (B) encouragement
 - (C) encouraged
 - (D) encouraging

7. The new policies will be implemented to improve ____ within the organization.
- (A) communicating
 - (B) communicate
 - (C) communication
 - (D) communicates
8. Mr. Tanaka, who is highly ____, was chosen to lead the project team.
- (A) qualify
 - (B) qualifies
 - (C) qualified
 - (D) qualification
9. We have decided to ____ the launch date due to unforeseen production delays.
- (A) postpone
 - (B) postponed
 - (C) postponing
 - (D) postponement
10. The manager gave a ____ presentation on the company's future goals.
- (A) inspire
 - (B) inspiring
 - (C) inspired
 - (D) inspiration