

HOMEWORK

Exercise 1. Select the best answer to complete each sentence.

1. She decided the offer after the interview.

(A) accept (C) accepting
(B) to accept (D) accepts

2. The manager expects everyone their work on time.

(A) finish (C) finishing
(B) to finish (D) finishes

3. He plans a vacation next month.

(A) to take (C) took
(B) taking (D) take

4. They agree at the coffee shop tomorrow.

(A) to meet (C) meet
(B) meeting (D) met

5. It's important the instructions carefully.

(A) to understand (C) understanding
(B) understand (D) understood

6. The director advised the team their efforts to achieve better results.

(A) to consolidate (C) consolidate
(B) consolidating (D) consolidated

7. She was reluctant any personal information during the interview.

(A) divulging (C) divulge
(B) to divulge (D) divulged

8. The board resolved additional funding for the project.

(A) authorizing (C) to authorize
(B) authorized (D) authorize

9. our newest customers from Asia, we have organized a special celebration this weekend.

(A) Welcomed (C) Welcome
(B) Welcoming (D) To welcome

10. I am pleased you that we have been recognized as the industry's leading innovator.

(A) to inform

(C) inform

(B) informing

(D) informed

11. Management thanks all employees for the they made to ensure the success of the project.

(A) effects

(C) affects

(B) efforts

(D) aspects

12. We listened to the personnel director about the proposed staff changes for the coming year.

(A) talked

(C) talk

(B) to talk

(D) was talking

Exercise 2. Choose the correct answer.

Questions 1-4 refer to the following advertisement.

Attention: Lincoln Cleaning customers

When our staff members clean rooms, they not only throw away all garbage in trash cans but will also start removing the recyclables. We understand that some places prefer (1) glass, plastic, and paper items themselves to obtain refunds. However, unless you indicate otherwise, we shall assume you want us to (2) of them for you.

Please be assured that these items will be properly recycled. We will take them to the nearest center once a week.

This service is (3) and costs nothing. Again, simply inform us that you will handle it yourself, and we will instruct our employees to do nothing. (4)

1.

- (A) to return
- (B) returns
- (C) returned
- (D) return

3.

- (A) familiar
- (B) optional
- (C) periodic
- (D) reoccurring

2.

- (A) disposes
- (B) dispose
- (C) disposed
- (D) disposing

4.

- (A) Call us at 587-9847 if that is what you desire.
- (B) We started this program last year, and it has been successful.
- (C) Please be sure to be on time for your upcoming interview.
- (D) Thank you for letting us know which method you prefer.

Questions 5-8 refer to the following advertisement.

Anderson Apartments will be conducting maintenance this coming Monday, July 11. As a result, the water tank for each apartment building will be cleaned. The work will last from 9 A.M. to 4 P.M. (5) . Once the water comes back on, it will be somewhat brown in color. This is perfectly (6) so should be expected. Tenants should run the water for around five minutes until it returns to its typical color. If you need water on that day, be sure to (7) your bathtub or sink (8) the flow of water is shut off. You can call 454-0589 if you have any questions.

5. (A) Several workers will be in the complex then.

(B) During this time, there will be no running water.

(C) You can contact us with questions at any time.

(D) Be sure to use your water during this time of the day.

6.

(A) normal

(B) active

(C) unusual

(D) careful

7.

(A) filling up

(B) fill up

(C) filled up

(D) fills up

8.

(A) before

(B) despite

(C) from

(D) along