PART 5 — Incomplete Sentencess

Choose the correct answer. Write A, B, C, or D.

1. All applicants must submit their job _____ by Friday.
   Answer: ___ (B)

A. apply
B. application
C. applicable
D. applying

2. Regular exercise is highly _____ for overall health.
   Answer: ___ (D)

A. benefited
B. benefitted
C. benefits
D. beneficial

3. The company plans to _____ 20 additional workers next month.
   Answer: ___ (A)

A. employ
B. employment
C. employee
D. employed

4. The manager was deeply _____ by her presentation.
   Answer: ___ (D)

A. impress
B. impression
C. impressive
D. impressed

5. Candidates must be fully _____ before they work with clients.
   Answer: ___ (B)

A. qualify
B. qualified
C. qualifies
D. qualifying

6. A university degree is a basic _____ for this position.
   Answer: ___ (C)

A. require
B. requiring
C. requirement
D. requires

7. Employees must be _____ dressed for meetings.
   Answer: ___ (D)

A. suitability
B. suitable
C. suit
D. suitably

8. The team _____ in completing the project ahead of schedule.
   Answer: ___ (C)

A. success
B. successes
C. succeeded
D. successful

9. The new rules are only _____ to full-time employees.
   Answer: ___ (B)

A. applied
B. applicable
C. application
D. apply

10. The company used its resources very _____ during the project.
    Answer: ___ (C)

A. benefit
B. beneficial
C. beneficially
D. benefitted

PART 6 — Text Completion

Questions 11–14 refer to the following memo.

Memo to All Staff
Beginning next Monday, the HR Department will review employee training records to ensure everyone is properly (11) _____ for upcoming project assignments. Employees who do not meet the training (12) _____ will be required to attend a short workshop.
The training is designed to be interactive and will allow participants to learn (13) _____.
After the workshop, employees should be able to apply the new skills (14) _____ in their daily tasks.

11.

Answer: ___ (C)
A. qualifies
B. qualifying
C. qualified
D. qualification

12.

Answer: ___ (A)
A. requirements
B. requiring
C. require
D. required

13.

Answer: ___ (B)
A. experiential
B. experientially
C. experience
D. experienced

14.

Answer: ___ (C)
A. benefit

B. beneficial
C. beneficially
D. benefitly