

Exercise 3. Complete each sentence with the correct form of the word in parentheses.

1. The witness gave a detailed _____. (describe)
2. Their actions were highly _____. (effect)
3. The new law will be fully _____ next year. (implement)
4. The report emphasizes financial _____. (secure)
5. She responded _____ to the allegations. (professional)
6. The organization promotes international _____. (cooperate)
7. The proposal lacks practical _____. (feasible)
8. His remarks created unnecessary _____. (confuse)
9. The company operates _____ in several countries. (global)
10. The decision reflects careful _____. (consider)

Exercise 4. Choose the correct grammatical category for each word based on its suffix. Put a tick in the correct box.

	A. adjective	B. adverb	C. noun	D. verb
1. upward				
2. ability				
3. unable				
4. commercialize				
5. beneficial				
6. agreement				
7. economist				
8. picturesque				
9. activate				
10. reaction				
11. actor				
12. active				
13. activity				
14. actively				
15. actual				

Exercise 5. TOEIC extract. Write the letter (A, B, C, D) of the correct answer in the space provided.

1. Although negotiating a new contract for the outsourced legal work was complicated, both parties came to an _____ that satisfied them both

- A. agree
- B. agreeable
- C. agreement
- D. agreeably

2. _____ conferences that are organized by industry-specific organizations are a good way for employees to get in touch with people from similar industries or professions.

- A. Associating
- B. Associated
- C. Associations
- D. Association

3. When the Maccioni family decided to open a restaurant, they had to find the perfect _____ that would help them to attract as much business as possible.

- A. locate
- B. location
- C. locating
- D. locator

4. A _____ company such as Apple, who for 16 consecutive years has been ranked as the most trustworthy company in the USA, will honor the terms set forth in its warranty.

- A. repute
- B. reputedly
- C. reputation
- D. reputable

5. The main goal of a marketing campaign is to _____ new customers, in order to persuade them to buy a product or service.

- A. attract
- B. attractive
- C. attraction
- D. attractiveness

6. Once the parties to a contract have agreed to that contract, they have also agreed to abide by every _____ provision enumerated within said contract.

- A. specify
- B. specific
- C. specification
- D. specificity

7. Good business planning includes developing an overall _____, addressing likely objections, and demonstrating why potential buyers need the product or service.

- A. strategy
- B. strategic
- C. strategically
- D. strategizing

8. When you register for out-of-town conferences, make room _____ as soon as you decide to attend; you'll have better options, especially in relation to location.

- A. accommodate
- B. accommodations
- C. accommodating
- D. accommodated

9. Marketers must avoid making promises that they cannot keep while at the same time they _____ the qualities of their products or services.

- A. demonstrate
- B. demonstration
- C. demonstrative
- D. demonstrable

10. A consultant, typically an outsourced position, must adhere to her contract carefully if she wants to _____ a good business reputation.

- A. establish
- B. establishment
- C. established
- D. establishing

11. I need to give the details of the new IT position to the HR Department as soon as possible; who is _____ of hiring?

- A. in charge by
- B. in charge on
- C. in charge of
- D. in charge for