

- 1. He is in charge of market ____.**
A. analyze
B. analysis
C. analytical
D. analytically
- 2. The manager gave a very ____ presentation yesterday.**
A. success
B. successfully
C. successful
D. succeed
- 3. The meeting will ____ at 9 a.m. tomorrow.**
A. beginning
B. begins
C. begun
D. begin
- 4. The report was written very ____.**
A. clear
B. clearly
C. clearness
D. clarify
- 5. The customer spoke ____ to the receptionist.**
A. polite
B. politeness
C. politely
D. politician
- 6. She works very ____ during busy hours.**
A. hard
B. hardness
C. hardly
D. harden
- 7. The advertisement was extremely ____.**
A. attract
B. attraction
C. attractive
D. attractively
- 8. The company will ____ more workers next year.**
A. employment
B. employer

- C. employ
- D. employed

9. The new employee adapted _____ to the workplace.

- A. quick
- B. quickly
- C. quickness
- D. quicker

10. We need to _____ the budget before Friday.

- A. approval
- B. approving
- C. approve
- D. approved

11. Employees must arrive _____ for the training session.

- A. punctual
- B. punctually
- C. punctuality
- D. punctuate

12. Regular exercise is beneficial for your _____.

- A. healthy
- B. health
- C. healthily
- D. heal

13. The secretary answered the phone _____.

- A. professional
- B. profession
- C. professionally
- D. professor

14. She completed the task with great _____.

- A. efficient
- B. efficiently
- C. efficiency
- D. efficiencies

15. This software is very easy to _____.

- A. use
- B. useful
- C. usage
- D. user

16. The boss gave us some useful ____.

- A. advise
- B. advisor
- C. advice
- D. advisable

17. The hotel offers excellent customer ____.

- A. serve
- B. servant
- C. service
- D. serving

18. His explanation sounded very ____.

- A. logic
- B. logical
- C. logically
- D. logician

19. We received many ____ from customers.

- A. complain
- B. complaint
- C. complaints
- D. complaining

20. The manager spoke ____ about the company's future.

- A. confidence
- B. confident
- C. confidently
- D. confidential

21. The company plans to ____ a new product next month.

- A. launch
- B. launched
- C. launching
- D. launcher

22. They made an important ____ last week.

- A. decide
- B. decision
- C. decisive
- D. decisively

23. Her English has improved ____ this year.

- A. significant
- B. significance

- C. significantly
- D. signify

24. The sales team performed ____ this quarter.

- A. excellent
- B. excellence
- C. excellently
- D. excel

25. Customers expect fast and friendly ____.

- A. assist
- B. assistant
- C. assistance
- D. assisting

26. Her ____ helped the team finish the project.

- A. organize
- B. organized
- C. organization
- D. organizationally

27. Their ____ increased after the new policy.

- A. productive
- B. productively
- C. production
- D. productivity

28. The printer is not working ____.

- A. proper
- B. property
- C. properly
- D. properness

29. Our company needs more office ____ this month.

- A. supply
- B. supplies
- C. supplying
- D. supportive

30. Tom is a very ____ employee.

- A. responsibility
- B. responsibly
- C. responsible
- D. respond

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1. B
2. C
3. D
4. B
5. C
6. A
7. C
8. C
9. B
10. C
11. B
12. B
13. C
14. C
15. A
16. C
17. C
18. B
19. C
20. C
21. A
22. B
23. C
24. C
25. C

26. C

27. D

28. C

29. B

30. C