

PROGRESS TEST

1. Performance _____ are conducted by many companies to check their employees' strengths and weaknesses.
(A) evaluative
(B) evaluations
(C) evaluated
(D) evaluators
2. The recently renovated lounge should _____ improve morale among the employees at the company.
(A) great
(B) greatness
(C) greatly
(D) greatest
3. Tom Peterson, the CEO, is an _____ person who is well known for taking care of his employees.
(A) admire
(B) admirable
(C) admiration
(D) admirably
4. The championship match will start _____ at eight o'clock this Saturday night.
(A) precisely
(B) preciseness
(C) precise
(D) precision
5. Salary _____ are expected to be received by workers every year.
(A) increase
(B) increases
(C) increasing
(D) increasingly
6. After taking many _____, the organization was able to accurately predict who would win the election.
(A) survey
(B) surveys
(C) surveying
(D) surveyed
7. The company president, Stephen Jackson, _____ rejected the union's demands as being too unreasonable.
(A) reportedly
(B) reporting
(C) report
(D) reports
8. The construction of the new _____ was delayed due to a lack of funds.
(A) build
(B) builder
(C) to build
(D) building
9. Recruiting new employees is never an issue for the Day Com Corporation due to the _____ benefits it offers even to its low-level employees.
(A) attract
(B) attractive
(C) attracted
(D) attraction
10. Many methods of making plastics are not _____ safe, so their practice is being discouraged by environmentalists.
(A) environmentally
(B) environmental
(C) environments
(D) environmentalists

11. You have to become more ----- with the rules and regulations before you start working here.

(A) familiarity
(B) familiarly
(C) familiar
(D) familiarize

12. Mr. Thompson's company is the main ----- of dairy products in the tri-state region.

(A) distribution
(B) distributing
(C) distributor
(D) to distribute

13. It was unanimously agreed that Ms. Perkins's proposal was the most -----.

(A) persuasive
(B) persuasively
(C) persuade
(D) persuasion

14. Meeting -----, the engineers never got an opportunity to become comfortable working together.

(A) occasion
(B) occasions
(C) occasional
(D) occasionally

15. The latest economic ----- are being met with resistance from the citizens because of the higher taxes they are being forced to pay.

(A) reformed
(B) reformer
(C) reforms
(D) reformatory

16. The latest appliance from Rudolph Industries has extraordinary ----- for capturing more than half of the domestic market share.

(A) potent
(B) potentiality
(C) potentially
(D) potential

17. Ms. Romanov was promoted to a managerial position ----- after joining the company.

(A) direct
(B) directly
(C) directed
(D) direction

18. Thanks to careful -----, the scenes filmed on the city's streets did not interrupt the flow of traffic.

(A) plan
(B) planner
(C) planning
(D) planned

19. Professor Gibbs gave an extremely ----- lecture to the students who had assembled in the auditorium.

(A) information
(B) informative
(C) inform
(D) informer

20. In order to be reimbursed ----- by the Accounting Department, please submit all of your receipts as soon as possible.

(A) promptly
(B) prompt
(C) promptness
(D) prompts

21. Feel free to contact the _____ of this product should you have any problems operating it.

(A) manufactured
(B) manufacturer
(C) manufacturing
(D) manufacture

22. The company's headquarters can _____ be reached by taking a taxi or a bus from the local train station.

(A) easy
(B) easily
(C) ease
(D) easiness

23. Denise Sutton was chosen for the job mostly on account of her _____ laboratory experience.

(A) extend
(B) extensive
(C) extensions
(D) extending

24. Emily Richardson has left _____ on how to get in touch with her while she is on vacation.

(A) instruct
(B) instructing
(C) instructions
(D) instructional

25. If the bricks are not aligned _____ straight, then the work will have to be done again.

(A) perfectly
(B) perfect
(C) perfection
(D) perfecting

26. Mr. Stephenson received a _____ on account of his work that helped secure the Chambers account.

(A) promotion
(B) promotes
(C) promoted
(D) promoting

27. The sales staff at the store is especially _____, which helps increase the number of repeat customers.

(A) friend
(B) friendly
(C) friends
(D) friendship

28. Please call ahead to make _____ to ensure that seats are available for the musical.

(A) reserving
(B) reservations
(C) reserve
(D) reserved

29. Ms. Rhea proved herself to be a very _____ employee when she single-handedly recruited two major customers.

(A) valuably
(B) valuable
(C) valuing
(D) value

30. One possible _____ is that no one was in the laboratory when the fire started.

(A) conclusive
(B) conclude
(C) conclusion
(D) concluding

31. Most companies downtown have ----- parking facilities, so they are lobbying the government to construct a multi-story parking garage.

(A) limit
(B) limited
(C) limitations
(D) limits

32. Any of our employees who provide exceptional ----- to the company may be rewarded with a cash bonus.

(A) serve
(B) server
(C) service
(D) serving

33. Several reviewers of the new novel *When the Crow Caws* have called the book's characters too -----.

(A) predict
(B) predicting
(C) predictable
(D) predictably

34. This sale price is available ----- to current subscribers of *Wildlife Magazine*.

(A) exclusiveness
(B) exclusionary
(C) exclusive
(D) exclusively

35. ----- of your purchase will be sent to your mailing address within the next twenty-four hours.

(A) Confirms
(B) Confirmed
(C) Confirming
(D) Confirmation

36. Bowman Construction is ----- seeking employees willing to work long hours doing physical labor.

(A) most urgent
(B) urgent
(C) urgency
(D) urgently

37. Many of Dr. Nelson's ----- techniques have been incorporated into the company's operating policies.

(A) innovate
(B) innovative
(C) innovates
(D) innovatively

38. Always present yourself in a ----- manner so as to make the best possible impression.

(A) dignify
(B) dignified
(C) dignifies
(D) dignity

39. Scholastic Enterprises, Inc. ----- publishes books written by leading academics in their fields.

(A) more frequent
(B) frequency
(C) frequent
(D) frequently

40. National Express guarantees ----- of your letters or packages anywhere in the country in twenty-four hours or less.

(A) deliverable
(B) deliverer
(C) deliver
(D) delivery