

## 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