

Lesson 11 Conjunctions

Exercises

A Fill the blank with an appropriate conjunction or preposition to complete each sentence.

- 1 _____ we posted a job advertisement, no one applied for the position.
- 2 _____ we fail to pass the building inspection, we will have to close the store immediately.
- 3 _____ the CEO is not available tomorrow, the presentation will be postponed.
- 4 _____ the flu, Mr. Freeman called in sick.
- 5 _____ it is confidential, you are allowed to share the information.
- 6 _____ his great work performance, he failed to get a promotion.
- 7 _____ the vice president was away on business, Mr. Nixon led the budget meetings.

B Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

- 1 It was a pleasure to discuss business opportunities _____ we visited your New York office.
(A) when
(B) during
(C) for
(D) though
- 2 _____ the new play receives a positive response, HOD Production will schedule more performances.
(A) If
(B) Unless
(C) In spite of
(D) Therefore
- 3 The construction of the Kimberly Bridge has to be delayed _____ the approval process.
(A) because
(B) because of
(C) since
(D) as
- 4 _____ the medical staff members at YNB Clinic worked until 9 last week, they didn't get paid overtime.
(A) Even
(B) If
(C) Despite
(D) Although

Exercises

A Find the mistake in each sentence, then correct it.

- 1 Both the CEO or the chief executives are positive about the latest model of the laptop.
- 2 Neither personal phone calls and emails are allowed in the building.
- 3 Not only his fluent English but also his excellent manners is impeccable.
- 4 The reason for the decrease in the birthrate will be revealed either this month and next month.
- 5 The design employee was hired last month, but it is too early to evaluate her performance.
- 6 Potential applicants are encouraged to apply either by email but by mail.
- 7 The CEO was sure of the success of the project, and he was proven wrong.
- 8 The seminar is about the strengths but weaknesses of the new accounting system.

B Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1 The contract expired yesterday, _____ the two companies have agreed to extend it for one more year.	(A) or (B) but (C) for (D) when	3 May's Department Store offers clients _____ a gift certificate or a 10 percent discount.	(A) either (B) neither (C) both (D) rather
2 All the customers remained calm _____ alert when the fire alarm went off.	(A) or (B) after (C) so (D) but	4 Both the factory _____ the customer service center are located in India.	(A) or (B) nor (C) and (D) but

Practice with Actual Questions

Part 5 Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1. _____ your order is received, it will be shipped to your house within four business days.
(A) Once
(B) Due to
(C) Moreover
(D) So
2. _____ you include the original receipt in the mail, your return will be processed in an efficient manner.
(A) If
(B) Before
(C) Despite
(D) Unless
3. All the employees can choose either to work from home _____ to commute to work.
(A) or
(B) nor
(C) and
(D) so
4. Tickets to the art exhibition can be purchased on the Internet _____ at the ticket office in the main reception area of the Tate Art Center.
(A) or
(B) if
(C) but
(D) for
5. Both Mr. Kim and Mr. Choi, the editors of ABB Magazine, _____ been chosen as the co-recipients of the best journalist of the year award.
(A) is
(B) are
(C) has
(D) have
6. _____ its automated ticketing system, KH Airline offers the best prices on trips to Southeast Asian countries.
(A) As
(B) As if
(C) In spite of
(D) Because of
7. _____ Ms. Lawson nor Mr. Woods attended the manufacturing conference held in Chicago.
(A) Because
(B) Neither
(C) Never
(D) However
8. Mr. Fraser is being considered for a promotion _____ he does not have an impressive record of achievement.
(A) if
(B) after
(C) until
(D) even though

Part 6 Choose the correct option – (A), (B), (C), or (D) – to complete the sentences in the passage.

Questions 9–12 refer to the following letter.

October 21

Ms. Elaine Cook
Natural Food Company
700 Beach Road

Dear Ms. Cook,

Thank you for choosing Health Best Supplies to meet your needs for 9. grown fruit and vegetables.

We are looking forward to 10. a long-term relationship with your company. Even though our business is not the biggest in size, we have customers throughout the country and have been maintaining 11. relationships with them over a long period of time. Moreover, in 12. order to deliver our produce to our clients as freshly as possible, we are associated with Delivery Quick Co., which is well known for its safe and fast service.

We hope to serve you in the foreseeable future.

12.
Sincerely,

Sarah Adams
Sales Director, Sales Department,
Health Best Supplies

9. (A) organ

(B) organic

(C) organize

(D) organically

11. (A) prosperous

(B) popular

(C) restricted

(D) current

10. (A) develop

(B) developed

(C) developing

(D) development

12. (A) In summary, we expect to set up a business meeting with you.

(B) However, your next order has to be made this week.

(C) Once again, thank you for using our business.

(D) Please note that we make deliveries every day.

More Practice

A Choose the correct option in brackets to complete each phrase.

- 1 last (approximately / largely) 2 hours
- 2 handle the matter (discreetly / casually)
- 3 test the equipment (rarely / periodically)
- 4 available (exclusively / extensively) to members
- 5 work (closely / rarely) with my colleagues
- 6 be announced (slightly / shortly)
- 7 (publicly / completely) apologize for a loss
- 8 most (notably / notably) the prices
- 9 (readily / greedily) available
- 10 (individually / unanimously) pass

B Choose an appropriate adverb in A to complete each sentence.

- 1 The merger between the two banks has to be handled _____.
- 2 The budget proposals were _____ approved.
- 3 The detailed schedule is _____ available on the Internet.

C Decide which of the options – (A), (B), (C), or (D) – best completes the sentence.

1 The Olympia Company is attracting foreign investors, most _____ big Chinese banks.	2 The Felton Opera Hall in New York can accommodate _____ 30,000 people.
(A) notably	(A) discreetly
(B) gradually	(B) publicly
(C) shortly	(C) temporarily
(D) immediately	(D) approximately