

101 extra Vocabulary exercises

testing **TOEIC** business words and phrases

- 1 To be honest, the two candidates are so completely different that they really don't bear _____.
A. confirmation B. contrast
C. contemplation D. comparison
- 2 The small cafe situated near gate 6 is now ____ free teas or coffees to those waiting for the delayed flight.
A. discharging B. dispensing
C. offering D. obliging
- 3 We would like to ____ our customers that we will be closing an hour earlier than usual due to the holiday weekend.
A. remember B. reassure
C. repeat D. remind
- 4 Welcome to News Night, and now over to our ____ who's covering the fireworks show from Carlton Hill.
A. reviewer B. reporter
C. announcer D. performer
- 5 I need to check all the telephone calls made during the month, so I want to receive a(n) ____ bill.
A. detailed B. adequate
C. specialized D. itemized
- 6 Many big department stores let you open a ____ account in order to spread out the costs of items you buy.
A. credible B. credit
C. credited D. credulous
- 7 You don't have to pay now as long as you ____ the account by the end of the month.
A. arrange B. order
C. end D. settle
- 8 The band's manager is responsible for making financial decisions and ____ the accounts in order.
A. holding B. keeping
C. taking D. making
- 9 It is less risky to put your money into a ____ account than to invest it on the stock market.
A. heap B. withdrawal
C. lump D. deposit
- 10 A good team leader must be able to ____ his colleagues to come up with creative solutions to problems.
A. inspiring B. inspiration
C. inspires D. inspire
- 11 The ____ of alcohol is not allowed while you are on the job.
A. consumer B. consumption
C. consuming D. consume
- 12 The contract was signed by the partners who thus agreed to ____ by the terms and conditions which it contained.
A. follow B. adhere
C. abide D. stick
- 13 The company couldn't decide how to proceed, so an independent adviser was called in to ____ the situation.
A. result B. repair
C. restrain D. resolve
- 14 When Mr. Reynolds first started his company, it did not attract enough clients, so he decided to ____ the services of a public relations expert.
A. invite B. engage
C. enter D. register
- 15 This organization has existed for over 50 years and in fact was ____ in 1949.
A. grounded B. established
C. found D. invented
- 16 They were very careful to make sure in the original agreement that ____ would be made to pay for staff redundancies.
A. foresight B. forecast
C. providing D. provision
- 17 Have you ever been tempted to ____ as a candidate in the local elections?
A. stand B. sit
C. race D. try
- 18 There will be no trains running today because the drivers are on ____.
A. hit B. pause
C. strike D. leave
- 19 This supermarket is trying to ____ health-conscious shoppers by offering organic food.
A. target B. persuade
C. spotlight D. trap
- 20 You should have ____ those shares last year when they were cheap.
A. taken out B. sold off
C. bought up D. held over
- 21 After working there for 30 years, she has decided to take early ____.
A. leave B. finishing
C. departure D. retirement
- 22 It has become common for people to go on a spending ____ with their credit card without giving much thought to how they will pay back the money.
A. burst B. spree
C. fit D. day
- 23 There is popular demand for the system that allows credit companies to offer unlimited credit to young people to be ____.
A. overhauled B. overseen
C. overlooked D. overtaken

- 24 Occasionally politicians have been forced to ____ because of the bad publicity they have attracted.
A. step off B. step through
C. step down D. step out
- 25 Recent reports have ____ that being in debt is no longer looked upon as a disgrace but rather as an attractive way of life.
A. revealed B. relieved
C. replied D. responded
- 26 Without the correct password I'm afraid you can't ____ those files.
A. reach B. access
C. enter D. find
- 27 If you will not be working on it for more than a few minutes, always ____ your computer.
A. shut from B. shut up
C. shut in D. shut down
- 28 The program I downloaded was not ____ with the operating system on my computer.
A. amicable B. compatible
C. containable D. amenable
- 29 The office manager expressed concern that the company might not choose an ____ software package.
A. austere B. affordable
C. absolute D. actual
- 30 The company's ____ of catering services announced that there would be an overall increase in their prices.
A. provision B. producer
C. presenter D. provider
- 31 The ____ of recordable compact discs in the office is running dangerously low.
A. share B. state
C. stock D. source
- 32 If you wish to stay employed in a competitive environment, you will have to learn how to stay on ____ of your job.
A. edge B. top
C. head D. line
- 33 It's not necessary to pay for an annual service when you can simply call the provider on an as-____ basis.
A. needed B. requested
C. called D. told
- 34 Although there is currently a shortage of technical staff, we hope to be up to full ____ by the end of the year.
A. capability B. capacity
C. control D. containment
- 35 Many visiting clients have commented on the casual dress ____ in the office.
A. manner B. method
C. sense D. code
- 36 When a member of staff has produced shoddy work, it will usually be addressed, in the first case, with a ____ warning.
A. wordy B. verbal
C. worded D. verbatim
- 37 Would everyone please report any shortage of supplies you might notice in the computing room so that we don't run ____ of A4 paper again?
- 38 Megan liked the atmosphere in the office, but was frustrated by some very ____ procedures.
A. outdated B. completed
C. finished D. expired
- 39 Those low-cost digital cameras may seem like ____ but actually that brand is known to be undependable.
A. innovations B. products
C. bargains D. offerings
- 40 The worst part of going to the supermarket is trying to pay because there are never enough ____ and it is always a long wait.
A. barriers B. checkpoints
C. exits D. checkouts
- 41 Check the recipe again before you leave to make sure all the ____ we need are on your shopping list.
A. proceeds B. items
C. materials D. produce
- 42 Her mother was shocked by the latest ____ of wearing very short skirts.
A. demand B. trend
C. custom D. habit
- 43 It's important for the ____ you stock to match the current demand of the customers.
A. merchandise B. objects
C. incentives D. articles
- 44 I've looked over your proposal and it's excellent, but there are one or two points that still need ____.
A. notification B. certification
C. clarification D. diversification
- 45 According to the ____ in the report it is clear that employees work better when they are praised for doing a good job.
A. seeking B. revealing
C. findings D. probing
- 46 Back when I started working in this field, this kind of informality would not have been ____.
A. withheld B. endured
C. instigated D. tolerated
- 47 The presentation went on thirty minutes longer than it should have and as a result there wasn't enough time to discuss all the topics on the ____.
A. script B. index
C. contents D. agenda
- 48 The chairman was obliged to bring the meeting to a ____ because a fire broke out in the adjoining room.
A. cessation B. standstill
C. stopping D. halt
- 49 As so few members had turned up at the meeting, it was decided to ____ it until further notice.
A. delay B. wait
C. postpone D. hold
- 50 Today I met a man who works for a company that we should co-operate and ____ business with.
A. make B. take
C. have D. do
- 51 They took out a loan and went ____ to buy a house, but they graduated from university.

- 52 I admire Ms. Smith because she has always ____ it her business to help anyone who was having a hard time.
A. made B. taken
C. managed D. called
- 53 Despite all the roadwork taking place outside the department store, the management assured customers that it was business as ____.
A. common B. practical
C. typical D. usual
- 54 We really must agree on a strategy and ____ down to business as soon as possible.
A. set B. get
C. cut D. push
- 55 A problem with modern warfare is that most of the victims are just ordinary people going ____ their business.
A. about B. along
C. around D. through
- 56 James' divorce is a personal matter, and I think we have ____ business discussing it in the office.
A. scarce B. little
C. no D. not
- 57 I've given you my opinion but you must make up your own mind because I'm certainly not ____ the business of telling others what to do.
A. in B. at
C. of D. by
- 58 I wouldn't take the matter so lightly because these people are deadly serious and ____ business.
A. make B. mean
C. require D. need
- 59 He was very keen that we kept in touch and handed me his business ____ as he was leaving.
A. ticket B. sign
C. card D. notice
- 60 The whole site contains only offices and administration centers and that's why it's called a business ____.
A. place B. group
C. field D. park
- 61 If you're not sure what to do in some situation you can always refer to the company's code of ____.
A. behavior B. practice
C. procedure D. attitude
- 62 Plans have already been drawn ____ for the redevelopment of the sales area.
A. over B. out
C. up D. into
- 63 The demand for new workers is mainly in the ____ sectors of the industry this year.
A. blue-collar B. non-collar
C. stiff-collar D. high-collar
- 64 From the look of things, it seems ____ that we will take an increase in profits this quarter.
A. shortly B. possibly
C. clearly D. likely
- 65 Some people are ____ to change jobs after working for many years.
- 66 An IT expert came to the office to talk to us about the benefits of ____ the office computers to exchange programs and files more easily.
A. meshing B. connecting
C. linking D. networking
- 67 The company's profits have hit new ____ this year.
A. lows B. floors
C. depths D. ends
- 68 The value of gold has ____ again.
A. lifted B. risen
C. escalated D. ascended
- 69 This make of computer is intended for the ____ market only.
A. distant B. external
C. export D. outside
- 70 My office mate Mark showed me the ropes and was a ____ to me in the first months I was with the company.
A. minder B. monitor
C. mender D. mentor
- 71 A university education is important, but all new employees must undergo a period of intensive practical ____ as well.
A. preparation B. concentration
C. training D. evaluating
- 72 The president of the company acknowledged that the ____ of the department was largely due to high quality support staff.
A. success B. prosperity
C. business D. future
- 73 The pace of change in software-related fields is so fast that developers find it hard to ____ the latest innovations.
A. hold out for B. keep on to
C. hold up with D. keep up with
- 74 We've fallen a bit behind schedule this week and I want to reemphasize how important it is to keep ____ for meeting our deadlines.
A. on line B. on road
C. on track D. on path
- 75 Each year the Chancellor of the Exchequer stands up in the House of Commons and gives a ____ of the economic outlook for the country.
A. forecast B. foretell
C. foresee D. foreword
- 76 If you want to advertise a particular product successfully, you must be sure that you are ____ the right customers.
A. aiming B. directing
C. targeting D. engaging
- 77 The senior management pointed out that ____ of production had dropped to an all-time low.
A. signs B. indications
C. applications D. levels
- 78 The figures that have just been published by the company's accountants will give management some kind of ____ on how sales are going.
A. prospective B. perception
C. perusal D. perspective
- 79 The biggest fear of all world economies is that of

- 80 You are never too young to start ____ some money for retirement.
A. implicating B. interesting
C. infusing D. investing
- 81 At certain times your shares will ____ a good profit but you must also be aware that could go down in value.
A. yield B. take up
C. increase D. produce
- 82 We got a very good ____ when we bought that second-hand car for half its usual price.
A. deal B. deals
C. dealer D. dealt
- 83 After two companies decided to ____, their profits increased substantially due to their combined resources.
A. merge B. double
C. combine D. blend
- 84 Often, when young people apply for a loan, the ____ of their parents are taken into account.
A. profits B. wealth
C. assets D. products
- 85 Sometimes people will put unlikely items up for auction on eBay in the hopes that someone will ____ on them.
A. try B. offer
C. go D. bid
- 86 The larger company decided not to join with the smaller one because it has been hoping to carry out a ____.
A. turn over B. take out
C. overtaker D. takeover
- 87 This new park has been ____ with money that has come from the national lottery.
A. founded B. found
C. fitted D. funded
- 88 The ____ in consumer activity was seen as a positive sign that the recession was over.
A. upturn B. upstart
C. uptake D. upslide
- 89 The future of his job was at ____ over his failure to win the lucrative contract.
A. steak B. stages
C. stake D. stress
- 90 After their house had been ____, they decided to sell it and buy a boat.
A. valued B. priced
C. cost D. calculated
- 91 People who remain ____ for a long period, in spite of trying to find work, can claim some money from the state.
A. disengaged B. unattached
C. unemployed D. unclaimed
- 92 If there is a ____ between the money you have available and the amount you need to spend, you need to make changes in your lifestyle.
A. shortcut B. shortfall
C. shutdown D. shortslide
- 93 ____ are people who put money into a business in the hope of making a profit.
A. Spenders B. Debtors
C. Lenders D. Investors
- 94 While there was no ____ for attending the workshop, the lunch was quite expensive.
A. penalty B. debt
C. charge D. payment
- 95 Sometimes it is many years before you might see the ____ from your investment.
A. produce B. benefit
C. products D. advantage
- 96 Interest ____ are rising dramatically which is good news for those with savings.
A. figures B. rates
C. levels D. standards
- 97 My credit card ____ during the business trip, because I forgot to renew it.
A. depleted B. deceased
C. expired D. extinguished
- 98 Certain warranties ____ the purchaser to have the item serviced at regular intervals.
A. remand B. repeat
C. require D. retain
- 99 Try to remember your co-workers are on your ____ and cooperate with them as much as possible.
A. road B. corner
C. turf D. side
- 100 I certainly won't ____ any objection if you propose that we hire Ms. Jones.
A. launch B. raise
C. lift D. arise
- 101 I like your idea, so if it comes to a vote, I'll be willing to put my ____ up and support you.
A. word B. chin
C. arm D. hand

