

BT TỪ LOẠI

Exercise 1: Choose the correct part of speech

1. The manager needs to ___ the project deadline due to unexpected delays.
 - (A) extended
 - (B) extend
 - (C) extending
 - (D) extends

2. The company recently launched an ___ advertising campaign that gained a lot of attention.
 - (A) effect
 - (B) effective
 - (C) effectively
 - (D) effectiveness

3. Employees are encouraged to submit their reports ___ so they can be reviewed on time.
 - (A) punctual
 - (B) punctually
 - (C) punctuality
 - (D) punctuate

4. The product's ___ was highly praised by customers during the testing phase.
 - (A) performance
 - (B) perform
 - (C) performing
 - (D) performed

5. The CEO's decision will ___ affect the company's future operations.

(A) significant
(B) significantly
(C) significance
(D) signify

6. The new software allows users to work more ___ and reduces errors in data entry.

(A) efficient
(B) efficiency
(C) efficiently
(D) efficiencies

7. Our team has been ___ in increasing productivity this quarter.

(A) success
(B) succeed
(C) successfully
(D) successful

8. The project was completed ahead of schedule thanks to the team's ___.

(A) dedication
(B) dedicate
(C) dedicates
(D) dedicating

9. The HR department is ___ evaluating new candidates for the open position.

(A) carefully

(B) careful

(C) care

(D) cares

10. The company's new policy focuses on reducing ___ in the workplace.

(A) productive

(B) production

(C) productivity

(D) produce

Exercise 2: Choose the correct part of speech

1. The training program was created to help employees ___ their customer service skills.

(A) improves

(B) improved

(C) improve

(D) improvement

2. The ___ of the new system has saved the company both time and money.

(A) install

(B) installation

(C) installing

(D) installed

3. Our team members are ___ responsible for managing customer inquiries and complaints.

(A) primarily
(B) primary
(C) prime
(D) primed

4. The CEO's speech emphasized the importance of ___ and teamwork in the workplace.

(A) cooperating
(B) cooperation
(C) cooperate
(D) cooperative

5. Employees are expected to perform their tasks ___ and with minimal supervision.

(A) independently
(B) independence
(C) independent
(D) depend

6. The team members were given ___ to complete their projects by the end of the week.

(A) encourage
(B) encouragement
(C) encouraged
(D) encouraging

7. The new policies will be implemented to improve ___ within the organization.

(A) communicating
(B) communicate
(C) communication
(D) communicates

8. Mr. Tanaka, who is highly ___, was chosen to lead the project team.

(A) qualify
(B) qualifies
(C) qualified
(D) qualification

9. We have decided to ___ the launch date due to unforeseen production delays.

(A) postpone
(B) postponed
(C) postponing
(D) postponement

10. The manager gave a ___ presentation on the company's future goals.

(A) inspire
(B) inspiring
(C) inspired
(D) inspiration