

1 We are trying to finish in time and we are working ... the clock.

- on
- against
- up

2 You have to turn this from left to right – in other words clock

- way
- path
- wise

3 You can't make yourself any younger and turn the clock

- back
- by
- down

4 This service is as regular as clock ...

- time
- work
- job

5 You can always get a response as the staff are there ... the clock.

- round
- down
- along

6 What time do you start work or more exactly when do you clock ...?

- with
- by
- on

7 When do you finish work or more exactly what time do you clock ...?

- in
- off
- through

8 I've clocked ... about 10 hours this week.

- up
- for
- on

9 Each team wants to be fastest and ... the clock.

- strike
- hit

c) beat

10 She's not interested in her job. She's just a clock

- seer
- watcher
- looker

11 I recommend you make a list of points to consider ... deciding which payment method to accept.

- where
- when
- what

12 How long do you think it will take ... we'll be in a position to implement the changes?

- before
- upon
- to

13 The new promotion campaign had been ... because of software problems.

- founded
- created
- postponed

14 Some young engineers have been ... the opportunity to join our company.

- offer
- offering
- offered

15 One indicator of business success is how ... types of communication channels a company use.

- lots
- many
- much

16 A customer support service should be ... as the nerve centre of all company communication.

- regarded
- dreamt
- thought

17 It goes without ... that there are more goals that can be achieved with your business.

- saying

b) asking
c) talking

18 A organization's success will largely depend ... how far ahead into the future it can forecast its operations.

a) at
b) in
c) on

19 It is also ... that every team member feels part of a unit.

a) vivid
b) vital
c) lively

20 Corporations ... on an international scale create and pursue a human resources policy covering many different aspects.

a) operation
b) operating
c) operates

21 From an early age she had been passionate ... animals.

a) to
b) of
c) about

22 He used to socialise with people who ... the same way as he did.

a) thought
b) approved
c) considered

23 Their main interest in life was to ... that all animals were well treated.

a) ensure
b) assure
c) convict

24 She got to know somebody in a local organisation ... at stopping cruelty to children.

a) hit
b) aimed
c) struck

25 She was an important ... in a government department.

a) puppet

b) figure
c) character

26 They forced him to take ... retirement.

a) easy
b) busy
c) early

27 As far ... she was concerned, he was a fool.

a) than
b) as
c) so

28 They were not at all pleased ... where she had decided to work.

a) about
b) for
c) around

29 He thought that all this animal ... was a lot of nonsense.

a) matter
b) business
c) topic

30 We had several conversations about her decisions but they usually ... up with nothing useful.

a) lasted
b) terminated
c) ended