

TASK 1. Choose the best response to complete each of the sentences below.

1. He is the head of the accounting department. = He's _____ of the accounting department.
in charge charge in control
2. I'd like to _____ you to Lisa, our database specialist.
introduce meet assist
3. I'm _____ manager at Disney. (*There are many managers there.*)
the an a
4. I'm _____ CEO of Herbalife International. (*There is only one CEO.*)
a the an
5. James always does _____ well.
job working his job
6. You should always call the customer by his/her _____, not his/her first name.
last name/surname second name familiar name
7. I remember faces very well. = I'm _____.
good with faces good at faces good in faces
8. Do you have any _____ on you?
cards of business work cards business cards
9. Another word for colleague is _____.
compatriot co-worker acquaintance
10. Our business is _____. We have to hire two more people.
slowing down growing growing up

TASK 2. Choose the correct response for each of the sentences.

1. When someone "brings something to the table", it means that he/she _____.
has something to offer
has nothing to offer
buy everyone lunch
2. HP is one of Dell's main _____.
computers competitors controllers
3. It's pretty hard to _____ against big, established companies.
compete complete competition
4. James _____ last year.
changed his jobs changed jobs made a change in jobs
5. It's not good to _____ yourself entirely to your career.
denigrate detonate dedicate
6. Bill, I need your _____ on this. What do you think of this design?
intake install input
7. I thought you _____ at the conference.
did a really good job

really did a job
did really a good job

8. P1: We've got a meeting in 10 minutes. P2: Do I have to _____? P1: Yes, you do.

atone attend attain

9. I'd like you to do a little _____ on investment strategies.

present presenting presentation

10. He's away _____ at the moment, but he'll be back in an hour.

from his desk from a desk from the desk

TASK 3. Choose the right synonym.

1. There has been a drop in sales. = Sales have _____.

decreased downed increased

2. Sales have increased for three years _____. = Sales have increased for three years in a row.

even straight forward

3. You have to market these particular attributes. = You have to market these particular _____.

qualifiers qualifications qualities

4. We shouldn't use the same old strategies. = We should _____ using the same old strategies.

avoid averse avert

5. Thanks to smart planning, we have _____ another crisis. = Thanks to smart planning, we have thwarted another crisis.

put forth unveiled averted

6. We shouldn't rule that out as an option. = We should still _____ that an option.

reject consider contain

7. The figures are down from January. = The _____ are down from January.

numbers numerals mathematics

8. Our company has seen 10 years of uninterrupted growth. = Our company has seen 10 years of _____ growth.

sporadic steady stagnant

9. We should market this product as being durable and dependable. = We should market this product as being _____ and dependable.

study sturdy studious

10. We need to develop a new strategy. = We need a new _____.

appraisal approval approach

TASK 4. Mixed verb tenses. Choose the best response to complete each of the sentences below.

1. If he doesn't come in the next 10 minutes, we _____ without him.

Started would start will start

2. He _____ a manager when he was 25.

has become became was becoming

3. _____ the details of the proposed merger.
 Let's to discuss Let's discuss Let's be discussing
4. Our distributor called while I _____ to Jim. (I'm no longer talking to Jim)
 was talking have been talking would be talking
5. I thought about your proposal, and I think we _____ it.
 Accept will have accepted will accept
6. How long _____ in sales?
 B or C
 have you worked
 have you been working
7. I have _____ your proposal, and I'm quite impressed.
 Reviewed reviewing review
8. The mayor failed _____ the striking workers to return to contract talks.
 Persuade A or C to persuade
9. The union _____ on Tuesday to resume contract talks.
 was being agreed to agreed has been agreeing
10. Negotiations _____ to continue into the weekend.
 are expected are expecting expect

TASK 5. Choose the adjective or adverb that collocates with the words in green.

1. I wasn't expecting much of a raise, so I was _____ **surprised** when I got a sizeable raise.
 happily welcomely cheerfully pleasantly
2. I was nervous about skydiving at first, but now I'm happy I did it. What a(n) _____ **experience!**
 Unique exclusive solitary only
3. The _____ **majority** of Americans have never been to Europe.
 huge immense vast big
4. The news was a shock for Miguel. He stared at his friends in _____ **disbelief**.
 overwhelmed alarmed surprised utter
5. We should hold ourselves to _____ **standards**. We shouldn't be satisfied with these mediocre results.
 high large big great
6. Our CEO and company president got into a(n) _____ **debate** yesterday. They were at each other's throats.
 strong harsh angry heated
7. We can't afford to hire someone we need to train. We need someone who can step in and have a(n) _____ **impact**.
 instant immediate urgent prompt
8. To work in customer service, you need to be able to keep a _____ **head**. You can't get upset every time someone yells at you.
 calm composed cool solid

9. Bill's doctor told him that he needs to start getting _____ exercise. He's overweight and has high blood pressure.

consistent

routine

usual

regular

10. I didn't want to bother Carl. He was in his office and it looked like he was lost in _____ thought.

deep

great

heavy

serious