

**Міністерство освіти і науки України**  
**Донецький національний університет імені Василя Стуса**  
**Факультет філології, психології та іноземних мов**

**Іщук Н.Ю.**

# **CHECK YOUR VOCABULARY AND GRAMMAR**

**ПОСІБНИК ДЛЯ САМОСТІЙНОЇ РОБОТИ  
З ДИСЦИПЛІНИ «АНГЛІЙСЬКА МОВА ПРОФЕСІЙНОГО  
СПРЯМУВАННЯ»**

**для здобувачів вищої освіти спеціальності  
292 «Міжнародні економічні відносини»**

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I - 988 Check your vocabulary and grammar: посібник для самостійної роботи з дисципліни «Англійська мова професійного спрямування» для здобувачів вищої освіти спеціальності 292 «Міжнародні економічні відносини». Вінниця: ДонНУ імені Василя Стуса, 2023. 71 с.

Посібник призначений для самостійної роботи здобувачів вищої освіти економічного факультету спеціальності 292 «Міжнародні економічні відносини» під час вивчення англійської мови професійного спрямування.

Мета посібника – забезпечити здобувачів вищої освіти можливістю самостійно перевірити знання лексичного та граматичного матеріалу, що вивчається згідно силабусу з англійської мови за професійним спрямуванням.

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8. Total value of all the goods and services produced by people from that country in a single year is \_\_\_\_\_.
- a) Gross Domestic Product                      b) Gross National Product  
c) GDP per capita                                      d) Net Domestic Product
9. The type of resources that includes the money, tools, equipment and buildings to help produce things is \_\_\_\_\_.
- a) natural resources                                      b) human resources  
c) capital resources                                      d) outputs
10. \_\_\_\_\_ is an economic system based on culture and traditions.
- a) Command economy                                      b) Traditional economy  
c) Mixed economy                                      d) Market economy
11. Perishables need to be \_\_\_\_\_ as quickly as possible.
- a) consumed                                      b) produced  
c) operated                                      d) advertised
12. The city's \_\_\_\_\_ were in need of help because many employees were not receiving sufficient benefits.
- a) unused resources                                      b) capital resources  
c) natural resources                                      d) human resources
13. Of the \_\_\_\_\_ about 27% in value are from Great Britain, 14% from Germany, and smaller proportions from France, Argentina, Italy, Spain, the United States and Belgium.
- a) services                                      b) exports  
c) imports                                      d) goods
14. The value of French \_\_\_\_\_ into Italy decreased immediately by one-half.
- a) imports                                      b) exports  
c) services                                      d) goods
15. Gross Domestic Product divided by its population is called \_\_\_\_\_.
- a) GDP per capita                                      b) Cost of Goods  
c) GDP per country                                      d) PDG per capita





32. The impact of the growth of the fast food \_\_\_\_\_ is having serious consequences on the eating habits and the health of many societies across the world.
- a) hypermarket  
b) economics  
c) industry  
d) company
33. A: How can we get more \_\_\_\_\_ for the end of this month?  
B: We have to release the new promotion.
- a) people  
b) profit  
c) guarantee  
d) turnover
34. The capital for a \_\_\_\_\_ is raised from members of the public. For this reason, such companies can be listed on the stock exchange.
- a) private limited company  
b) partnership  
c) sole trader  
d) public limited company
35. Everyone was shocked because stocks \_\_\_\_\_ during the last recession.
- a) penetrated  
b) pursued  
c) purchased  
d) plummeted
36. Jill was so happy because her profits began to \_\_\_\_\_ after the first quarter.
- a) skid  
b) slip  
c) soar  
d) slow
37. The graph reveals a sudden change in computer sales when they increased \_\_\_\_\_ in May and June, but then quickly fell again in the summer months.
- a) slightly  
b) sharply  
c) vaguely  
d) virtually
38. Mark wanted to see a vast increase in sales so wasn't that happy with the sales' charts lately. However, he wasn't that disappointed because sales \_\_\_\_\_ increased over the past six months.
- a) stridently  
b) silently  
c) slightly  
d) sharply

39. The \_\_\_\_\_ of the economic recession is still unknown.
- a) question
  - b) shortage
  - c) trouble
  - d) severity
40. Pre-tax profits have \_\_\_\_\_ to an all time low of \$1.2m.
- a) soared
  - b) skyrocketed
  - c) plummeted
  - d) fluctuated
41. Some employees are not hopeful of a comeback because they're saying that the company's financial situation is \_\_\_\_\_.
- a) irreversible
  - b) stated
  - c) buoyant
  - d) jaunty
42. The huge corporation tried to \_\_\_\_\_ a financial disaster, but it was too late to do anything about it.
- a) prolong
  - b) maintain
  - c) retrieve
  - d) avert
43. The farmer found that his methods were no longer \_\_\_\_\_ so he did some research in order to develop newer techniques to prolong his livelihood.
- a) dramatic
  - b) sustainable
  - c) domestic
  - d) hurried
44. Every month, the company's profits \_\_\_\_\_ increased. Albeit, the increases weren't huge, but they were firm and unwavering in growth.
- a) steadily
  - b) dramatically
  - c) radically
  - d) severely
45. The value of the dollar has \_\_\_\_\_. Economists are hopeful that it will increase in the fall.
- a) added
  - b) calculated
  - c) moved
  - d) dropped



54. A \_\_\_\_\_ is a short phrase that is used in advertising promotions and/or commercials. "Just do it!" is a famous example of this.
- a) announcer
  - b) slogan
  - c) celebrity
  - d) spam
55. A \_\_\_\_\_ is an identifying symbol or statement that is used by companies in order to promote their companies and/or products.
- a) logo
  - b) marketer
  - c) media
  - d) delivery
56. Many companies try to use \_\_\_\_\_ tunes or phrases. These are memorable phrases or songs that many people like instantaneously.
- a) spotty
  - b) timely
  - c) direct
  - d) catchy
57. Companies want to create \_\_\_\_\_ billboards because they want potential customers to notice the products or services that are displayed and promoted.
- a) eye-catching
  - b) indirect
  - c) minute
  - d) bland
58. Some companies use celebrity \_\_\_\_\_ to promote their products or services.
- a) placements
  - b) androids
  - c) marks
  - d) endorsements
59. Sending \_\_\_\_\_ to email accounts is a common way of advertising since the inception of the Internet. These are unsolicited emails that are sent to a large number of addresses at once.
- a) bazaars
  - b) leaflets
  - c) spam
  - d) festivals
60. Over the decades, the name of Siemens has become \_\_\_\_\_ with progress.
- a) symptomatic
  - b) synonymous
  - c) systematic
  - d) accompanied

61. During \_\_\_\_\_ stage demand for the products as well as profits increase.
- a) introduction
  - b) decline
  - c) maturity
  - d) growth
62. \_\_\_\_\_ refers to identifying product features and methods that will contribute to product sales.
- a) Product planning
  - b) Market planning
  - c) Financial analysis
  - d) Operations
63. \_\_\_\_\_ is the term that is used to describe the combination of the four inputs that constitutes the core of a company's marketing system: the product, the price structure, the promotion activities and the distribution system.
- a) Customer segmentation
  - b) Customer relationship
  - c) Marketing mix
  - d) Marketing strategy
64. An appropriate marketing mix helps in achieving \_\_\_\_\_ returns with limited resources.
- a) minimum
  - b) maximum
  - c) marginal
  - d) trivial
65. A \_\_\_\_\_ is a name and /or mark intended to identify the product of one seller and differentiate the product from competing products.
- a) brand
  - b) packaging
  - c) label
  - d) design
66. \_\_\_\_\_ stage is the stage where the demand and sales reach the saturation point.
- a) Introduction
  - b) Growth
  - c) Maturity
  - d) Decline
67. Brand fatigue enters into the mind of the customers during \_\_\_\_\_ stage.
- a) decline
  - b) maturity
  - c) growth
  - d) introduction

68. \_\_\_\_\_ involves the process and methods used to gather information, analyze it, and report findings related to marketing goods and services.
- a) Product planning
  - b) Product positioning
  - c) Marketing
  - d) Marketing research
69. If a client is from Japan or Korea, they might find the direct \_\_\_\_\_ awkward or even disrespectful.
- a) eye contact
  - b) handshake
  - c) smile
  - d) bow
70. A lack of understanding of the cultural \_\_\_\_\_ and practices of our business acquaintances can result in unfair judgements, misunderstandings and breakdowns in communication.
- a) communication
  - b) norms
  - c) awareness
  - d) behaviour
71. You will see from the catalogue that our prices are very \_\_\_\_\_.
- a) competitive
  - b) competent
  - c) completed
  - d) compatible
72. It is true that microwave devices may proliferate \_\_\_\_\_ television sets have proliferated.
- a) as many as
  - b) as much as
  - c) more
  - d) most
73. Bed-Lux has recently \_\_\_\_\_ its main rival Duvet-Delights.
- a) taken over
  - b) merged
  - c) reorganised
  - d) outsourced
74. Sometimes, communication \_\_\_\_\_ completely and then work is interrupted.
- a) breaks in
  - b) breaks out
  - c) breaks up
  - d) breaks down

75. I would be grateful if you could let me have a detailed \_\_\_\_\_, including prices and delivery terms.
- a) quotation
  - b) term
  - c) offer
  - d) order
76. Rules are not to be broken – Barb does everything \_\_\_\_\_.
- a) in the doghouse
  - b) down and out
  - c) down to the wire
  - d) by the book
77. I don't think society is ready for this kind of technology – it's really \_\_\_\_\_.
- a) ahead of its time
  - b) at the cutting edge
  - c) out of time
  - d) old-fashioned
78. Which of the following is **not** part of the external marketing environment?
- a) political
  - b) legal
  - c) product
  - d) socio-cultural
79. Tobacco advertising is now banned in virtually all marketing communication forms in many countries around the world. This can be explained as an influence of \_\_\_\_\_ environment.
- a) technological
  - b) legal
  - c) economic
  - d) ecological
80. Consumers are demanding more 'organic' food, which incorporates the principles of better welfare for the animals which they consume as food products and less interference with the natural processes of growing fruit and vegetables (e.g. the use of pesticides and chemical fertilizers). This is an example of a(n) \_\_\_\_\_ trend.
- a) social
  - b) production
  - c) technological
  - d) ecological
81. The phenomenon that customers are happy to work with companies and organizations to solve problems is referred to as \_\_\_\_\_.
- a) crowd-sourcing
  - b) communication-sourcing
  - c) customer co-creation
  - d) mass-sourcing





98. And just think of all the \_\_\_\_\_ you get from the merger.
- a) beneficiaries
  - b) benefit
  - c) benefits
  - d) benefited
99. The group's \_\_\_\_\_ of twelve stores in Bordeaux was successful.
- a) acquisition
  - b) property
  - c) overdraft
  - d) cash flow
100. Goods or services that a country sells to other nations are called \_\_\_\_\_.
- a) duty
  - b) tariff
  - c) exports
  - d) imports
101. Goods or services that a country buys from other nations are called \_\_\_\_\_.
- a) duty
  - b) tariff
  - c) exports
  - d) imports
102. The price of one country's currency in terms of another country's currency.
- a) tariff
  - b) duty tax
  - c) exchange rate
  - d) fiscal policy
103. What is the difference between nation's exports and imports?
- a) balance of trade
  - b) real GDP
  - c) comparative advantage
  - d) absolute advantage
104. \_\_\_\_\_ measure the price of one nation's currency in terms of another nation's currency.
- a) Interest rates
  - b) Exchange rates
  - c) Discount rates
  - d) Inflation rates
105. Which is **not** an example of a trade barrier?
- a) tariff
  - b) NAFTA
  - c) embargo
  - d) quota

106. What argument for protection believes that new or emerging industries should be protected?
- a) national defense
  - b) protecting domestic jobs
  - c) infant industry
  - d) keeping money at home
107. Government payment to a domestic producer to encourage or protect a certain economic activity
- a) tariff
  - b) standard/regulation
  - c) subsidy
  - d) quota
108. A trade agreement between 27 countries of with the same currency and open trade between those nations.
- a) NAFTA
  - b) EU
  - c) WTO
  - d) OPEC
109. The commercial exchange between nations that is conducted on a free market principle without regulations is known as \_\_\_\_\_ .
- a) tariff
  - b) embargo
  - c) free trade
  - d) trade balance
110. Governments establish economic policies that systematically restrict imports in order to protect domestic industries. This is known as \_\_\_\_\_.
- a) protectionism
  - b) tariff
  - c) embargo
  - d) quota
111. Which of the following is a form of trade barrier?
- a) quota
  - b) tariff
  - c) embargo
  - d) all of the above
112. Some negotiations may involve a time restriction or \_\_\_\_\_.
- a) deadlock
  - b) deadline
  - c) dead end
  - d) limit
113. A good salesperson can \_\_\_\_\_ almost anybody to buy anything.
- a) satisfy
  - b) appeal
  - c) persuade
  - d) adapt

114. It is suggested that they might be allowed simply to send a business \_\_\_\_\_.
- a) ticket
  - b) paper
  - c) card
  - d) note
115. I'd be better off stopping my legal job and doing jobs for cash. The \_\_\_\_\_ is the only way to make money these days.
- a) blow-by-blow
  - b) back to the drawing board
  - c) bottlenecks
  - d) black economy
116. However, the same product sold really well in England. As they say there, it \_\_\_\_\_.
- a) back to the drawing board
  - b) bottlenecks
  - c) went like a bomb
  - d) blue collar
117. The CEO had \_\_\_\_\_, so he totally redecorated his office with expensive antiques.
- a) money to burn
  - b) a fat cat
  - c) a cash cow
  - d) love for money
118. A. Tom always dresses well and follows procedure, but he doesn't actually contribute much to the company.  
B. I agree. He's a typical \_\_\_\_\_.
- a) happy camper
  - b) goldbricker
  - c) toxic employee
  - d) empty suit
119. For many people job \_\_\_\_\_ is more important than a high salary.
- a) satisfaction
  - b) expectation
  - c) achievement
  - d) acceptance
120. The company needed to make job cuts so they asked staff to \_\_\_\_\_ for redundancy.
- a) offer
  - b) choose
  - c) volunteer
  - d) select

121. Employees are allowed up to three weeks unpaid \_\_\_\_\_ a year.
- a) absence
  - b) vacation
  - c) time
  - d) leave
122. There was no room in the warehouse as all \_\_\_\_\_ space was taken up with unsold machinery.
- a) allowable
  - b) available
  - c) attainable
  - d) applicable
123. The chair suggested that we got \_\_\_\_\_ to business as quickly as possible as there was a lot to get through.
- a) on
  - b) up
  - c) down
  - d) about
124. A. Tim seems to enjoy being under a lot of pressure, but this doesn't stop him from complaining all the time.
- B. I know, but he's not the only \_\_\_\_\_ in this company.
- a) stress puppy
  - b) goldbricker
  - c) toxic employee
  - d) empty suit
125. One of the advantages of this job is that they offer accommodation at a \_\_\_\_\_ rent.
- a) nominal
  - b) small
  - c) poor
  - d) deficient
126. I'm looking for a career which will give me plenty of \_\_\_\_\_ to use my foreign languages.
- a) area
  - b) room
  - c) scope
  - d) space
127. Many sports events could not survive without \_\_\_\_\_ deals.
- a) sponsoring
  - b) sponsor
  - c) sponsored
  - d) sponsorship

128. It seemed impossible to break the \_\_\_\_\_ until several women made it to the C-suite.
- a) glass ceiling
  - b) concrete floor
  - c) discrimination
  - d) harassment
129. Don't worry about Phyllis. She got a nice \_\_\_\_\_ when they let her go.
- a) remuneration
  - b) bonus
  - c) golden handshake
  - d) commission
130. At the start of a negotiation, it can be important to establish a \_\_\_\_\_ with the other side.
- a) rapport
  - b) stalemate
  - c) guarantee
  - d) warrantee
131. When both sides give something away in order to make a deal, they reach a \_\_\_\_\_.
- a) concession
  - b) compromise
  - c) guarantee
  - d) give-and-take
132. When one side gives something away, they make a \_\_\_\_\_.
- a) compromise
  - b) breakthrough
  - c) concession
  - d) deal
133. Something which stops a negotiation going smoothly is a \_\_\_\_\_
- a) limit
  - b) sticking point
  - c) lock
  - d) lockdown
134. A situation in a negotiation where no progress can be made is a \_\_\_\_\_
- a) deadweight
  - b) deadline
  - c) deadlock
  - d) dead end
135. A \_\_\_\_\_ is a creative solution which allows the negotiation to progress.
- a) breakthrough
  - b) breakout
  - c) breakpoint
  - d) breakdown

136. If both sides in a negotiation leave the table without a deal (empty handed), the negotiation process \_\_\_\_\_
- a) breaks down
  - b) breaks off
  - c) breaks out
  - d) breaks over
137. The minimum offer you are willing to accept is known as your \_\_\_\_\_
- a) opening position
  - b) fallback position
  - c) bottom-line position
  - d) closing position
138. They are financing the acquisition through \_\_\_\_\_ rather than debt.
- a) cash flow
  - b) equity
  - c) assets
  - d) shareholders
139. Our state-of-the art machinery is our major \_\_\_\_\_.
- a) possession
  - b) asset
  - c) equity
  - d) equipment
140. The \_\_\_\_\_ rate on the loan was 12%.
- a) fee
  - b) charge
  - c) interest
  - d) core
141. They could not pay their debts and faced \_\_\_\_\_.
- a) bankruptcy
  - b) warranty
  - c) overpayment
  - d) guarantee
142. Sorbat has gone into \_\_\_\_\_ with debts of about £20 million.
- a) indemnity
  - b) investment
  - c) administration
  - d) management
143. Bob: If another call comes in while I'm on the phone, should I put my wife on \_\_\_\_\_ and take it?
- a) wait
  - b) hold
  - c) hope
  - d) the side





158. If an employee's performance is not up to par and the same is either unable or unwilling to change, a \_\_\_\_\_ change may be necessary.
- a) personnel
  - b) personal
  - c) personified
  - d) person's
159. The new office manager will be in \_\_\_\_\_ of all the IT requirements that the company uses.
- a) responsibility
  - b) mind
  - c) case
  - d) charge
160. Staff are always encouraged to work by themselves and whenever they meet a problem, they should use their own \_\_\_\_\_.
- a) initiative
  - b) interest
  - c) involvement
  - d) initial
161. You have to realise that not all your clients can reach you online because they don't have \_\_\_\_\_ to a computer.
- a) address
  - b) access
  - c) acceptance
  - d) approach
162. At the interview each applicant was able to \_\_\_\_\_ the level of remuneration they would be expecting to receive.
- a) negotiate
  - b) demonstrate
  - c) apply
  - d) dispute
163. According to the contract you are not \_\_\_\_\_ for the new allowance until you have been with the company one year.
- a) allowed
  - b) illegible
  - c) selectable
  - d) eligible
164. What percentage of the marketing budget should we \_\_\_\_\_ for TV advertising?
- a) give
  - b) share
  - c) distribute
  - d) allocate





179. The city of London is planning a campaign to \_\_\_\_\_ its image in the eyes of expatriates with children.
- a) renew
  - b) revise
  - c) build
  - d) boost
180. Although Premarin is not patent protected, there aren't any \_\_\_\_\_ brands on the market.
- a) premium
  - b) flagship
  - c) generic
  - d) leader
181. Brand \_\_\_\_\_ is the mood or emotion you convey in messages to your audience through specific word choice and writing style.
- a) mission
  - b) tone of voice
  - c) personality
  - d) vision
182. The aim of some mergers is for one partner to gain knowledge and \_\_\_\_\_ from the other.
- a) income
  - b) expertise
  - c) profits
  - d) turnover
183. Foreign companies operating in China often have problems because of the \_\_\_\_\_ nature of local regulations, which makes planning difficult.
- a) unpredictable
  - b) expensive
  - c) different
  - d) slow
184. Incorporation is the process of legally forming \_\_\_\_\_.
- a) a partnership
  - b) a company
  - c) a sole proprietorship
  - d) a plc
185. One reason to incorporate is to reduce the \_\_\_\_\_ of financial problems or lawsuits on the individuals who own a business.
- a) contribution
  - b) maintenance
  - c) impact
  - d) inflow

186. A person that combines land, labor, and capital to start a business is a(an) \_\_\_\_\_.
- a) partnership
  - b) consumer
  - c) entrepreneur
  - d) enterprise
187. The distribution of resources is called \_\_\_\_\_.
- a) capitalism
  - b) allocation
  - c) free enterprise
  - d) abundance
188. An individual that participates in the free market by buying things is a \_\_\_\_\_.
- a) producer
  - b) consumer
  - c) capitalist
  - d) free marketer
189. The price paid for use of borrowed money is called a \_\_\_\_\_.
- a) deposit
  - b) percentage
  - c) interest
  - d) balance
190. When people are considering whether to loan your new business a substantial sum, they are going to \_\_\_\_\_ your potential.
- a) encompass
  - b) evolve
  - c) evaluate
  - d) enquire
191. What financial statement lists assets at a specific point in time?
- a) balance sheet
  - b) income statement
  - c) statement of cash flows
  - d) P&L statement
192. Net income equals:
- a) total revenues minus cost of goods sold
  - b) total revenues minus total expenses
  - c) revenues minus expenses plus income taxes
  - d) total revenues minus income taxes
193. The liability created by a business when it purchases coffee beans and coffee cups on credit from suppliers is termed a(n) \_\_\_\_\_.
- a) account payable
  - b) account receivable
  - c) revenue
  - d) debt

194. The right to receive money in the future is called a(n) \_\_\_\_\_.
- a) account payable
  - b) account receivable
  - c) liability
  - d) asset
195. The cost of assets consumed or services used is also known as a(n) \_\_\_\_\_.
- a) revenue
  - b) expense
  - c) liability
  - d) margin
196. To show how successfully your business performed during a period of time, you would report its revenues and expenses in \_\_\_\_\_.
- a) the income statement
  - b) balance sheet
  - c) statement of cash flows
  - d) the Ledger
197. I'm flat \_\_\_\_\_ at the moment. Can you lend me ten pounds until the weekend?
- a) bankrupt
  - b) broke
  - c) ruined
  - d) insolvent
198. Poverty is a relative measure that depends on prices, the standard of living, and the \_\_\_\_\_ that others earn.
- a) amounts
  - b) incomes
  - c) monies
  - d) pays
199. I was pleased to receive your response to my proposal but there are one or two points that need \_\_\_\_\_.
- a) notification
  - b) certification
  - c) clarification
  - d) signification
200. When the time came to close the business down, its entire \_\_\_\_\_ had to be calculated so that the creditors could be paid off.
- a) earnings
  - b) assets
  - c) accumulation
  - d) asset

## II. MULTIPLE CHOICE VOCABULARY TEST. PART 2

### Test 1

***Choose the option that correctly completes the sentence.***

Most people and many managers do not understand the role of marketing in modern business. Marketing is two things. First, it is a strategy and set of techniques to sell an organization's \_\_\_\_\_<sup>1</sup> or services. This involves choosing target \_\_\_\_\_<sup>2</sup> and designing a persuasive marketing mix to get them to buy. The mix may include a range of brands, tempting \_\_\_\_\_<sup>3</sup>, convenient sales outlets and a battery of advertising and \_\_\_\_\_<sup>4</sup>. This concept of marketing as selling and \_\_\_\_\_<sup>5</sup> is by far the most popular idea among both managers and the public.

The second, and by far more important \_\_\_\_\_<sup>6</sup> of marketing, focuses on improving the reality of what is on offer. It is based on understanding customer's \_\_\_\_\_<sup>7</sup> and developing new solutions which are better than those currently \_\_\_\_\_<sup>8</sup>. Doing this involves the whole organization. For example, for Rover to beat Mercedes for the consumer's \_\_\_\_\_<sup>9</sup> involves engineering new models, developing lean manufacturing and restructuring its dealer network. Creating company-wide focus on the customer requires the continual acquisition of new skills and \_\_\_\_\_<sup>10</sup>.

- |     |                 |                 |                |                  |
|-----|-----------------|-----------------|----------------|------------------|
| 1.  | a) prices       | b) needs        | c) functions   | d) products      |
| 2.  | a) economies    | b) customers    | c) people      | d) niches        |
| 3.  | a) means        | b) fund         | c) prices      | d) costs         |
| 4.  | a) promotions   | b) prohibitions | c) precautions | d) reclamations  |
| 5.  | a) buying       | b) persuasion   | c) allocation  | d) rebranding    |
| 6.  | a) calculations | b) accounts     | c) counting    | d) concept       |
| 7.  | a) needs        | b) dreams       | c) efforts     | d) possibilities |
| 8.  | a) responsible  | b) available    | c) required    | d) recommended   |
| 9.  | a) alternative  | b) influence    | c) choice      | d) advertising   |
| 10. | a) technologies | b) plants       | c) premises    | d) capabilities  |

## Test 2

**Choose the option that correctly completes the sentence.**

Undoubtedly, without followers, there would be no leaders. The concept of leadership, and the qualities needed for someone to become a leader, can probably best be understood by studying the \_\_\_\_\_<sup>1</sup> between the leader and their followers.

Good leaders have \_\_\_\_\_<sup>2</sup> — the ability to step into someone's shoes - because they are good listeners. They are open, always willing to discuss and \_\_\_\_\_<sup>3</sup> problems.

Team-building is one of the top priorities of effective leaders. They work at \_\_\_\_\_<sup>4</sup> an environment in which each team member, while contributing to the team effort and to the purpose of the organization, is able to improve on their own \_\_\_\_\_<sup>5</sup>.

Indeed, they are very good at \_\_\_\_\_<sup>6</sup> their staff, enabling each of them to become a creative and independent team player. This way, every individual \_\_\_\_\_<sup>7</sup> the confidence and ability to \_\_\_\_\_<sup>8</sup> the kind of decisions which will help the company \_\_\_\_\_<sup>9</sup> its long-term goals.

Finally, they have more than just targets: they have a \_\_\_\_\_<sup>10</sup>. They can see clearly where they would like the company to be in five or ten years' time, and they are able to communicate this to their employees.

- |     |                  |                 |              |                |
|-----|------------------|-----------------|--------------|----------------|
| 1.  | a) contract      | b) relationship | c) report    | d) friendship  |
| 2.  | a) empathy       | b) charisma     | c) passion   | d) sympathy    |
| 3.  | a) deal          | b) solve        | c) ignore    | d) grapple     |
| 4.  | a) creating      | b) elaborating  | c) inventing | d) designing   |
| 5.  | a) achievement   | b) program      | c) appraisal | d) performance |
| 6.  | a) strengthening | b) persuading   | c) caring    | d) empowering  |
| 7.  | a) rebuilds      | b) gains        | c) restores  | d) wins        |
| 8.  | a) do            | b) arrive       | c) make      | d) abide       |
| 9.  | a) work          | b) score        | c) achieve   | d) kick        |
| 10. | a) vision        | b) sight        | c) view      | d) scope       |

### Test 3

**Choose the option that correctly completes the sentence.**

All businesses need financial support. Finance is the function in business that is responsible for \_\_\_\_\_<sup>1</sup> funds for the firm and managing fund within the firm (for example, preparing budgets, doing cash \_\_\_\_\_<sup>2</sup> analyses) and planning the \_\_\_\_\_<sup>3</sup> of funds on such assets as plant, equipment and machinery.

As you can see, without carefully calculated financial plan, the firm has little chance of \_\_\_\_\_<sup>4</sup> regardless of its product or marketing effectiveness. Most organizations have a manager in \_\_\_\_\_<sup>5</sup> financial operations. \_\_\_\_\_<sup>6</sup>, this chief financial officer is known as the \_\_\_\_\_<sup>7</sup> or vice-president. His \_\_\_\_\_<sup>8</sup> are: planning, budgeting, obtaining funds, controlling funds, collecting funds, auditing, managing taxes and advising top managers on financial \_\_\_\_\_<sup>9</sup>.

It is obvious the fundamental charge is to obtain money and then plan, use and control money effectively. All the money which is obtained from selling some services or products is called \_\_\_\_\_<sup>10</sup>.

1. a) restoring            b) storing            c) contributing            d) acquiring
2. a) flow            b) grow            c) circuit            d) distribution
3. a) profits            b) expenditures            c) losses            d) calculation
4. a) gain            b) benefit            c) survival            d) extinction
5. a) charge of            b) duty            c) responsibility            d) advance
6. a) However            b) But            c) Generally            d) Although
7. a) treasurer            b) counselor            c) executive            d) manager
8. a) hopes            b) duties            c) branches            d) members
9. a) affairs            b) prospects            c) obligations            d) matters
10. a) benefit            b) income            c) expenses            d) bribe

## Test 4

***Choose the option that correctly completes the sentence.***

In modern terms any sale needs effective marketing strategy. Marketing is concerned with getting the right \_\_\_\_\_<sup>1</sup> to the right \_\_\_\_\_<sup>2</sup> at the right place. All the markets determine prices that \_\_\_\_\_<sup>3</sup> that the quantity people wishing to buy goods \_\_\_\_\_<sup>4</sup> the quantity people wish to sell. Price and quantity cannot be considered \_\_\_\_\_<sup>5</sup>.

A market exists whenever and wherever one or more buyers and sellers can \_\_\_\_\_<sup>6</sup> for goods and services and as a result participate in \_\_\_\_\_<sup>7</sup> their prices. To see how the market works. In practice we must concentrate \_\_\_\_\_<sup>8</sup> its features: demand, that is the behavior of buyers, and supply, that describes the behavior of sellers.

Economists classify markets \_\_\_\_\_<sup>9</sup> to conditions that prevail in them. They determine market structure, or the nature and degree of competition among firms operating in the same market. Market structure \_\_\_\_\_<sup>10</sup> by how many firms there are in the market, whether products are differentiated or are exactly the same, whether or not competing firms can enter and leave the market freely.

- |     |                |               |                |                |
|-----|----------------|---------------|----------------|----------------|
| 1.  | a) deal        | b) store      | c) product     | d) welfare     |
| 2.  | a) customer    | b) client     | c) household   | d) mediator    |
| 3.  | a) believe     | b) ensure     | c) presume     | d) enable      |
| 4.  | a) equals      | b) equities   | c) equality    | d) equalizes   |
| 5.  | a) jointly     | b) together   | c) separately  | d) separated   |
| 6.  | a) negotiate   | b) negotiated | c) negotiating | d) negotiates  |
| 7.  | a) definition  | b) define     | c) defining    | d) defined     |
| 8.  | a) at          | b) in         | c) on          | d) for         |
| 9.  | a) according   | b) accordance | c) accorded    | d) accordingly |
| 10. | a) was defined | b) defined    | c) defines     | d) is defined  |

## Test 5

**Choose the option that correctly completes the sentence.**

Labour is any work \_\_\_\_\_<sup>1</sup> for an employer at a negotiated rate while profit is the surplus which accumulates as a result of \_\_\_\_\_<sup>2</sup> work. The employer obtains this \_\_\_\_\_<sup>3</sup> after he pays the necessary expense of his business and the wages of his \_\_\_\_\_<sup>4</sup>. He may be required to \_\_\_\_\_<sup>5</sup> the surplus with others who have provided the capital with which he started his business.

Most businesses need \_\_\_\_\_<sup>6</sup> in order to start productive work, and the capital pays for the accommodation, machinery and other \_\_\_\_\_<sup>7</sup> which the business needs. There is always an element of risk in providing capital and starting a business. The business may not be successful. The employees of the business do not bear this risk, but the \_\_\_\_\_<sup>8</sup> and the providers of capital do bear it. If the business is successful, the risk has been \_\_\_\_\_<sup>9</sup> and the invested capital earns part of the profits as a return on the investment.

The capital people provide to help new business is an accumulation of previous surpluses on previous business activities. In this way, the past is used to finance the future. Such capital is accumulated by a deliberate policy of \_\_\_\_\_<sup>10</sup> surpluses. This policy may be personal, or it may be collective. As such, it is common to many economic systems.

1. a) performed      b) committed      c) employed      d) made
2. a) production      b) productivity      c) productive      d) produce
3. a) surplus      b) gain      c) addition      d) contribution
4. a) employees      b) supervision      c) slaves      d) co-workers
5. a) deal      b) share      c) consider      d) spend
6. a) paper      b) expenses      c) capital      d) wages
7. a) pieces      b) issues      c) items      d) elements
8. a) employers      b) workers      c) state      d) tax-offices
9. a) justify      b) justified      c) justice      d) judged
10. a) spending      b) collecting      c) saving      d) gathering

## Test 6

**Choose the option that correctly completes the sentence.**

All values in the economic system are \_\_\_\_\_<sup>1</sup> in terms of money. Our goods and services are sold for money, and that money is in turn exchanged for other goods and \_\_\_\_\_<sup>2</sup>. Coins are adequate for small transactions, while paper notes are used for general business.

There is additionally a wider \_\_\_\_\_<sup>3</sup> of the word money, covering anything which is used as a means of exchange, whatever form it may take. Originally, a valuable metal (gold, silver or copper) \_\_\_\_\_<sup>4</sup> as a constant store of value, and today the American dollar is technically "backed" by the store of gold which the US government maintains. Because gold has been universally \_\_\_\_\_<sup>5</sup> as a very valuable metal, national currencies were for many years judged in terms of the so-called gold \_\_\_\_\_<sup>6</sup>. Valuable metals have generally been replaced by paper \_\_\_\_\_<sup>7</sup>.

Other arrangements such as checks and money \_\_\_\_\_<sup>8</sup> are not legal tender. They perform the function of substitute money and are known as instruments of credit. Credit is offered only when creditors believe that they get a good chance of obtaining legal tender when they present such instruments at a bank or other authorized \_\_\_\_\_<sup>9</sup>. If a man's assets are known to be considerable, then the credit will be good. If his assets are in doubt, it may be difficult for him to \_\_\_\_\_<sup>10</sup> large sums of credit or even to pay for goods with a check.

1. a) issued                      b) performed    c) measured    d) produced
2. a) services                    b) supplies      c) deliveries    d) notes
3. a) ability                      b) sense          c) concept      d) problem
4. a) preserved                  b) served        c) presented    d) fulfilled
5. a) regarded                    b) replaced      c) performed    d) served
6. a) value                        b) standard      c) price         d) weight
7. a) obligations                b) documents    c) coins         d) notes
8. a) transformations          b) orders         c) transits      d) transmissions
9. a) enterprise                 b) bank            c) institution    d) institute
10. a) grip                         b) obtain         c) present        d) become

## Test 7

**Choose the option that correctly completes the sentence.**

A report has revealed that men are paid higher \_\_\_\_\_<sup>1</sup> and receive bigger bonuses than women.

The gender pay gap still exists in companies and \_\_\_\_\_<sup>2</sup> in many countries, despite legislation to ensure \_\_\_\_\_<sup>3</sup> pay.

What are the causes? Some people believe that women are more hesitant in asking for a pay \_\_\_\_\_<sup>4</sup>. Others suggest a variety of reasons such as \_\_\_\_\_<sup>5</sup> of ambition, poor role models or problems \_\_\_\_\_<sup>6</sup> with maternity \_\_\_\_\_<sup>7</sup> and time off for child care.

However, the problem could also stem from the fact that it's usually senior managers who decide on \_\_\_\_\_<sup>8</sup> rises, and most of those are men!

It is also thought in some companies that there is no in point in \_\_\_\_\_<sup>9</sup> a woman who might leave to have a baby and never come back.

Whatever the causes are, \_\_\_\_\_<sup>10</sup> continues to exist and needs to be found.

1. a) commission    b) wages    c) perks    d) salaries
2. a) firms    b) partnerships    c) workplaces    d) businesses
3. a) equal    b) similar    c) double    d) efficient
4. a) delay    b) increase    c) reduction    d) income
5. a) lack    b) abundance    c) failure    d) deprivation
6. a) avoidance    b) development    c) investigation    d) solution
7. a) vocation    b) holidays    c) leave    d) vacation
8. a) compensation    b) pay    c) refund    d) money
9. a) promoting    b) demoting    c) hiring    d) taking over
10. a) harassment    b) bullying    c) sex discrimination    d) affirmative discrimination

## Test 8

***Choose the option that correctly completes the sentence.***

Prior preparation is essential for a successful job interview. To begin with, it is important to do some \_\_\_\_\_<sup>1</sup> research to get as much information on the company as possible. This might include researching any current events that relate to the organisation or industry, the organisation's \_\_\_\_\_<sup>2</sup>, and the \_\_\_\_\_<sup>3</sup> of the company.

Find out as much as you can about the current position including the skills, academic background, and \_\_\_\_\_<sup>4</sup> required for the job. Anticipate questions the \_\_\_\_\_<sup>5</sup> may ask. Prepare and practice responses to the questions - but don't try to memorize them. Answers need to sound natural.

At the end of an interview, you are typically asked if you have any questions about the job you're \_\_\_\_\_<sup>6</sup> for. This is an opportunity for you to show your \_\_\_\_\_<sup>7</sup> in the position and the company by asking \_\_\_\_\_<sup>8</sup> questions which you have previously prepared.

Last but not least, to make a good first \_\_\_\_\_<sup>9</sup>, practise opening a door, coming into a room, greeting the interviewer or \_\_\_\_\_<sup>10</sup> members by offering your hand confidently, smiling and introducing yourself.

1. a) past                      b) background              c) backwards              d) reverse
2. a) objectives              b) objects                      c) plans                      d) outlines
3. a) expertise                b) history                      c) past                        d) experience
4. a) experience              b) story                        c) history                      d) achievements
5. a) interlocutor            b) interviewee              c) interviewer              d) presenter
6. a) appealing                b) applying                    c) asking                      d) seeking
7. a) enthusiasm              b) aspiration                  c) curiosity                  d) interest
8. a) appropriate              b) appealing                  c) appreciating              d) apparent
9. a) expression                b) view                        c) impression                d) position
10. a) panel                      b) row                         c) meeting                    d) interview

## Test 9

***Choose the option that correctly completes the sentence.***

Marketing involves many procedures, including packaging, storage, \_\_\_\_\_<sup>1</sup>, transportation, and research. Most of the products that consumers buy have gone through this marketing \_\_\_\_\_<sup>2</sup>. Each part of the process adds to the cost of the \_\_\_\_\_<sup>3</sup> or service, and therefore influences the \_\_\_\_\_<sup>4</sup> that consumers must pay.

Accounting \_\_\_\_\_<sup>5</sup> control the financial side of the business. The accountants are concerned \_\_\_\_\_<sup>6</sup> how the business finances its operations, the profits or losses accumulated by the business, and how the business pays its \_\_\_\_\_<sup>7</sup>. Accountants also forecast the future by preparing \_\_\_\_\_<sup>8</sup> for a year or more ahead that take into account events that are expected to affect the company.

Good communications systems are an extremely important aspect of all businesses. Communication of \_\_\_\_\_<sup>9</sup>, both inside and outside of the business, has become critical to the operation of modern businesses.

Personnel departments are \_\_\_\_\_<sup>10</sup> for the hiring, training, evaluating, and firing of employees, and for maintaining good employer-employee relations.

Management coordinates all these functions. The manager's job involves planning, organizing, directing, and controlling.

1. a) advertisement    b) advertising    c) announcement    d) advertorial
2. a) circle    b) phase    c) stage    d) cycle
3. a) produce    b) production    c) product    d) producer
4. a) price    b) pricing    c) income    d) purchase
5. a) departments    b) companies    c) offices    d) divisions
6. a) about    b) for    c) by    d) with
7. a) debts    b) losses    c) costs    d) customers
8. a) schemes    b) plans    c) budgets    d) projects
9. a) messages    b) information    c) news    d) orders
10. a) charged    b) in charge    c) responsible    d) responsive

## Test 10

**Choose the option that correctly completes the sentence.**

Advertising is one of the main \_\_\_\_<sup>1</sup> of promotion. Its aim is to increase sales by making a product or service known to a consumer and to \_\_\_\_<sup>2</sup> the consumer to buy it. Advertising is often designed and managed by advertising \_\_\_\_<sup>3</sup>.

Large companies usually use them to promote the products and the company's image to the \_\_\_\_<sup>4</sup> customers.

The account is the contract between the client company and the agency to develop an advertising campaign. The client \_\_\_\_<sup>5</sup> a budget, an amount of money, to the task. The agency and the client then discuss the brief, which is a statement of the client's objectives, as well as the \_\_\_\_<sup>6</sup> the company wishes to communicate to \_\_\_\_<sup>7</sup>. After that the agency is ready to start work. An advertising \_\_\_\_<sup>8</sup> consists of a series of advertisements which are \_\_\_\_<sup>9</sup> in various media.

The most common types of advertising media include: broadcasting (TV, cinema, radio), press (newspapers, magazines), printed material (brochures, leaflets, catalogues, flyers), electronic (Internet), display (posters, hoardings / billboards, vehicles, \_\_\_\_<sup>10</sup> of sale), others (trade fairs, word-of mouth, packaging)

- |     |                 |              |                  |              |
|-----|-----------------|--------------|------------------|--------------|
| 1.  | a) paths        | b) methods   | c) directions    | d) options   |
| 2.  | a) persuade     | b) tell      | c) order         | d) force     |
| 3.  | a) firms        | b) agencies  | c) organizations | d) campaigns |
| 4.  | a) aim          | b) market    | c) target        | d) niche     |
| 5.  | a) cuts         | b) spends    | c) locates       | d) allocates |
| 6.  | a) vision       | b) message   | c) announcement  | d) slogan    |
| 7.  | a) distributors | b) segments  | c) retailers     | d) consumers |
| 8.  | a) company      | b) campaign  | c) mission       | d) crusade   |
| 9.  | a) put          | b) sponsored | c) run           | d) announced |
| 10. | a) point        | b) place     | c) spot          | d) outlet    |

### III. GAP FILLING VOCABULARY TEST

*In the blanks, write ONE word that collocates with the words in bold.*

1.

We can **draw** several \_\_\_\_\_ from this data.

Let's not **jump to** \_\_\_\_\_ without having all the facts.

One of these is to learn the facts before **reaching** \_\_\_\_\_.

2.

Our **primary** \_\_\_\_\_ is to provide an excellent customer-service experience.

I'm not sure if what we're doing is in line with our **stated** \_\_\_\_\_.

We **accomplished** our \_\_\_\_\_ of increasing sales by 15%.

3.

What is the **monthly** \_\_\_\_\_ on your car loan?

I'm working two jobs to save enough money for a **down** \_\_\_\_\_ on a new home.

They don't accept cash on delivery, only \_\_\_\_\_ **in advance**.

4.

If you are not 100% satisfied with our product, you are **entitled to a** \_\_\_\_\_.

I was given a **full** \_\_\_\_\_ for the faulty product I purchased.

How can I **receive a** \_\_\_\_\_ for faulty goods bought from a Market trader?

5.

It was an **attractive** \_\_\_\_\_, but I didn't take it.

They told me they would hire me, but I don't have a **firm** \_\_\_\_\_ yet.

Kurt **turned down** the \_\_\_\_\_ they made him.

6.

Due to \_\_\_\_\_ **constraints**, we haven't hired any additional staff this year.

We were able to put together a prototype on a **shoestring** \_\_\_\_\_.

We're on a **tight** \_\_\_\_\_, so let's shop around and make sure we're getting the best price.

7.

**A word of** \_\_\_\_\_: if it sounds too good to be true, it probably is.

I think you need **legal** \_\_\_\_\_ to find out what your rights are.

James has a lot of experience and typically gives me **sound** \_\_\_\_\_.

8.

Trading standards also **keep an** \_\_\_\_\_ on car boot sales – and say that tighter controls would help them.

He is looking for a new job as he does not **see** \_\_\_\_\_ to \_\_\_\_\_ with his manager.

No doubt for many people it will be an \_\_\_\_\_-**opener** to see how expensive even the small repairs can be.

9.

The car dealership is having an end-of-year **sales** \_\_\_\_\_.

We're offering a **special** \_\_\_\_\_ to our loyal customers.

My supervisor **recommended me for a** \_\_\_\_\_.

10.

We need to invest in professional, **modern** \_\_\_\_\_ for our employees.

Imports rose in personal computers, DVD players, printers and other **office** \_\_\_\_\_.

If a required **piece of** \_\_\_\_\_ malfunctions ruining inventory, business insurance may also help you recover the cost of the inventory.

11.

If you invest money in this financial scheme, you will do it **at your own** \_\_\_\_\_.

If we start charging for this service, we'll **run the** \_\_\_\_\_ **of** losing our customers.

We **took a** \_\_\_\_\_ by allowing someone young and relatively inexperienced to run the department.

12.

Internet gaming is a **thriving** \_\_\_\_\_.

The government is stepping in to **regulate the** \_\_\_\_\_.

It claims that it would involve high costs for the **oil** \_\_\_\_\_ with little benefit for the environment.

13.

An internship can be a great way to **gain** \_\_\_\_\_ in your field.

Volunteering my time was a **rewarding** \_\_\_\_\_.

Stan is highly-educated but lacks **hands-on** \_\_\_\_\_.

14.

We were behind schedule, so we worked overtime to **meet** our \_\_\_\_\_.

The project must be finished on time. We cannot **miss** this \_\_\_\_\_.

We were behind schedule, so we asked our manager to **extend** the \_\_\_\_\_.

15.

I don't know what it would cost, but to give you a **rough** \_\_\_\_\_, I'd say about \$4,000 a month.

Even by our most **conservative** \_\_\_\_\_, at least 15% of the workforce is underemployed.

The **preliminary** \_\_\_\_\_ for GDP growth is 2%.

16.

Our product outperformed the **leading** \_\_\_\_\_.

They need to update their \_\_\_\_\_ **identity**.

Our website helps us build \_\_\_\_\_ **awareness** and gain credibility.

17.

The copier is **under** \_\_\_\_\_, so it shouldn't cost anything to get it fixed.

The laptops come with a **one-year** \_\_\_\_\_.

What is the \_\_\_\_\_ **period** for this microwave?

18.

My first job was working as a landscaper for **minimum** \_\_\_\_\_.

Registered nurses earn a fairly high **hourly** \_\_\_\_\_.

Do you think their factory workers earn a **fair** \_\_\_\_\_?

19.

There has been **growing** \_\_\_\_\_ for military equipment in Ukraine.

Low **consumer** \_\_\_\_\_ has forced us to mark down a wide range of goods, sometimes by as much as 30%.

\_\_\_\_\_ far **outstrips** supply for this product in Europe, Africa and Asia.

20.

At the time, he was the only magic dealer in the world who offered a \_\_\_\_\_-**back guarantee** on everything he sold.

We can't compete against rich old Mr. Hu. He'll get his way because \_\_\_\_\_ **talks**.

The Mesopotamian civilization developed a large scale economy based on **commodity** \_\_\_\_\_.

21.

Luke's a **full-time** \_\_\_\_\_, so he receives 12 vacation days per year.

In addition to a competitive salary, the company offers attractive \_\_\_\_\_ **benefits**.

I'm going to interview a **potential** \_\_\_\_\_ this afternoon.

22.

They are **facing** \_\_\_\_\_ **from** companies they see as interlopers.

It's an industry with a lot of **stiff** \_\_\_\_\_.

There is a lot of **unfair** \_\_\_\_\_ **between** these two companies.

23.

Becoming a millionaire at age 30 is a rather **ambitious** \_\_\_\_\_.

I try to **set a** \_\_\_\_\_ for myself every month and then work towards achieving it.

I admire your determination to get a job, but this **long-term** \_\_\_\_\_ needs to be approached in a graded, realistic manner.

24.

Central banks have lowered interest rates to **stimulate** \_\_\_\_\_.

China's **rapid** \_\_\_\_\_ has slowed in recent years.

This region has undergone **considerable** \_\_\_\_\_ in the last decade.

25.

There is an element of \_\_\_\_\_ **shock** in going abroad.

Are we actively embedding risk management in our **corporate** \_\_\_\_\_?

Before entering an overseas market, one should know how to conduct business in a **foreign** \_\_\_\_\_.

26.

Would you **demand an** \_\_\_\_\_ if you received harsh criticism in front of your peers?

I **expect an** \_\_\_\_\_ from our suppliers for their repeated shipping errors.

Could you help me write **a letter of** \_\_\_\_\_ to our customers?

27.

The product's \_\_\_\_\_ **audience** is young adults.

Under the Paris Agreement the developed countries are supposed to pay the developing countries whatever it costs to **hit the** \_\_\_\_\_.

Our \_\_\_\_\_ **market** is active senior citizens.

28.

In May 2014, Netflix made a \_\_\_\_\_ **increase** for monthly streaming subscriptions.

The suggested **retail** \_\_\_\_\_ of the ZENS Wireless Charging Cover is \$ 29,99.

Tuition is under \$10,000. It seems like a **reasonable** \_\_\_\_\_.

29.

None of the ideas **generated** any \_\_\_\_\_.

There is a **renewed** \_\_\_\_\_ for locally-produced food.

\_\_\_\_\_ **rates** are low, so it might be a good time to get a mortgage.

30.

There is a **limited** \_\_\_\_\_ of people with these technical skills.

The price of oil reflects global \_\_\_\_\_ **and demand**.

This new iPhone is expected to be a particularly high-end device, possibly **in short** \_\_\_\_\_.

31.

I'm reading an article about Elon Musk's \_\_\_\_\_ **story**.

And **the key to** \_\_\_\_\_ is to make sure that you're following a checklist.

We're not expecting **immediate** \_\_\_\_\_. It's going to take some time to see results.

32.

Try not to **make the same** \_\_\_\_\_ **twice**.

The most **common** \_\_\_\_\_ job seekers make is failing to manage their online presence.

It's better to **learn from a** \_\_\_\_\_ than be too scared of making one.

33.

Being bought out by a larger company was a **radical** \_\_\_\_\_ for us.

Kerry Rupp gives advice to young aspiring entrepreneurs about learning to **adapt to a** \_\_\_\_\_ in environment and network properly.

Everyone is hoping the new CEO will **bring about** \_\_\_\_\_ and get the company moving in the right direction.

34.

We're hoping our customers **take** \_\_\_\_\_ **of** our latest sale.

We have one important **competitive** \_\_\_\_\_ over our competitors.

Major banks have an **unfair** \_\_\_\_\_ over smaller institutions.

35.

The product comes with a **lifetime** \_\_\_\_\_.

It's a no-risk purchase. It comes with a **money-back** \_\_\_\_\_.

The owner gave us a **personal** \_\_\_\_\_ that the construction project would be completed on time.

36.

Though we've enjoyed considerable success, we still strive for **continuous** \_\_\_\_\_.

I've seen a **dramatic** \_\_\_\_\_ in my team's English communication skills.

The economy is finally showing **signs of** \_\_\_\_\_.

37.

To set up your voicemail, **follow** the \_\_\_\_\_ on page 12 of your handbook.

The book provides **step-by-step** \_\_\_\_\_ for starting a small business.

Please visit their websites for **detailed** \_\_\_\_\_.

38.

The program is designed to for students to easily **acquire** \_\_\_\_\_ and succeed in road tests.

Kurt has a **working** \_\_\_\_\_ of several programming languages.

We need to find more opportunities for \_\_\_\_\_ **transfer** between departments.

39.

High taxes have persuaded consumers to purchase many goods on the **black** \_\_\_\_\_.

Experts are unsure when the **housing** \_\_\_\_\_ will recover.

We are in favour of all the advertising necessary for the **overseas** \_\_\_\_\_.

40.

We can't **cancel** the \_\_\_\_\_ because it has already shipped. We'll have to return the products.

Try to **place** the \_\_\_\_\_ as soon as possible.

He told me that I had my priorities **in the wrong** \_\_\_\_\_.

## IV. MULTIPLE CHOICE GRAMMAR TEST

*Choose the correct answer.*

1. She gave me \_\_\_\_\_ advice on how to invest,  
a) –                              b) an                              c) any                              d) many
2. We have in-company appraisals twice \_\_\_\_\_ year.  
a) a                              b) the                              c) an                              d) –
3. If he \_\_\_\_\_ his driving licence, he \_\_\_\_\_ to take taxis now.  
a) didn't lose; wouldn't have                              b) hadn't lost; wouldn't have had  
c) didn't lose; wouldn't have had                              d) hadn't lost; wouldn't have
4. The first half-year results were \_\_\_\_\_ disappointing.  
a) little                              b) a little                              c) a few                              d) few
5. Unauthorized personnel \_\_\_\_\_ go beyond this point.  
a) hasn't to                              b) mustn't                              c) hadn't to                              d) haven't to
6. She \_\_\_\_\_ to the bank yesterday.  
a) have to go                              b) has to go                              c) had to go                              d) must go
7. You \_\_\_\_\_ take this laptop, I don't need it today.  
a) ought                              b) must                              c) may                              d) need
8. I've heard on the grapevine you've got a new Job. How \_\_\_\_\_ you \_\_\_\_\_ on?  
a) do/get                              b) are/getting                              c) are/get                              d) do/getting
9. He \_\_\_\_\_ his speech for the AGM. (It is completed.)  
a) wrote                              b) has written                              c) is writing                              d) writes
10. I might consider investing in this company if the sales \_\_\_\_\_ good.  
a) was                              b) were                              c) are                              d) be
11. I don't understand why you don't have the report. It \_\_\_\_\_ to you over a week ago.  
a) is sent                              b) was sent                              c) sent                              d) send

12. I didn't receive the ticket, so I rang the travel agent to ask if they \_\_\_\_\_ it.
- a) sent                      b) had sent                      c) have sent                      d) sends
13. If sales continue to do this well, we \_\_\_\_\_ our target by the end of next month.
- a) will have reached    b) are reaching    c) will be reaching    d) were reaching
14. If I \_\_\_\_\_ a bit more experience I would be in a position to apply for that job, but they need someone more senior.
- a) have had                      b) would have had    c) had                      d) had had
15. How \_\_\_\_\_ money do you have with you?
- a) any                      b) many                      c) much                      d) a lot of
16. I couldn't buy this book \_\_\_\_\_ .
- a) anywhere                      b) nowhere                      c) somewhere                      d) whereabouts
17. Are you familiar \_\_\_\_\_ some finance functions such as merchandising on credit and collecting payments from buyers?
- a) at                      b) with                      c) to                      d) for
18. We \_\_\_\_\_ purchase this batch as we didn't obtain the specification and the invoice.
- a) can                      b) may                      c) couldn't                      d) had to
19. Urbanization is accelerating year after year. Most of the young people left this village a long time ago and nobody \_\_\_\_\_ yet.
- a) returned                      b) has returned                      c) had returned                      d) was returned
20. If you work a bit harder, I'm sure you \_\_\_\_\_ the exam in economics.
- a) pass                      b) will pass                      c) have passed                      d) would pass
21. Our city succeeded \_\_\_\_\_ collecting a large sum of money for charity.
- a) on                      b) in                      c) with                      d) at
22. It \_\_\_\_\_ in London this morning that the British Oil Corporation had discovered oil under the sea near the Welsh coast.
- a) announced                      c) had been announced  
b) would be announced                      d) was announced



34. Prices are increasing. Everything is getting \_\_\_\_\_ expensive.  
a) most                      b) least                      c) more                      d) less
35. They say that in future the officials will demand a fine if \_\_\_\_\_ breaks the law.  
a) everyone                      b) everybody                      c) someone                      d) all
36. As a rule the most important news \_\_\_\_\_ broadcast on this channel.  
a) are                      b) were                      c) is                      d) had been
37. Before I came to the office the manager already \_\_\_\_\_ the documents.  
a) signed                      b) had signed                      c) was signing                      d) will sign
38. This company \_\_\_\_\_ millions on computers but it does not seem to become more efficient.  
a) spent                      b) had spent                      c) will spent                      d) has spent
39. How do you \_\_\_\_\_ with the problems of city life such as traffic congestion, air pollution and noise?  
a) come up                      b) put up                      c) give up                      d) take up
40. This cheque \_\_\_\_\_ be signed only by the manager of your company.  
a) can                      b) may                      c) have to                      d) must
41. You can apply for a \_\_\_\_\_ job when you've had more experience.  
a) best                      b) better                      c) worse                      d) worst
42. Some millionaires have lots of money and \_\_\_\_\_ what to do with it.  
a) don't know                      b) didn't                      c) won't know                      d) knows
43. When the delegates arrived \_\_\_\_\_ the station, they were met by our representative.  
a) to                      b) at                      c) in                      d) for
44. Why are you busy packing? – My train \_\_\_\_\_ in two hours, so I'll leave the hotel in an hour.  
a) is leaving                      b) will be leaving                      c) leaves                      d) left

45. I \_\_\_\_\_ for this bank for five years already but I have decided to change my job.
- a) am working      b) has worked      c) have been working      d) worked
46. Adam said that he \_\_\_\_\_ this property at a lower price than the sellers charged for it.
- a) bought      b) had bought      c) will buy      d) would buy
47. Someone is calling you. Will you answer \_\_\_\_\_ phone?
- a) a      b) the      c) –      d) on the
48. Small shops are not as \_\_\_\_\_ as supermarkets.
- a) more convenient      b) convenient  
c) most convenient      d) the most convenient
49. Yesterday our flight \_\_\_\_\_ because of the fog.
- a) cancelled      b) was cancelled  
c) had been cancelled      d) has been cancelled
50. Thank you for your offer, but I \_\_\_\_\_ not to accept it.
- a) decide      b) has decided      c) have decided      d) decided
51. \_\_\_\_\_ people who are unemployed often feel depressed.
- a) The      B) –      c) A      d) That
52. At present I \_\_\_\_\_ afford to go to the cinema twice a week.
- a) can't      b) couldn't      c) must not      d) might not
53. I will cover \_\_\_\_\_ you tomorrow, as I realize your bad need in rest.
- a) at      b) for      c) with      d) on
54. Helen had to pay extra at the airport because she had too \_\_\_\_\_ luggage.
- a) much      b) many      c) little      d) few
55. If you \_\_\_\_\_ with the traffic regulations, you will get into trouble with the police.
- a) aren't complied      b) won't comply      c) don't comply      d) wouldn't comply

56. The use of bicycles \_\_\_\_\_ private transport solves the problem of traffic jams in large cities.
- a) with                      b) despite                      c) combined with                      d) instead of
57. They said they would not work after 6 p.m. if you \_\_\_\_\_ them overtime.
- a) won't pay                      b) don't pay                      c) didn't pay                      d) not pay
58. If you telephone early next week, the secretary \_\_\_\_\_ inform you about the delivery of the new batch.
- a) must                      b) can                      c) may                      d) will be able to
59. We \_\_\_\_\_ the terms of the contract until we finally took a decision to sign it.
- a) negotiated                      b) had been negotiating  
c) have been negotiating                      d) were negotiating
60. To my mind, the quality of these goods does not comply \_\_\_\_\_ the specification.
- a) to                      b) in                      c) for                      d) with
61. Happiness is not \_\_\_\_\_ inevitable result of having money.
- a) -                      b) a                      c) the                      d) an
62. The judge sent him to \_\_\_\_\_ prison for his debts.
- a) -                      b) a                      c) the                      d) an
63. Members of British Parliament \_\_\_\_\_ salaries since 1911.
- a) paid                      b) have been paid                      c) are paid                      d) were paid
64. After oil \_\_\_\_\_ under the sea near the Welsh Coast, Britain has become self-sufficient in this energy source.
- a) discovered                      b) was discovered  
c) will be discovered                      d) is discovered
65. He said that small local companies doing e-business in the language of their target-market \_\_\_\_\_ at an advantage.
- a) will be                      b) was                      c) would be                      d) had to be

66. Birmingham, previously \_\_\_\_\_ as dirty and unglamorous, has suddenly become a major tourist attraction.
- a) thought of      b) think of      c) been thought of      d) was thought of
67. Everywhere you look, there are new shopping malls \_\_\_\_\_ to attract shoppers \_\_\_\_\_ high-quality designer goods.
- a) competed, looking for      b) competing, looking for  
c) competing, looked for      d) compete, look for
68. The process of management \_\_\_\_\_ certain basic functions such as: planning, organizing and controlling.
- a) consist of      b) consisting of      c) is consisted of      d) consists of
69. In \_\_\_\_\_ 18<sup>th</sup> century \_\_\_\_\_ New York was smaller than Philadelphia and \_\_\_\_\_ Boston.
- a) a; the; the      b) the; —; —;      c) —; —; —      d) the; the; the
70. A manager must make sure that the actual performance of the organization conforms \_\_\_\_\_ the performance that was planned before.
- a) with      b) for      c) for      d) —
71. The local department store has to make a sustained effort at this time of the year to \_\_\_\_\_ customer demand for summer clothing.
- a) satisfy      b) satisfaction      c) satisfies      d) satisfying
72. Don't worry about Sophie, she'll \_\_\_\_\_ finish the report.
- a) soon      b) finally      c) by chance      d) in fact
73. Yes, that's right. It was all about the job I do every day. I expect you recall that I work for a financial company \_\_\_\_\_ a financial advisor.
- a) at      b) as      c) on      d) of
74. The two things that are important for an appointment are the time and the place. You say for example: Let's meet next Monday \_\_\_\_\_ 10 o'clock.
- a) on      b) at      c) in      d) for
75. Experimental economics, \_\_\_\_\_ rats in mazes, suggests that rats will act in their own best interest.
- a) using      b) used      c) uses      d) use

76. In general, economics is bifurcated by the focus of the analysis – that is, there are two bundles of issues that \_\_\_\_\_ by economists.
- a) are examining    b) examined    c) is examined    d) are examined
77. Microeconomics is concerned \_\_\_\_\_ decision-making by individual economic agents such as firms and consumers.
- a) on    b) about    c) with    d) by
78. Average product is total product divided \_\_\_\_\_ the number of units of the variable factor employed
- a) by    b) on    c) to    d) with
79. When a consumer must pay more for a product, simply \_\_\_\_\_ the monopoly power in the market, less of the consumers' incomes are available to purchase other commodities.
- a) due    b) because of    c) because    d) for reason
80. What resulted was poorer service, higher \_\_\_\_\_ prices in most areas.
- a) for    b) in    c) at    d) with
81. Monopoly checks progress in production and infuses \_\_\_\_\_ distribution an element of robbery.
- a) to    b) in)    c) with    d) into
82. The system of industrial groups is thrown out of balance by putting too much labor and capital at certain points and too \_\_\_\_\_ at others.
- a) few    b) a few    c) little    d) a little
83. In 1935, the National Labor Relations Act \_\_\_\_\_ making collective bargaining the public policy of the United States.
- a) was passed    b) had been passed  
c) passed    d) has been passed
84. As Lester Thurow observes in his book, Head to Head, the standard of living in the United States \_\_\_\_\_ since 1980.
- a) was fallen    b) has fallen    c) fell    d) had fallen

85. In recent years there \_\_\_\_\_ a considerable increase in trade that is subject to non-tariff barriers.
- a) has been            b) have been            c) was            d) is
86. Dumping occurs where a good is sold in an overseas market at a price \_\_\_\_\_ the real cost of production.
- a) under            b) above            c) underneath            d) below
87. I can't believe you met Steve Jobs in person. That \_\_\_\_\_ been amazing!
- a) should have            b) must have            c) couldn't have            d) might have
88. If I were you \_\_\_\_\_.
- a) I should have taken the offer            b) I would taken the offer  
c) I would have taken the offer            d) I would have taking the offer
89. Everything is a bit confusing. I'm not sure \_\_\_\_\_.
- a) what they suppose we do            b) what are we supposed to do  
c) what is supposed that we do            d) what we are supposed to do
90. In no way \_\_\_\_\_.
- a) we broke the law            b) did we break the law  
c) we did break the law            d) did we broke the law
91. I traveled a lot as a university student. By the time I was 22, \_\_\_\_\_ to nine different countries.
- a) already I had traveled            b) I already traveled  
c) I traveled already            d) I had already traveled
92. \_\_\_\_\_ the construction on the highway today, many people arrived late.
- a) For            b) Because            c) Due to            d) Since
93. I have some marketing ideas. Who is responsible \_\_\_\_\_ the company's social media accounts?
- a) to manage            b) for managing            c) for manage            d) managing

94. One of my coworkers gave me some good advice. She suggested \_\_\_\_\_ a to-do list every morning.
- a) that I make      b) that I made      c) me to make      d) to make
95. I stopped \_\_\_\_\_ as soon I get them because it's a distraction.
- a) responding to emails      b) to respond to emails  
c) responding emails      d) to respond emails
96. Your presentation should include visual aids, \_\_\_\_\_ pictures, tables, and graphs.
- a) like      b) such as      c) as      d) for instance
97. Management is very concerned about this. It's important that the problem \_\_\_\_\_ right away.
- a) is dealt with      b) is dealed with      c) be dealt with      d) be dealed with
98. That website is a security threat. \_\_\_\_\_ visit it.
- a) For no circumstances you should      b) Under no circumstances you should  
c) For no circumstances should you      d) Under no circumstances should you
99. We \_\_\_\_\_ changed distributors if they had kept their prices competitive.
- a) wouldn't have      b) might have  
c) couldn't have      d) shouldn't have
100. I'm so tired today. I wish \_\_\_\_\_ last night.
- a) I had went to bed early      b) I didn't stay up late  
c) I went to bed early      d) I hadn't stayed up late
101. This month's import quota was really difficult to figure \_\_\_\_\_.
- a) in      b) on      c) out      d) to
102. The company \_\_\_\_\_ in new technology this year.
- a) invested      b) has invested      c) had invested      d) did invested
103. I'd like to speak to John, but I can't \_\_\_\_\_ to him.
- a) get on      b) get to      c) get in      d) get through

104. Yesterday, JBO \_\_\_\_\_ by OLR.  
a) was taken over    b) was taken on    c) took over    d) took on
105. By this time tomorrow, the team leader \_\_\_\_\_ on the project budget for 24 hours.  
a) will have been worked    b) will work  
c) will have been working    d) will be working
106. I wouldn't \_\_\_\_\_ the job, if the perks hadn't been so great.  
a) have took    b) have taken    c) had took    d) had taken
107. The CFO remembers \_\_\_\_\_ the report but he's not sure where he put it.  
a) saving    b) saved    c) to have saved    d) to save
108. At the meeting, Jack brought something really interesting \_\_\_\_\_ the table.  
a) out of    b) from    c) at    d) to
109. I would like to discuss this issue with Jane, but she \_\_\_\_\_ answer the phone.  
a) don't    b) won't    c) hasn't    d) hadn't
110. Bill is in charge \_\_\_\_\_ the current project.  
a) for    b) from    c) of    d) with
111. The MD runs the business \_\_\_\_\_ a day-to-day basis.  
a) on    b) in    c) with    d) after
112. These customers \_\_\_\_\_ our machines for over a decade.  
a) purchase    b) are purchasing  
c) have been purchasing    d) has been purchasing
113. We spoke about the conference that \_\_\_\_\_ place the week before.  
a) have taken    b) has taken    c) took    d) had taken
114. During the week of the conference, I \_\_\_\_\_ at a nice B&B.  
a) was staying    b) stayed  
c) have been staying    d) had been staying



127. \_\_\_\_\_ a business is hard work.  
a) Start                      b) Starting                      c) To start                      d) Having started
128. Over that past three years, I \_\_\_\_\_ involved in a number of interesting projects.  
a) have been                      b) am                      c) was                      d) had been
129. I \_\_\_\_\_ to a trade fair until I went to the one in Las Vegas last month.  
a) never was                      b) had never been  
c) was never                      d) have never been
130. They were one of our biggest rivals, but they \_\_\_\_\_ bankrupt last year.  
a) have been gone                      b) have gone  
c) had gone                      d) went
131. Recent efforts \_\_\_\_\_ our company's profile have been successful.  
a) boost                      b) to have boosted                      c) to boost                      d) boosted
132. The business environment \_\_\_\_\_.  
a) constantly changes                      b) is constantly changing  
c) changes constantly                      d) has constantly changed
133. There \_\_\_\_\_ to be a problem with your application.  
a) is seeming                      b) seems                      c) seem                      d) are
134. I \_\_\_\_\_ a lot of money if I hadn't listened to your advice.  
a) would made                      b) would make  
c) would have made                      d) will have made
135. That issue is yet \_\_\_\_\_.  
a) having resolved                      b) has he resolved                      c) to be resolved                      d) resolving
136. Hiring Thomas has \_\_\_\_\_ a positive impact on the growth of our law firm.  
a) having                      b) been had                      c) have                      d) had



147. I'd like to make \_\_\_\_\_ suggestion. Why don't we try to find \_\_\_\_\_ new distributor?
- a) the; a                      b) a; the                      c) a; a                      d) the; the
148. This is well \_\_\_\_\_ the target of 4% that we were aiming for.
- a) above                      b) up                      c) over                      d) off
149. I'm calling \_\_\_\_\_ response to your email.
- a) to                      b) in                      c) on                      d) with
150. The senate passed \_\_\_\_\_ important energy bill on Tuesday. \_\_\_\_\_ bill will ensure that companies don't overcharge their customers.
- a) an; A                      b) an; The                      c) the; The                      d) the; A
151. The WTO is the only international organization dealing \_\_\_\_\_ the global rules of trade between nations.
- a) about                      b) with                      c) to                      d) from
152. He thanked the management \_\_\_\_\_ behalf of the staff for taking their suggestions seriously.
- a) with                      b) on                      c) in                      d) for
153. This model is fitted \_\_\_\_\_ all the latest electronic gadgets.
- a) on                      b) for                      c) with                      d) up
154. \_\_\_\_\_ that the company had such huge debts, we wouldn't have invested in it.
- a) We had known                      b) If we known  
c) Had we known                      d) If we have known
155. Keep the documents safe \_\_\_\_\_ we need to make a claim.
- a) in case                      b) unless                      c) so that                      d) providing
156. Mr. Hutchinson \_\_\_\_\_ this afternoon, but he rang to change the appointment to next Monday.
- a) would come                      b) was coming  
c) is going to come                      d) will have come

157. We \_\_\_\_\_ our normal suppliers, but we have changed our minds because we have found some cheaper ones.

- a) will use
- b) will be using
- c) are going to use
- d) were going to use

158. If you \_\_\_\_\_ on the course last month, you \_\_\_\_\_ how to operate the new equipment we've just received.

- a) went; would know
- b) would go; knew
- c) had gone; would know
- d) had gone; have known

159. It's a pity we sold the shares when we did – we \_\_\_\_\_ them for another couple of months.

- a) should keep
- b) should have kept
- c) should be keeping
- d) should have been keeping

160. I can't believe you met Steve Jobs in person. That \_\_\_\_\_ been amazing!

- a) must have
- b) should have
- c) couldn't have
- d) might have

161. I \_\_\_\_\_ for the job if I \_\_\_\_\_ an MBA, but unfortunately I don't.

- a) will apply; have
- b) will apply; had
- c) would apply; have
- d) would apply; had

162. Do you think we \_\_\_\_\_ avoided the economic crisis had we taken greater precaution?

- a) should have
- b) might not have
- c) could have
- d) must have

163. Not only \_\_\_\_\_, more of them are working full-time.

- a) more older Americans are working
- b) are more older Americans working
- c) older Americans are more working
- d) are older Americans more working

164. \_\_\_\_\_, he resigned his job.

- a) Having being dissatisfied
- b) Being dissatisfied
- c) Being dissatisfying
- d) Having been dissatisfying



176. \_\_\_\_\_ the crisis, we have been dealing with some budget cuts in our company.

- a) Because                      b) Because of                      c) Due                      d) Although

177. Some actions that are habits for \_\_\_\_\_, may look weird to people from other nationalities.

- a) the Japanese              b) the Japanians              c) the Japaneses              d) Japaneses

178. They regretted \_\_\_\_\_ in the Romanian small IT company.

- a) have invested    b) to have invested  
c) having invested    d) to having invested

179. I'd rather \_\_\_\_\_ Mr. Atkinson at the station.

- a) you met                      b) you meet                      c) you to meet                      d) you meeting

180. They didn't reach an agreement \_\_\_\_\_ their cultural differences.

- a) on account of              b) due                      c) because                      d) owing

## V. GRAMMAR ERROR CORRECTION TEST

### *Correct the Mistakes*

1. We are only five on our team.
2. I would rather to work from home than come to the office.
3. We're used to have a lot of work to do, so meeting the deadline won't be a problem.
4. My client sent me an email but I haven't replied her yet.
5. Maybe I'm going to finish this today.
6. Please borrow me your badge so I can get into the storage closet.
7. I can't finish this by the end of the day. Even though I spend all day on it, I won't finish on time.
8. Probably, I'll go to the beach on Saturday.
9. The Old Man and the Sea was written for Ernest Hemingway.
10. Our office is near to the airport, so it will be easy for you to get here.
11. We have many stuffs to do this week, so I don't know if I can go to English class.
12. Despite I was tired, I came to work today.
13. If we had a gym here, I can work out after work.
14. I always try to do things very careful and make sure I do them correct. (two mistakes)
15. We have people from all over the world here: India, United States, Venezuela, Canada, United Kingdom, Germany, and France. (two mistakes)
16. Are we going to have to work overtime again this week? I hope no.
17. Yesterday, he told me that he will send the email after lunch, but he didn't do it.
18. My schedule often changes, but I normally work since 9 a.m. to 6 p.m.
19. I thought you were still with Microsoft. When did you stop to work there?

20. I'm not pretty sure about what we should do.
21. How long time did you work in the public sector?
22. Do you know where is the meeting room?
23. He is well-experienced, so we know that he can do the job.
24. Who is in charge to decide which printer to buy?
25. I had a hard time getting in touch with my supervisor. After calling for hours, I finally could get in touch with her.
26. I never traveled internationally. I might next year, though.
27. I really enjoyed to be at the business lunch yesterday.
28. If you want to be successful, you need to believe in you.
29. She's really selfish. She only cares about hers own achievements.
30. They've been produce freezers during ten years.
31. It is important being aware of cultural differences.
32. I wish I have more time to finish the project.
33. I work for this company since 2020.
34. I've been learned the ropes a lot lately.
35. I'm sorry, Mr. Petrenko is busy in a moment.
36. When I was a sales manager I used to travelling a lot.
37. Working night shifts was hard at first, but now I'm used to do it.
38. This office isn't as big than the other office.
39. They didn't think that the factory was enough big.
40. I had to think about the problem for a while, but I finally figured out it.
41. I got to the airport late because the traffic.
42. They're looking forward to cooperate with us.
43. We need to analyze more deeply this problem.
44. If we hire more people, we wouldn't be so busy.
45. Today we discussed about potential strategies.

46. This will allow us to concentrate on our business and don't worry about our IT infrastructure.
47. They gave him more responsibilities due to he is handling his current responsibilities very well.
48. They wouldn't let me to leave early today even though I had something really important to take care of.
49. While John prepared breakfast, I worked on putting the finishing touches on my presentation.
50. I wish to have a relaxing vacation this December.
51. She recommended me that I take a few days off from work.
52. I tried to explain him the problem, but he had difficulty understanding me.
53. I don't know why you didn't go on a business trip. If I were you, I should have gone.
54. Kate claims that if she got an MBA after finishing her bachelor's degree, she might have been considered for the position.
55. Kevin says he stopped to travel internationally because of his family.
56. We regret informing you that your application has been denied.
57. The interview was broadcasted live over the internet.
58. I'm so glad that he spoke in my behalf because I felt awful that I couldn't make it to the event.
59. At first I studied engineering in college, but I ended getting a marketing degree.
60. It was a frustrating situation because we were incapable of helping.
61. When the check came, I tried to pay but John told me to put away my wallet and insisted that he paid for dinner.
62. They had managed a few crises in the past, so they were able to handle this situation fairly well.
63. If you would've told me, I would have given you my honest advice.
64. The four participants discussed it between themselves.

65. We thought we were going to expand this year, but we actually have less people now than we did two years ago.
66. She's trying to concentrate herself on finishing her degree.
67. Unfortunately, the species has gotten extinct due to human activity.
68. I'm a little afraid to do this by my own.
69. He told me that he had never been in that restaurant before.
70. Never before I had seen something quite like that.

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**Навчальне видання**

***Іщук Наталія Юріївна***

## **Check your vocabulary and grammar**

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