

4. Whenever out-of-town clients visit us, we do our best to _____ them. (A) (B) (C) (D)
(A) entertainment
(B) entertaining
(C) entertainer
(D) entertain
5. The auditors _____ that the bookkeepers send them figures every two weeks. (A) (B) (C) (D)
(A) preference
(B) preferable
(C) preferential
(D) prefer
6. My boss's wife loves to _____ antique bottles and jars. (A) (B) (C) (D)
(A) collection
(B) collect
(C) collectible
(D) collector
7. I dislike radios playing in the office because they _____ me while I try to work. (A) (B) (C) (D)
(A) distraction
(B) distracter
(C) distract
(D) distracting
8. We would like to _____ that these bonuses are a one-time only thing. (A) (B) (C) (D)
(A) emphasize
(B) emphatic
(C) emphasis
(D) emphatically
9. Management likes employees who _____ to participate in company events. (A) (B) (C) (D)
(A) voluntary
(B) volunteerism
(C) volunteer
(D) voluntarily
10. By law, we must _____ how much federal income tax to deduct from your pay. (A) (B) (C) (D)
(A) calculable
(B) calculation
(C) calculate
(D) calculator