

Vocabulary

Mini test 2

Exercise 1. Chọn đáp án đúng để hoàn thành các câu dưới đây.

_____ with a good ad is time-consuming.

- ☐ A. Coming up
- ☐ B. Coming to
- ☐ C. Coming by
- ☐ D. Coming on

To _____ the best and the brightest, companies have to be willing to pay well.

- ☐ A. recruit
- ☐ B. recruits
- ☐ C. recruiting
- ☐ D. recruitment

A qualified candidate usually exudes _____.

- ☐ A. training
- ☐ B. confidence
- ☐ C. background
- ☐ D. expert

Any applicant is wise to _____ an interview with a note or a phone call.

- ☐ A. call in
- ☐ B. look to
- ☐ C. follow up
- ☐ D. set up

Workers are promoted on their _____ and merit.

- ☐ A. contributors
- ☐ B. promoters

- ☐ C. compensation
- ☐ D. achievements

The benefits package is an important aspect of contract ____ .

- ☐ A. qualifications
- ☐ B. conduct
- ☐ C. negotiations
- ☐ D. dedication

Some employees have to wait years before they are fully ____ in the company pension plan.

- ☐ A. constant
- ☐ B. vested
- ☐ C. eligible
- ☐ D. hesitant

Health ____ are very important for an employee who develops a serious medical problem.

- ☐ A. flexibility
- ☐ B. benefits
- ☐ C. negotiation
- ☐ D. retirement

A ____ and hard-working employee can look forward to rapid promotions.

- ☐ A. obvious
- ☐ B. compensatory
- ☐ C. beneficial
- ☐ D. dedicated

A company that recognizes obvious merit will receive employee ____ in return.

- ☐ A. loyalty
- ☐ B. product

- ☐ C. promotion
- ☐ D. contributor

Exercise 2. Chọn đáp án đúng để hoàn thành các câu dưới đây.

Most merchants are happy to find any way to ____ their customer base.

- ☐ A. expand
- ☐ B. function
- ☐ C. fulfill
- ☐ D. supply

All fashion ____ have a limited life span.

- ☐ A. match
- ☐ B. trends
- ☐ C. raise
- ☐ D. wages

It is a poorly run office that does not ____ adequate office supplies.

- ☐ A. maintain
- ☐ B. complied
- ☐ C. discounted
- ☐ D. imposed

Sometimes office policy doesn't allow the company to ____ less expensive supplies when they are available from someone other than a preferred provider.

- ☐ A. obtain
- ☐ B. function
- ☐ C. explore
- ☐ D. discount

A supplier who can't ____ his obligations to a customer will quickly lose customers.

- ☐ A. fulfill

- ☐ B. order
- ☐ C. disturb
- ☐ D. subtract

To ____ disruption, buyers should order well ahead of need.

- ☐ A. diversify
- ☐ B. remember
- ☐ C. minimize
- ☐ D. integrate

It is wise to begin by compiling an ____ of equipment on hand.

- ☐ A. discrepancy
- ☐ B. inventory
- ☐ C. liability
- ☐ D. fulfillment

If the provider does not meet his client's demand, he should ____ the problem as soon as possible.

- ☐ A. rectify
- ☐ B. merchandise
- ☐ C. estimate
- ☐ D. impose

If some supplies show a steady rise in consumption, the office manager should make an appropriate ____ in his standard order.

- ☐ A. integration
- ☐ B. shipment
- ☐ C. accuracy
- ☐ D. adjustment

The office manager should also ascertain whether the inventory of supplies properly ____ the volume of use in the office.

- ☐ A. comforts
- ☐ B. reflects
- ☐ C. orders
- ☐ D. disturbs

Exercise 3. Chọn đáp án đúng để hoàn thành đoạn văn dưới đây.

When your company has a job opening, it is important to hire the right person for the job. The job interview offers you, the employer, an opportunity to get to know each (1) _____ and assess his or her ability to do the job. You will have many questions for the applicants, but you should also (2) _____ ready for questions from them. In addition to understanding the job duties, they may want to know about (3) _____ offered by your company such as vacations and health care.

Chỗ trống (1)

- ☐ A. expert
- ☐ B. mentor
- ☐ C. supervisor
- ☐ D. candidate

PREP.VN

- ☐ A. be
- ☐ B. do
- ☐ C. have
- ☐ D. will be

- ☐ A. behaviors
- ☐ B. basis
- ☐ C. bargains
- ☐ D. benefits

Exercise 4. Chọn đáp án đúng để hoàn thành đoạn văn dưới đây.

Getting a promotion is a great honor. It means your company (1) ____ your merits. When you are promoted to the position of supervisor, your work life changes. You are now in a position of responsibility. It is important to set a good example because your staff (2) ____ you. If you carry out your job responsibilities (3) ____, you will gain their respect. This is the key to success in your new position.

- ☐ A. recruits
- ☐ B. contributes
- ☐ C. recognizes
- ☐ D. dedicates

- ☐ A. comes up with
- ☐ B. looks up to
- ☐ C. keep up with
- ☐ D. looks forward to

- ☐ A. weakly
- ☐ B. weak
- ☐ C. confidently
- ☐ D. confident

Exercise 5. Chọn đáp án đúng để hoàn thành đoạn văn dưới đây.

Memo

To: Floor Managers

From: Head Manager

Re: Spring Sale

Our large Spring Sale begins next week. Before the store opens on Monday, all sale items should be placed on racks near the (1) ____ area. This ensures that customers will see them right before they pay for their purchases. We expect large crowds in the store during the sale, so it will be important to (2) ____ order. This means picking up any items that fall on the floor or end up on the wrong shelf, and making sure that all items are clearly marked with the correct price. (3) ____, an attractive store attracts more customers.

Chọn trống (1)

- ☐ A. catalog
- ☐ B. merchandise
- ☐ C. carrier
- ☐ D. checkout

- ☐ A. function
- ☐ B. maintain
- ☐ C. supply
- ☐ D. impose

PREP.VN

- ☐ A. Remember
- ☐ B. Remembering
- ☐ C. To remember
- ☐ D. ust remember

Exercise 6. Chọn đáp án đúng để hoàn thành đoạn văn dưới đây.

To: Betsy Barnes

From: Lighting limited Customer Service

Subject: Your order

Dear Betsy Barnes,

We have received your message about your recent order of a desk lamp with a glass shade.

You state that the (1) ____ arrived in damaged condition. We will be happy to replace the damaged merchandise at no extra (2) ____ to you. You will not have to pay anything. Simply place the damaged item back in the box and affix the 'postage paid' sticker to the outside. As soon as we receive it, a replacement lamp will be (3) ____ sent to you. We are sorry for any inconvenience this may have caused.

Manuel Gozanlez

Lighting Limited Customer Service Associate

- ☐ A. ship
- ☐ B. shipping
- ☐ C. shipment
- ☐ D. shippable

- ☐ A. chase
- ☐ B. chance
- ☐ C. change
- ☐ D. charge

PREP.VN

Chọn trống (3)

- ☐ A. prompt
- ☐ B. promptly
- ☐ C. smooth
- ☐ D. smoothly