

Vocabulary

Mini test 1

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

Although negotiating a new contract was complicated, both parties came to an ____ that satisfied them.

- ☐ A. assurance
- ☐ B. obligation
- ☐ C. agreement
- ☐ D. establishment

____ conferences are a good way for employees to get in touch with people in similar organizations.

- ☐ A. Arrangement
- ☐ B. Attendance
- ☐ C. Registration
- ☐ D. Association

When the family decided to open a restaurant, they had to find a ____ that would attract business.

- ☐ A. session
- ☐ B. register
- ☐ C. offer
- ☐ D. location

A ____ company will honor the terms set forth in its warranty.

- ☐ A. overcrowded
- ☐ B. selective
- ☐ C. productive
- ☐ D. reputable

The goal of marketing is to ____ customers, to persuade them to buy a product or service.

- ☐ A. attract
- ☐ B. compare
- ☐ C. consume
- ☐ D. compete

Once both parties have agreed to a contract, they have also agreed to abide by every ____ provision.

- ☐ A. specify
- ☐ B. specific
- ☐ C. specification
- ☐ D. specificity

Good business planning includes developing an overall____, addressing likely objections, and demonstrating why potential buyers need the product or service.

- ☐ A. strategy
- ☐ B. avoidance
- ☐ C. substitution
- ☐ D. evaluator

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Marketers must avoid making promises they can't keep while they ____ the quality of their product or service.

- ☐ A. demonstrate
- ☐ B. substitute
- ☐ C. address
- ☐ D. gather

A consultant must adhere carefully to his contract if he wants to ____ a good business reputation.

- ☐ A. establish
- ☐ B. determine
- ☐ C. obligate
- ☐ D. resolve

When you register for out-of-town conferences, make room arrangements as soon as you decide to ____.

- ☐ A. select
- ☐ B. attend
- ☐ C. address
- ☐ D. gather

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

Who is ____ hiring?

- ☐ A. in charge by
- ☐ B. in charge on
- ☐ C. in charge of
- ☐ D. in charge for

Most office furniture is bought more on the basis of ____ than comfort.

- ☐ A. capacity
- ☐ B. initiative
- ☐ C. provider
- ☐ D. affordability

The office ____ samples of its products.

- ☐ A. accessed
- ☐ B. displayed
- ☐ C. ignored
- ☐ D. networked

The staff expressed their ____ for the leadership of their boss.

- ☐ A. reduction
- ☐ B. initiation
- ☐ C. recurrence

☐ D. appreciation

Ms. Ming was pleased that the new employee showed such ____.

- ☐ A. reduction
- ☐ B. initiative
- ☐ C. provision
- ☐ D. physique

Before you send the letter, you should ____ it to make sure there are no errors.

- ☐ A. proof
- ☐ B. fold
- ☐ C. hold
- ☐ D. store

The secretary sent a copy of the revised contract by ____ mail.

- ☐ A. complicated
- ☐ B. registered
- ☐ C. mentionable
- ☐ D. revised

Many office supply businesses specialize in furniture that is as ____ as it is affordable.

- ☐ A. reducible
- ☐ B. durable
- ☐ C. physical
- ☐ D. verbal

The office manager finally ____ why the new software wasn't working properly.

- ☐ A. shut down
- ☐ B. stayed on top of
- ☐ C. figured out

☐ D. brought in

The letter from our accountant _____ that our petty cash spending was almost equal to budgeted items.

- ☐ A. assemble
- ☐ B. mentioned
- ☐ C. replace
- ☐ D. network

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

Smart (1) _____ compare prices before they buy. That's why nine out of ten shoppers choose Star Brand household cleaning products. Star Brand products are the most efficient cleaning products around. They are (2) _____ enough to clean up even the toughest stains and dirt. Every Star Brand product comes with the company promise: If you are not 100% satisfied, your money will be returned with no questions asked. Next time you are shopping for cleaning products, (3) _____ Star Brand. We know you'll be happy you did.

Chỗ trống (1)

- ☐ A. couriers
- ☐ B. consumers
- ☐ C. providers
- ☐ D. parties

Chỗ trống (2)

- ☐ A. strong
- ☐ B. stronger
- ☐ C. strongly
- ☐ D. strongest

- ☐ A. engage
- ☐ B. convince
- ☐ C. consider

☐ D. imply

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

When purchasing a new appliance, check to make sure that a warranty is included. This (1) _____ important protection to you, the consumer. If you decide to return a product that is under warranty, you will have to (2) _____ that any damage was not caused by misuse or mishandling. Also, make certain that you return a damaged product before the warranty (3) _____. Companies do not have to accept products that are returned after the date stated in the warranty.

- ☐ A. exposes
- ☐ B. offers
- ☐ C. practices
- ☐ D. reinforces

- ☐ A. appreciate
- ☐ B. evaluate
- ☐ C. substitute
- ☐ D. demonstrate

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Chọn đáp án (3)

- ☐ A. covers
- ☐ B. protects
- ☐ C. expires
- ☐ D. requires

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

The use of computers (1) _____ the workplace. Thirty years ago, many people had never touched a computer. Now almost everyone uses a computer for work. Computers facilitate work so that jobs can be completed more efficiently. Documents are easily duplicated and distributed with computers. The Internet has made it easy to (2) _____ for information. Computers have become very (3) _____. Even the smallest businesses are able to buy them.

Chọn đáp án (1)

- ☐ A. revolutionize
- ☐ B. will revolutionize
- ☐ C. had revolutionized
- ☐ D. has revolutionized

- ☐ A. warn
- ☐ B. search
- ☐ C. hold
- ☐ D. fold

Chọn trống (3)

- ☐ A. compatible
- ☐ B. accessible
- ☐ C. fallible
- ☐ D. affordable

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

memo

To: All office staff

From: Office Manager

Re: New photocopier

We have finally purchased a new photocopier. (1) ____, it is a great improvement over our old one. It can (2) ____ documents so you don't have to put them together yourself. It also folds documents for mailing. However, it does not correct mistakes in your writing. When making multiple copies of a document, please (3) ____ it beforehand and correct any errors. This will save us a great deal in both paper and time. Please let me know if you have any questions about using the new machine.

- ☐ A. Technical

- ☐ B. Technician
- ☐ C. Technicality
- ☐ D. Technically

- ☐ A. assemble
- ☐ B. allocate
- ☐ C. facilitate
- ☐ D. develop

- ☐ A. disk
- ☐ B. proof
- ☐ C. sharp
- ☐ D. skill

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