**101.** The files were \_\_\_\_\_ alphabetically.

1. organization
2. organizer
3. organize
4. organized

**102.** The business consultant suggested a \_\_\_\_\_ sales plan.

1. modify
2. modifies
3. modified
4. modifying

**103.** \_\_\_\_\_ there were so many customer complaints, we withdrew the item from the market.

1. Therefore
2. Because
3. Although
4. However

**104.** The contractor is \_\_\_\_\_ for his quality workmanship.

1. respected
2. respects
3. respect
4. respecting

**105.** Employees' work hours are \_\_\_\_\_ before the holidays.

1. insisted
2. installed
3. increased
4. intruded

**106.** The \_\_\_\_\_ report will be published next Monday.

1. selling
2. sales
3. sell
4. sells

**107.** The architect must consider every detail of a floor \_\_\_\_\_.

1. planning
2. plan
3. plans
4. planned

**108.** Mr. Lafferty wants to meet \_\_\_\_\_ six o'clock sharp

1. on
2. upon
3. at
4. during

**109.** The sales personnel were given a specific \_\_\_\_\_ about how to market the new product.

1. instructions
2. delays
3. reservations
4. adjustments

**110.** The construction project is as important as any other project \_\_\_\_\_ this year.

1. undertaking
2. undertook
3. undertaken
4. undertake

**111.** The supervisor talked about \_\_\_\_\_ changing patterns in consumer habits.

1. slowly
2. slowing
3. slows
4. slowed

**112.** This year's tourism is growing \_\_\_\_\_ last year's predictions.

1. outside
2. inside
3. beyond
4. before

**113.** The grievance committee made \_\_\_\_\_demands on management.

1. reasonable
2. reasonably
3. reason
4. reasoning

**114.** The \_\_\_\_\_ office party must take responsibility for the cleanup.

1. plans
2. planning
3. planned
4. planners

**115.** Mr. Shultz has\_\_\_\_\_ own plan for reorganizing the accounting department.

1. him
2. his
3. he
4. himself

**116.** There are early \_\_\_\_\_ that the market is beginning to recover.

1. indications
2. solutions
3. proposals
4. revisions

**117.** Before you leave, please \_\_\_\_\_ the data in the database.

1. submerge
2. propose
3. admit
4. enter

**118.** \_\_\_\_\_ the new product didn't sell well, it's still on the market.

1. However
2. So that
3. Although
4. Nevertheless

**119.** \_\_\_\_\_ have the employees complained so much about working conditions in the factory.

1. Never
2. Ever
3. Soon
4. Forever

**120.** Staff \_\_\_\_\_ an environmental group will be here to check for evidence of pollution.

1. of
2. by
3. about
4. from

**121.** The crew worked \_\_\_\_\_ avoid problems in the future.

1. careful
2. carefully
3. care
4. more careful

**122.** \_\_\_\_\_ job performance is awarded with a salary bonus.

1. Except
2. Exception
3. Exceptional
4. Exceptionally

**123.** The \_\_\_\_\_ on the merger lasted until midnight

1. negotiated
2. negotiations
3. negotiator
4. negotiates

**124.** When it came to solving a mechanical problem, he did not have a \_\_\_\_\_.

1. clue
2. sense
3. hint
4. thought

**125.** \_\_\_\_\_ a good credit history, don't expect to get a loan easily.

1. From
2. Unless
3. Without
4. Since

**126.** The company managers \_\_\_\_\_ the union about any changes in employee vacation allowances.

1. advice
2. advising
3. advised
4. advisor

**127.** The president answers all his calls \_\_\_\_\_.

1. himself
2. he
3. him
4. his

**128.** To \_\_\_\_\_ disruption during the day, construction is done at night.

1. criticize
2. localize
3. sanitize
4. minimize

**129.** Mr. Nigel becomes \_\_\_\_\_ when he has to wait too long.

1. evident
2. extraordinary
3. impatient
4. inconclusive

**130.** The negotiations failed because \_\_\_\_\_ broken down.

1. communicative
2. communicated
3. communications
4. communicate

**131. \_\_\_\_\_** amazes Ms. Fifel is the speed of her new computer.

1. That
2. Which
3. Who
4. What

**132.** Any changes to the employee handbook must be \_\_\_\_\_ in writing.

1. proposed
2. propelled
3. preferred
4. preordained

**133.** \_\_\_\_\_ to the directory will be published every month.

1. Additional
2. Additions
3. Added
4. Adding

**134.** The audience was asked to \_\_\_\_\_ from talking during announcements.

1. refrain
2. respect
3. reserve
4. restore

**135.** The news was so \_\_\_\_\_ that the company invested even more money in the project.

1. encourage
2. encouraged
3. encouraging
4. encourages

**136.** The job couldn't be finished because of an \_\_\_\_\_ supply of essential.

1. improper
2. unlikely
3. unlucky
4. inadequate

**137.** A positive \_\_\_\_\_ helps, everyone be productive .

1. alteration
2. attitude
3. anxiety
4. ambivalence

**138.** Mr. Logan's instructions were \_\_\_\_\_ clear that no one had any questions.

1. such
2. ever
3. so
4. too

**139.** The \_\_\_\_\_ to the training has been very positive.

1. respondent
2. respond
3. responsible
4. response

**140.** Demand for the new line of cars is up; \_\_\_\_\_ production will increase.

1. however
2. despite
3. therefore
4. regardless