**TPS - S**

1. \_\_\_\_\_\_ the annual report available yet?
   1. are
   2. Is
   3. being
   4. have
2. The office \_\_\_\_\_\_ that all employees park in their assigned spaces.
   1. are required
   2. ask
   3. requires
   4. has require
3. Employees \_\_\_\_\_\_ tasks that are repetitive.
   1. are disliking
   2. disliking
   3. disliked
   4. dislike
4. At the end of the year, the company \_\_\_\_\_\_ up a picnic for the employees.
   1. puts
   2. put
   3. putting
   4. are putting
5. The last train to Hamburg \_\_\_\_\_  at 10:30.
   1. depart
   2. departs
   3. to depart
   4. departing
6. The restaurant \_\_\_\_\_\_\_\_ open on weekends, \_not on holidays.
   1. are beeing
   2. are
   3. be
   4. is
7. The ship provisions officer \_\_\_\_\_  his supplies in large quantities.
   1. buy
   2. buys
   3. buying
   4. to buy
8. Mr. Cruz \_\_\_\_\_\_ someone to assist him with the conference display.
   1. is needs
   2. need
   3. needs
   4. is a need
9. The head of the porters \_\_\_\_\_\_ guests with their luggage.
   1. assist
   2. were assisting
   3. assists
   4. are assisting
10. At midnight, the second shift of security guards \_\_\_\_\_  on duty.
    1. coming
    2. to come
    3. comes
    4. come
11. You should check your messages \_\_\_\_\_\_ .
    1. as soon as
    2. twice a day
    3. seldom
    4. rarely
12. The new insurance plan is especially \_\_\_\_\_  with employees who have families.
    1. popularized
    2. popular
    3. populated
    4. popularity
13. The receptionist receives packages and \_\_\_\_\_  them until the proper department is notified.
    1. is holding
    2. held
    3. hold
    4. holds
14. Most employees drive to work and \_\_\_\_\_ the building from the parking lot.
    1. enter
    2. entered
    3. entering
    4. entrance
15. The currency rates \_\_\_\_\_\_ daily.
    1. change
    2. is changed
    3. are change
    4. changing
16. The stapler \_\_\_\_\_ on the desk.
    1. is
    2. are
    3. being
    4. wased
17. Everyone is \_\_\_\_\_  that Ms. Howard seldom leaves before 6:30.
    1. aware
    2. await
    3. awaken
    4. awe
18. The variety of insurance benefits \_\_\_\_\_\_  very broad under this policy.
    1. are
    2. is
    3. being
    4. be
19. The cruise handbook \_\_\_\_\_\_\_ all ship policies.
    1. explains
    2. is explaining
    3. explain
    4. explaining
20. Mr. Larsen \_\_\_\_\_\_\_ for meetings.
    1. late  is always
    2. is always late
    3. always late is
    4. is late always
21. Mr. Lazer  wants to make \_\_\_\_\_\_\_\_ .
    1. a meeting
    2. an hour
    3. an appointment
    4. a time
22. A customer service representative \_\_\_\_\_  at our catalogue number.
    1. always is available
    2. is always available
    3. is available always
    4. being always available
23. The receptionist \_\_\_\_\_  a message if you do not answer your phone.
    1. takes
    2. took
    3. take
    4. taken
24. The results of the traveler preference survey are \_\_\_\_\_\_ .
    1. surprised
    2. surprises
    3. surprise
    4. surprising
25. A good waiter \_\_\_\_\_\_\_\_\_ to explain the menu
    1. is never too busy
    2. never too busy is
    3. is too busy never
    4. being never too busy
26. Most of the employees     \_\_\_\_\_ at  the company cafeteria.
    1. eating
    2. eats
    3. eat
    4. to eat
27. Mr. Meisel \_\_\_\_\_  to get to work early.
    1. is liking
    2. likes
    3. would be liking
    4. like
28. The new prices shown in this catalog take effect \_\_\_\_\_ .
    1. monthly
    2. annually
    3. immediately
    4. lately
29. We apologize for the inconvenience while we \_\_\_\_\_ the men’s clothing department.
    1. remodeling
    2. remodeled
    3. remodel
    4. remodels
30. Essex County Savings Bank \_\_\_\_\_ many prospective home buyers.
    1. serve
    2. serves
    3. serving
    4. is serve
31. The marketing department is \_\_\_\_\_  for the implementation of the new advertisement campaign.
    1. expectant
    2. responsible
    3. determined
    4. owing
32. A flashing red light \_\_\_\_\_  that there is excess pressure in the hydraulic system.
    1. indicating
    2. indicator
    3. indication
    4. indicates
33. In order to provide her customers with the finest meals, the restaurant owner \_\_\_\_\_  her produce fresh daily.
    1. buy
    2. buys
    3. buying
    4. bought
34. The project \_\_\_\_\_  to require more time than the contractors have available.
    1. had seemed
    2. seems
    3. is seeming
    4. will seem
35. The new schedules are \_\_\_\_\_  with the second shift workers at the factory.
    1. popularized
    2. popular
    3. populated
    4. popularity
36. Yasmin is one of our best employees and \_\_\_\_\_  working here for two years.
    1. is
    2. has been
    3. has
    4. will
37. The warm reception to the Bauhaus style \_\_\_\_\_  that people were looking for a change from the baroque.
    1. is stating
    2. telling
    3. suggests
    4. advises
38. The letter from the attorney \_\_\_\_\_  nothing about the lease amendments.
    1. mentions
    2. mentioning
    3. has been mentioned
    4. is being mentioned
39. The mail sorting machine is out of \_\_\_\_\_  again.
    1. operation
    2. performance
    3. order
    4. function
40. According to the findings of the investigative committee, the company is not \_\_\_\_\_  for the damages.
    1. liable
    2. guilty
    3. obligated
    4. susceptible
41. Our division is responsible for making and \_\_\_\_\_  frozen foods.
    1. delivered
    2. delivers
    3. deliverer
    4. delivering
42. In many Eastern homes, \_\_\_\_\_  off your shoes is mandatory before entering a house.
    1. the take
    2. taken
    3. take
    4. taking
43. Opinions based on personal inspection \_\_\_\_\_  much more substantial than those based on conjecture.
    1. is
    2. are
    3. they are
    4. have
44. Calendar years and fiscal years don’t \_\_\_\_\_\_ coincide.
    1. almost
    2. already
    3. always
    4. also
45. The road to success \_\_\_\_\_ of a combination of hard work and good luck.
    1. persists
    2. insists
    3. consists
    4. resists
46. The board meetings usually \_\_\_\_\_ on time.
    1. have started
    2. start
    3. are starting
    4. have been starting

S + BE EN

1. A  list of compatible software \_\_\_\_\_  with your new computer.
   1. includes
   2. is included
   3. is including
   4. included
2. Clients \_\_\_\_\_   to see the research department.
   1. are rare allowing
   2. have ever allowed
   3. are never allowed
   4. are no time
3. Budget meetings \_\_\_\_\_  in the conference room.
   1. rarely held
   2. are held every week
   3. always is held
   4. are sometimes holding
4. The itinerary \_\_\_\_\_\_  with the cruise list.
   1. be filing
   2. is filed
   3. be filed
   4. is filing
5. Each passenger’s name \_\_\_\_\_  with his or her cabin number.
   1. is list
   2. listing
   3. is listed
   4. is listing
6. A record of complaints \_\_\_\_\_  kept in the purser’s office.
   1. are
   2. is
   3. were
   4. has
7. Guests attending the seminar are \_\_\_\_\_ to write down questions for the speakers in advance.
   1. request
   2. requested
   3. requesting
   4. demanded
8. A  list of compatible software \_\_\_\_\_  with your new computer.
   1. includes
   2. is included
   3. is including
   4. included
9. The airport taxes are \_\_\_\_\_ in the ticket price.
   1. including
   2. include
   3. been included
   4. included

COMPARATIVES

1. Marketing costs \_\_\_\_\_    higher than  the department predicted.
   1. is
   2. high as
   3. are
   4. highest than
2. Western Components, Inc. is \_\_\_\_\_ than Consolidated Electronics  Company.
   1. reliably
   2. most reliable
   3. reliance
   4. more reliable
3. Ms. Ripola is \_\_\_\_\_ an accountant when totaling the receipts.
   1. carefully
   2. as careful
   3. as careful as
   4. careful that
4. It is \_\_\_\_\_\_ to transfer a document by e-mail than by fax.
   1. fast
   2. fastest
   3. the faster
   4. faster
5. The new instructions \_\_\_\_\_  the old ones.
   1. is more difficult
   2. were difficulter that
   3. is difficult than
   4. are more difficult than

V+V

1. The goal of our meetings is to make the directors \_\_\_\_\_  our problem.
   1. understanding
   2. understood
   3. understand
   4. be understanding
2. The personnel manager needs someone to \_\_\_\_\_  her with the presentation to the board.
   1. attend
   2. assume
   3. assign
   4. assist
3. Ask the accounts receivable clerk \_\_\_\_\_ the invoice.
   1. to send
   2. sending
   3. for send
   4. sent
4. Ms. Guida expects costs to\_\_\_\_\_\_\_  5 percent this year.
   1. increased
   2. increase
   3. be increase
   4. raise
5. The purpose of our conference is to help employees \_\_\_\_\_  our policies.
   1. understood
   2. understanding
   3. understand
   4. is understanding
6. Ms. Najar wants to \_\_\_\_\_  the costs by tonight.
   1. final
   2. finalize
   3. finally
   4. finality
7. The newspaper expects  \_\_\_\_\_\_  circulation next year.
   1. to ascend
   2. to increase
   3. to escalate
   4. to raise

SUFFIX

1. Hiring temporary workers can be very \_\_\_\_\_  .
   1. economize
   2. economically
   3. economy
   4. economical
2. Computer software is a \_\_\_\_\_  market.
   1. competitor
   2. competitive
   3. competition
   4. competitively

N corr PREF SUFX

1. The company’s president is quite \_\_\_\_\_  about computers.
   1. knowing
   2. knowledge
   3. knowledgeable
   4. knows

S+MOD

1. A manager \_\_\_\_\_  new things from his or her staff.
   1. can sometimes learn
   2. learning sometimes can
   3. sometimes learn can
   4. sometimes can learning

OTHER

1. Success depends \_\_\_\_\_\_\_ the efforts of the organization.
   1. from
   2. in
   3. on
   4. of
2. The difference \_\_\_\_\_ the pressure inside and outside the plane is what affects your ears.
   1. between
   2. with
   3. of
   4. on
3. Taxi drivers \_\_\_\_\_  the city increase their prices during the tourist season.
   1. on
   2. around
   3. over
   4. under
4. \_\_\_\_\_  the group has made large contributions, it feels excluded from the community.
   1. So
   2. Even though
   3. However
   4. In spite of
5. \_\_\_\_\_  show that there will be a shortage of university professors by the end of the decade.
   1. Investigation
   2. Questions
   3. Studies
   4. Proposals
6. Performances at the Shakespeare Festival run from June \_\_\_\_\_  the end of August.
   1. to
   2. on
   3. just
   4. by then
7. I don’t understand \_\_\_\_\_  of these is to be included in the shipment.
   1. which
   2. that
   3. some
   4. what
8. I prefer to buy engine parts at Auto World \_\_\_\_\_  they always have every conceivable part on hand.
   1. so
   2. which
   3. because
   4. but
9. Although profit is one indicator of success, it need not be the \_\_\_\_\_  one.
   1. alone
   2. single
   3. lonely
   4. only
10. \_\_\_\_\_  midnight, the security system turns on automatically.
    1. To
    2. From
    3. At
    4. For
11. Recent \_\_\_\_\_  in the corporation’s income and expenses are discussed in the financial section of the report.
    1. modifies
    2. modified
    3. modifying
    4. modifications
12. Johnson Motors offers the \_\_\_\_\_  prices on trucks in the area.
    1. compete
    2. competitions
    3. competitively
    4. most competitive
13. Salespeople \_\_\_\_\_  attract new clients receive a bonus.
    1. whose
    2. which
    3. whom
    4. who
14. The hotel offers guests a continental breakfast in the lobby \_\_\_\_\_  a full breakfast in the restaurant.
    1. with
    2. since
    3. either
    4. or
15. The computer operators work at night \_\_\_\_\_  on weekends.
    1. nor
    2. but
    3. neither
    4. and
16. The proposal is due at the client’s office \_\_\_\_\_  Thursday.
    1. with
    2. on
    3. at
    4. for
17. The corporate office is located \_\_\_\_\_  the Jamieson Building.
    1. on
    2. under
    3. in
    4. over
18. Our service technicians receive \_\_\_\_\_  training available.
    1. better
    2. as good
    3. best
    4. the best
19. The price of the equipment is low, \_\_\_\_\_  the maintenance costs can be high.
    1. or
    2. but
    3. and
    4. either
20. The housekeeping staff comes on duty \_\_\_  2:00.
    1. in
    2. on
    3. at
    4. with
21. Reductions in the budget require us \_\_\_\_\_  our costs for international travel.
    1. limits
    2. to limit
    3. limiting
    4. limit
22. Our company stands for quality \_\_\_\_\_  design.
    1. or
    2. and
    3. but
    4. neither
23. Our latest advertising package includes videos \_\_\_\_\_  brochures.
    1. but
    2. or
    3. and
    4. either
24. Mr. Mura depends on his assistant for \_\_\_\_\_  .
    1. advise
    2. adverse
    3. advice
    4. adversity
25. The directory lists each passenger’s name \_\_\_\_\_\_  address.
    1. and
    2. the
    3. but
    4. nor
26. An administrative assistant keeps an office running \_\_\_\_\_  .
    1. smooth
    2. smoothness
    3. smoothed
    4. smoothly
27. Mr. Flynn is the person \_\_\_\_\_  orders office supplies.
    1. which
    2. whose
    3. who
    4. whom
28. The budget analysis is due \_\_\_\_\_  Friday.
    1. at
    2. from
    3. until
    4. on

100. [Digital transformation](https://searchcio.techtarget.com/definition/digital-transformation) is tied to the broader trend of business transformation and takes \_\_\_\_\_\_ to take hold.

a. awhile

b. a while