ED

1. The head of sales \_\_\_\_\_\_\_ to San Diego for the annual sales convention.
   1. went
   2. gone
   3. go
   4. going
2. \_\_\_\_\_\_ it was Mr. Guitón’s birthday, his staff took him to lunch.
3. Although
4. During
5. Because
6. That
7. Mr. Nolde called to cancel his \_\_\_\_\_\_ .
8. notebook
9. calendar
10. appointment
11. notice
12. A letter for Mr. Cam was left \_\_\_\_\_ Mr.Britto’s desk.
13. through
14. on
15. out
16. up
17. \_\_\_\_\_\_\_\_\_ the meeting, Ms. Tran missed several important phone calls.
18. Although
19. In spite of
20. Because
21. During

ED + BE EN

1. The CD-player was damaged when it \_\_\_\_\_ .
2. was delivered
3. has delivered
4. was delivering
5. had delivered
6. Mr. Hatori \_\_\_\_\_\_\_ very\_\_\_\_\_\_\_\_when he got a promotion.
7. were A. excite
8. is B. exciting
9. was C. excited
10. is D. excites
11. She left the ship, \_\_\_\_\_\_ the purser signed out.
12. for
13. that
14. end
15. before
16. The clerk found the typographical error after the messenger \_\_\_\_\_ the proposal.
    1. delivered
    2. delivers
    3. has delivered
    4. is delivering
17. Ms. Franklin directed a very \_\_\_\_\_ project.
18. successfully
19. successive
20. success
21. successful
22. The final purchase price was higher than the investors \_\_\_\_\_ .
23. had expected
24. expect
25. are expecting
26. will expect
27. Did Mr. Fisk \_\_\_\_\_ the reference guide from the company library?
28. loan
29. borrowed
30. lent
31. borrow
32. \_\_\_\_\_ they were ordered, the brochures and business cards were never printed.
33. Although
34. Even
35. However
36. Despite
37. \_\_\_\_\_ none of us were familiar with the city, Mr. Gutman drove us to the meeting.
    1. Although
    2. Because
    3. Therefore
    4. However
38. Mr. Vasco worked hard to develop his \_\_\_\_\_ in electronics.
    1. expertly
    2. expert
    3. expertise
    4. expectant
39. Mr. Selvas delivered the \_\_\_\_\_ bid to the client.
    1. seals
    2. seal
    3. sealing
    4. sealed

ED+ BE+EN

1. The president had her travel agent \_\_\_\_\_\_ the reservations.
   1. made
   2. has made
   3. make
   4. makes
2. Mr. Dietze typed the speech \_\_\_\_\_\_ Ms. Lang prepared the charts.
   1. or
   2. and
   3. where
   4. during
3. The manager got his staff \_\_\_\_\_ last weekend.
   1. to work
   2. was working
   3. workable
   4. worked
4. The financial team \_\_\_\_\_\_\_ that the offer was rejected.
   1. had disappointed
   2. were disappointed
   3. was disappointing
   4. were disappointing
5. \_\_\_\_\_\_ Ms. Butrus was late, she did not miss the performance.
   1. During
   2. Because
   3. In spite of
   4. Although
6. Mr. Dekar was responsible for \_\_\_\_\_ the data.
   1. organization
   2. organizing
   3. organized
   4. organize

ED+ BE EN

1. The supervisor had Ms. Balia \_\_\_\_\_ her job responsibilities.
   1. to write
   2. wrote
   3. written
   4. write
2. \_\_\_\_\_ it was late, Ms. Glaser stayed to finish her work.
   1. Although
   2. During
   3. Since
   4. While
3. The travel agent persuaded us \_\_\_\_\_ an evening flight.
   1. to take
   2. taking
   3. took
   4. taken
4. The manager suggested \_\_\_\_\_ a research team.
   1. organized
   2. organizing
   3. organizes
   4. to organize
5. Mr. Benito received the notice \_\_\_\_\_ January 5.
   1. on
   2. in
   3. at
   4. to
6. The fax was not received \_\_\_\_\_ the fax number was wrong.
   1. until
   2. because
   3. although
   4. once
7. The person \_\_\_\_\_ lost a briefcase may claim it in the lobby.
   1. whose
   2. which
   3. whom
   4. who
8. Ms. Friel \_\_\_\_\_ about her promotion before it was announced.
   1. knew
   2. known
   3. is knowing
   4. has known
9. My cousin was very \_\_\_\_\_ when he got the job.
   1. surprise
   2. surprised
   3. surprising
   4. surprises
10. \_\_\_\_\_\_\_the manager’s suggestions were reasonable, the supervisor agreed with them.
    1. Until
    2. Although
    3. Because
    4. Even though

ED + BE EN

1. Mr. Fong had the client \_\_\_\_\_ her questions in writing.
   1. submit
   2. submitted
   3. submitting
   4. submits
2. \_\_\_\_\_ the seminar, the audience had trouble hearing the speaker.
   1. Since
   2. During
   3. Although
   4. While
3. We missed the deadline \_\_\_\_\_ our computer malfunctioned.
   1. until
   2. because
   3. if
   4. though
4. The conference \_\_\_\_\_ was scheduled for next week has been postponed.
   1. that
   2. whose
   3. it
   4. who
5. Mr. Ho’s assistant \_\_\_\_\_ his mail while he was away.
   1. will answer
   2. answered
   3. answers
   4. answering
6. Before the official opening of the conference, the subcommittee held its annual planning \_\_\_\_\_ .
   1. exclusion
   2. location
   3. session
   4. seclusion

BE EN / REL that which

1. Viken Corporation will hold a press conference \_\_\_\_\_ a statement made at the shareholders’ meeting last week.
   1. to explain
   2. explanation
   3. explains
   4. explained
2. Last year the city council budgeted DM 8 million for site improvements at the port in order to \_\_\_\_\_ a major new tenant.
   1. accommodate
   2. accomplish
   3. accuse
   4. accustom
3. The computer programmer realized he had forgotten to turn off the office lights \_\_\_\_\_ he had left the premises.
   1. after
   2. because
   3. since
   4. and
4. Ten applications were filed \_\_\_\_\_ Monday morning for the receptionist position.
   1. at
   2. on
   3. until
   4. from
5. It was agreed that the committee meet again \_\_\_\_\_ the tenth of April.
   1. for
   2. on
   3. to
   4. from
6. \_\_\_\_\_\_ Mr. Park was the only one who knew the way to the conference, he drove the car.
   1. Although
   2. Since
   3. But
   4. Therefore

BE EN

1. Ms. Wang did not want her check automatically \_\_\_\_\_ into her account.
   1. deposit
   2. deposits
   3. depositing
   4. deposited
2. Mr.Davis, my lawyer, was a \_\_\_\_\_ by the time he was thirty.
   1. millions
   2. millionaire
   3. million
   4. millionfold

BE EN

1. The conference participants had their suitcases \_\_\_\_\_ at the hotel.
   1. picked up
   2. picking up
   3. pick up
   4. to be picked up
2. I felt that we had finally \_\_\_\_\_ some headway on these tax issues.
   1. made
   2. took
   3. had
   4. went
3. After looking at all his \_\_\_\_\_ he resigned himself to another two years of schooling.
   1. options
   2. opts
   3. optional
   4. opting
4. He avoided any technical jargon \_\_\_\_\_ the sake of clarity.
   1. in
   2. for
   3. to
   4. at
5. The American Indians guarded the buffalo because it was a valuable resource for \_\_\_\_\_ .
   1. their
   2. them
   3. they
   4. theirs
6. Our original \_\_\_\_\_ was very reliable and always delivered on time.
   1. supplicant
   2. supporter
   3. suppressor
   4. supplier
7. Sonya & Company settled the matter out of \_\_\_\_\_ to avoid the pending lawsuit.
   1. courthouse
   2. courting
   3. courts
   4. court
8. The fringe benefits \_\_\_\_\_ him to accept the position.
   1. enticed
   2. teased
   3. illustrated
   4. attracted
9. The trainees helped \_\_\_\_\_ out during the seminar.
   1. another
   2. the other
   3. each other
   4. other
10. \_\_\_\_\_ time was the most difficult part of the plane ride to Calcutta.
    1. Passes
    2. Passing
    3. Pass
    4. Passed
11. During the inspection of the production process, the consultant paid particular \_\_\_\_\_ to the assembly line workers.
    1. observation
    2. notice
    3. time
    4. attention
12. The comptroller asked the treasurer for a breakdown of the \_\_\_\_\_ in his report.
    1. information
    2. informations
    3. informative
    4. inform
13. The ship tossed and turned as it crashed \_\_\_\_\_ the waves.
    1. with
    2. against
    3. away
    4. behind
14. Both parties were at an \_\_\_\_\_\_ because nothing was written down at the time of the negotiations.
    1. impairment
    2. impedance
    3. impasse
    4. implosion
15. The group of \_\_\_\_\_ didn’t stop working until 5:00 in the morning.
    1. lawyers
    2. law
    3. lawyer
    4. laws
16. Although her speech was very \_\_\_\_\_ many found it too long.
    1. interested
    2. interest
    3. interestingly
    4. interesting
17. Kyle was \_\_\_\_\_ busy that he forgot to cancel his dentist appointment.
    1. too
    2. very
    3. so
    4. than
18. Ebrahim came into the office on Saturday and Sunday and he \_\_\_\_\_ wasn’t able to finish the project on time.
    1. still
    2. even
    3. however
    4. although
19. Airline ticket \_\_\_\_\_ fell when the major airlines implemented their new pricing plans.
    1. sales
    2. sell
    3. sails
    4. sold
20. Ms. Takahashi gave her assistant an \_\_\_\_\_ end-of-the-year review.
    1. eager
    2. outstanding
    3. open
    4. initiate
21. The board of directors convinced him to \_\_\_\_\_ action against the other firm.
    1. take
    2. do
    3. give
    4. make
22. The secretary told me that a new \_\_\_\_\_ was being mailed to all interested investors.
    1. prospectus
    2. prosecution
    3. prosthesis
    4. prosperity
23. The judge made it clear that those facts were not \_\_\_\_\_ .
    1. admission
    2. admit
    3. admissible
    4. admittance
24. Ever since they discovered that little resort off the coast of Spain, they \_\_\_\_\_ anywhere else for vacation.
    1. didn’t go
    2. weren’t going
    3. went
    4. haven’t gone
25. The fundraisers located themselves next to the entrance to take advantage of all the people \_\_\_\_\_\_\_through.
    1. passed
    2. passing
    3. passes
    4. pass

ED + BE EN

1. His discoveries, which were heavily promoted in the Explorer’s Club Journal, \_\_\_\_\_ also given considerable attention by the media.
   1. was
   2. it was
   3. had
   4. were
2. Professor Zagrov praised Mr. Modello for his literary contribution before presenting him with what \_\_\_\_\_ money the group had gathered.
   1. little
   2. few
   3. small
   4. less
3. The elevator door didn’t \_\_\_\_\_ at the sound of the bell.
   1. closed
   2. be closed
   3. close
   4. to close
4. Mrs. Stein, the chairwoman and founder of Women’s World, \_\_\_\_\_ to an enthusiastic audience at the fashion show.
   1. who spoke
   2. was spoken
   3. that she spoke
   4. spoke

MOD + ED

1. The chairman said his\_\_\_\_\_\_\_ would continue his strategies.
   1. successful
   2. successor
   3. success
   4. successive