1. Ms. Najar wants to \_\_\_\_\_  the costs by tonight.
   1. final
   2. finalize
   3. finally
   4. finality
2. The purpose of our conference is to help employees \_\_\_\_\_  our policies.
   1. understood
   2. understanding
   3. understand
   4. is understanding
3. Ms. Guida expects costs to\_\_\_\_\_\_\_  5 percent this year.
   1. ascend
   2. increase
   3. escalate
   4. raise
4. Ask the accounts receivable clerk \_\_\_\_\_ the invoice.
   1. to send
   2. sending
   3. for send
   4. sent
5. Mr. Lazer  wants to make \_\_\_\_\_\_\_\_ .
   1. a meeting
   2. an hour
   3. an appointment
   4. a time
6. The newspaper expects  \_\_\_\_\_\_  circulation next year.
   1. ascend
   2. to increase
   3. to escalated
   4. raise
7. Reductions in the budget require us \_\_\_\_\_  our costs for international travel.
   1. limits
   2. to limit
   3. limiting
   4. limit
8. Guests attending the seminar are requested to \_\_\_\_\_  questions for the speakers in advance.
   1. prevail
   2. prepay
   3. prevent
   4. prepare
9. The personnel manager needs someone to \_\_\_\_\_  her with the presentation to the board.
   1. attend
   2. assume
   3. assign
   4. assist
10. The goal of our meetings is to make the directors \_\_\_\_\_  our problem.
    1. understanding
    2. understood
    3. understand
    4. be understanding
11. The manager got his staff \_\_\_\_\_ last weekend.
    1. to work
    2. was working
    3. workable
    4. worked
12. The travel agent persuaded us \_\_\_\_\_ an evening flight.
    1. to take
    2. taking
    3. took
    4. taken
13. The manager suggested \_\_\_\_\_ a research team.
    1. organized
    2. organizing
    3. organizes
    4. to organize
14. Mr. Fong had the client \_\_\_\_\_ her questions in writing.
    1. submit
    2. submitted
    3. submitting
    4. submits
15. Ms. Wang did not want her check automatically \_\_\_\_\_ into her account.
    1. deposit
    2. deposits
    3. depositing
    4. deposited
16. The conference participants had their suitcases \_\_\_\_\_ at the hotel.
    1. picked up
    2. picking up
    3. pick up
    4. to be picked up