ED

1. The head of sales \_\_\_\_\_\_\_ to San Diego for the annual sales convention.
   1. went
   2. gone
   3. go
   4. going
2. Because it was Mr. Guitón’s birthday, his staff \_\_\_\_\_ him to lunch.
3. takes
4. take
5. tooks
6. took
7. Mr. Nolde \_\_\_\_\_ to cancel his appointment.
8. didn’t call
9. call did
10. doesn’t called
11. calls
12. Mr. Hatori was very\_\_\_\_\_\_\_\_when he got a promotion.
13. excite
14. exciting
15. excited
16. excites
17. The clerk found the typographical error after the messenger \_\_\_\_\_ the proposal.
    1. delivered
    2. delivers
    3. has delivered
    4. is delivering
18. The final purchase price was higher than the investors \_\_\_\_\_ .
19. had expected
20. expect
21. are expecting
22. will expect
23. Did Mr. Fisk \_\_\_\_\_ the reference guide from the company library?
24. loaned
25. borrow
26. lent
27. sent
28. The manager got his staff \_\_\_\_\_ last weekend.
    1. to work
    2. was working
    3. workable
    4. worked
29. The financial team \_\_\_\_\_\_\_ that the offer was rejected.
    1. was disappointed
    2. were disappointed
    3. was disappointing
    4. were disappointing
30. The supervisor had Ms. Balia \_\_\_\_\_ her job responsibilities.
    1. to write
    2. wrote
    3. written
    4. write
31. The travel agent persuaded us \_\_\_\_\_ an evening flight.
    1. to take
    2. taking
    3. took
    4. taken
32. The manager suggested \_\_\_\_\_ a research team.
    1. organized
    2. organizing
    3. organizes
    4. to organize
33. Ms. Friel \_\_\_\_\_ about her promotion before it was announced.
    1. knew
    2. known
    3. is knowing
    4. has known
34. My cousin was very \_\_\_\_\_ when he got the job.
    1. surprise
    2. surprised
    3. surprising
    4. surprises
35. Mr. Fong had the client \_\_\_\_\_ her questions in writing.
    1. submit
    2. submitted
    3. submitting
    4. submits
36. Mr. Ho’s assistant \_\_\_\_\_ his mail while he was away.
    1. will answer
    2. answered
    3. answers
    4. answering
37. The fringe benefits \_\_\_\_\_ him to accept the position.
    1. enticed
    2. teased
    3. illustrated
    4. attracted
38. The fringe benefits \_\_\_\_\_ him to accept the position.
    1. enticed
    2. teased
    3. illustrated
    4. attracted
39. Although her speech was very \_\_\_\_\_ many found it too long.
    1. interested
    2. interest
    3. interestingly
    4. interesting
40. 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
41. Airline ticket \_\_\_\_\_ fell when the major airlines implemented their new pricing plans.
    1. sales
    2. sell
    3. sails
    4. sold
42. The board of directors convinced him to \_\_\_\_\_ action against the other firm.
    1. take
    2. do
    3. took
    4. made
43. 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
44. The fundraisers located themselves next to the entrance to take advantage of all the people \_\_\_\_\_\_\_through.
    1. passed
    2. passing
    3. passes
    4. pass
45. 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
46. The elevator door didn’t \_\_\_\_\_ at the sound of the bell.
    1. closed
    2. be closed
    3. close
    4. to close
47. 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

**ED + BE EN**

1. The CD-player was damaged when it \_\_\_\_\_ .
2. was delivered
3. has delivered
4. was delivering
5. had delivered
6. A letter for Mr. Cam \_\_\_\_\_ on Mr.Britto’s desk.
7. Is lefted
8. was left
9. has gone
10. Be leaved
11. \_\_\_\_\_\_\_\_\_ the meeting, Ms. Tran missed several important phone calls.
12. Although
13. In spite of
14. Because
15. During
16. She left the ship, \_\_\_\_\_\_ the purser signed out.
17. for
18. that
19. end
20. before
21. Ms. Franklin directed a very \_\_\_\_\_ project.
22. successfully
23. successive
24. success
25. successful
26. . \_\_\_\_\_ they were ordered, the brochures and business cards were never printed.
27. Although
28. Even
29. However
30. Despite
31. . \_\_\_\_\_ none of us were familiar with the city, Mr. Gutman drove us to the meeting.
    1. Although
    2. Because
    3. Therefore
    4. However
32. Mr. Vasco worked hard to develop his \_\_\_\_\_ in electronics.
    1. expertly
    2. expert
    3. expertise
    4. expectant
33. Mr. Selvas delivered the \_\_\_\_\_ bid to the client.
    1. seals
    2. seal
    3. sealing
    4. sealed
34. Mr. Dietze typed the speech \_\_\_\_\_\_ Ms. Lang prepared the charts.
    1. or
    2. and
    3. where
    4. during
35. \_\_\_\_\_\_\_ Ms. Butrus was late, she did not miss the performance.
    1. During
    2. Because
    3. In spite of
    4. Although
36. Mr. Dekar was responsible for \_\_\_\_\_ the data.
    1. organization
    2. organizing
    3. organized
    4. organize
37. \_\_\_\_\_ it was late, Ms. Glaser stayed to finish her work.
    1. Although
    2. During
    3. Since
    4. While
38. Mr. Benito received the notice \_\_\_\_\_ January 5.
    1. on
    2. in
    3. at
    4. to
39. The fax was not received \_\_\_\_\_ the fax number was wrong.
    1. until
    2. because
    3. although
    4. once
40. The person \_\_\_\_\_ lost a briefcase may claim it in the lobby.
    1. whose
    2. which
    3. whom
    4. who
41. \_\_\_\_\_\_\_the manager’s suggestions were reasonable, the supervisor agreed with them.
    1. Until
    2. Although
    3. Because
    4. Even though
42. \_\_\_\_\_ the seminar, the audience had trouble hearing the speaker.
    1. Since
    2. During
    3. Although
    4. While
43. We missed the deadline \_\_\_\_\_ our computer malfunctioned.
    1. until
    2. because
    3. if
    4. though
44. The conference \_\_\_\_\_ was scheduled for next week has been postponed.
    1. that
    2. whose
    3. it
    4. who
45. Before the official opening of the conference, the subcommittee held its annual planning \_\_\_\_\_ .
    1. exclusion
    2. location
    3. session
    4. seclusion
46. 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
47. 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
48. 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
49. Ten applications were filed \_\_\_\_\_ Monday morning for the receptionist position.
    1. at
    2. on
    3. until
    4. from
50. It was agreed that the committee meet again \_\_\_\_\_ the tenth of April.
    1. for
    2. on
    3. to
    4. from
51. \_\_\_\_\_ 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
52. Ms. Wang did not want her check automatically \_\_\_\_\_ into her account.
    1. deposit
    2. deposits
    3. depositing
    4. deposited
53. Mr.Davis, my lawyer, was a \_\_\_\_\_ by the time he was thirty.
    1. millions
    2. millionaire
    3. million
    4. millionfold
54. The conference participants had their suitcases \_\_\_\_\_ at the hotel.
    1. picked up
    2. picking up
    3. pick up
    4. to be picked up
55. I felt that we had finally \_\_\_\_\_ some headway on these tax issues.
    1. made
    2. took
    3. had
    4. went
56. After looking at all his \_\_\_\_\_ he resigned himself to another two years of schooling.
    1. options
    2. opts
    3. optional
    4. opting
57. He avoided any technical jargon \_\_\_\_\_ the sake of clarity.
    1. in
    2. for
    3. to
    4. at
58. The American Indians guarded the buffalo because it was a valuable resource for \_\_\_\_\_ .
    1. their
    2. them
    3. they
    4. theirs
59. Our original \_\_\_\_\_ was very reliable and always delivered on time.
    1. supplicant
    2. supporter
    3. suppressor
    4. supplier
60. Sonya & Company settled the matter out of \_\_\_\_\_ to avoid the pending lawsuit.
    1. courthouse
    2. courting
    3. courts
    4. court
61. The trainees helped \_\_\_\_\_ out during the seminar.
    1. another
    2. the other
    3. each other
    4. other
62. \_\_\_\_\_ time was the most difficult part of the plane ride to Calcutta.
    1. Passes
    2. Passing
    3. Pass
    4. Passed
63. During the inspection of the production process, the consultant paid particular \_\_\_\_\_ to the assembly line workers.
    1. observation
    2. notice
    3. time
    4. attention
64. The comptroller asked the treasurer for a breakdown of the \_\_\_\_\_ in his report.
    1. information
    2. informations
    3. informative
    4. inform
65. Sonya & Company settled the matter out of \_\_\_\_\_ to avoid the pending lawsuit.
    1. courthouse
    2. courting
    3. courts
    4. court
66. The ship tossed and turned as it crashed \_\_\_\_\_ the waves.
    1. with
    2. against
    3. away
    4. behind
67. Both parties were at an \_\_\_\_\_ because nothing was written down at the time of the negotiations.
    1. impairment
    2. impedance
    3. impasse
    4. implosion
68. The group of \_\_\_\_\_ didn’t stop working until 5:00 in the morning.
    1. lawyers
    2. law
    3. lawyer
    4. laws
69. Ms. Takahashi gave her assistant an \_\_\_\_\_ end-of-the-year review.
    1. eager
    2. outstanding
    3. open
    4. initiate
70. The secretary told me that a new \_\_\_\_\_ was being mailed to all interested investors.
    1. prospectus
    2. prosecution
    3. prosthesis
    4. prosperity
71. The judge made it clear that those facts were not \_\_\_\_\_ .
    1. admission
    2. admit
    3. admissible
    4. admittance
72. Kyle was \_\_\_\_\_ busy that he forgot to cancel his dentist appointment.
    1. too
    2. very
    3. so
    4. than
73. 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
74. The chairman said his\_\_\_\_\_\_\_ would continue his strategies.
    1. successful
    2. successor
    3. success
    4. successive