

MPT4

1. Salary increase will not be higher than the cost of _____.
 - a) life
 - b) live
 - c) living
 - d) lived
2. Feel free to _____ the engineer for more assistance.
 - a) call on
 - b) call to
 - c) call forward
 - d) call at
3. Mr. Goa _____ the proposal before he looked at the guidelines.
 - a) writes
 - b) had written
 - c) has written
 - d) will write
4. If the project is a success, the office _____ more help.
 - a) would hire
 - b) hired
 - c) can hire
 - d) could have hired
5. The office manager wants the computers _____ by tomorrow.
 - a) will be installed
 - b) installing
 - c) install
 - d) installed
6. Suggestions were requested; _____, none were offered.
 - a) in spite of
 - b) therefore
 - c) however
 - d) for this purpose
7. _____ the workers put in a lot of effort, profits were not high.
 - a) whatever
 - b) why
 - c) even though
 - d) however
8. Ms. Ravi has already conducted market research _____ two new products.
 - a) around
 - b) from
 - c) on
 - d) near
9. Transactions _____.
 - a) have weekly been documented
 - b) have been documented weekly
 - c) weekly have been documented
 - d) have been weekly documented
10. Clients are invited to write _____ call for additional information.
 - a) but
 - b) or
 - c) not
 - d) either
11. An answering machine takes messages _____ Sundays.
 - a) from
 - b) at
 - c) in
 - d) on
12. The solution cannot be determined _____ the problem is identified.
 - a) if
 - b) when
 - c) until
 - d) which
13. The director had her assistant _____ the memo.
 - a) signing
 - b) signed
 - c) will sign
 - d) sign
14. If you _____ a touch-tone phone, you won't need an operator.
 - a) had
 - b) are having
 - c) have
 - d) will have
15. Our company _____ Metro Messenger Service since 1998.
 - a) use
 - b) used
 - c) had used
 - d) has been using
16. The new employees will _____ during training sessions.
 - a) catch out
 - b) catch on
 - c) catch in
 - d) catch down
17. The _____ result will be announced next week.
 - a) finalized
 - b) finally
 - c) finalist
 - d) final
18. The financing deal is expected to _____ in a matter of weeks.
 - a) go up
 - b) go out
 - c) go through
 - d) go beyond
19. The supervisor wants the inventory _____ by next Thursday.
 - a) will be finished
 - b) finish
 - c) finished
 - d) finishing
20. I would ask for a special meeting if I _____ her.
 - a) was
 - b) were
 - c) am
 - d) would be

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21. The company appreciates not only the president's ambition _____ his ideas.
a) or
b) but also
c) with
d) and if
22. A new collection of programs _____ in the conference room.
a) are presenting
b) are presented
c) present
d) is being presented
23. The supplier said the department _____ more stock in the future.
a) has been ordered
b) order
c) should order
d) ordered
24. Some managers wouldn't let the assistants _____ early yesterday.
a) leave
b) leaves
c) leaving
d) left
25. Sales performance has been poor; _____, the store will close soon.
a) nevertheless
b) therefore
c) on the whole
d) but
26. Ms. Jacobs is one _____ our best agents.
a) from
b) by
c) of
d) than
27. Please refer to your personal _____ number.
a) identify
b) identifies
c) identification
d) identified
28. _____ you transfer your account, sign on the dotted line.
a) while
b) because
c) during
d) before
29. No one has turned on the air conditioner _____.
a) yet
b) never
c) already
d) soon
30. Akinori remained calm _____ his anticipation.
a) while
b) in spite of
c) with
d) as
31. All bank branches are open _____ 8:30 a.m. to 4:00 p.m.
a) in
b) at
c) from
d) by
32. We need more details, _____, who, when, what and where.
a) for example
b) moreover
c) however
d) accordingly
33. My boss gets her messages _____ by a computer.
a) take
b) takes
c) taken
d) takings
34. If the company _____ in debt, the accountant would be the first to know.
a) were
b) are
c) would be
d) will be
35. Who _____ how many offices we have contacted for the survey?
a) knows
b) know
c) is knowing
d) are knowing
36. There is a rumour that the London office is trying to _____ the Edinburgh office.
a) take out
b) take away
c) take over
d) take off
37. Before the meeting, a _____ was held to verify information.
a) brief
b) briefing
c) briefly
d) briefed
38. It is not _____ to argue about small details.
a) advise
b) advice
c) advisable
d) advised
39. _____ these dated before publishing them.
a) verification
b) verify
c) verified
d) verifying
40. Either the product _____ the advertisements should be changed.
a) or
b) and
c) but
d) nor