

MPT3

1. A ____ firm will help us find software.
 - a) consultation
 - b) consultant
 - c) consulting
 - d) consult
2. ____ Mr. Jeffries to get the job done.
 - a) count on
 - b) count from
 - c) count in
 - d) count up
3. Ms. Nyguen had submitted her résumé before she ____ the position was filled.
 - a) will know
 - b) knows
 - c) has known
 - d) knew
4. If Mr. Donna were looking for a permanent job, our recruiter ____ help.
 - a) may
 - b) will
 - c) can
 - d) could
5. The purchaser wanted the equipment ____ by Monday morning.
 - a) delivered
 - b) delivering
 - c) will be delivered
 - d) must be delivered
6. The company's quarterly earnings were up; the ____ officers felt satisfied.
 - a) nevertheless
 - b) therefore
 - c) however
 - d) for this purpose
7. ____ substantial layoffs, costs were reduced.
 - a) when
 - b) because of
 - c) although
 - d) since
8. Consumer confidence fell ____ April.
 - a) next
 - b) on
 - c) in
 - d) the
9. Price quotes ____.
 - a) have daily been announced
 - b) have been announced daily
 - c) daily have been announced
 - d) have been daily announced
10. The administration allows Thailand ____ Indonesia trade benefits.
 - a) but
 - b) nor
 - c) and so
 - d) and
11. The talks will take place ____ Brussels.
 - a) at
 - b) the
 - c) in
 - d) to
12. Many workers can't use computers; ____, training is required.
 - a) on the whole
 - b) besides
 - c) consequently
 - d) for example
13. Management let the employees ____ at two o'clock.
 - a) leave
 - b) left
 - c) was leaving
 - d) was left
14. If our candidates ____ elected, we'll have a strong board.
 - a) are
 - b) were
 - c) have been
 - d) will be
15. It's important that the clients ____ interested.
 - a) are seeming
 - b) will seem
 - c) is seeming
 - d) seem
16. Find ____ the details and write a report.
 - a) up
 - b) about
 - c) out
 - d) around
17. The meeting ____ going on since eight o'clock this morning.
 - a) has been
 - b) was
 - c) is
 - d) will be
18. The consultant ____ his business if he had advertise.
 - a) doubled
 - b) will double
 - c) would double
 - d) could have doubled
19. Mr. Dalla would like the invoices ____ directly to Milan.
 - a) fax
 - b) faxing
 - c) be faxed
 - d) faxed
20. The members would resign if they ____ asked to do so.
 - a) are
 - b) were
 - c) will be
 - d) would be

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21. Ambition, talent _____ desire are ingredients for success.
a) or
b) never
c) yet
d) and
22. Only five years ago, there _____ a shortage of computer specialists.
a) was
b) were
c) has been
d) have been
23. The board reported that more funds _____ for training.
a) was given
b) could have given
c) should be given
d) is given
24. Some employees get their paychecks automatically _____ in their bank accounts.
a) deposited
b) depositing
c) are deposited
d) deposit
25. Costs should be cut; _____, the number of staff positions will be reduced.
a) however
b) therefore
c) meanwhile
d) but
26. Office branches are located _____ the metropolitan area.
a) on
b) at
c) about
d) throughout
27. The company offers a _____ plan for its workers.
a) retirement
b) retiring
c) retire
d) retired
28. _____ Mr. Hague finished the job interview, he felt relieved.
a) while
b) because of
c) during
d) after
29. Ms. Lopez has _____ learned to create zip files.
a) yet
b) ever
c) already
d) certain
30. The paychecks will be delivered _____ they arrive from the accounting department.
a) before
b) soon
c) when
d) during
31. The report outlines the products for the first quarter _____ the year.
a) to
b) at
c) from
d) of
32. The benefits package is impressive; _____, the director promotes only from within the company.
a) for example
b) when
c) despite
d) nevertheless
33. This company attempts to make its employees _____ like family.
a) feeling
b) feels
c) felt
d) feel
34. If the bills _____ in five days, the company will seek damages.
a) weren't paid
b) won't have paid
c) aren't paid
d) don't pay
35. The bank _____ another branch in Houston within the next year.
a) opened
b) will be opening
c) have opened
d) would open
36. Could you have the assistant _____ my office before he leaves today?
a) stop off
b) stop for
c) stop to
d) stop by
37. The _____ was settled on Saturday.
a) dispute
b) disputing
c) disputable
d) disputant
38. Make sure to use an _____ dealer.
a) authority
b) authorization
c) authorized
d) authorization
39. The printer apologized for _____ two names on the program.
a) leaving for
b) leaving out
c) leaving to
d) leaving from
40. Mr. Fox _____ the results tomorrow afternoon.
a) Will be knowing
b) Will know
c) Will have known
d) Is going to be knowing