

UNIT 1

ment, ic, ship, ian, ful, dom, ly, tive, ity, ate, ness, ant, ous, y, able, ism, tial, ish,

ancy, less, ance, ize, ist, ance, ence, en, ture, ify, ing, ed, or, ible, er, tion,

representative, assembly, initiative, approval, alternative, arrival, proposal

friendly, hourly, orderly, costly, timely

.....

Unit 1

abide by, party, agreement, decision, commitment, raise, annually, employee,

rent, according to, caterer, supply, event, assurance, sales associate, keyboard,

replace, miss, be in charge of, flight, negotiation, clause, determine, unable to,

skill, engage, research, thorough, discussion, establish, merger, resolution,

obligate, project, provision, resolve, specific, complaint, prepare, payment

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Part of speech – Review

1. The registration fee is refundable up to two weeks prior to the conference date.
A. fullest B. fuller C. fully D. full
2. Survey analyze the layout of a land area above and below ground level
A. technicians B. technically C. technical D. technicality
3. The judges for this year's screenplay competition include from Hanovi Studios.
A. represent B. representatives C. represented D. represents
4. Restaurants in Rondale must follow all health guidelines
A. local B. locals C. locally D. localize
5. At Hemdom Beds, our goal is to design furniture while maintaining comfort and function
A. innovatively B. innovative C. innovation D. innovate
6. In March, the Grand Symphony Orchestra will present an opera by talented newcomer Maria Crus.
A. excite B. excited C. exciting D. excites
7. The analyst's commentary in the progress report was sharply of the leadership team.
A. critical B. critic C. critically D. criticism
8. During the peak season, it is to hire additional workers for the weekend shifts.
A. necessitate B. necessarily C. necessary D. necessity
9. Chloe argued that it will be for Kissa Finance to consider entering into the Asian market before other competitions do.
A. advantage B. advantageous C. advantages D. advantaging
10. Ms. Pain has given the manager her that the new clothing line will be ready for launch by May 1.
A. assure B. assurance C. assured D. assuredly
11. Any problems with the new software system should be reported to the system administrator ____
A. prompt B. promptness C. prompts D. promptly

12. A signed order form indicates the advertiser's of all stated terms and conditions.
- A. accept B. accepts C. acceptance D. accepted
13. Ms. Carlton felt comfortable crossing the road because there were no vehicles coming in her
- A. directly B. direction C. direct D. directs
14. Should the customers believe that the color scheme is not, the interior designer can make adjustment.
- A. attract B. attractive C. attracted D. attractively
15. Before work can begin at the construction site, the permit application must be processed.
- A. relevant B. relevantly C. relevance D. relevancies
16. Even though Smithton Electronics' second quarter was not, the company plans to invest large sums on research.
- A. profitable B. profiting C. profitability D. profitably
17. Our spokesperson will explain an opportunity for property investor.
- A. excitedly B. excitement C. excited D. exciting
18. The automotive company pursued technologies that would improve the efficiency of its engines.
- A. aggressive B. aggressiveness C. aggressively D. aggression
19. A gate agent at the airport announced a flight caused by severe weather at the destination.
- A. cancelling B. cancels C. cancelation D. cancel
20. As soon as both sides reach..... terms, the licensing contract will be signed.
- A. agreeable B. agree C. agreement D. agreed
21. She would like a raise, not just a few dollars.
- A. really B. realist C. real D. reality
22. A doctor's manner makes patient feel comfortable.
- A. friendship B. friendly C. friend D. friendliness

Unit 2

attract, display, advertise, customer, store, product, choice, price, automobile,

brand, competition, decide, join, plan, consume, attention, printer, property,

inventory, convince, staff, explore, currently, fad, inspiration, investment,

department, persuasion, seminar, return, productive, satisfaction, renovate,

complimentary, reservation, facility, refreshments, art gallery = art exhibit

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Unit 3

Characteristic, brand, feature, resistant, store, heat, handle, consequence,
service, mechanic, follow, valid, instruction, several, consider, option, limit,
decide, construction, item, clearly, medical, cover, insurance, provide, against,
complete, expiration, expect, impact, variety, frequently, appliance, imply,
guarantee, kind, safe, press, promise, detail, term, issue, manufacturer,
consumer, protect, vendor, reputation, even though, require, appear
.....

Characteristic, brand, feature, resistant, store, heat, handle, consequence,
service, mechanic, follow, valid, instruction, several, consider, option, limit,
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guarantee, kind, safe, press, promise, detail, term, issue, manufacturer,
consumer, protect, vendor, reputation, even though, require, appear

Unit 4

address, committee, article, owner, avoid, proper, error, consultation,

demonstrate, reality, professor, impress, lend, develop, college, evaluate,

community, competition, loan, gather, source, offer, accept, encourage, primary,

concern, apply, convince, enter, risk, sufficient, expand, capital, strategy,

promote, argue, value, economic, fail, substitution = replacement,

.....

Unit 4

address, committee, article, owner, avoid, proper, error, consultation,

demonstrate, reality, professor, impress, lend, develop, college, evaluate,

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Verb tense

1. She the warning that the hard drive was full, and consequently they were unable to save the test data.

- | | |
|------------|-------------|
| A. ignore | C. ignoring |
| B. ignored | D. ignoran |

2. We are pleased to announce that Ms. Vieri her new position as a market analyst on September 30th.

- | | |
|----------------------|---------------------|
| A. has been starting | C. was started |
| B. will be starting | D. is being started |

3. After reviewing the schedule, I realized we had not enough time for the software training.

- | | |
|--------------|---------------|
| A. allocate | C. allocating |
| B. allocated | D. allocation |

4. The plant supervisor, Mr. Lee recently a tour of the company's main production facility for our clients.

- | | |
|-----------------|---------------|
| A. will conduct | C. conduct |
| B. conducted | D. to conduct |

5. After we have ... all of the necessary documents, we will begin our analysis of the data.

- | | |
|-------------|----------------|
| A. compile | C. compiling |
| B. compiled | D. compilation |

6. By the time Ms. Okada in Incheon for the sales meeting, she had already completed preliminary negotiations by telephone.

- | | |
|------------|----------------|
| A. arrived | C. will arrive |
| B. arrives | D. has arrived |

7. As promised in our last meeting, this contract you with the best prices.

- | | |
|-------------|--------------|
| A. provide | C. provision |
| B. provides | D. provider |

8. Daily guided tours of the warehouse ... at 10.00 a.m in the reception area on the first floor.

- | | |
|-----------|--------------|
| A. begin | C. to begin |
| B. begins | D. beginning |

9. The conference fee admission to more than twenty workshops and seminars.

- | | |
|-------------|----------------|
| A. include | C. is included |
| B. includes | D. including |

10. After the team meeting next week, Ms. Li whether the project deadline needs to be changed.

- A. to decide
- B. deciding

- C. will decide
- D. has decided

11. Northeast Community Finance an online system in order to shorten service at branch locations.

- A. has implemented
- B. to be implementing

- C. to have been implementing
- D. is implemented

12. The crew members the main section of the building by the time the waste removal trucks arrive at 3.30.

- A. demolish
- B. will have demolished

- C. demolished
- D. had demolished

13. A market study by the ARC Advisory Group predicts that the geospatial industry by 50% over the next five years.

- A. growing
- B. be grown

- C. will grow
- D. has grow

14. Two years ago, some of the athletes school to pursue a professional career or the Olympics.

- A. leave
- B. left

- C. will leave
- D. was

15. For the past decade, Helen Vivian to be talented and motivated journalist.

- A. is providing
- B. proving

- C. prove
- D. has proven

16. According to the Harton Fashion Chronicle, many designers green and brown fabric for their Autumn collection this year.

- A. to use
- B. are using

- C. had been used
- D. are used

17. The Global Lighting Supply handbook a list of important Company telephone numbers.

- A. contains
- B. containing

- C. is contained
- D. contain

18. By the time, Ms Valspar retires as president Movene, she....to increase the company's market share significantly.

- A. manages
- C. managed

- B. will have managed
- D. has been managing

Unit 5

accommodate, various, reserve, arrangement, capable of, avoid, association,

member, professional, provide, form, goal, improve, efficient, attend, annual,

promptly, get in touch, guest, registration, location, hold, seminar, popular,

overcrowded, select, conference, participant, offer, session, course, take part in

.....

Unit 5

accommodate, various, reserve, arrangement, capable of, avoid, association,

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Passive voice

1. The charity's new reading program is _____ to increase literacy rates in developing countries over the next ten years.
A. project B. projecting C. projected D. projects
2. All orders for office supplies must be _____ to Ms. Reason by Thursday at noon.
A. submitting B. submit C. submitted D. submission
3. The advertisement said that 20 percent would be _____ from the regular price at the time of purchase.
A. deducting B. deduction C. deduct D. deducted
4. Our office secretary had made a backup of the computer files, so the information was _____ successfully after the power failure.
A. recovered B. recovering C. recover D. recovery
5. Due to new restrictions on international travelers, certain types of plants cannot _____ into most countries without a permit.
A. bring B. be brought C. brought D. bringing
6. All loose objects, such as bags and laptop computers, must be placed _____ in the overhead bins prior o takeoff.
A. secure B. securely C. more secure D. security
7. It is _____ to hear that our sales department has started to pursue overseas markets aggressively.
A. encourage B. encourages C. encouraging D. encouraged
8. Ever since Mr. Derrick joined the staff, Mr. Zapata and Ms. Coleman have _____ the marketing team for its excellent results.
A. to be praised B. been praising C. praise D. been praised
9. The computer staff is responsible for making sure all system files are _____.
A. duplication B. duplicate C. duplicator D. duplicated
10. While you are _____ your business plan, it is a good idea to keep a resource library of valuable material.
A. develop B. development C. developing D. developer

11. To assure that your order is _____ filled, it will be checked by a two-person team.
A. accurately B. accurateness C. accurate D. accuracy
12. Please submit each reimbursement request _____ according to its category, as outlined in last month's memo.
A. separately B. separateness C. separates D. separate
13. Some of the leather used in this handbag must _____ from Italy.
A. will import B. be imported C. to import D. have imported
14. This place was _____ used for public ceremonies and celebrations.
A. traditionally B. traditional C. tradition D. traditions
15. After the teller at the Stewart bank underwent extensive training, they treated customers _____.
A. more courteously C. courteous
B. most courteous. D. courteousy
16. The semi-finalists for the community art contest will be _____ by a panel of judges
A. selected B. ignored C. prevented D. completed
17. With the help of one of the IT technicians, the missing accounting files have been _____.
A. recover B. recovers C. recovering D. recovered
18. By the time Mr. Greenfield returns from their business trip the company's new policy _____.
A. was decided C. had decided
B. will be deciding D. will have been decided
19. The maintenance team's repair requests should be _____ in groups according to the urgency.
A. organizing B. organized C. organize D. organizes

Unit 6

access, gain, allocate, purchase, operate, compatible, system, application,

version, remove, current, technician, accidentally, button, character, keyboard,

screen, display, duplicate, success, succeed, introduce, attention, leave, failure,

printer, figure out, examining, error, fix, ignore, connect, database, search,

air conditioner, warning, battery, image, attract, automobile, launch, manual

.....

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air conditioner, warning, battery, image, attract, automobile, launch, manual

Unit 7

affordable, priority, system, obvious, as needed, service, state, courier,
be in charge of, appoint, maintain, supply, capacity, conference, requirement,
memory, software application, durable, exceed, initiative, encourage,
management, database, exiting, revolution, physical, reduce, provider,
department, extremely, receive, health, satisfy, recur, subject, particular, stock
price, error, percent, shelf, bookcase, function, progress, industry, current,
.....

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be in charge of, appoint, maintain, supply, capacity, conference, requirement,
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management, database, exiting, revolution, physical, reduce, provider,
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price, error, percent, shelf, bookcase, function, progress, industry, current,

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Pronouns

1. Shipments arrive at the receiving dock, where a warehouse worker checks _____ tracking labels.
A. theirs B. they C. them D. their
2. We will have to inform Mr. Yamamoto that _____ application cannot be accepted at this time.
A. he B. himself C. his D. him
3. In order for Mr. Song's group to complete the data collection project on time, _____ will need even more administrative support.
A. us B. we C. our D. ourselves
4. With _____ new building and expanded hours, First Bank of Stubeville is once again ahead of the competition.
A. them B. they C. its D. itself
5. Mr. Adams will not be able to complete the report by himself and would appreciate it if someone would volunteer to help _____.
A. he B. him C. himself D. his
6. Drivers are asked to park _____ cars within the white lines.
A. their B. theirs C. they D. themselves
7. Mr. Shin updated the company's Website by _____ because the other programmer had a problem with her password.
A. itself B. herself C. themselves D. himself
8. Answering customer questions is sometimes difficult to do on _____, so we have created a list of frequently asked questions.
A. yours B. yourself C. your own D. you
9. Three weeks after Ms. Kanen was hired for the job, _____ had to move to Singapore.
A. she B. hers C. herself D. her own
10. Mr. Choi wants to know when the illustrations will be ready for _____ review.
A. he B. his C. him D. himself

11. Mr. Cline requested his boss to authorize.....to organize the event.
A. himself B. his C. him D. he
12. Blanchard's cars are popular among young people for.....unique design.
A. they B. them C. their D. theirs
13. The accountants were unable to produce a full report by the deadline but promised that.....would give a summary of the important points
A. their B. themselves C. they D. theirs
14. Before you distribute the report, ask Ms. Burns to check thathas all the necessary information.
A. them B. our C. her D. it
15. Ms. Carpenter will be attending the conference with.....marketing team.
A. she B. her C. hers D. herself
16. Daniel Nishida, the chief supply officer, asked that.....be given full responsibility for approving all invoices.
A. he B. him C. his D. himself
17. When the director of communications is away, all e-mails and calls will be forwarded to..... Assistant
A. she B. her C. hers D. herself
18. According to Florida Digital Designer Magazine, many graphics designers do not consider.....to be traditional artists
A. it B. their C. themselves D. itself
19. Ms Lan Le will complete..... internship at George Cake Shop next week
A. she B. her C. hers D. herself
20. Although the team members..... were not available after the game, the coach was happy to be interviewed
A. themselves B. they C. theirs D. them

Unit 8

procedure, appreciation, facility, casual, hold, effort, inspire, stage,
construction, final, negotiation, hire, president, consultant, dress, efficient,
code, observe, conduct, formal, expose, merger, various, function, require,
glimpse, secretary, operation, outdated, overall, purpose, seminar, method,
identify, satisfy, reinforce, analyze, article, verbally, entire, guarantee, proposal

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Unit 9

facilitate, schedule, budget, appointment, transition, policy, affect, graduate,
coworker, popularity, commercial, battery, significantly, process, increase,
collect, result, determine, malfunction, replace, revolution, field, broken,
magnet, sharp, upgrade, prove, skill, tool, manual, store, safe, technical, script,
approve, exhibit, art gallery, alternate route, cafeteria, temperature, resume,

.....

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Conjunction

1. Greenville Library has hired an office assistant not only to perform general office duties to support an ongoing special project.

- | | |
|-------------|---------------|
| A. but also | C. other than |
| B. only if | D. as for |

2. Resident visited City Hall to ask developers will preserve the historic properties.

- | | |
|-------------|------------|
| A. although | C. whether |
| B. since | D. both |

3..... food critics recommend ZJ's Bistro as the best restaurant in the area, most local residents prefer Dree's Café.

- | | |
|-------------|------------|
| A. Whenever | C. So that |
| B. Although | D. Among |

4. The actors held an additional rehearsal perfect their performance in the final scene.

- | | |
|-----------------|-------------------|
| A. considerably | C. nevertheless |
| B. in order to | D. as a result of |

5..... the hospital experiences a power outage, power generators will turn on, automatically to supply the necessary electricity

- | | |
|----------|---------|
| A.If | C. What |
| B. Until | D. So |

6 the outdated equipment is replaced with state-of-the-art machinery, productivity will more than double.

- | | |
|-----------|----------------|
| A.Whether | C. When |
| B. Later | D. Momentarily |

7 the researcher's report, eating vegetables more often is a better health goal than avoiding fast food.

- | | |
|----------------|-----------------|
| A.Even though | C. According to |
| B. Rather than | D. Because of |

8..... the television coverage of the general selection, a number of high-profile candidates were interviewed live on air.

- | | |
|----------|----------|
| A.During | C. While |
| B. About | D. Since |

9. Successful candidates will be posted to either New York Paris.

- | | |
|------------|---------|
| A.or | C. nor |
| B. neither | D. both |

- 10..... the change – of- address form had been submitted to the billing department, the invoices began arriving at the proper location
- A. Like C. Unless
B. Once D. Despite
11. Please notify Ms. Chen that the meeting has been rescheduled that tomorrow's visitors from the overseas office can attend.
- A. so C. over
B. concerning D. since
12. Dr. Suzuki arrived for the awards ceremony on time her train had left twenty minutes late.
- A. as if C. while
B. even though D. because
13. Nonaka Consultancy's strength lies in its accomplished team of data analysts, and the company highlights its analytic services when seeking new clients.
- A. therefore C. in case
B. now that D. otherwise
14. Please indicate on the envelope whether you would prefer regular deluxe photo processing for your film.
- A. so C. and
B. nor D. or
15. Our store offers a complete line of computer software packages for personal and business applications.
- A. every C. either
B. both D. whether
16. Tenants should call the property owner directly problems with heating or plumbing are not resolved by the on-site manager.
- A. if C. due
B. why D. about
- 17..... the probationary three months are completed, employees will be eligible for full company benefits
- A. Soon C. Later
B. Then D. Once
- 18..... you wish to see a complete list of hotel amenities, please refer to the information binder on the desk in your guest room.
- A. Whether C. If
B. Despite D. for
- 19..... they were tired, they worked overtime.
- A. Because C. Since
B. In spite D. Although
- 20..... Mr. Park worked for us, he had received training abroad.
- A. Before B. After C. While D. When

21. Please answer the phone it rings
A. during C. because
B. when D. and
22. The soccer game won't be postponed.....it looks like rain
A. because C. since
B. even though D. as
23. Restaurant food handlers must wear latex gloves.....health regulations
A. because of C. since
B. because D. though
24. Consumers are spending less these days reports that the economy is steadily improving.
A. in spite C. although
B. because of D. despite
25. Ms. Kim is learning Russian she can communicate with her new father-in-law.
A. so that C. although
B. because D. then

Unit 10

assembly, complication, beforehand, courier, express, fold, layout, mention,
clerk, direction, part, speed up, label, arise, hire, deliver, package, goods,
envelope, brochure, submit, proposal, distribute, collect, signature, additional,
customs, efficient, proof, register, purchase, beverage, supply closet, drawer,
revise, agency, reference, permit, assignment, apartment, appliance, lightweight

.....

Unit 10

assembly, complication, beforehand, courier, express, fold, layout, mention,
clerk, direction, part, speed up, label, arise, hire, deliver, package, goods,
envelope, brochure, submit, proposal, distribute, collect, signature, additional,
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customs, efficient, proof, register, purchase, beverage, supply closet, drawer,
revise, agency, reference, permit, assignment, apartment, appliance, lightweight

Unit 11

abundant, analyze, field, recruiter, cashier, applicant, accomplishment, promote,
base on, firm, training, goal, session, creative, interview, position, succeed,
success, candidate, strategy, equal, mention, packet, vacancy, match, suitable for,
profile, qualification, extensive, consult, offer, relocation, submit, expenses,
entire, paperwork, professional, human resources, timely, department, process

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Unit 11

abundant, analyze, field, recruiter, cashier, applicant, accomplishment, promote,
base on, firm, training, goal, session, creative, interview, position, succeed,
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profile, qualification, extensive, consult, offer, relocation, submit, expenses,
entire, paperwork, professional, human resources, timely, department, process

Unit 12

ability, obvious, portfolio, requirement, apply for, college, receive, graduate,

offer, branch, background, industry, publishing, definite, complete, asset, call in,

excited, human resources, qualify, confidence, constantly, train, expert,

department, finance, demonstrate, follow up, note, candidate, reference, hesitant,

salary, negotiate, present, accept, resume, supervisor, review, investment

.....

Unit 12

ability, obvious, portfolio, requirement, apply for, college, receive, graduate,

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department, finance, demonstrate, follow up, note, candidate, reference, hesitant,

salary, negotiate, present, accept, resume, supervisor, review, investment

Unit 13

hire, train, conduct, accept, period, generate, among, fair, college, keep up with,

change, colleague, encourage, course, development, earn, mentor, respect,

combine, invest, career, on track, progress, immediately, reject, even though,

remain, offer, contact, set up, supervisor, place, inform, involve, success,

succeed, award, productive, face, update, security, renovate, tire, railing

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hire, train, conduct, accept, period, generate, among, fair, college, keep up with,

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succeed, award, productive, face, update, security, renovate, tire, railing

Unit 14

Salary, benefits, basis, firing, loyalty, deserve, vacation, be aware of, position,
analyst, previous, policy, review, annual, compensate, extra, expense, delicately,
senior, handle, negotiation, client, eligible, flexible, reimbursement, enable,
respond, competitive, raise, afford, lottery, retire, notice, wage, intern, rent
temporary, shift, guideline, beyond, refuse, permanent, spouse, depend. calculate

.....

Unit 14

Salary, benefits, basis, firing, loyalty, deserve, vacation, be aware of, position,
analyst, previous, policy, review, annual, compensate, extra, expense, delicately,
senior, handle, negotiation, client, eligible, flexible, reimbursement, enable,
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respond, competitive, raise, afford, lottery, retire, notice, wage, intern, rent
temporary, shift, guideline, beyond, refuse, permanent, spouse, depend. calculate

Unit 15

achievement, contribute, be aware of, spare, dedication, motivate, look forward
to, regional, settle, direction, loyal, assistant, performance, advisor, merit,
improve, seniority, obviously, particular, productive, solve, promote, sales
associate, recognition, value, president, deserve, donate, facility, resident,
commuter, community, warehouse, reminder, announce, campaign, sculpture

.....

Unit 15

achievement, contribute, be aware of, spare, dedication, motivate, look forward
to, regional, settle, direction, loyal, assistant, performance, advisor, merit,
improve, seniority, obviously, particular, productive, solve, promote, sales
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improve, seniority, obviously, particular, productive, solve, promote, sales
associate, recognition, value, president, deserve, donate, facility, resident,
commuter, community, warehouse, reminder, announce, campaign, sculpture

Unit 16

bargain, reduce, compare, sweater, determine, bear, crowd, rush hour, behavior,
conduct, whether..or, survey, consumer, suspicious, attention, guard, join, item,
comfort, to dress, expand, collector, clothes, explore, vacant, section, adjacent,
grocery store, special, purchase, mandatory = obligatory, policy, jewelry,
merchandise, impress, commit to doing sth, strictly, enforce, deal with, trend

.....

Unit 16

bargain, reduce, compare, sweater, determine, bear, crowd, rush hour, behavior,
conduct, whether..or, survey, consumer, suspicious, attention, guard, join, item,
comfort, to dress, expand, collector, clothes, explore, vacant, section, adjacent,
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grocery store, special, purchase, mandatory = obligatory, policy, jewelry,
merchandise, impress, commit to doing sth, strictly, enforce, deal with, trend

Unit 17

diversify, order, consultant, supply, recommend, essential, enterprise, establish,

distribute, routine, inventory, function, device, maintain, demand, interruption,

obtain = acquire, stack up, quality, reliable, response, fabric, smooth, vehicle

transaction, manner, appreciation, colleague, source, pottery, stationery, feature,

route, culinary, shuttle service, include, enclosed, neighborhood, booth, material

.....

Unit 17

diversify, order, consultant, supply, recommend, essential, enterprise, establish,

distribute, routine, inventory, function, device, maintain, demand, interruption,

obtain = acquire, stack up, quality, reliable, response, fabric, smooth, vehicle

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obtain = acquire, stack up, quality, reliable, response, fabric, smooth, vehicle

transaction, manner, appreciation, colleague, source, pottery, stationery, feature,

route, culinary, shuttle service, include, enclosed, neighborhood, booth, material

Unit 18

accurate, balance, carrier, extra, fragile, switch, catalog, complaint, fulfill,
request, integral, relation, component, dependable, inventory, reliable, effect,
combination, content, seldom, sufficient, damage, truck, organize, transfer,
supply, label, schedule, budget, orientation, supply closet, cabinet, bulletin board
facility, proposal, assignment, complimentary, tire, renovation, reservation

.....

Unit 18

accurate, balance, carrier, extra, fragile, switch, catalog, complaint, fulfill,
request, integral, relation, component, dependable, inventory, reliable, effect,
combination, content, seldom, sufficient, damage, truck, organize, transfer,
supply, label, schedule, budget, orientation, supply closet, cabinet, bulletin board
facility, proposal, assignment, complimentary, tire, renovation, reservation

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combination, content, seldom, sufficient, damage, truck, organize, transfer,

supply, label, schedule, budget, orientation, supply closet, cabinet, bulletin board

facility, proposal, assignment, complimentary, tire, renovation, reservation

Unit 19

charge, representative, responsible for, extra, gift, invoice, wrap, compile, clerk,

alphabetical, damage, efficient, receipt, estimate, adequate, impose, measure,

reasonable, situation, explain, promptly, agent, rectify, behavior, term, bottom,

beverages = refreshments, reference, scissors, adjust, performance, suppose to

shift, cafeteria, renovate, drawer, supply closet, cabinet, garment, agenda, survey

.....

Unit 19

charge, representative, responsible for, extra, gift, invoice, wrap, compile, clerk,

alphabetical, damage, efficient, receipt, estimate, adequate, impose, measure,

reasonable, situation, explain, promptly, agent, rectify, behavior, term, bottom,

beverages = refreshments, reference, scissors, adjust, performance, suppose to

shift, cafeteria, renovate, drawer, supply closet, cabinet, garment, agenda, survey

Unit 19

charge, representative, responsible for, extra, gift, invoice, wrap, compile, clerk,

alphabetical, damage, efficient, receipt, estimate, adequate, impose, measure,

reasonable, situation, explain, promptly, agent, rectify, behavior, term, bottom,

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