



Word Form: Nouns

1. Your signature below will represent your _____ of this contract.
(A) accepted (B) acceptance (C) accept (D) acceptable
2. The _____ on who could be hired for that position did not seem legal.
(A) restrictions (B) restricted (C) restricting (D) restricted
3. Employee _____ in this company will prove beneficial for everyone.
(A) invest (B) invested (C) investments (D) investing
4. The contract calls for a \$1,000 _____ for every day we go over the deadline.
(A) penalize (B) penalty (C) penal (D) penalizing
5. The manager's _____ for next year's profits is very optimistic.
(A) projection (B) projecting (C) project (D) projected
6. We have no other _____ if we want to expand the company safely.
(A) optimal (B) optimum (C) opt (D) option
7. I missed breakfast and lunch, so my _____ right now is to get something to eat.
(A) priority (B) prior (C) prioritize (D) priors
8. The restaurant is due for an _____ by the Health Department next week.
(A) inspection (B) inspecting (C) inspect (D) inspected
9. Our success is based completely on the _____ of our products.
(A) rely (B) reliable (C) reliant (D) reliability
10. The low profits we've had over the last two quarters are due to the bad _____.
(A) economical (B) economize (C) economic (D) economy

Word Form: Verbs

1. If you cannot _____ those accusations, I want to hear no more about it.
(A) substantial (B) substance (C) substantiate (D) substantially
2. Government experts _____ the stock market to do better in the coming months.
(A) expectable (B) expect (C) expectation (D) expectant
3. Do you _____ to increase employee benefits during the next open enrollment?
(A) intend (B) intent (C) intention (D) intently
4. Whenever out-of-town clients visit us, we do our best to _____ them.
(A) entertainment (B) entertaining (C) entertainer (D) entertain
5. The auditors _____ that the bookkeepers send them figures every two weeks.
(A) preference (B) preferable (C) preferential (D) prefer
6. My boss's wife loves to _____ antique bottles and jars.
(A) collection (B) collect (C) collectible (D) collector
7. I dislike radios playing in the office because they _____ me while I try to work.
(A) distraction (B) distracter (C) distract (D) distracting
8. We would like to _____ that these bonuses are a one-time only thing.
(A) emphasize (B) emphatic (C) emphasis (D) emphatically
9. Management likes employees who _____ to participate in company events.
(A) voluntary (B) volunteerism (C) volunteer (D) voluntarily
10. Bylaw, we must _____ how much federal income tax to deduct from your pay.
(A) calculable (B) calculation (C) calculate (D) calculator





Word Form: Adjectives

- All staff members are _____ for the accuracy of their time cards.
(A) account (B) accountant (C) accountable (D) accountability
- Everybody who works here has his/her _____ parking space in the garage.
(A) own (B) owner (C) owe (D) owing
- Some people say the _____ power in this company lies with the boss's brother.
(A) reality (B) realism (C) really (D) real
- We're all glad that the new CEO is a very _____ leader.
(A) progressive (B) progress (C) progression (D) progressively
- It's so nice that your assistant is such a _____ person.
(A) friend (B) friendliness (C) friendly (D) friendship
- The new line of cleaning products is still in the _____ stage of development.
(A) experimenter (B) experiment (C) experimentation (D) experimental
- The loyalty she has from her staff is _____ of what a good manager she is.
(A) indicate (B) indicative (C) indicator (D) indication
- Jearme's. _____ approach to all of her work is what makes her so valuable to us.
(A) methodical (B) methodology (C) method (D) methodically
- Before you go abroad, make sure you have a _____ passport.
(A) validity (B) validation (C) validate (D) valid
- We are proud that our company has the most _____ health-care plan in the state.
(A) comprehend (B) comprehensive (C) comprehensively (D) comprehension

Word Form: Adverbs

- When we plan out next year's budget, let's do it _____ this time.
(A) really (B) reality (C) realistic (D) realistically
- Our books are audited _____ by an outside agency.
(A) periodical (B) period (C) periodically (D) periodic
- Mr. Talbot is _____ awaiting the report on his yearly evaluation.
(A) anxiously (B) anxious (C) anxiety (D) anxiousness
- The CEO has been _____ advised by the board of directors.
(A) reliably (B) reliable (C) reliability (D) rely
- Ms. Yates surprised all of us at the conference with her _____ delivered speech.
(A) impressive (B) impression (C) impressively (D) impressive
- We've never seen a more _____ organized presentation than the one you gave.
(A) profess (B) professional (C) profession (D) professionally
- _____ speaking, this hotel offers guests more amenities than most hotels.
(A) Generally (B) Generality (C) General (D) Generalize
- All the candy produced in our factories is _____ wrapped for safety.
(A) individuality (B) individually (C) individual (D) individualize
- The CEO's office is so _____ decorated that I feel it's embarrassing.
(A) expend (B) expensive (C) expensively (D) expense
- From now on, any employee who is _____ late for work will be dismissed.
(A) habitually (B) habituate (C) habitual (D) habit





Word Form: Pronouns

1. The government has a responsibility to protect _____ citizens from inflation.
(A) its (B) it's (C) it (D) their
2. I see you met my assistant _____ and I go back many years.
(A) Her (B) She (C) Hers (D) We
3. Instead of filling those orders now, take care of _____ tomorrow morning.
(A) them (B) they (C) their (D) its
4. All of _____ have been invited to the boss's cocktail party this Friday evening.
(A) we (B) our (C) us (D) ours
5. The idea for the new routing system wasn't Patterson's; it was _____.
(A) me (B) mine (C) my (D) I
6. Telling somebody that _____ is laid off is a very unpleasant task.
(A) him (B) his (C) he (D) they
7. My computer has a lot of memory, but _____ has more.
(A) she (B) hers (C) her (D) it
8. _____ isn't good business practice to arrive late for meetings.
(A) He (B) It (C) She (D) You
9. When _____ probation period is up, you'll be given the full benefits package
(A) you (B) your (C) yours (D) our
10. The police were right when _____ advised us to get a new security system.
(A) it (B) she (C) them (D) they

