



**Word Choice: Nouns**

1. Has anybody seen the \_\_\_\_\_ of toner that just arrived for the copy machine?  
(A) bags (B) envelopes (C) cans (D) boxes
2. There is a three-month probation \_\_\_\_\_ for all new employees.  
(A) timing (B) era (C) period (D) sequence
3. To call another company or other places, press 9 for an outside \_\_\_\_\_.  
(A) line (B) lane (C) land (D) lining
4. Your business card should have your contact \_\_\_\_\_.  
(A) information (B) report (C) announcement (D) figures
5. Tariffs are set by our federal \_\_\_\_\_ Department.  
(A) Business (B) Negotiation (C) Commerce (D) Deal
6. It's hard to read anything on your computer. You should get a new \_\_\_\_\_.  
(A) screen (B) television (C) monitor (D) viewer
7. Which \_\_\_\_\_ is Mr. Hashimoto arriving at when his plane lands?  
(A) terminal (B) building (C) house (D) place
8. The vending machines in the employee \_\_\_\_\_ are out of order again.  
(A) room (B) place (C) salon (D) lounge
9. To relieve work-related stress, our company provides free \_\_\_\_\_ for everyone.  
(A) messages (B) drugs (C) massages (D) sleep
10. Because Jack was injured at work, he's receiving workman's \_\_\_\_\_  
(A) compensation (B) help (C) reimbursement (D) funds

**Word Choice: Verbs**

1. I'm sorry to be late for the meeting, but my new secretary \_\_\_\_\_ to tell me you had scheduled it earlier.  
(A) decided (B) neglected (C) refused (D) thought
2. When you get to our main entrance, \_\_\_\_\_ a left as you enter the parking lot.  
(A) make (B) turn (C) do (D) throw
3. It's a company custom to \_\_\_\_\_ to work in casual clothes on Fridays.  
(A) come (B) be (C) dress (D) attend
4. If you're \_\_\_\_\_ Ms. Rogers, you'll find her in the board room.  
(A) looking to (B) looking at (C) looking for (D) looking into
5. Most of us in this office \_\_\_\_\_ lunch at noon.  
(A) make (B) have (C) bring (D) go
6. The boss doesn't \_\_\_\_\_ to playing the radio at your desk if the music is low.  
(A) mind (B) refuse (C) negate (D) object
7. If I criticize your work, you shouldn't \_\_\_\_\_ it personally.  
(A) make (B) think (C) believe (D) take
8. If you \_\_\_\_\_ long before leaving for the airport, the hotel will keep your bags for you.  
(A) exit (B) depart (C) check out (D) move out
9. I'm glad you enjoyed that appetizer, so I \_\_\_\_\_ the chicken for your entree.  
(A) feel (B) recommend (C) try (D) refer
10. My daughter in college is \_\_\_\_\_ international business.  
(A) studying (B) rehearsing (C) revisiting (D) inquiring





### **Word Choice: Adjectives**

1. Did you know that in Western culture it can be considered \_\_\_\_\_ to stare at somebody?  
(A) assertive (B) rude (C) silly (D) funny
2. I still think that giving a presentation in front of many strangers is \_\_\_\_\_.  
(A) energetic (B) tepid (C) scary (D) famous
3. The new filing clerk's smile and cute way of speaking are completely \_\_\_\_\_.  
(A) lovable (B) loving (C) beloved (D) loved
4. It was not \_\_\_\_\_ to wear a T-shirt and jeans to the boss's retirement party.  
(A) restful (B) appropriate (C) exciting (D) friendly
5. If we don't meet those deadlines, we're going to be in \_\_\_\_\_ trouble.  
(A) heavy (B) big (C) large (D) great
6. It was very \_\_\_\_\_ finding Mr. Klein's cat sitting on his desk this morning.  
(A) satisfying (B) rewarding (C) intense (D) odd
7. Helen's typing, shorthand, and filing skills are simply \_\_\_\_\_.  
(A) amazing (B) outraged (C) novel (D) encouraging
8. I heard that the electrician says we should have a \_\_\_\_\_ overhaul of the wiring.  
(A) complete (B) fair (C) whole (D) round
9. My sales figures this quarter are much \_\_\_\_\_ than they've been for a long time.  
(A) grander (B) upper (C) higher (D) larger
10. I hope the company has enough money to pay for these \_\_\_\_\_ renovations.  
(A) needy (B) late (C) likely (D) costly

### **Word Choice: Adverbs**

1. The company \_\_\_\_\_ accepts your resignation.  
(A) practically (B) sadly (C) stoically (D) righteously
2. AI can copy documents so \_\_\_\_\_ that you can't tell the original from the copy.  
(A) intensely (B) directly (C) acutely (D) skillfully
3. We've sold \_\_\_\_\_ twice the amount of giftware this quarter than a year ago.  
(A) roughly (B) justly (C) nicely (D) equally
4. You \_\_\_\_\_ wouldn't object to a pay increase, would you?  
(A) happily (B) obviously (C) notably (D) casually
5. \_\_\_\_\_, I'm so tired that I don't care if we're not offered any overtime.  
(A) Naturally (B) Critically (C) Frankly (D) Bluntly
6. I was \_\_\_\_\_ pleased to be given such a generous pay increase.  
(A) extremely (B) wilfully (C) sadly (D) barely
7. The supervisor . \_\_\_\_\_ wanted to change our shifts, but he's changed his mind.  
(A) originally (B) awkwardly (C) principally (D) surely
8. The company \_\_\_\_\_ uses WordIt as our word processing program.  
(A) previously (B) currently (C) actively (D) tightly
9. Sheila has learned her job \_\_\_\_\_ well considering how new she is here.  
(A) purposely (B) reasonably (C) sincerely (D) neatly
10. Management has been thinking \_\_\_\_\_ of opening up two new branch offices.  
(A) additionally (B) abundantly (C) newly (D) seriously





**Word Choice: Conjunctions**

1. We haven't seen that memo \_\_\_\_\_ it was first distributed.  
(A) since (B) when (C) while (D) as
2. Mr. Kendall will continue working \_\_\_\_\_ his replacement has been trained.  
(A) in order that (B) because (C) until (D) so
3. She got not only a substantial raise \_\_\_\_\_ a large bonus.  
(A) because (B) although (C) and (D) but also
4. \_\_\_\_\_ you come up with a better idea, let's try out my suggestion.  
(A) If (B) After (C) Neither (D) Unless
5. \_\_\_\_\_ Genji and I are being transferred to the Mumbai office.  
(A) Both (B) Either (C) And (D) Also
6. I'll go to the convention center \_\_\_\_\_ I've checked into the hotel.  
(A) since (B) as soon as (C) though (D) as
7. Mr. Romney didn't tell us \_\_\_\_\_ he'd decided to hire new people.  
(A) but (B) that (C) as (D) while
8. Neither the boss \_\_\_\_\_ his assistant were aware the deadline had passed.  
(A) or (B) but (C) nor (D) either
9. \_\_\_\_\_ Nora has finished this work, get her started on the Findlay account.  
(A) Once (B) While (C) As (D) So
10. I'll look for another restaurant \_\_\_\_\_ Chez Michel is fully booked.  
(A) although (B) before (C) not only (D) if

**Word Choice: Prepositions**

1. Please file these invoices \_\_\_\_\_ Payment Pending.  
(A) under (B) over (C) on (D) inside
2. When did you say you were leaving \_\_\_\_\_ London?  
(A) to (B) at (C) for (D) towards
3. In a business letter, you should put a colon \_\_\_\_\_ the greeting.  
(A) before (B) after (C) in (D) by
4. Wang is originally from Hong Kong, but he's lived in San Francisco \_\_\_\_\_ years.  
(A) for (B) in (C) through (D) over
5. What happened to the little memo I had attached \_\_\_\_\_ this invoice?  
(A) to (B) on (C) over (D) at
6. \_\_\_\_\_ the time you read this message, I'll be halfway across the Atlantic.  
(A) In (B) On (C) By (D) For
7. Now I'll never retrieve my ten-year pin because it rolled \_\_\_\_\_ the refrigerator.  
(A) below (B) over (C) around (D) behind
8. I always get nervous driving \_\_\_\_\_ heavy traffic on the way to work.  
(A) on (B) by (C) in (D) with
9. You can come \_\_\_\_\_ for an interview next Monday at 9:30 A.M.  
(A) through (B) in (C) out (D) about
10. We were late because we had to drive \_\_\_\_\_ for twenty minutes looking for parking.  
(A) around (B) over (C) up (D) down

