

Vocab Review



1. PRACTICE QUESTIONS

Practice 1

1. When you arrive at the front desk, the receptionist will ask you ----- a personal application form.
 (A) completing (B) to complete (C) completed (D) complete
2. The manager everyone go home a half-hour early on Christmas Eve.
 (A) allowed (B) permitted (C) let (D) got
3. Many employees seem more now about how to use the new computer system than they did before they attended the workshop.
 (A) confuse (B) confusing (C) confused (D) to confuse
4. If savings had been made elsewhere, weto give financial support to local community service organizations last year.
 (A) continue (B) continued (C) would have continued (D) had continued
5. To save costs, BCD Corporation recommends that every manager who travels for business the amount of luggage they carry.
 (A) minimizes (B) minimize (C) to minimize (D) minimizing

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2. PRACTICE TEST

1. The company's new dress code allows employeescasual clothing in the workplace.
 (A) wear (B) wearing (C) worn (D) to wear
2. The museum reduced its entrance fee last summer, which led the number of visitors
 (A) double (B) doubling (C) doubled (D) to double
3. John's uncle him to study biotechnology in Germany.
 (A) proposed (B) offered (C) suggested (D) advised
4. The City Theater the cost for parking if visitors bring their receipt to the front desk.
 (A) reimbursed (B) has reimbursed (C) should be reimbursed (D) will reimburse
5. If you had been unemployed, how much would youfor the guarantee of a decent job offer within six months?
 (A) pay (B) be paying (C) have paid (D) be able to pay
6. According to the financial report, if the company overheads ----- efficiently, profits would have been much greater last fiscal year.
 (A) had been managed (B) had managed (C) was managing (D) had been managing
7. For the future well-being of the company, it is imperative that the chairmannow.
 (A) resign (B) resigns (C) will resign (D) to resign
8. The doctors have recommended that Mr. Johnson in hospital for a further three weeks.
 (A) remains (B) remain (C) will remain (D) is remaining

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2. PRACTICE TEST

9. The government tried to insist that all firearms handed in without delay.
 (A) are (B) were (C) be (D) had been
10. The health department requires that the operators of restaurants sanitary conditions.
 (A) maintenance (B) maintaining (C) to maintain (D) maintain
11. Mr. Johnson had his assistant the merger proposal.
 (A) edit (B) to edit (C) editing (D) edited
12. Mr. Johnson is getting his mechanic his brakes.
 (A) fix (B) to fix (C) fixing (D) fixed



Part 2 STRATEGY 6: Understand various response types (2)



1. Part 2 Response Types

"Who will be making the presentation at the conference?"

- Ⓐ **Direct Response:** "Our boss."
- Ⓑ **Indirect Response:** "It's not been decided yet."
- Ⓒ **Twisted Response:** "I wish I could shirk away from it!"

"Does this book belong to Chelsea or Martha?"

- Ⓐ **Direct Response:** "It's Martha's."
- Ⓑ **Indirect Response:** "I have no idea."
- Ⓒ **Twisted Response:** "Actually, I think it's John's."

"How about going out for dinner tonight?"

- Ⓐ **Direct Response:** "Good idea!"
- Ⓑ **Indirect Response:** "Let me think about it."
- Ⓒ **Counter Attack Response:** "What restaurant do you have in mind?"

"Would you mind helping me look for my camera?"

- Ⓐ **Direct Response:** "Not at all."
- Ⓑ **Indirect Response:** "Sorry. The manager just called me."
- Ⓒ **Counter Attack Response:** "What kind is it?"

2. Examples of some Twisted Responses

1. What time does your store close?

I don't work here.

2. Can you tell me if a Ms. Noriko Yamada works here?

I am Ms. Noriko Yamada.

3. Does this elevator go up as far as the fifty-second floor?

This elevator is going down.

4. How long have you worked here at ABC?

I'm here to apply for a job.

5. How much do you pay in rent for this apartment?

I'm the owner of this unit.



Part 2 STRATEGY 6: Understand various response types (2)

3. Practice

Try to think of some witty twisted responses to the following questions.

1. Where do you live on Clark Street?
2. Did you enjoy the dinner after the meeting?
3. Will the next bus go downtown?
4. Is there a cafeteria in this office building?
5. Shall I open a window and let in some fresh air?

2. Dictation

1. Could you me awith those bags?
2. Why did the company so many employees?
3. The new travel agent gives us a better
4. Can I you a to the station?
5. I need to change my from Paris to London.

3. Homework (Vocab)

1. Police have arrested four people after protesters camping outside City Hall defied an eviction deadline.
2. DPU or Defects Per Unit is a ratio of the number of defects over the number of units tested.
3. If the insurer's financial position deteriorates, the insurance company can require the submission of a financial recovery plan.
4. Congress is continuing to oppose the President's healthcare budget.
5. He's very protective towards his sister.