



Class: \_\_\_\_\_ Student ID No: \_\_\_\_\_ Name: \_\_\_\_\_

### Sentence Completion

1. We discussed the project with our \_\_\_\_\_ during the meeting.  
(A) recipients  
(B) badges  
(C) colleagues  
(D) assignments
2. Jonathan asked me to \_\_\_\_\_ the meeting notes in an e-mail.  
(A) count  
(B) implement  
(C) postpone  
(D) summarize
3. You need to get permission from the person with the \_\_\_\_\_ to make changes to the document.  
(A) process  
(B) authority  
(C) subject  
(D) version
4. They plan to \_\_\_\_\_ someone to oversee the new project.  
(A) enlarge  
(B) appoint  
(C) interrupt  
(D) staple
5. The \_\_\_\_\_ carefully managed the CEO's schedule, ensuring that all meetings were efficiently organized.  
(A) authorized  
(B) reliable  
(C) executive  
(D) relevant
6. The store sells all kinds of \_\_\_\_\_, including pens and notebooks.  
(A) resolution  
(B) correspondence  
(C) motion  
(D) stationery
7. The manager asked his \_\_\_\_\_ to work overtime to meet the deadline.  
(A) subordinates  
(B) receptionists  
(C) shareholders  
(D) chairpersons
8. Can you send me the final \_\_\_\_\_ of the presentation before the meeting?  
(A) obligation  
(B) extension  
(C) version  
(D) partition
9. She likes to \_\_\_\_\_ in office events like the holiday party and team-building activities.  
(A) take part  
(B) go ahead  
(C) figure out  
(D) put through
10. Dereck will be responsible for the \_\_\_\_\_ of the company's new branch in Paris.  
(A) implementation  
(B) appreciation  
(C) identification  
(D) administration
11. Those engineers need to \_\_\_\_\_ how to use this new software in a short time.  
(A) play a part  
(B) work out  
(C) punch in  
(D) put off
12. When the manager is not \_\_\_\_\_, the assistant manager takes over her responsibilities.  
(A) off duty  
(B) on duty  
(C) in case  
(D) on the same page
13. The team received a \_\_\_\_\_ on the safety rules before starting the project.  
(A) label  
(B) promise  
(C) briefing  
(D) photocopier
14. Lily showed her \_\_\_\_\_ to the project by working late every night.  
(A) commitment  
(B) replacement  
(C) reduction  
(D) documentation
15. Please \_\_\_\_\_ any important messages to me while I'm

- on vacation.  
 (A) appreciate  
 (B) note  
 (C) improve  
 (D) forward

**16.** The company announced a(n) \_\_\_\_\_ in prices to attract more customers.

- (A) interruption  
 (B) execution  
 (C) application  
 (D) reduction

**17.** The manager proposed a(n) \_\_\_\_\_ to improve communication between departments.

- (A) decrease  
 (B) resolution  
 (C) edition  
 (D) summary

**18.** Sarah was asked to \_\_\_\_\_ John during his vacation, so she will be handling his tasks.

- (A) solve  
 (B) assign  
 (C) replace  
 (D) depend

**19.** Bill's \_\_\_\_\_ is graphic design, so he handles all the creative work for the company.

- (A) specialty  
 (B) postponement  
 (C) engagement  
 (D) appreciation

**20.** In the meeting, the manager \_\_\_\_\_ that there will be a staff training next month.

- (A) attached  
 (B) delayed  
 (C) mentioned  
 (D) transferred

**21.** He accidentally forgot to include the \_\_\_\_\_ when he sent the e-mail to the client.

- (A) appointment  
 (B) responsibility  
 (C) popularity  
 (D) attachment

**22.** They maintained regular \_\_\_\_\_ with the supplier to ensure timely delivery of products.

- (A) loyalty (B) topic  
 (C) correspondence (D) receipt

**23.** We \_\_\_\_\_ on our IT team to keep the office network

running smoothly.

- (A) execute  
 (B) rely  
 (C) shrink  
 (D) administrate

**24.** The electronic door lock is \_\_\_\_\_, so you can change the access code as needed.

- (A) resettable (B) administrative  
 (C) appointed (D) uninterrupted

**25.** The team had to face the \_\_\_\_\_ that the budget cuts would affect their ability to complete the project on time.

- (A) extension (B) pledge  
 (C) maturity (D) reality

### Text Completion

- (A) assignments  
 (B) be willing to reform your approach  
 (C) facilitate  
 (D) postponing  
 (E) you can stay on top of your work and achieve your goals

To succeed in the office, it's important to have a clear plan. Let's explore some effective strategies.

Start by making a resolution to improve your time management. This commitment will help you handle **26** more efficiently. When given a task, begin with a briefing to understand the key points. Summarize what needs to be done and create a timeline.

Avoid **27** tasks, as this can lead to stress and missed deadlines. If you encounter a challenge, **28**. Adapting to new methods can **29** better outcomes and increase productivity.

Collaborating with colleagues is also essential. Good teamwork can make tasks easier and more enjoyable. Share your plans and listen to others' feedback to create a supportive work environment.

By following these tips, **30**. Remember, a strong commitment to planning and cooperation is the key to success in the office.

### Answers:

1. C 2. D 3. B 4. B 5. C  
 6. D 7. A 8. C 9. A 10. D  
 11. B 12. B 13. C 14. A 15. D  
 16. D 17. B 18. C 19. A 20. C  
 21. D 22. C 23. B 24. A 25. D  
 26. A 27. D 28. B 29. C 30. E