



Vocabulary

Choose the correct answers.

- 1 She hasn't been formally trained in yoga, she's basically ____-taught instructor.
a an ill
b a multi
c a well
d a self
- 2 The company has tried to make the ____ more enjoyable by improving the lunch room and adding a bit of colour.
a workforce
b workplace
c attendance
d targets
- 3 Once the bottles have been inspected, workers place them on ____ belt that takes them to the packaging department.
a a conveyor
b an assembly
c an expenditure
d a productivity
- 4 Most of the crop died due to a particularly ____ winter.
a hard
b firm
c tough
d dense
- 5 Members of the marketing and design departments collaborated ____ the advertising campaign.
a in
b for
c with
d on
- 6 Despite being offered a substantial pay rise, Amanda handed in her ____.
a paper
b notice
c note
d deal
- 7 The manager organised the ____ arrangements for the international conference.
a sitting
b setting
c seating
d sorting
- 8 The legal department was ____ from the rest of the company due to the sensitive nature of their work.
a segregated
b restricted
c forbidden
d rejected
- 9 She was careful not to admit wrongdoing to protect herself ____ a lawsuit.
a around
b about
c against
d at
- 10 If you're graduating from university in under a year, I think it would be highly ____-advised to drop out now.
a multi
b well
c self
d ill
- 11 When flu season arrives, ____ at work can rise due to illness.
a attendance
b productivity
c absenteeism
d cooperation
- 12 Company executives had set ambitious sales ____ that many employees felt they would fall short of achieving.
a endings
b deadlines
c targets
d levels
- 13 It's true that the interns here are paid ____, but they shouldn't complain because some interns don't get paid at all.
a peanuts
b fortunes
c payments
d pounds
- 14 There's a spare ____ in the corner of the office where you can do your work for now.
a cubicle
b agency
c department
d workplace
- 15 Josh is a well-liked supervisor simply because he treats his subordinates ____.
a firmly
b hard
c right
d highly
- 16 Hillary's promotion to Director of Marketing broke the glass ____ in the company.
a floor
b ceiling
c roof
d wall
- 17 ____ sugary beverages can go a long way towards fighting weight gain.
a Curbing
b Forbidding
c Eschewing
d Refraining
- 18 The campaign was quite expensive and the company intended to get their money's worth ____ it.
a for
b over
c from
d out of
- 19 The key ____ developing products effectively is in listening to customer feedback.
a for
b in
c to
d with
- 20 One way to increase profits is to keep ____ low.
a expenditure
b productivity
c collaboration
d cooperation

Grammar

Choose the correct answers.

- 1 'I'm going to the accounts department now.'
'Then ___ you give this form to Betty, please?'
a shall
b would
c must
d may
- 2 I can't swim fast any more, but I ___ when I was young.
a might
b must
c would
d could
- 3 'What's the new work policy regarding social networking?'
'We ___ use Facebook up to an hour a day if we like.'
a shall
b would
c must
d can
- 4 'I'm thirsty, but I'm too busy to get a drink!'
'___ I fetch you a glass of water?'
a Need
b Would
c Will
d Shall
- 5 'How did your interview go?'
'Exhausting. I ___ answer questions for two hours.'
a could
b had
c must
d had to
- 6 Louis ___ with his boss in person because she had briefed him by email earlier.
a needn't meet
b didn't need to meet
c needn't have met
d mustn't meet
- 7 They just got the report today, so they ___ time to go over it.
a mustn't have had
b couldn't have
c might not have
d might not have had
- 8 She ___ have received a promotion; she's always missing her deadlines.
a can't
b might
c mustn't
d ought to
- 9 You ___ to leave your mobile phone on while in a cinema.
a shouldn't
b couldn't
c ought not
d ought
- 10 You ___ slouch during an interview; you're unlikely to get hired.
a wouldn't
b needn't
c mustn't
d didn't
- 11 'There's a pile of work to do in our department.'
'Yes, and we ___ to finish it all by five o'clock.'
a will need
b must
c needn't
d don't have
- 12 He ___ have regularly intimidated the employees in the office with his booming voice.
a must
b mustn't
c should
d can't
- 13 'I can't believe we have to stay late today. It's the day before New Year's!'
'Yes, they ___ have let us go early, right?'
a couldn't
b could
c must
d might
- 14 Don, you ___ not have worn a suit today; it's casual Friday!
a may
b must
c should
d could
- 15 I know the new guy at work looks a little strange, but you ___ stare at him so much!
a wouldn't
b might not
c mustn't
d can't
- 16 'I brought a healthy salmon salad for lunch today.'
'Oh, you ___ that; the boss is taking us out.'
a needn't do
b didn't need
c didn't bring
d needn't have done
- 17 Gary rang his friend several times last night, but he ___ to reach him.
a needn't
b couldn't
c wasn't able
d ought not
- 18 'What was the dress code like at your previous job?'
'We ___ to wear whatever we liked, within reason.'
a could
b were allowed
c needed
d had
- 19 'I can't understand how this program works.'
'___ you like me to take a look at it?'
a Will
b Would
c Could
d Shall
- 20 Ms Richards has finished her conference call; you ___ go in to see her now.
a shall
b will
c might
d may

___ / 20

Mark: ___ / 40