

# 100 TOEFL Preparation Tests

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*A Collision: Finish this Story*

- Q1 I really can't tell what's .....
- (a) going on                      (b) taking off                      (c) going by                      (d) taking in
- Q2 The trouble is somebody is .....
- (a) standing to me                      (b) standing from me  
(c) standing in front of me                      (d) standing about me
- Q3 The best thing I suppose is to ask him .....
- (a) to disappear                      (b) to vanish                      (c) to move                      (d) to depart
- Q4 That's better I've got a clearer .....
- (a) sight now                      (b) view now                      (c) picture now                      (d) vision now
- Q5 It looks from what I can see as if there's been some kind of .....
- (a) collision                      (b) event                      (c) situation                      (d) position
- Q6 Yes, now he's gone I can see that there are two cars in the car park that have .....
- (a) gone through each one                      (b) gone by one another  
(c) gone into one another                      (d) gone into each one
- Q7 There are a lot of people there in the car park and they're .....
- (a) sailing their arms about                      (b) waving their arms about  
(c) turning their arms about                      (d) driving their arms about
- Q8 I'm walking right up to the crowd now to see .....
- (a) what's happen                      (b) what's happens                      (c) what's happened                      (d) what's occurring
- Q9 Now I can see quite clearly that the big red car has .....
- (a) stricken the little blue one                      (b) struck the little blue one  
(c) stroked the little blue one                      (d) stuck the little blue
- Q10 Oh dear I've just discovered that the little blue one .....
- (a) belongs to me                      (b) is belonging to me                      (c) belonged to me                      (d) has belonged to me

*A Crying Shame*

- Q1 It's no good worrying about that now because the damage is done and it's no good crying over spilled .....
- (a) sauce (b) water (c) beer (d) milk
- Q2 It really is a crying ..... that after all that money has been spent, the project is now being abandoned.
- (a) shock (b) shame (c) disgust (d) pity
- Q3 As a child she would burst into tears at every problem and so she soon got known as a regular ..... at school.
- (a) crychild (b) cryinfant (c) crybaby (d) crygirl
- Q4 It really was a large and spacious garden but it cried out ..... something colourful to be planted.
- (a) for (b) to (c) by (d) on
- Q5 We had great hopes of being able to invite the distinguished writer to our meeting but he cried ..... at the last moment.
- (a) on (b) through (c) with (d) off
- Q6 For crying out ..... how many times do I have to tell you how to work that machine?
- (a) strong (b) loud (c) full (d) hard
- Q7 I'm all in favour of ambition but I think when he says he'll be a millionaire by the time he's 25, he's simply crying for the .....
- (a) stars (b) sun (c) earth (d) moon
- Q8 The trouble is that he's cried ..... so often that now he's in real trouble, nobody believes him.
- (a) wolf (b) tiger (c) cat (d) dog
- Q9 George is now 70 and he reckons that working conditions for the average office clerk today are a ..... cry from when he first started work.
- (a) distant (b) long (c) far (d) further
- Q10 There was a noisy crowd of about a dozen people in ..... cry chasing after the child who'd stolen an apple from the fruit market.
- (a) strong (b) full (c) loud (d) big



*A Holiday Report*

- Q1 Yesterday I ..... to an archeological site because I want to be an archeologist.  
(a) go (b) went (c) visited
- Q2 The problems I have ..... the language are to do with spelling.  
(a) on (b) to (c) with
- Q3 If I want to pass my exams, I ..... study very hard.  
(a) can (b) must (c) will
- Q4 The ..... thing of all difficulties in a language is vocabulary.  
(a) worst (b) bad (c) worse
- Q5 I have been ..... English for 5 years.  
(a) study (b) trying (c) learning
- Q6 When we walked into the school, we saw that the students were working very .....  
(a) hardly (b) hard (c) easy
- Q7 Most people don't want to study Latin because it is a ..... language.  
(a) death (b) old (c) dead
- Q8 I've forgotten the name of my teacher but I think it is something like .....  
(a) brown (b) Smith (c) jones
- Q9 What is the name of the ..... you put tea into?  
(a) think (b) thing (c) thinking
- Q10 I ..... a lot of presents for my birthday.  
(a) got (b) became (c) become

*A Night Out*

- Q1 The other night we went out to the cinema or the ..... as they would say in the USA.  
(a) goings (b) doings (c) moves (d) movies
- Q2 Nothing unusual you might say but we haven't visited a cinema for .....  
(a) periods (b) ages (c) times (d) lengths
- Q3 The subject ..... of the film concerned the American Civil War in the 1860's.  
(a) matter (b) topic (c) theme (d) interest
- Q4 At least that was ..... to be the background although the main interest was in something else.  
(a) inferred (b) implied (c) suggested (d) supposed
- Q5 It will come as no ..... to you I'm sure if I tell you that this interest was in a love affair.  
(a) damage (b) surprise (c) concern (d) interest
- Q6 The young couple in the story only meet about three times but still manage to ..... deeply in love.  
(a) go (b) drop (c) fall (d) feel
- Q7 When you see the first kiss on the ..... and you are sitting in row four, it can be very dramatic.  
(a) slide (b) picture (c) board (d) screen
- Q8 Everything is so much bigger than you expect and you are constantly ..... your head from side to side.  
(a) tipping (b) testing (c) turning (d) trying
- Q9 And the sound is much greater too. During the war scenes I was jumping up and down out of my seat like a ..... in the box at every explosion.  
(a) John (b) Jack (c) Jim (d) James
- Q10 The following evening we were back again watching television but after the cinema it's never the ..... again.  
(a) same (b) identical (c) similar (d) like

*A Public Figure*

- Q1 Imagine an ..... public figure attacked by press and public, who is facing an inquiry into allegations of having obtained money by deception.  
(a) empowered (b) endangered (c) embattled (d) engrossed
- Q2 Any arguments he put up in his defence were regarded as a ..... by people who were determined to see him convicted.  
(a) cloud (b) smokescreen (c) confusion (d) fog
- Q3 People tended not to believe a word he said and maintained that his protestations of innocence were wearing a bit .....  
(a) scarce (b) bare (c) scant (d) thin
- Q4 There was very strong support for the police who were determined to ..... this kind of crime.  
(a) restrain (b) manage (c) curb (d) kill
- Q5 The press had been ..... by an unknown source to make as much publicity about him as they could.  
(a) prompted (b) picked (c) promoted (d) proposed
- Q6 His agent spent a lot of time ..... the press on his background in the hope that they would present a balanced view.  
(a) training (b) briefing (c) showing (d) clearing
- Q7 Views as to his guilt or innocence even before the trial started ..... from utter conviction that he was guilty to wild support for his innocence.  
(a) started (b) began (c) ranged (d) swept
- Q8 Gradually however as the days went by even his greatest supporters were beginning to ..... him.  
(a) destroy (b) desert (c) despair (d) destruct
- Q9 Then two days before the trial was due to start, new evidence came to ..... proving he was totally innocent.  
(a) light (b) see (c) show (d) indicate
- Q10 By then of course it was too late because the damage had already been done to his career, which ..... everything else he did for the rest of his life.  
(a) overtook (b) overcame (c) overran (d) overshadowed

*At the Doctors*

- Q1 As soon as the doctor looked at her, he was able to ..... the cause of her frequent headaches.  
(a) decide (b) diagnose (c) define (d) describe
- Q2 Treatment of this particular disorder was beyond the doctor's capability and he ..... the patient to a specialist.  
(a) referenced (b) returned (c) referred (d) reduced
- Q3 He left the surgery feeling a lot better than when he arrived because the doctor had reassured him that his condition was not .....
- (a) clear (b) serious (c) determined (d) possible
- Q4 The doctor took out of her bag an unusual ..... but promised her young patient that it would not hurt her.  
(a) utensil (b) method (c) control (d) instrument
- Q5 I must confess I feel much better today, as I have found that the medication prescribed has been most .....
- (a) effecting (b) effects (c) effective (d) affective
- Q6 Under the policy of the new health regulations if you decide to cancel your ..... and don't notify the surgery, you will be fined.  
(a) meeting (b) appointment (c) rendezvous (d) date
- Q7 Before she was allowed to leave the hospital, a physiotherapist had to ..... the extent of her mobility.  
(a) assume (b) accept (c) assess (d) assert
- Q8 The treatment has proved very successful but to check progress he has to arrange to visit the doctor's .....
- (a) usually (b) always (c) principally (d) annually
- Q9 It is much easier to ..... an illness than it is to cure it.  
(a) prepare (b) prevent (c) postpone (d) prefer
- Q10 Before they could start any kind of treatment, they had to write to the previous hospital in order to obtain her .....
- (a) writings (b) prescriptions (c) records (d) recordings

*Do, make, get, take*

- Q1 You must decide and ..... up your mind.  
(a) do (b) get (c) make (d) take
- Q2 What time do you ..... up in the morning?  
(a) do (b) get (c) make (d) take
- Q3 At the moment we are trying to ..... for the town centre.  
(a) do (b) get (c) make (d) take
- Q4 After they had shouted at each other, they decided to ..... it up.  
(a) do (b) get (c) make (d) take
- Q5 They are very good friends and ..... on well with each other.  
(a) do (b) get (c) make (d) take
- Q6 The firm has expanded and they want to ..... on extra staff.  
(a) do (b) get (c) make (d) take
- Q7 She's good at writing stories for children and is always keen to ..... up new plots.  
(a) do (b) get (c) make (d) take
- Q8 As we don't have much money at the moment, we've decided to ..... without certain luxuries.  
(a) do (b) get (c) make (d) take
- Q9 We mustn't be late this morning because today is when the new boss is going to ..... over.  
(a) do (b) get (c) make (d) take
- Q10 Most of the telephone lines were destroyed in the storm last night and so it's almost impossible to ..... through to anybody today.  
(a) do (b) get (c) make (d) take

*English Advanced Vocabulary Test (1)*

- Q1 Thanks to the crash barrier in the middle of the motorway cars are ..... from hitting those on the other side in the event of an accident.  
(a) distracted (b) diverted (c) directed (d) prevented
- Q2 It doesn't matter what position you hold in society everyone is ..... to the same laws.  
(a) object (b) subject (c) controlled (d) restricted
- Q3 As I was a stranger in that country I was not ..... with some of their customs and didn't understand why people were laughing at me.  
(a) addicted (b) attracted (c) acquainted (d) acquired
- Q4 You can have that car in any colour you want in fact you have a ..... of 24 different ones.  
(a) choice (b) choosing (c) number (d) shade
- Q5 The theatre was ..... to display in the entrance some of the excellent newspaper reviews the play had received.  
(a) deluded (b) developed (c) demanded (d) delighted
- Q6 As the hospital had been careless with its hygiene procedures, the patient found she had been ..... with a harmful virus.  
(a) detected (b) rejected (c) infected (d) suspected
- Q7 As a ..... of the district she had absolutely no difficulty in understanding the local dialect.  
(a) inhabitant (b) relation (c) native (d) newcomer
- Q8 There is a new company regulation to remove the danger of passive smoking, which ..... all employees from smoking at their place of work.  
(a) prohibits (b) promotes (c) professes (d) protests
- Q9 He finds breathing very difficult in restricted spaces as he ..... from asthma.  
(a) refers (b) defers (c) suffers (d) differs
- Q10 I am very pleased to be working with you because I think the same way and ..... with your policies.  
(a) accept (b) conform (c) confer (d) agree

*English Advanced Vocabulary Test (2)*

- Q1 You can have whichever one you want as I'll let you ..... from these examples here.  
(a) consider (b) deliberate (c) choose (d) enable
- Q2 I think you can clearly see now what I mean as that incident ..... that I am obviously right.  
(a) decides (b) demonstrates (c) protests (d) highlights
- Q3 For the first time in his life ..... of going straight home, he called in at a pub on the way back.  
(a) instead (b) inside (c) including (d) into
- Q4 You can tell that this piece of furniture is ..... to America because of the strong colonial style.  
(a) born (b) inherent (c) special (d) native
- Q5 ..... for his age and he is after all only 12, I think his achievement is remarkable.  
(a) Permitting (b) Discerning (c) Allowing (d) Regarding
- Q6 If you ..... to take that step in your career, you have only yourself to blame if it all goes wrong.  
(a) have (b) believe (c) experiment (d) choose
- Q7 I've always thought of her as the kind of person you can trust, you know the sort you can ..... on.  
(a) depend (b) deter (c) defend (d) defeat
- Q8 It was a totally new experience for us visiting that factory abroad as we were ..... to all sorts of new techniques.  
(a) involved (b) intended (c) invested (d) introduced
- Q9 No one had a clue what had actually happened neither the police ..... the public.  
(a) or (b) either (c) nor (d) never
- Q10 All cyclists must now wear some kind of helmet in order to ..... their heads against injury in the event of an accident.  
(a) proffer (b) protect (c) produce (d) prevent

*English Grammar Tenses (1)*

- Q1 ..... any one object if I turn the heating down?  
(a) Do (b) Does (c) Did (d) Doing
- Q2 I ..... come to the conclusion that nowadays nobody cares about anything.  
(a) will (b) had (c) do (d) have
- Q3 No matter what happens next I ..... help you.  
(a) am (b) have (c) will (d) would
- Q4 They ..... for 3 hours when the storm suddenly broke.  
(a) had been running (b) have been running (c) are running (d) will be running
- Q5 I assumed you ..... paying for the repairs until the end of last year.  
(a) have been (b) was been (c) are being (d) had been
- Q6 ..... get tired of answering the same questions every day?  
(a) Have you ever (b) Had you ever (c) Do you ever (d) Are you ever
- Q7 She ..... working on that manuscript for 2 years now.  
(a) will be (b) has been (c) had been (d) is
- Q8 I ..... there once a long time ago and haven't been back since.  
(a) went (b) go (c) have gone (d) was going
- Q9 She ..... trying to pass her driving test but fails every time.  
(a) kept (b) is keeping (c) had kept (d) keeps
- Q10 I ..... complete silence now while I try this experiment.  
(a) am wanting (b) want (c) did want (d) have wanted



*English Grammar Tenses (2)*

- Q1 Mike: Please go away. I'm ..... a letter. I need some quiet.  
(a) written (b) wrote (c) writing (d) will write
- Q2 Sarah: I ..... I won't make a sound.  
(a) promise (b) am promising (c) did promise (d) promised
- Q3 Mike: That's what you always .....
- (a) said (b) are saying (c) had said (d) say
- Q4 Sarah: I know but this time I ..... it.  
(a) have meant (b) mean (c) had meant (d) will mean
- Q5 Mike: I don't honestly think you ..... telling the truth.  
(a) were (b) had been (c) are (d) will be
- Q6 Sarah: At least ..... me a chance.  
(a) give (b) gave (c) giving (d) are giving
- Q7 Mike: If I ....., I know I shall regret it.  
(a) have (b) do (c) had (d) were
- Q8 Sarah: No, you .....
- (a) didn't (b) haven't (c) couldn't (d) won't
- Q9 Mike: All right. You ..... stay as long as you don't make any noise.  
(a) will (b) could (c) can (d) will
- Q10 Sarah: Thank you very much. I shall be as quiet as a mouse but ..... just put the TV on.  
(a) I'd (b) I'll (c) I've (d) I'm

*Future Tenses*

- Q1 What ..... be doing this time tomorrow?  
(a) were you (b) did you (c) have you (d) will you
- Q2 ..... go if you like because I have to do some shopping.  
(a) I'm (b) I'd (c) I'll (d) I've
- Q3 I ..... simply wait until she comes back.  
(a) was (b) am (c) shall (d) do
- Q4 He was quite definite about it and assured me he ..... come.  
(a) will (b) shall (c) should (d) would
- Q5 If they ..... arrive late, they will have to get their own meal.  
(a) do (b) had (c) would (d) will
- Q6 I really hope I ..... see you again.  
(a) did (b) shall (c) should (d) would
- Q7 What ..... happen to the family if he loses all his money?  
(a) does (b) did (c) will (d) is
- Q8 ..... be buying the house or haven't you decided yet?  
(a) Did you (b) Have you (c) Were you (d) Will you
- Q9 I'm sure they ..... get married and live happily ever afterwards.  
(a) did (b) have (c) will (d) would
- Q10 What do you ..... to do when you leave school?  
(a) wanted (b) wanting (c) wants (d) want

*Gerund or Infinitive*

- Q1 ..... me if I've told you this before.  
(a) Stopping (b) Stopped (c) Stops (d) Stop
- Q2 All I can say at the moment is: Long ..... the company!  
(a) live (b) lives (c) lived (d) living
- Q3 Sometimes I wish I ..... what the future holds.  
(a) know (b) known (c) knew (d) knows
- Q4 And at other times I'm glad I ..... know what the future holds.  
(a) didn't (b) doesn't (c) hadn't (d) don't
- Q5 Let's ..... there tomorrow if it's fine.  
(a) going (b) gone (c) go (d) goes
- Q6 Try ..... the door really hard if you want to open it.  
(a) pushing (b) push (c) pushes (d) pushed
- Q7 Try ..... these irregular verbs by next week.  
(a) learned (b) to learn (c) learns (d) learning
- Q8 I really appreciate your ..... me at this difficult time.  
(a) helps (b) help (c) helped (d) helping
- Q9 I'll finish now and I look forward to ..... you again soon.  
(a) seeing (b) see (c) seen (d) having seen
- Q10 Please come back soon and ..... the work you started two weeks ago.  
(a) finished (b) finishing (c) finish (d) finishes

*High School Vocabulary Test (1)*

- Q1 He always follows that old .....: early to bed, early to rise makes a man healthy, wealthy and wise.  
(a) phrase (b) ballad (c) adage (d) analogy
- Q2 If you invest that money, you will find it will grow and ..... interest.  
(a) agree (b) adapt (c) apart (d) accrue
- Q3 People often ask her how she manages to stay slim and she always tells them she is very careful in the amount she eats to the point of being .....  
(a) abbreviated (b) abstemious (c) actuated (d) abrupt
- Q4 You must react now and not just be ..... as if there is nothing wrong.  
(a) complacent (b) combining (c) combative (d) concerning
- Q5 I find these mathematical puzzles too ..... and prefer the more straightforward type.  
(a) abject (b) abortive (c) abounding (d) abstruse
- Q6 There was no changing her mind as she was quite ..... about her decision and wouldn't consider any alternative.  
(a) attractive (b) attentive (c) adamant (d) adjoined
- Q7 It was quite obvious that he was drunk because he couldn't finish his sentences and his speech was not .....  
(a) contented (b) coherent (c) convinced (d) convoluted
- Q8 The strings on the puppet were all intertwined and it took us ages to ..... them.  
(a) disentangle (b) distribute (c) disturb (d) distend
- Q9 There are really too many political parties in this election as there are so many small groups or .....  
(a) fictions (b) fanatics (c) fusion (d) factions
- Q10 He liked to play the ..... and would invariably dress up in the most outrageous clothes.  
(a) eclectic (b) eccentric (c) evasive (d) evolved

*High School Vocabulary Test (2)*

- Q1 This story is ..... on an incident that actually happened.  
(a) founded (b) grounded (c) based (d) established
- Q2 I'm afraid I shan't be ..... to come on Tuesday because of a prior engagement.  
(a) capable (b) able (c) can (d) possible
- Q3 You can easily tell that this document ..... from the 12th century because of a distinctive script.  
(a) holds (b) trails (c) lasts (d) dates
- Q4 I'm sorry to tell you but she is simply ..... that this will be the result but she has no actual proof.  
(a) daydreaming (b) hallucinating (c) hypothesizing (d) dithering
- Q5 I do apologise for talking to you a minute ago only I ..... you for one of my colleagues, who looks exactly like you.  
(a) mistook (b) accepted (c) believed (d) thought
- Q6 It's a waste of time asking them for their opinion as they're bound to object because they've been ..... against the idea from the start.  
(a) subjective (b) derogative (c) conscious (d) prejudiced
- Q7 I asked you to bring back a different one but you've brought a similar one back that's exactly the ..... as the first one.  
(a) equivalent (b) apparent (c) same (d) identical
- Q8 The main quality that is required of someone holding that kind of job is to have the ..... to get on with people.  
(a) task (b) ability (c) requirement (d) need
- Q9 They couldn't hold their meeting in the open air ..... of the heavy rain.  
(a) because (b) but (c) since (d) for
- Q10 I always let her handle that kind of situation because she's very good at ..... with difficult clients.  
(a) taking (b) bringing (c) tackling (d) dealing

*High School Vocabulary Test (3)*

- Q1 The result of the election didn't give either candidate a clear majority but in the end the leader of the opposition agreed to step down and ..... to the wishes of the electorate.  
(a) accept (b) accent (c) accede (d) ascend
- Q2 The sound of the waterfall goes on all day and night and in the end the ..... noise gets on your nerves.  
(a) interrupting (b) inciting (c) invading (d) incessant
- Q3 I apologized for what seemed like a deliberate act of rudeness but I explained that it had been purely accidental and an ..... action on my part.  
(a) inverted (b) inadvertent (c) incurred (d) inhibited
- Q4 Although it's a complicated subject the professor managed to make it all totally clear and ..... by her delivery.  
(a) lucid (b) luminous (c) lightening (d) lifting
- Q5 When you take a party of tourists round a famous city there are always those who ..... and keep everybody else waiting.  
(a) litter (b) lessen (c) loiter (d) languish
- Q6 Before she knew what had happened a man suddenly fell on her ..... across and stealing her handbag.  
(a) lurking (b) linking (c) limping (d) lunging
- Q7 There was absolutely no call for him to criticise her so cruelly and in almost a ..... manner.  
(a) malformed (b) malicious (c) maladroit (d) malcontent
- Q8 There was absolutely no question about it he was the ..... idiot such as you'd find in one of those old farces.  
(a) provincial (b) provided (c) proverbial (d) protective
- Q9 You'll soon get used to his funny ways as it's one of the ..... of his personality.  
(a) quibbles (b) quills (c) quaffs (d) quirks
- Q10 He didn't really give speeches because he used to scream and shout and you could hear him ..... a hundred meters down the road.  
(a) reigning (b) raining (c) ruling (d) rattling

*Leave me alone*

- Q1 Alan: Excuse me ..... but what are you doing?  
(a) intervening (b) interviewing (c) interrupting (d) intercepting
- Q2 User: I should have thought it was pretty .....  
(a) obvious (b) absolute (c) noticeable (d) accurate
- Q3 Alan: Well, I only asked — there's no need to bite my ..... off!  
(a) nose (b) head (c) arm (d) leg
- Q4 User: Sorry I didn't mean to be rude but I'm trying to .....  
(a) deliberate (b) ruminate (c) concentrate (d) cogitate
- Q5 Alan: I see and what is the ..... you are working on?  
(a) duty (b) task (c) work (d) goal
- Q6 User: I'm working on those ..... English tests, which I find very interesting.  
(a) notorious (b) fabled (c) famous (d) infamous
- Q7 Alan: Oh, yes I've heard of them. Do they ..... you with your English?  
(a) aid (b) support (c) help (d) comfort
- Q8 User: Yes, they would do if you didn't ..... in asking questions.  
(a) continue (b) persist (c) insist (d) pursue
- Q9 Alan: If that's how you feel, I'll leave you .....  
(a) lonely (b) lonesome (c) alone (d) apart
- Q10 User: What an excellent idea! Leave me in ..... and go and write another test.  
(a) piece (b) peacetime (c) peaceful (d) peace

*Losing It (1)*

- Q1 He's one of those people who can't bear being seen to be wrong in fact of losing .....  
(a) looks (b) appearance (c) face (d) looking
- Q2 We haven't made any progress this year and are in a sense going backwards and losing .....  
(a) terrain (b) space (c) land (d) ground
- Q3 Please don't lose ..... because I'm sure you'll succeed in the end.  
(a) heart (b) body (c) strength (d) feeling
- Q4 The important key to success in this business is strong management because if you lose your ....., then you're in real trouble.  
(a) hold (b) stay (c) grab (d) grip
- Q5 She panicked when she skidded on the ice, lost her ..... and crashed into the tree.  
(a) control (b) brain (c) head (d) skull
- Q6 Yes, it's a slight problem but quite honestly I wouldn't lose any ..... over it if I were you.  
(a) rest (b) sleep (c) time (d) slumber
- Q7 I followed as much as I could of his arguments but then I gave up because I'd completely lost ..... of what he was saying.  
(a) pace (b) route (c) path (d) track
- Q8 After he'd wasted all his money, got into debt and then ended up in prison, his family began to regard him as a bit of a lost .....  
(a) case (b) reason (c) cause (d) argument
- Q9 To be frank I find these philosophical discussions too deep for me and many of the points are lost ..... me.  
(a) to (b) on (c) for (d) by
- Q10 Putting all your money in that enterprise is futile it's like playing a losing .....  
(a) part (b) role (c) section (d) game



*Losing It (2)*

- Q1 The trouble with him is that if you push him too far, he's likely to shout at you and lose his .....  
(a) cold (b) coldness (c) cool (d) ice
- Q2 There's no hope for him now because he's lost his ..... and has gone completely crazy.  
(a) glasses (b) stones (c) jewels (d) marbles
- Q3 At the very last minute she broke down in tears and lost her .....  
(a) skill (b) nerve (c) sense (d) feeling
- Q4 First he started shouting and then he began to throw things round the room and it was clear he had just lost his .....  
(a) rag (b) cloth (c) cover (d) sheet
- Q5 Despite his great age we realized that he'd not lost his ..... because he was still able to deliver a wonderful speech.  
(a) feel (b) contact (c) touch (d) feeling
- Q6 Do you mind repeating that last bit again as I seem to have lost the ..... of your argument?  
(a) length (b) string (c) cord (d) thread
- Q7 When it came to dividing the profits we lost ..... because we didn't get our fair share.  
(a) off (b) out (c) in (d) through
- Q8 As she was walking across the tight rope at the circus she lost her ..... and fell to the ground.  
(a) control (b) direction (c) balance (d) sense
- Q9 After a while I got fed up with the film and began to lose ..... in the story.  
(a) thought (b) following (c) thinking (d) interest
- Q10 There's no harm in trying your luck there because after all you have ..... to lose.  
(a) less (b) nothing (c) a little (d) least

*Past Tenses*

- Q1 I told them I ..... just going out for a short walk.  
(a) would (b) am (c) was (d) will
- Q2 He asked me what I ..... with the paint brush.  
(a) did do (b) had done (c) will do (d) have done
- Q3 She told me ..... carefully on the icy roads.  
(a) to be driven (b) to have driven (c) to drive (d) to be driven
- Q4 I wonder what ..... happened while I was away.  
(a) will have (b) has (c) was (d) had
- Q5 She wonders why I never ..... abroad by plane.  
(a) travel (b) have been travelling  
(c) has travelled (d) will have travelled
- Q6 Quite honestly all I was doing was simply ..... polite conversation.  
(a) made (b) making (c) having made (d) makes
- Q7 He was wondering what ..... prompted him to take no notice at all.  
(a) has (b) have (c) had (d) having
- Q8 I was asking myself what in all honesty she ..... do next.  
(a) will (b) would (c) shall (d) had
- Q9 He actually denied ..... anything of the sort.  
(a) to do (b) done (c) did (d) doing
- Q10 He came into the room and demanded ..... what was happening.  
(a) to know (b) knowing (c) know (d) having known

*Popular Idioms*

- Q1 Lightning never strikes in the same place .....
- (a) before (b) twice (c) secondly (d) thrice
- Q2 If you watch a kettle, it never .....
- (a) cooks (b) stew (c) boils (d) heats
- Q3 Look before you .....
- (a) leap (b) strike (c) rush (d) go
- Q4 Don't count your chickens before they are .....
- (a) born (b) fed (c) hatched (d) stolen
- Q5 It's all right to tell a ..... lie.
- (a) red (b) white (c) blue (d) black
- Q6 There's no fool like an ..... fool.
- (a) aged (b) ancient (c) elderly (d) old
- Q7 Let ..... dogs lie.
- (a) sleeping (b) snoozing (c) dreaming (d) barking
- Q8 Strike while the iron is .....
- (a) heating (b) heated (c) hot (d) soft
- Q9 Politeness costs .....
- (a) a lot (b) a little (c) much (d) nothing
- Q10 Never look a gift horse in the .....
- (a) mouth (b) eye (c) nose (d) teeth

*Save Our Animals (1)*

- Q1 From a very early age Cathy had been passionate ..... animals.  
(a) of (b) to (c) about (d) through
- Q2 She used to hob nob (socialise) with people who ..... the same way as she did.  
(a) considered (b) held (c) approved (d) thought
- Q3 These people were not at all fuddy duddy (uninteresting) or indeed hoity toity (supercilious) and their main interest in life was to ..... that all animals were well treated.  
(a) ensure (b) assure (c) convince (d) convict
- Q4 She soon got to know one of the local big wigs (important people) in a local organisation ..... at stopping cruelty to animals.  
(a) shot (b) aimed (c) hit (d) struck
- Q5 He had been in his hey day (at his most successful time) an important ..... in a government department for agriculture.  
(a) character (b) puppet (c) personage (d) figure
- Q6 In fact because he had refused to kow tow to (accept without question) some of the official regulations, he had been forced to take ..... retirement.  
(a) busy (b) easy (c) early (d) quick
- Q7 But as far ..... Cathy was concerned, he was the bee's knees (someone to admire) and when she left school, she went to work as his assistant in the Society for the Protection of Animals.  
(a) so (b) more (c) than (d) as
- Q8 Her parents however were not at all pleased ..... where she had decided to work.  
(a) about (b) for (c) concerning (d) around
- Q9 They lived in a des res (very attractive house) and her father, John Fortune, who was really a bit of a fat cat (wealthy businessman) thought that all this animal ..... was a lot of hocus pocus (nonsense).  
(a) matter (b) business (c) concerns (d) topic
- Q10 Cathy and her father had several pow wows (conversations) about her decision but it usually ..... up with a lot of argy bargy (arguments).  
(a) concluded (b) terminated (c) ended (d) lasted

*Save Our Animals (2)*

- Q1 What her mother and father ..... to most was the endless tittle tattle (gossip) in the village about a young woman working for this hot shot (well known entrepreneur),  
(a) subjected (b) dejected (c) rejected (d) objected
- Q2 who was also ..... by some as a bit of a wheeler dealer (someone who does business in an underhand way).  
(a) looked (b) pictured (c) regarded (d) believed
- Q3 Cathy didn't believe any of this and was delighted to be working for Geoffrey Winton if for no other ..... than that living at home was very humdrum (boring).  
(a) reason (b) cause (c) fact (d) decision
- Q4 The rest of the organisation thought that she and Winton were a dream team (ideal partners) because she was enthusiastic and he was very .....  
(a) expertise (b) empirical (c) expert (d) experienced
- Q5 After all she thought her brother was enjoying himself and had gone ..... to work in America as a result of the brain drain (talented people leaving their own country to work for better pay in another).  
(a) astray (b) abroad (c) alone (d) afar
- Q6 One morning there was quite a hubbub (loud noise and activity) in the Fortune ..... when Cathy came rushing into the sitting room helter skelter (running at great speed),  
(a) housework (b) housebound (c) household (d) housetops
- Q7 and announced what she thought was a cheerful earful (a good piece of news) and that was she had been invited to attend a ..... in the capital.  
(a) demarcation (b) denuciation (c) depression (d) demonstration
- Q8 As far as her father was concerned this was ..... double trouble (two problems) — first working for Fortune and now getting involved in a demonstration.  
(a) simply (b) quite (c) entirely (d) quietly
- Q9 As far as he was concerned this would be a ..... of time because the speakers at the rally would just talk mumbo jumbo (nonsense).  
(a) waist (b) wasting (c) waste (d) worst
- Q10 But Cathy had made up her ..... and the next morning wham bam (very quickly) she caught the early train and went off to the rally.  
(a) brain (b) mind (c) thought (d) decision

*Save Our Animals (3)*

- Q1 On the train journey she began to think about what her father had said with his ..... to the rag bag (muddled collection) of ideas in her organisation.  
(a) direction (b) referral (c) reference (d) referred
- Q2 And if she was really ..... with herself she was beginning to have a teenie weenie (very small) feeling of doubt as to whether she was doing the right thing.  
(a) honoured (b) honourable (c) honest (d) honourably
- Q3 She just wished that her father could ..... and be even steven (fair) about her side of the argument.  
(a) try (b) trying (c) tried (d) tries
- Q4 But as soon as she reached the meeting point for the rally, there was no time for day .....  
(a) thinking (b) musing (c) sleeping (d) dreaming
- Q5 At the beginning it was a bit harum scarum (disorganised) and people were running higgledy piggledy (in different and chaotic directions) but soon everything ..... down,  
(a) set (b) seated (c) settled (d) setting
- Q6 and people who had been running about pell mell (in confusion) were now standing ..... and listening to the speeches.  
(a) quiet (b) still (c) upright (d) quite
- Q7 She felt ..... and was pleased she had come to the demonstration.  
(a) returned (b) restored (c) refreshed (d) reassured
- Q8 And then one incident at the end of the rally convinced her that she had ..... the right decision to work for the organisation.  
(a) done (b) got (c) taken (d) brought
- Q9 A police officer on horseback was ..... the crowds and she found herself being gently moved by the horse.  
(a) controlling (b) maintaining (c) conducting (d) driving
- Q10 As it drew near she found she was asking herself ..... whether she had done the right thing. She looked at the horse and it was actually nodding its head and she could have sworn it said okie dokie (all right).  
(a) allowed (b) loudly (c) loud (d) aloud

*Scandal*

- Q1 Mathew Smith was a highly respected member of parliament with no ..... on his character.  
(a) sign (b) indication (c) stain (d) point
- Q2 At least that's what he thought until the press started trying to ..... up something about his past.  
(a) push (b) dig (c) spade (d) fork
- Q3 Apparently when he was still at school, he didn't have a ticket for his train journey one day and he was .....  
(a) found (b) founded (c) funded (d) fined
- Q4 This piece of information was discovered by one keen local reporter and was ..... up out of all proportion by the national press.  
(a) blown (b) blew (c) blowing (d) blows
- Q5 Headlines appeared maintaining that Mathew was a dishonest ..... thief.  
(a) laying (b) liar (c) lain (d) lying
- Q6 Other papers asked the question: How can we trust our politicians if they ..... on society?  
(a) chat (b) chafe (c) cheat (d) chance
- Q7 There was even talk that incidents like this one could ..... the Government.  
(a) tipple (b) topple (c) tackle (d) tickle
- Q8 The Prime Minister called Mathew in to talk to him and said he couldn't tolerate any ..... of scandal in his Party.  
(a) whiff (b) scent (c) smell (d) stink
- Q9 At last Mathew decided to speak ..... for himself and tell the truth.  
(a) on (b) to (c) up (d) off
- Q10 The reporter had got it ..... wrong because he found his ticket and he wasn't 'fined', he was simply 'fine'.  
(a) fully (b) fairly (c) complete (d) completely

*Speaking: Political Party*

- Q1 Fellow citizens I am honoured to be ..... to speak to you tonight about my party.  
(a) demanded (b) forced (c) enquired (d) invited
- Q2 As you probably know the Tranquillity Party stands for peace and ..... in the countryside.  
(a) quite (b) quiet (c) quietly (d) quieten
- Q3 In our publicity, unlike our political ....., we do not make a lot of noise about our policies.  
(a) attackers (b) destroyers (c) opponents (d) hitters
- Q4 We want people to live in harmony with each other and to settle ..... amicably.  
(a) distastes (b) disasters (c) disturbs (d) disputes
- Q5 You may be interested to know that we are holding a ..... in the centre of our town this weekend.  
(a) rally (b) really (c) royally (d) routine
- Q6 Naturally all the ..... are requested to be as peaceful as possible and above all not to shout.  
(a) partygoers (b) participants (c) partakers (d) partisans
- Q7 At the moment we are trying very hard to increase our membership which ..... stands at 500.  
(a) presence (b) presents (c) presently (d) presenting
- Q8 ..... this is a very small figure in comparison with the other major political parties.  
(a) Confessing (b) Admittedly (c) Admits (d) Confession
- Q9 But then you all have turned ..... tonight and that proves there is growing interest in our ideals.  
(a) in (b) over (c) up (d) into
- Q10 In ..... of the terrible weather you have come along tonight, ladies and gentlemen, and I should like to thank all four of you for coming.  
(a) spite (b) despite (c) view (d) spiteful



*Speed*

- Q1 There was absolutely no hesitation on her part and quick as a ..... she paid the bill.  
(a) spark (b) light (c) flash (d) switch
- Q2 As a child he had no problems learning foreign languages mainly because he was very quick on the .....  
(a) downturn (b) upstart (c) downfall (d) uptake
- Q3 He just couldn't play fast and ..... with his employees any longer simply because they never knew where he was.  
(a) slow (b) loose (c) weak (d) tight
- Q4 He ..... a fast one at the entrance because he handed over 4 tickets although there were 5 of them entering the exhibition.  
(a) pulled (b) pushed (c) took (d) gave
- Q5 Since he left the army, he misses the excitement and danger and still wants to live life in the fast .....  
(a) track (b) path (c) street (d) lane
- Q6 You'll have to be quick off the ..... if you want to buy one of those houses because they're selling very fast.  
(a) point (b) stage (c) mark (d) spot
- Q7 He's one of the ..... rich quick fraternity who believe in making money as quickly as possible.  
(a) get (b) take (c) put (d) pull
- Q8 He sees financial gain everywhere and never misses an opportunity to make a fast .....  
(a) pound (b) buck (c) pence (d) shilling
- Q9 Now that the company has made its first million, there's no stopping it and it's full ..... ahead.  
(a) power (b) vapour (c) strength (d) steam
- Q10 I appreciate your hard work but sometimes you're so fast that you miss the details and I think it's a case of more ..... less speed.  
(a) hurry (b) hasty (c) haste (d) hurried

**Stages**

- Q1 All the ..... a stage said Shakespeare, meaning life is like a play in the theatre.  
(a) earth's (b) world's (c) land's (d) country's
- Q2 This project has only just been started and is in its ..... stages at the moment.  
(a) first (b) beginning (c) starting (d) early
- Q3 You don't have to pay for it all at once as you can buy it in ..... stages.  
(a) facile (b) easy (c) simple (d) clear
- Q4 We've now ..... the stage where it's time to make our minds up.  
(a) acquired (b) found (c) reached (d) got
- Q5 I've seen her act in many films but never live ..... stage.  
(a) at (b) in (c) through (d) on
- Q6 It's quite normal when you make your first speech in public to suffer from stage .....  
(a) fear (b) nerves (c) fright (d) anxiety
- Q7 As he didn't want anyone else to hear what he was saying he spoke to her in a stage .....  
(a) whisper (b) hush (c) voice (d) tone
- Q8 He's always been fascinated by the theatre and has spent many years doing odd jobs as a stage .....  
(a) worker (b) hand (c) man (d) holder
- Q9 From childhood she has been stage ..... and was delighted when she got her first major part in the play at the national theatre.  
(a) hit (b) shocked (c) slapped (d) struck
- Q10 The whole event seemed very unnatural and had clearly been stage ..... appeal to the voters before the election.  
(a) handled (b) managed (c) controlled (d) developed

*State Secrets*

- Q1 We often hear that such and such a piece of information cannot be released into the public ..... in the interest of national security.  
 (a) dominion (b) domination (c) domain (d) domestic
- Q2 Journalists however love to get hold of a story somehow but they run the risk of facing a ..... if they break the official secrets act.  
 (a) back whip (b) backlash (c) backstore (d) back strike
- Q3 When there is a ..... inquiry taking place, the rush to get more details is intense.  
 (a) high profile (b) high brow (c) high intensity (d) high drama
- Q4 The more the authorities try to conceal what is happening, the more it fuels ..... about what might be happening.  
 (a) speculative (b) spectacle (c) speciality (d) speculation
- Q5 Sometimes a journalist will get hold of sensitive information knowing that he will get ..... by government agencies if he dares reveal it.  
 (a) wild (b) torn (c) savaged (d) ravaged
- Q6 The person in charge of the enquiry will occasionally ..... what can be disclosed in newspapers.  
 (a) signal (b) signify (c) sign (d) seal
- Q7 Once this disclosure is ..... it's the job of the journalist to follow it through to a satisfactory conclusion.  
 (a) heightened (b) highlighted (c) high pitched (d) hightailed
- Q8 Mind you it has to be a convincing article because the reading public can soon see through the ..... of a weak argument.  
 (a) clarity (b) clearness (c) transparency (d) transparent
- Q9 The question must always be in the mind of the writer whether what is being written is likely to ..... a threat to the safety of the community at large.  
 (a) place (b) put (c) start (d) pose
- Q10 The last possible thing that anyone wants to happen to their country is to turn it into a ..... for troublemakers.  
 (a) port (b) harbour (c) haven (d) location

*Student Teacher Dialogue (1)*

- Q1 Teacher: So you want to learn ..... English?  
(a) speak (b) speaking (c) to speak (d) speaks
- Q2 Student: Yes, I want to be able to speak .....
- (a) good (b) well (c) goodly (d) proper
- Q3 Teacher: I don't see that as a .....
- (a) situation (b) puzzle (c) answer (d) problem
- Q4 Yes, that's ..... for you to say.  
(a) facile (b) straight (c) easy (d) interesting
- Q5 Teacher: What ..... you say that?  
(a) makes (b) does (c) tries (d) goes
- Q6 Student: Just because you are a ..... speaker.  
(a) natural (b) native (c) national (d) nature
- Q7 Teacher: I understand what you .....
- (a) intend (b) signify (c) show (d) mean
- Q8 Student: So what am I ..... to do?  
(a) being (b) asking (c) going (d) beginning
- Q9 Teacher: Well, if you ....., I could give you lessons next week.  
(a) love (b) like (c) would (d) desire
- Q10 Student: That ..... very good to me. I'll see you next week.  
(a) strikes (b) hits (c) falls (d) sounds

*Student Teacher Dialogue (2)*

- Q1 Teacher: So what do you know ..... prepositions?  
(a) from (b) at (c) about (d) in
- Q2 Student: Well I know that they usually come ..... a noun.  
(a) on (b) before (c) after (d) under
- Q3 Teacher: Very good. Which do you find the ..... difficult?  
(a) worst (b) best (c) less (d) most
- Q4 Student: If I had to choose one, I would ..... in.  
(a) turn (b) pick (c) touch (d) pluck
- Q5 Teacher: The thing to ..... is that in usually means inside a place or a position.  
(a) remember (b) repeat (c) remind (d) return
- Q6 Student: I see. But what's the difference ..... in and into?  
(a) from (b) among (c) between (d) for
- Q7 Teacher: Ah you see whereas in means you are there inside ..... into means you enter as: You go into the room.  
(a) how (b) when (c) ever (d) however
- Q8 Student: Another problem is I don't understand ..... there are two words sounding the same — T and one O and T double O.  
(a) because (b) whenever (c) why (d) that's why
- Q9 Teacher: Good question. T and one O is the preposition and T and double O often means extra as in: This exercise is too difficult. And don't forget the third word also sounding the same — the ..... two.  
(a) finger (b) figurine (c) thumb (d) number
- Q10 Student: Oh, no two is ..... thank you very much!  
(a) enough (b) equal (c) even (d) indeed

*Student Teacher Dialogue (3)*

- Q1 Teacher: Can you explain to me when you ..... the Past Simple and when the Present Perfect?  
(a) employ (b) utilise (c) exercise (d) use
- Q2 Student: I think the past simple is for a ..... time in the past and the present perfect is when you don't know when it was.  
(a) definite (b) clear (c) obvious (d) absolute
- Q3 Teacher: Excellent. Now if I wanted to describe my time in Paris in 1999 with the verb 'stay', what ..... I say?  
(a) am (b) would (c) ought (d) have
- Q4 Student: I think it is I stayed in Paris in 1999. Is that all .....?  
(a) correct (b) accurate (c) fine (d) right
- Q5 Teacher: Absolutely perfect. Now what ..... the Present Perfect Continuous?  
(a) through (b) into (c) about (d) concerning
- Q6 Student: That's one I never understand ..... hard I try.  
(a) whenever (b) however (c) wherever (d) whatever
- Q7 Teacher: Well if you started living in Paris in 1999 and you are still there, you say; I have been living there ..... 1999.  
(a) since (b) for (c) till (d) until
- Q8 Student: Yes, I see I think I understand but you have ..... many tenses in English!  
(a) to (b) in (c) also (d) too
- Q9 Teacher: Right ..... one more. Tell me which form you use if you are going to leave Paris and you tell someone about the length of time from your arrival till now.  
(a) simply (b) just (c) justly (d) alone
- Q10 Student: Oh, that's easy. I say: I have lived here for 6 years. I can see from the ..... on your face I am right.  
(a) depression (b) impression (c) expression (d) derision

*Testing, Testing*

- Q1 This castle has been here since the 16th century and hasn't really changed — it has stood the test of .....  
(a) duration (b) time (c) history (d) length
- Q2 The law that has just been passed may be useful but we don't know until we've ..... it to the test.  
(a) placed (b) struck (c) started (d) put
- Q3 I think you're wise to find out first before you agree and believe it's a good idea to test the ..... first.  
(a) waters (b) springs (c) rivers (d) lakes
- Q4 No-one knows whether he'll succeed in his attempt to get compensation as it's a bit of a test .....  
(a) theme (b) process (c) case (d) example
- Q5 Obviously before you buy a car, you'll be allowed to test ..... it first.  
(a) travel (b) drive (c) try (d) conduct
- Q6 These are indeed ..... times for the government as people are deciding whether to vote for them in the next election.  
(a) tested (b) tester (c) testing (d) testable
- Q7 He was one of the most experienced of the company's test ..... who decided whether a plane was safe to fly.  
(a) drivers (b) travellers (c) operations (d) pilots
- Q8 In the story of Dr Jekyll and Mr Hyde we see the hero mix something up in a test ..... and then drink it.  
(a) tube (b) pipe (c) glass (d) cup
- Q9 The aircraft engine had to be placed in a test ..... to make sure that it worked properly.  
(a) pit (b) hole (c) bed (d) centre
- Q10 In order to make sure that your television is tuned properly there is a coloured test ..... on the screen.  
(a) paper (b) sheet (c) place (d) card

*Time Expressions*

Q1 There's no need to worry, we shall get to the station long before the train leaves as we have ..... of time.

- (a) sacks                      (b) packets                      (c) parcels                      (d) bags

Q2 The concert doesn't start at least an hour and so we have time to .....

- (a) kill                      (b) murder                      (c) remove                      (d) destroy

Q3 The station isn't far away and the train leaves in about ten minutes so there is no need to worry — we have time to .....

- (a) save                      (b) store                      (c) spare                      (d) place

Q4 The problem is he has no work to do and with time on his ..... he is likely to get into trouble.

- (a) hands                      (b) fingers                      (c) feet                      (d) legs

Q5 I told him time and ..... not to do it but he takes no notice.

- (a) often                      (b) already                      (c) again                      (d) frequently

Q6 I always like to get to an appointment in ..... time.

- (a) good                      (b) best                      (c) fine                      (d) clear

Q7 It's ..... time she learnt to look after herself.

- (a) of                      (b) in                      (c) about                      (d) through

Q8 We're not living here for good but just for the time .....

- (a) seeing                      (b) trying                      (c) going                      (d) being

Q9 Time ....., it's difficult to believe that we've been here all day.

- (a) flows                      (b) flies                      (c) flees                      (d) files

Q10 Time will ..... whether we have made the right decision.

- (a) say                      (b) know                      (c) tell                      (d) find



*What Comes Next? (1)*

- Q1 What I'll do now is .....
- (a) up to me                      (b) through me                      (c) across me                      (d) on to me
- Q2 I'm very tired so I think I'll .....
- (a) go out                      (b) turn off                      (c) turn in                      (d) turn over
- Q3 It must be at least a year since .....
- (a) you are here                      (b) you will be here                      (c) you were here                      (d) you had been here
- Q4 I just don't follow a single word — I'm afraid it's all .....
- (a) Spanish to me                      (b) German to me                      (c) Welsh to me                      (d) Greek to me
- Q5 I'm desperate. All I need really is someone to .....
- (a) take me a hand                      (b) put me a hand                      (c) give me a hand                      (d) show me a hand
- Q6 I'm sorry that's not fair. It's no good .....
- (a) blaming me                      (b) betraying me                      (c) believing me                      (d) beholding me
- Q7 As far as I'm concerned they can all go .....
- (a) jump in the oven                      (b) jump in the bin                      (c) jump in the field                      (d) jump in the lake
- Q8 If you must talk, do it quietly .....
- (a) I trust you                      (b) I beg you                      (c) I follow you                      (d) I demand you
- Q9 Did you hear that noise? I'm sure there must be .....
- (a) a bugler in the house                      (b) a bungler  
(c) a burglar in the house                      (d) a bowler in the house
- Q10 All I ask is that you .....
- (a) give me just one last chance                      (b) give me just one last occasion  
(c) give me just one last time                      (d) give me just one last series

*What Comes Next? (2)*

Q1 I can't make head nor tail of this — .....

- (a) it's utter destruction  
(c) it's utter rubbish

- (b) it's utter paperwork  
(d) it's utter cheese

Q2 I don't know about you but I'm so hungry .....

- (a) I could eat a mountain  
(c) I could eat a cow

- (b) I could eat the table  
(d) I could eat a horse

Q3 You don't have to shout .....

- (a) I'm not that daft            (b) I'm not that deaf

- (c) I'm not that dead            (d) I'm not that dumb

Q4 I have tried, honestly but .....

- (a) I just can't get across to her  
(c) I just can't get in between her

- (b) I just can't get up to her  
(d) I just can't get through to her

Q5 If I had the chances you have, .....

- (a) I'd simply grab them  
(c) I'd simply hold them

- (b) I'd simply control them  
(d) I'd simply manage them

Q6 If you can't get this right, then .....

- (a) there's no sense for you  
(c) there's no hope for you

- (b) there's no thought for you  
(d) there's no idea for you

Q7 If the situation's that bad I suggest .....

- (a) you sell in            (b) you sell up

- (c) you sell on            (d) you sell off

Q8 They realised that the police had them cornered and .....

- (a) they gave themselves up  
(c) they gave them selves to

- (b) they gave themselves under  
(d) they gave themselves over

Q9 There's no rush for an answer so just .....

- (a) spend your time            (b) give your time

- (c) waste your time            (d) take your time

Q10 We can safely say that the business is now concluded so .....

- (a) that's him            (b) that's us

- (c) that's it            (d) that's them

*What Comes Next? (3)*

- Q1 I wouldn't hesitate to accept that offer. If it were me .....
- (a) I'd bite his head off (b) I'd bite his hand off  
(c) I'd bite his nose off (d) I'd bite his finger off
- Q2 There are several ways of looking at this and .....
- (a) you'll have to opt (b) you'll have to take  
(c) you'll have to choose (d) you'll have to accept
- Q3 Nobody's going to call me names and .....
- (a) get on with it (b) get up with it (c) get away from it (d) get away with it
- Q4 You can't agree with both of them .....
- (a) make your opinion up (b) make your mind up  
(c) make your brain up (d) make your thoughts up
- Q5 Don't worry about not getting enough support .....
- (a) I'm with you all the way (b) I'm with you the whole route  
(c) I'm with you all the path (d) I'm with you the whole road
- Q6 If you could be serious for just one moment .....
- (a) I'd accept it (b) I'd believe it (c) I'd appreciate it (d) I'd understand it
- Q7 Nobody ever got in his way .....
- (a) he'd just stride all over them (b) he'd just stroll all over them  
(c) he'd just hop all over them (d) he'd just walk all over them
- Q8 You're not telling me you didn't laugh once .....
- (a) I bet you will (b) I bet you did (c) I bet you have (d) I bet you do
- Q9 Don't worry what other people think .....
- (a) just take no note of them (b) just take no sign of them  
(c) just take no hint of them (d) just take no notice of them
- Q10 We're having a barbecue next week, .....
- (a) will you come (b) did you come (c) do you come (d) were you coming

*What Comes Next? (4)*

- Q1 It's getting very late .....
- (a) I'll have to speed you (b) I'll have to accelerate you  
(c) I'll have to hurry (d) I'll have to push you
- Q2 If we leave it any longer, .....
- (a) we'll catch the bus (b) we'll miss the train  
(c) we'll lose the train (d) we'll lose the bus
- Q3 There is a deadline, I'm afraid, .....
- (a) so you mustn't dither (b) so you mustn't doodle  
(c) so you mustn't dabble (d) so you mustn't diddle
- Q4 We should have been there 2 hours ago, .....
- (a) so we're well back (b) so we're well off  
(c) so we're well backward (d) so we're well behind
- Q5 If we leave this minute, .....
- (a) I'm sure we'll make it (b) I'm sure we'll take it  
(c) I'm sure we'll get it (d) I'm sure we'll turn it
- Q6 They arrived in the middle of the night .....
- (a) because their flight was detained (b) because their flight was despatched  
(c) because their flight was delayed (d) because their flight was defused
- Q7 As the old saying goes: .....
- (a) He who hesitates is found (b) He who hesitates is lost  
(c) He who hesitates is late (d) He who hesitates is long
- Q8 They should have arrived by now. I wonder .....
- (a) what has kept them (b) what has held them (c) what has got them (d) what has done them
- Q9 I'm being as quick as I can. Just don't .....
- (a) hug me (b) tug me (c) lug me (d) bug me
- Q10 I'm giving you your last warning. If you're not ready in five minutes, .....
- (a) you're on your self (b) you're on your own (c) you're on your side (d) you're on your turn

*What Comes Next? (5)*

Q1 Do you mind repeating that? I didn't quite .....

- (a) grab it the first time  
(c) seize it the first time

- (b) snatch it the first time  
(d) grasp it the first time

Q2 Did you follow all that? Answer: .....

- (a) No, my mind's a complete blank  
(c) No, my mind's a complete space

- (b) No, my mind's a complete hole  
(d) No, my mind's a complete void

Q3 Did you get that? Answer: Well, not really. ....?

- (a) Could you float that past me once more  
(c) Could you fly that past me once more

- (b) Could you run that past me once more  
(d) Could you walk that past me once more

Q4 I don't know about you but I can't make sense of this at all. Answer: .....

- (a) Me too, I'm just out of my height  
(c) Me too, I'm just out of my depth

- (b) Me too, I'm just out of my length  
(d) Me too, I'm just out of my size

Q5 You look a little confused. Do you know .....

- (a) what I'm on about  
(c) what I'm under about

- (b) what I'm off about  
(d) what I'm in about

Q6 I hope it's all clear now, isn't it? Answer: No, .....

- (a) you've left me there  
(c) you've hit me there

- (b) you've dropped me there  
(d) you've lost me there

Q7 If you want us to follow your argument I suggest you .....

- (a) use less conspicuous words  
(c) use less confused words

- (b) use less complicated words  
(d) use less concerned words

Q8 Promise me that at least you'll try this exercise, won't you? Answer: .....

- (a) I'll have an effort      (b) I'll have a trial      (c) I'll have a go      (d) I'll have a trial

Q9 What do you make of this test? Answer: It's quite .....

- (a) beyond me      (b) below me      (c) behind me      (d) beside me

Q10 If you can't actually say the words then why don't you try .....

- (a) sing them      (b) singing them      (c) to have sung them      (d) having sung them

*What Comes Next? (6)*

- Q1 I know I'm a very bad letter writer but .....
- (a) I was thinking for you the other day  
(b) I was thinking on you the other day  
(c) I was thinking of you the other day  
(d) I was thinking to you the other day
- Q2 And that's what .....
- (a) has deduced me to write this letter  
(b) has prompted me to write this letter  
(c) has made me to write this letter  
(d) has concluded me to write this letter
- Q3 Do you remember the last time .....
- (a) we actually met      (b) we really met      (c) we factually met      (d) we finally met
- Q4 I remember it as if it .....
- (a) is yesterday      (b) would be yesterday      (c) could be yesterday      (d) was yesterday
- Q5 I believe we met for lunch in an expensive restaurant and you .....
- (a) opted the priciest item on the menu  
(b) tested the priciest item on the menu  
(c) chose the priciest item on the menu  
(d) entered the priciest item on the menu
- Q6 And you must know why this fact .....
- (a) has fixed in my mind  
(b) has adhered in my mind  
(c) has fastened in my mind  
(d) has stuck in my mind
- Q7 I only had a .....
- (a) a very modest plate  
(b) a very modest number  
(c) a very modest dish  
(d) a very modest bowl
- Q8 This was just as well in view of what .....
- (a) happened      (b) appeared      (c) transferred      (d) interposed
- Q9 You haven't forgotten, .....?
- (a) certainly      (b) surely      (c) clearly      (d) naturally
- Q10 I had to pay for you. So isn't it .....?
- (a) on time you paid me back  
(b) in time you paid me back  
(c) about time you paid me back  
(d) over time you paid me back

*Will or Shall?*

- Q1 Do you know the difference .....?  
 (a) between will and shall (b) of will and shall  
 (c) from will and shall (d) by will and shall
- Q2 I can see from the expression on your face that you haven't .....  
 (a) got a thought (b) got a view (c) got a clue (d) got a suggestion
- Q3 I think the best way is to tell you a story that .....  
 (a) clears the difference (b) explains the difference  
 (c) expounds the difference (d) exposes the difference
- Q4 The main difference is that 'I will' .....  
 (a) means 'I want to' (b) signifies 'I want to'  
 (c) shows 'I want to' (d) says 'I want to'
- Q5 If you say 'I shall' then you are talking .....  
 (a) on the future (b) about the future (c) to the future (d) for the future
- Q6 I want you to imagine that a man is walking .....  
 (a) in the country (b) on the countryside (c) by the countryside (d) over the country
- Q7 After a few minutes he .....  
 (a) attains a river (b) acquires a river (c) nears a river (d) reaches a river
- Q8 There is a man in the river fully clothed who is .....  
 (a) in problems (b) in hardships (c) in difficulties (d) in hazards
- Q9 The man in the river keeps .....  
 (a) calling off 'I will drown, I will drown' (b) calling out 'I will drown, I will drown'  
 (c) calling to 'I will drown, I will drown' (d) calling from 'I will drown, I will drown'
- Q10 The man on the river bank, who is good at grammar, thinks the man really wants to drown, walks on and .....  
 (a) allows him drown (b) permits him drown (c) lets him drown (d) lets him to drown

## Yes, Yes, Yes

- Q1 I am sure you made the right choice and I ..... support your decision.  
(a) fairly (b) quite (c) considerably (d) wholly
- Q2 You can ..... on me, have no fear about that!  
(a) support (b) rely (c) hold (d) hang
- Q3 No matter what happens, you must remember that I'm ..... you all the way.  
(a) in (b) from (c) with (d) by
- Q4 I know that they have all abandoned you one by one but I hope you won't forget I've ..... by you from the beginning.  
(a) adhered (b) fastened (c) joined (d) stuck
- Q5 I am convinced you are ..... right to take that action and should ignore any opposition.  
(a) absolutely (b) very (c) simply (d) all
- Q6 When it comes to the vote, you can ..... on me to support you.  
(a) stand (b) count (c) number (d) figure
- Q7 Even if things get difficult, I will not ..... or hesitate to stand up for you.  
(a) quiver (b) tremble (c) waver (d) waiver
- Q8 He was delighted that she hadn't ..... him down when he proposed to her.  
(a) put (b) turned (c) placed (d) switched
- Q9 The bank manager smiled and announced that his application for a loan had been .....  
(a) approved (b) improved (c) disproved (d) reproved
- Q10 The pair of you have my ..... and I hope you have a happy marriage together.  
(a) wishing (b) praying (c) blessing (d) hoping



*Adverbially Speaking*

- Q1 They had to drive ..... up the hill because the car was very old.  
(a) easily (b) intently (c) slowly (d) fairly
- Q2 Please listen ..... because this is important.  
(a) quietly (b) quickly (c) nicely (d) carefully
- Q3 Sorry we're late but we got here as ..... as we could.  
(a) recently (b) quickly (c) well (d) nearly
- Q4 He mumbled throughout his speech so I could ..... understand a single word.  
(a) really (b) fully (c) hardly (d) hard
- Q5 I trust his judgement — he ..... makes a mistake.  
(a) never (b) always (c) quite (d) simply
- Q6 You've ..... ruined my new carpet with your filthy shoes.  
(a) rarely (b) sometimes (c) usually (d) completely
- Q7 You haven't ..... written that letter, have you?  
(a) clearly (b) truly (c) actually (d) blankly
- Q8 I have ..... told her not to do that and yet she always does.  
(a) admittedly (b) repeatedly (c) wholeheartedly (d) frankly
- Q9 It was a very long day but we ..... arrived in time for tea.  
(a) eventfully (b) unusually (c) dully (d) eventually
- Q10 He didn't want me to enter and ..... disputed my reason for being there.  
(a) hotly (b) terribly (c) horribly (d) awfully

*Flying on a Plane*

- Q1 The worst thing about flying is when you take .....
- (a) up (b) in (c) off (d) over
- Q2 Landing is also a rather ..... experience, too.
- (a) frightening (b) frightened (c) frights (d) frightful
- Q3 Come to think of it the bit between leaving the ground and coming down again can also ..... on the nerves.
- (a) strike (b) play (c) hit (d) fall
- Q4 Of course during the flight the airline staff try to keep your mind .....
- (a) concentrated (b) dedicated (c) concerned (d) occupied
- Q5 They ask you if you want to buy things you don't in all ..... want.
- (a) truth (b) honesty (c) honestly (d) truly
- Q6 The captain, whose voice is so ..... you feel as if you're sitting at home watching television, starts chatting to you.
- (a) retired (b) relaxed (c) relapsed (d) replete
- Q7 He tries to give you the ..... that you're out in your car watching the countryside roll by.
- (a) opinion (b) thought (c) impression (d) interpretation
- Q8 Then you start to eat your meal and discover that the knives and forks are made of plastic and snap under .....
- (a) pushing (b) pulling (c) pressing (d) pressure
- Q9 As you've probably ....., I'm not really keen on flying.
- (a) collected (b) gathered (c) assembled (d) accumulated
- Q10 Mind you, once you've landed and you're saying goodbye to the smiling hostess, it's great to know you've .....
- (a) survived (b) surmounted (c) surveyed (d) surmised

*Letter Writing*

- Q1 I think it would be a good idea to ..... in your letter that you have worked in that type of business previously.  
(a) describe (b) mention (c) show (d) demonstrate
- Q2 You need to improve the ..... of this letter because one or two things are in the wrong place.  
(a) description (b) indication (c) layout (d) picture
- Q3 Before you put the letter in the envelope, make sure you ..... it in the right way.  
(a) fold (b) double (c) treble (d) hold
- Q4 If you want this letter to reach the bank tomorrow, you have no choice but to send it by ..... mail.  
(a) speed (b) express (c) excess (d) fast
- Q5 When you are going to write an important letter like that, it is absolutely essential that you ..... all the facts first.  
(a) connect (b) join (c) deliver (d) assemble
- Q6 When you read something you've written on the computer screen, it often looks all right although you should always ..... read it first.  
(a) check (b) prove (c) proof (d) proven
- Q7 I advise you to check ..... with a letter or a phone call if you intend to pay them a visit in order to save a wasted journey.  
(a) previously (b) prior (c) ante (d) beforehand
- Q8 Since that package contains valuable items, you must send it by ..... post.  
(a) required (b) resigned (c) registered (d) repeated
- Q9 Quite honestly I cannot trust this particular letter to be sent by post and so I am using the services of a ..... to deliver it for me.  
(a) courier (b) runner (c) traveller (d) carrier
- Q10 I'm sure that computer program you use creates a very good letter design but it's far too ..... for me.  
(a) comprehensive (b) complicated (c) concentrated (d) composite

*Spin Doctors*

- Q1 Most of the money ..... was donated to charity.  
(a) raised (b) gathered (c) risen (d) found
- Q2 They are showing a ..... of a 1930's musical at the Theatre Royal.  
(a) resurrection (b) revival (c) retake (d) repeat
- Q3 When they had both retired, they ..... in a small village by the sea.  
(a) stop (b) trial (c) stopped (d) settled
- Q4 The students at this university are ..... in blocks of flats on the campus.  
(a) housed (b) domiciled (c) resident (d) placed
- Q5 I have no wish to have any ..... with a firm like that.  
(a) openings (b) handling (c) dealings (d) contacts
- Q6 Voters find it difficult to believe politicians because the latter use so many ..... doctors.  
(a) twist (b) spin (c) turn (d) spinning
- Q7 We are told there will be little economic ..... this year.  
(a) progress (b) forwards (c) movements (d) progression
- Q8 Unfortunately she has been given an ..... task.  
(a) insurmountable (b) undeveloped (c) inoperable (d) unsolved
- Q9 It is essential to have air ..... in your car when you drive in a hot climate.  
(a) control (b) blowing (c) conditioning (d) cooling
- Q10 Manufacturers are bringing ..... a new range of computers this year.  
(a) up (b) out (c) through (d) across

*Way of saying goodbye*

- Q1 I'm afraid it's ..... we left.  
(a) occasion (b) time (c) opportunity (d) hour
- Q2 If you don't ....., I think we'll be cutting along.  
(a) care (b) think (c) believe (d) mind
- Q3 I'll be seeing you then in due .....
- (a) path (b) direction (c) course (d) route
- Q4 Well, as they say all good things come to an .....
- (a) end (b) conclusion (c) finale (d) finality
- Q5 Thank you so much for ..... us you must come to us next time.  
(a) taking (b) getting (c) making (d) having
- Q6 Good bye then and ..... me to all your family.  
(a) remind (b) remember (c) recall (d) repeat
- Q7 If we don't leave now I'm afraid we'll ..... the last train.  
(a) forget (b) fail (c) miss (d) turn
- Q8 It's been great meeting up again and we mustn't ..... it so long next time.  
(a) leave (b) take (c) wait (d) lose
- Q9 Looks ..... we ought to be going really as it's got so late.  
(a) as (b) like (c) when (d) for
- Q10 Well, there's ..... for it but simply to wish you well and say goodbye.  
(a) something (b) everything (c) anything (d) nothing

*Ways of agreeing*

- Q1 I'm certainly ..... you on that.  
(a) on (b) with (c) by (d) to
- Q2 I'm of a ..... mind on that, too.  
(a) same (b) identical (c) parallel (d) like
- Q3 Yes, we definitely see eye ..... eye on that one.  
(a) for (b) over (c) to (d) of
- Q4 In that respect we are of ..... mind on that.  
(a) one (b) single (c) target (d) absolute
- Q5 I can't ..... with that.  
(a) question (b) talk (c) speak (d) argue
- Q6 Let's ..... on that.  
(a) control (b) shake (c) handle (d) wave
- Q7 There's only one word I can use now to show my agreement and that's — .....  
(a) follow (b) execute (c) deal (d) hold
- Q8 I'll ..... that in writing to show my acceptance.  
(a) confirm (b) establish (c) ground (d) found
- Q9 There's absolutely no doubt ..... that you're right.  
(a) howsoever (b) whatsoever (c) whosoever (d) whichever
- Q10 The ..... seem eminently suitable to me.  
(a) tendencies (b) actualities (c) events (d) terms

*Ways of approving*

- Q1 I'm quite happy to support you in your ..... for a loan.  
(a) subscription (b) indication (c) application (d) abdication
- Q2 I must admit I think your idea is well ..... considering.  
(a) valuable (b) worthy (c) value (d) worth
- Q3 I shall certainly recommend your ..... for improving safety in the work place.  
(a) proposal (b) preference (c) preferment (d) proponent
- Q4 You can ..... on me for support when the next election comes up.  
(a) number (b) count (c) account (d) detail
- Q5 I would ..... like to endorse your scheme for saving water.  
(a) full heartedly (b) open heartedly (c) wholeheartedly (d) complete heartedly
- Q6 The local council has approved the plans for ..... their house.  
(a) developing (b) lengthening (c) widening (d) extending
- Q7 You can ..... on me to support you when the matter is discussed at the next meeting.  
(a) rely (b) trust (c) believe (d) follow
- Q8 His choice of a new wife ..... with his parents' approval.  
(a) struck (b) met (c) hit (d) fell
- Q9 They all promised they would stand ..... him when he put forward the idea of a strike.  
(a) on (b) to (c) by (d) through
- Q10 The meeting unanimously supported the chairman when he suggested that they ..... the meeting.  
(a) shut (b) finalise (c) stop (d) close

*Inventories*

- Q1 Inventory accounting starts with the inventory on .....
- (a) deck (b) hand (c) record (d) stock
- Q2 Inventories cannot be ..... until sold, and meanwhile they are considered an asset.
- (a) depleted (b) eliminated (c) expensed (d) recorded
- Q3 There are four generally accepted approaches to inventory valuation based on ..... cost.
- (a) basic (b) historical (c) physical (d) presumed
- Q4 The ..... identification method records actual cost flow: each individual item and its cost must be accounted for.
- (a) positive (b) product (c) specific (d) total
- Q5 The ..... average method divides the total cost of inventory items by their total number at the end of any accounting period.
- (a) adjustable (b) overall (c) standard (d) weighted
- Q6 The moving average method uses an average cost for inventory items that is calculated and ..... at the time of each sale.
- (a) added (b) applied (c) decided (d) depicted
- Q7 The ..... method of inventory evaluation is based on the presumption that most companies normally sell the oldest items in their inventory before they sell the newer ones.
- (a) FEFO (b) FIFO (c) LIFO (d) FILO
- Q8 The ..... method is based on the presumption that the most recent stock items purchased will be the initial items sold.
- (a) FEFO (b) FIFO (c) LIFO (d) FILO
- Q9 The ..... method presumes that the company will continue to keep their oldest items in inventory.
- (a) FEFO (b) FIFO (c) LIFO (d) FILO
- Q10 The ..... method attempts to ensure that perishable products are sold while they are still in good condition.
- (a) FEFO (b) FIFO (c) LIFO (d) FILO



*Job Advertising*

- Q1 Industry- ....., or niche, employment websites are proliferating as places for companies to locate qualified personnel.  
(a) controlled (b) only (c) particular (d) specific
- Q2 Niche sites present a large ..... of qualified job-seekers.  
(a) pane (b) pod (c) pool (d) porch
- Q3 The internet, in comparison to other advertising media, gives its users a broader .....
- (a) reach (b) reaction (c) reality (d) reason
- Q4 The internet produces results faster and more cheaply than other ..... advertising media.  
(a) aging (b) old-fashioned (c) redundant (d) traditional
- Q5 Companies these days look at internet job advertising as an ..... part of their staffing efforts.  
(a) innate (b) insignificant (c) integral (d) intelligent
- Q6 Advertising positions on employment websites can generate a lot of ..... from potential candidates.  
(a) electricity (b) practice (c) static (d) traffic
- Q7 But general sites often produce an insufficient number of qualified applicants, making the process relatively time ..... for the results seen.  
(a) consuming (b) devoting (c) devouring (d) wasting
- Q8 Niche site marketing targets executives and professionals of the industry .....
- (a) desired (b) employed (c) presented (d) served
- Q9 Advertisements both on niche sites and using more conventional methods are a part of a well- ..... staffing campaign.  
(a) centered (b) loaded (c) rounded (d) stated
- Q10 Niche sites often include job postings, comparative salary scales, curriculum vitae databases, and .....
- (a) all (b) other (c) forth (d) more

*Job Interviews*

- Q1 The first interview for the candidate is the ..... interview, which is used to ascertain whether s/he matches the position's minimum qualifications.  
(a) initializing (b) reviewing (c) screening (d) standing
- Q2 The interviewer(s) will have the applicant's resume in ..... and attempt to confirm the information it contains.  
(a) control (b) hand (c) office (d) person
- Q3 The selection interview is worrisome for most candidates: although they may have the requisite skills, the company now determines whether they have the personality to ..... into the group.  
(a) fit (b) join (c) match (d) work
- Q4 A candidate who does not interact positively with supervisors and co-workers may ..... the operations of a whole section.  
(a) corrupt (b) disrupt (c) erupt (d) interrupt
- Q5 A group interview is one in which the interviewer(s) attempt to distinguish the ..... from the followers.  
(a) bosses (b) chiefs (c) heads (d) leaders
- Q6 When a panel interview is ....., the candidate is interviewed by several people at the same time.  
(a) established (b) held (c) positioned (d) thrown
- Q7 The candidate should make eye ..... with each member of the panel as s/he answers the panelist's question.  
(a) arrows (b) avoidance (c) contact (d) sight
- Q8 One technique the applicant should be aware of is the stress interview, which is occasionally used to ..... out those who are unable to deal with adverse situations.  
(a) cast (b) toss (c) weed (d) wrench
- Q9 Stress may be introduced into this kind of interview by asking strange questions or by reacting to the candidate's responses with .....
- (a) queries (b) quietness (c) silence (d) snores
- Q10 In a stress interview, the candidate has only two choices: play ..... or refuse such bad treatment by terminating the interview.  
(a) along (b) anyway (c) games (d) ignorant

*Job Promotion*

- Q1 Employees with ambition are often eager to ..... into management.  
(a) climb (b) level up (c) move (d) raise
- Q2 ..... is the ability to make decisions that will affect the company's future in a non-emotional way.  
(a) Magnitude (b) Majority (c) Maturity (d) Modesty
- Q3 Such employees will have formed friendships in the company, and co-workers will be expecting them to make decisions ..... on these relationships.  
(a) affected (b) based (c) centered (d) controlled
- Q4 An employee's ability to come up with ..... ideas is a benefit to a company, and the employee will be noticed for it.  
(a) sound (b) stable (c) strict (d) subtle
- Q5 A manager knows what s/he needs to get done each day, and usually knows this at the end of the previous day, so s/he should get a ..... plan thought out ahead of time.  
(a) drawn (b) form (c) game (d) morning
- Q6 Promotions go to the employees who are the most help to their bosses; when the boss is asked for a recommendation, those helpful employees will .....  
(a) come to mind (b) know their place (c) step right up (d) wait it out
- Q7 Management hopefuls should watch what their boss does and gain some ..... into the responsibilities of the position.  
(a) foresight (b) hindsight (c) insight (d) oversight
- Q8 The proverb "familiarity ..... contempt" is quite applicable to working in a position of authority.  
(a) breeds (b) exceeds (c) needs (d) precedes
- Q9 A manager cannot make close friends at the office; s/he should make ..... instead.  
(a) acquaintances (b) allies (c) employees (d) enemies
- Q10 Good managers know how to remain friendly but .....  
(a) impersonal (b) standoffish (c) stern (d) stolid

*Managerial Decisions*

- Q1 Dr. Said Atri, Professor of Economics at SUNY, explains that most managerial decisions involve making a choice from among ..... courses of action or options in order to achieve a certain objective.
- (a) alternate (b) alternative (c) opposing (d) opposite
- Q2 ..... is the process by which a desired outcome is achieved through the most efficient course of action.
- (a) Operations (b) Opportunism (c) Optimism (d) Optimization
- Q3 In consumption, a consumer with a ..... amount of income purchases the mix of goods that provides him or her with the greatest level of satisfaction or utility.
- (a) given (b) limited (c) predetermined (d) standard
- Q4 Often managerial decisions have to be made subject to some .....
- (a) considerations (b) constraints (c) constrictions (d) contradictions
- Q5 For instance, a manager that is trying to cut his labor costs may be under a union ..... limiting his ability to lay off workers.
- (a) contract (b) house (c) strike (d) negotiation
- Q6 A farmer who wants to take advantage of good market conditions and increase the size of his ..... is limited by the amount of land that he has available.
- (a) crop (b) cultivar (c) field (d) produce
- Q7 Managerial decisions are not made in a .....: economic and market conditions constantly change and managers must decide in accordance with the dynamics of the business environment.
- (a) committee (b) hermitage (c) rush (d) vacuum
- Q8 As complex as managerial problems may appear, often their various elements can be fitted into microeconomic models; that is why managerial economics is also called ".....".
- (a) applied microeconomics (b) objective microeconomics  
(c) theoretical microeconomics (d) virtual microeconomics
- Q9 The manager's internal environment is made up of those factors over which he has at least some ..... of control.
- (a) angle (b) degree (c) measurement (d) power
- Q10 Macroeconomics is ..... to managers, as managers are often interested in knowing the state of the economy and the direction of macroeconomic measures such as interest rates and inflation.
- (a) related (b) relegated (c) relevant (d) requisite

*Marketing Strategies*

- Q1 The first step most managers ..... to grow their business is to increase the number of customers.  
(a) climb (b) do (c) take (d) plant
- Q2 Losses are usually suffered if inexperienced sales staff are given the task of ..... a marketing scheme.  
(a) engineering (b) exaggerating (c) implementing (d) tooling
- Q3 Fundamental marketing strategy is to create prospective customers who are ready, ..... and able to buy.  
(a) flocking (b) steady (c) wealthy (d) willing
- Q4 The primary goal of a such a strategy is to present sales staff with prospects to ..... into paying customers.  
(a) connect (b) connive (c) convert (d) convey
- Q5 One thing that managers can do to increase their business is to reward existing customers for ..... new ones.  
(a) referring (b) renewing (c) replying (d) returning
- Q6 Established customers are seldom asked whether they are interested in more or new products or services; they are all too often taken for .....
- (a) gifts (b) granite (c) given (d) granted
- Q7 It can be the ..... of a business to expect regular customers to purchase standard quantities without being solicited to buy more.  
(a) undersizing (b) undoing (c) unravelling (d) untying
- Q8 Sharing news, information and offers with customers increases their ..... of repurchase.  
(a) affiliation (b) frequency (c) notification (d) number
- Q9 Customers should be offered more value through complementary products and services at the ..... of sale.  
(a) area (b) bill (c) counter (d) point
- Q10 ..... business is gained by the company that gives the customer what s/he wants.  
(a) Reform (b) Regard (c) Repeat (d) Replacement

*Micromanagement*

- Q1 Estienne de Beer, author of *Boosting Your Career*, warns that sooner or later you will report to a micromanager who ..... controls and manipulates you to the point of desperation.  
(a) obscenely (b) obsessively (c) obviously (d) overtly
- Q2 Harry Chambers explains that micromanagers always have their ..... up, trying to detect violations.  
(a) antennae (b) dander (c) hackles (d) temper
- Q3 If you get frustrated and tell the boss to back ....., you get accused of having a bad attitude and not being a team player.  
(a) away (b) down (c) off (d) up
- Q4 It feels as if you are controlled like a robot and ..... every step of the way.  
(a) control-guessed (b) counter-guessed (c) double-guessed (d) second-guessed
- Q5 Everything needs to get approved beforehand and ..... afterwards.  
(a) control-checked (b) counter-checked (c) double-checked (d) second-checked
- Q6 It is important to understand what motivates a micromanager to command and control, even if it is .....  
(a) unacknowledged (b) unknowingly (c) unknowledgeably (d) unknown
- Q7 Most micromanagers tend to have a controlling tendency and simply don't believe that outstanding work will be done without their constant .....  
(a) intercession (b) intermittance (c) interpretation (d) intervention
- Q8 ..... skills and effective communication are the keys to successfully managing your micromanager.  
(a) Coping (b) Forming (c) Lasting (d) Speaking
- Q9 One of the best lines of defence is your diligence in clarifying expectations and keeping a(n) ..... of everything that you have done.  
(a) grocery list (b) open book (c) paper trail (d) road map
- Q10 Micromanagers need to learn how to transform themselves into leaders; micromanagers just twist your arm, but leaders ..... your opinion.  
(a) claim (b) clinch (c) seize (d) sway

*Natural Gas Resources*

- Q1 Alan Greenspan (June 2003) states that in recent months, in response to very ..... supplies, prices of natural gas have increased sharply.  
 (a) bound (b) brief (c) tense (d) tight
- Q2 Working gas in storage is currently at very low levels relative to its seasonal norm because of a colder than average winter and ..... inability of increased gas well drilling to significantly augment net marketed production.  
 (a) an acknowledging (b) an appearing (c) an occurring (d) a seeming
- Q3 Canada, our major source of imported natural gas, has had ..... to expand shipments to the United States, and our limited capacity to import liquefied natural gas (LNG) effectively restricts our access to the world's abundant supplies of gas.  
 (a) fat chance (b) little room (c) short shrift (d) small space
- Q4 Our inability to increase imports to ..... a modest gap between North American demand and production is largely responsible for the marked rise in natural gas prices over the past year.  
 (a) close (b) knit (c) stop (d) thin
- Q5 Competitive crude oil prices, after wide ..... related to the war in Iraq, are now only slightly elevated from a year ago, and where spot markets for natural gas exist, prices exhibit little change from a year ago.  
 (a) gyrations (b) peregrinations (c) undulations (d) vacillations
- Q6 Today's natural gas markets have been a long time in coming, and futures prices suggest that we are not ..... to return to earlier periods of relative abundance and low prices any time soon.  
 (a) able (b) apt (c) due (d) like
- Q7 It was little more than a half-century ago that drillers seeking valuable crude oil ..... the discovery of natural gas.  
 (a) bemoaned (b) complained (c) derided (d) mourned
- Q8 Given the lack of adequate transportation, wells had to be ..... or the gas flared.  
 (a) capped (b) lidded (c) sealed (d) topped
- Q9 Natural gas consumption by 1970 had risen to three-fourths of that of oil, but its consumption lagged in the following decade because of competitive ..... from coal and nuclear power.  
 (a) excursions (b) exertions (c) incursions (d) inertia
- Q10 Increased marginal supplies from abroad, while likely to notably ..... the levels and volatility of American natural gas prices, would expose us to possibly insecure sources of foreign supply, as it has for oil.  
 (a) damp (b) ditch (c) drain (d) dull

*Operations Management*

- Q1 Some claim that management should exist only to support employees' efforts to be fully productive members of the organization — therefore, any form of control is completely ..... to management and employees, says Carter McNamara of Authenticity Consulting, LLC.  
 (a) conducive (b) congenial (c) copacetic (d) counterproductive
- Q2 The phrase "management control" itself can have a negative connotation, e.g. it can sound dominating, coercive and .....-handed.  
 (a) double (b) heavy (c) rough (d) under
- Q3 Organizations often use ..... documents to ensure complete and consistent information is gathered.  
 (a) photocopied (b) prefabricated (c) standardized (d) stored
- Q4 Documents include titles and dates to detect different ..... of the document.  
 (a) copies (b) signatories (c) sources (d) versions
- Q5 Organizations typically require a wide range of reports, e.g. financial reports, status reports, project reports, etc, to ..... what's being done, by when and how.  
 (a) administer (b) archive (c) mandate (d) monitor
- Q6 Computers have ..... administrative controls through use of integrated management information systems, project management software, human resource information systems, office automation software, etc.  
 (a) categorized (b) evolved (c) instituted (d) revolutionized
- Q7 Delegation is an approach to getting things done in ..... with other employees.  
 (a) concordance (b) conjunction (c) preparation (d) proposition
- Q8 Delegation generally includes assigning responsibility to an employee to complete a task, granting the employee authority to gain the resources to do the task and letting the employee decide how that task will be carried  
 .....  
 (a) off (b) on (c) out (d) over
- Q9 Typically, the person assigning the task shares ..... with the employee for ensuring the task is completed.  
 (a) accountability (b) advisability (c) compensation (d) satisfaction
- Q10 ..... is carefully collecting and analyzing information in order to make managerial decisions.  
 (a) Estimation (b) Evaluation (c) Reconnaissance (d) Restitution



*Products Liability Law*

- Q1 Products liability refers to the liability of any or all parties along the ..... of manufacture of any product for damage caused by that product.  
(a) chain (b) creek (c) links (d) way
- Q2 This includes the manufacturer of ..... parts, the assembling manufacturer, the wholesaler, and the retail store owner.  
(a) commercial (b) complete (c) component (d) composite
- Q3 Products containing ..... defects that cause harm to a consumer of the product, or someone to whom the product was loaned, given, etc., are the subjects of products liability suits.  
(a) ingrained (b) inherent (c) instinctive (d) internal
- Q4 While products are generally thought of as tangible personal property, products liability has ..... that definition to include intangibles (gas), naturals (pets), real estate (house), and writings (navigational charts).  
(a) spread (b) strengthened (c) stretched (d) swelled
- Q5 Many states have ..... comprehensive products liability statutes.  
(a) contracted (b) enacted (c) exacted (d) protracted
- Q6 While the product might ..... its purpose well, it can be unreasonably dangerous to use due to a design defect.  
(a) serve (b) state (c) suite (d) supply
- Q7 On the other hand, manufacturing defects occur during the construction or production of the item; only a few out of many products of the same type are ..... in this case.  
(a) blemished (b) disfigured (c) flawed (d) mutilated
- Q8 Defects in marketing deal with improper instructions and failures to warn consumers of ..... dangers in the product.  
(a) latent (b) later (c) unlabeled (d) unlisted
- Q9 Translated to products liability terms, a defendant is ..... when it is shown that the product is defective.  
(a) alleged (b) guilty (c) illegal (d) liable
- Q10 When a person fails to exercise the care that a reasonable, ..... person would exercise under the same circumstances, that person is open to prosecution.  
(a) fastidious (b) frugal (c) prudent (d) prudish

*SKUs and Pricing*

- Q1 Sales derive from a product's stock-keeping Units (SKU), the ..... combination of the specific quality, price, container size, colour, model, etc, and the product name.  
(a) deviant (b) discreet (c) peculiar (d) unique
- Q2 SKUs are what manufacturers produce, what retailers sell, and what consumers buy; ..... are what are advertised.  
(a) brands (b) images (c) items (d) wares
- Q3 A large ..... of SKUs for consumer products has led to myriad choices for customers.  
(a) prepackaging (b) preponderance (c) proliferation (d) proportion
- Q4 This has led to complicated supply and demand logistics, ..... of brand loyalty and more pressure on profit margins.  
(a) eradication (b) erasure (c) erosion (d) eruption
- Q5 Buyers have become much more ..... in recent years, forcing retailers to respond more quickly and efficiently.  
(a) decrying (b) demanding (c) dismaying (d) distracting
- Q6 Many stores use a psychological pricing strategy called odd pricing, ..... prices end in odd numbers, such as \$19.95.  
(a) whenever (b) whereby (c) while (d) whither
- Q7 Presumably, customers see odd prices as being ..... below even prices, and consequently a bargain.  
(a) seriously (b) slimly (c) substantially (d) surprisingly
- Q8 On the other hand, luxury boutiques, to project a ..... image for their products, use even pricing such as \$10.00 or \$50.00.  
(a) preponderant (b) prepossessive (c) prestigious (d) prodigious
- Q9 Multiple unit pricing is a strategy in which the customer perceives ..... buying as involving more savings.  
(a) frequent (b) quantity (c) repetitive (d) wholesale
- Q10 Multiple unit pricing is usually effective in increasing ..... sales of a product, but it may not increase the rate of consumption.  
(a) customer (b) immediate (c) overall (d) retail

*Starting a Business*

- Q1 When deciding on which form of business will best serve your purposes, you should take into account the time ..... necessary to handle regulations and formalities.  
 (a) commitment (b) conditions (c) constraints (d) coordination
- Q2 The need for funding is one of the first concerns for any new business, and unless you have the personal assets or can ..... friends, family or your bank, you will be seeking investors.  
 (a) talk to (b) tap into (c) touch upon (d) trade with
- Q3 Determining not only the type of business you are starting, but the type of customers you will attract and the manner in which you will attract them should also be ..... into your decision making process.  
 (a) considered (b) factored (c) included (d) involved
- Q4 The potential for liability from customer relationships or interaction ..... heavily on your liability risk.  
 (a) impacts (b) incurs (c) intrudes (d) involves
- Q5 For example, someone with a business that sells goods via the Internet or through mail order is less likely to ..... lawsuits than someone who owns physical store locations, where customer foot traffic (and potential injuries) could result.  
 (a) garner (b) garnish (c) incite (d) inculcate
- Q6 It will also be assumed that a professional business such as a law firm or accounting practice will have greater assets, making them greater targets in a ..... society.  
 (a) illicit (b) legalistic (c) legislative (d) litigious
- Q7 Someone who has already had previous business success and has significant assets from a previous business venture would also want to protect those assets .....  
 (a) closely (b) narrowly (c) severely (d) strictly
- Q8 Apathy can come back to ..... a successful entrepreneur; plan ahead.  
 (a) haunt (b) hound (c) hunt (d) hype
- Q9 It is wise to ..... with both an attorney and an accountant and discuss the details of the business that you are planning to start and where you see it going in five or ten years.  
 (a) hole up (b) hunker down (c) set up (d) sit down
- Q10 ..... all the bases, including liabilities, taxes, employee benefits and the need for investors, before making your decision.  
 (a) Cover (b) Lay (c) Run (d) Spike

*The Law of Contracts*

- Q1 In the nineteenth century, also known as the classical age of English contract law and the ..... of laissez-faire economic theory, common law rejected the moral theory of Lord Mansfield, which held that promises are a moral obligation.  
 (a) eloquence (b) epitome (c) heyday (d) highlight
- Q2 Contracts are promises that the law will .....  
 (a) enact (b) enforce (c) enhance (d) espouse
- Q3 The law provides remedies if a promise is ..... and recognizes the performance of a promise as a duty.  
 (a) bent (b) bestowed (c) betrayed (d) breached
- Q4 Contracts ..... when a duty does or may come into existence, because of a promise made by one of the parties.  
 (a) activate (b) appear (c) apply (d) arise
- Q5 The Law of Contracts deals with self-..... duties, that is, agreements voluntarily concluded between parties.  
 (a) delineated (b) designated (c) implanted (d) imposed
- Q6 To be legally ..... as a contract, a promise must be exchanged for adequate consideration.  
 (a) based (b) biased (c) binding (d) bound
- Q7 Adequate consideration is a benefit which a party receives which reasonably and fairly ..... them to make the promise/contract.  
 (a) conduces (b) educes (c) induces (d) seduces
- Q8 Promises that are purely ..... are not considered enforceable because the personal satisfaction the grantor of the promise may receive from the act is normally not considered adequate consideration.  
 (a) gifts (b) givens (c) gratuities (d) gratuitous
- Q9 Certain promises that are not considered contracts may, in limited circumstances, be enforced if one party has relied to his ..... on the assurances of the other party.  
 (a) deference (b) detraction (c) detriment (d) distress
- Q10 The Law of Contracts is usually broadly classified either as part of the Law of Obligations or as part of the system of private law (which ..... contracts, property and torts).  
 (a) circumscribes (b) delineates (c) encompasses (d) subtends

*Tort Law*

- Q1 Torts are civil wrongs recognized by law as ..... for a lawsuit.  
 (a) appropriate (b) evidence (c) foundation (d) grounds
- Q2 These wrongs result in harm constituting the basis for a claim by the ..... party.  
 (a) impaired (b) impeded (c) inflicted (d) injured
- Q3 While some torts are also crimes punishable with imprisonment, the primary aim of tort law is to provide ..... for the damages incurred and deter others from committing the same harms.  
 (a) relief (b) reprisal (c) revenge (d) review
- Q4 The plaintiff may sue for ..... to prevent the continuation of the tortious conduct or for monetary damages.  
 (a) an injunction (b) a judgement (c) a justice (d) a rejoinder
- Q5 There are numerous specific torts, including trespass, assault, battery, products liability, and intentional ..... of emotional distress.  
 (a) imposition (b) infliction (c) insertion (d) insistence
- Q6 Torts fall into three general categories: intentional torts (e.g., intentionally hitting a person); ..... torts (e.g. causing an accident by failing to obey traffic rules); and strict liability torts (e.g. liability for making and selling defective products).  
 (a) neglectful (b) negligent (c) negligible (d) negotiable
- Q7 Damages, in a legal sense, is the sum of money the law imposes for a ..... of some duty or violation of some right.  
 (a) breach (b) broach (c) shift (d) shirk
- Q8 ..... damages, as the name suggests, are intended to redress the loss or injury.  
 (a) Compensatory (b) Complementary (c) Retaliatory (d) Retributional
- Q9 ..... damages are awarded to punish a wrongdoer.  
 (a) Penalty (b) Prohibitive (c) Provoked (d) Punitive
- Q10 There are other modifying terms placed in front of the word 'damages', like 'liquidated damages' (contractually established damages) and '..... damages' (where the court awards an amount such as one dollar).  
 (a) minimal (b) muted (c) nominal (d) token

*Transfer Pricing*

- Q1 When one part of a multinational organisation in one country transfers (that is, ..... ) goods, services or know-how to another part in another country, the price charged for these goods or services is called 'transfer price'.  
 (a) gives (b) relocates (c) sells (d) ships
- Q2 According to Manfred Davidmann, this may be a purely ..... figure, meaning by this that it may be unrelated to costs incurred, to operations carried out, or to added value.  
 (a) ambiguated (b) ambiguous (c) arbitrated (d) arbitrary
- Q3 In other words, it is possible for a multinational company to minimise its ..... for corporation tax by transfer pricing.  
 (a) culpability (b) eligibility (c) liability (d) opportunity
- Q4 This is done without any change to procedures, operations or added value; it is done by merely changing book .....  
 (a) accounts (b) documents (c) entries (d) values
- Q5 This tax ..... is legal until governments legislate to prevent this practice.  
 (a) adjustment (b) avoidance (c) emancipation (d) evasion
- Q6 If a multinational has increased its profits by this method, then the government, whose expenses have not changed, must make up this ..... elsewhere.  
 (a) debt (b) defect (c) shortfall (d) windfall
- Q7 Its citizens pay more tax, the government can spend the same amount as before, and the multinational's profits have increased: in other words, the multinational's increased profits arise from money which is in ..... collected by the government from its taxpayers.  
 (a) detail (b) effect (c) fact (d) result
- Q8 This is a matter far ..... from earning reasonable profits on needed quality goods and services at reasonable prices in open competition with other corporations.  
 (a) away (b) cry (c) enough (d) removed
- Q9 It seems that at times some top US companies pay no federal income tax at all or obtain an overall .....  
 (a) benefit (b) debit (c) rebate (d) return
- Q10 Multinationals need to be made accountable to elected representatives of the people, for their policies and for acting for or against the national .....  
 (a) betterment (b) government (c) interest (d) legislation

*Airport Terminology*

- Q1 Most people don't like ..... seats on airplanes. They usually prefer window seats.  
(a) terminal (b) aisle (c) isle (d) corridor
- Q2 Cindy was so frustrated with the ..... because her suitcases were lost.  
(a) baggage claim area (b) seating (c) lavatory (d) cockpit
- Q3 Flight attendants must see everyone's ..... before they are allowed to get onto the plane.  
(a) life jacket (b) metal detector (c) boarding pass (d) oxygen mask
- Q4 With most airlines, passengers are allowed to bring one piece of ..... luggage with them.  
(a) carry-on (b) carry (c) boarding (d) designer
- Q5 Pilots and co-pilots usually sit and control the ..... area of an airplane.  
(a) window (b) nose (c) cockpit (d) back
- Q6 Right before take-off, the ..... instructed the passengers on what to do in case of an emergency as well as where all emergency exits are located.  
(a) flight attendant (b) waitress (c) passenger (d) baggage handler
- Q7 Ben had to run for five minutes, after his plane landed, because his connecting flight's ..... was so far away.  
(a) runway (b) cockpit (c) tray table (d) gate
- Q8 Bette quickly looked around for the ..... on the plane because her little girl wasn't feeling well.  
(a) lavatory (b) cockpit (c) window (d) terminal
- Q9 Sandra had to go through the airport's ..... in the security area three times because she had so many metal hairpins in her hair.  
(a) boarding pass (b) baggage claim area (c) metal detector (d) lavatory
- Q10 Jack put his carry-on baggage under his seat because the ..... was full.  
(a) shelf (b) cupboard  
(c) seat (d) overhead compartment

*Bank Terminology (1)*

- Q1 Mandy wants to buy ..... because she doesn't want to carry cash when she goes to Europe.  
(a) a line of credit (b) traveler's checks (c) a roll of quarters (d) a pen
- Q2 Christina wants to ..... her check because she needs the money right away.  
(a) rent (b) buy (c) cash (d) exchange
- Q3 Robert ..... a check this past week. Now, he must pay two NSF charges because of it.  
(a) hopped (b) skipped (c) bounced (d) threw
- Q4 ..... charges are high and cause a lot of problems for people who bounce checks.  
(a) NSF (non-sufficient funds) (b) NEF (not-enough funds)  
(c) CAN (check not acceptable) (d) CP (check problem)
- Q5 Raymond wants to ..... his account balance because he is afraid that there isn't enough money to cover an upcoming payment.  
(a) check (b) withdraw (c) exchange (d) open
- Q6 Every two weeks, Sandy's salary is ..... directly into her bank account. It usually goes in before midnight on Fridays.  
(a) filled (b) deposited (c) exchanged (d) opened
- Q7 Laurie has a lot of foreign currency that she wants to ..... into local currency.  
(a) open (b) exchange (c) fill (d) review
- Q8 Rose went into the bank today to ..... a new checking account.  
(a) exchange (b) withdraw (c) open (d) fill
- Q9 In the past, all customers ..... out withdrawal slips in order to withdraw funds from their accounts. Nowadays, many banks are paperless and can withdraw the funds electronically.  
(a) opened (b) exchanged (c) reviewed (d) filled
- Q10 Whenever customers open a new checking account, the bank allows them to ..... personalized checks.  
(a) rent (b) take out (c) borrow (d) order



**Bank Terminology (2)**

- Q1 Ben and Jen need money to redecorate their home. So, they asked a loan officer if they qualify for a ..... instead of a second-mortgage on their house.  
(a) deposit slip (b) line of credit (c) debit card (d) bill
- Q2 Nowadays, bank customers have more options. For example, they can pay their bills over the telephone or they can pay them .....  
(a) online (b) over the phone  
(c) with a safety deposit box (d) with a bank teller
- Q3 Some people rent a ..... in order to keep important papers and items safe.  
(a) deposit slip (b) safety deposit box (c) debit card (d) bank statement
- Q4 Almost all customers have a ..... card so they don't have to go into the bank to withdraw money. They can also use their cards to purchase goods in stores.  
(a) export (b) debit (c) withdrawal (d) loan
- Q5 Laurie has two accounts. She can ..... funds from her checking account into her savings account right over the phone.  
(a) loan (b) order (c) transfer (d) rent
- Q6 Every month, Kevin ..... his bank statement in order to balance his checkbook.  
(a) fills out (b) exchanges (c) withdraws (d) reviews
- Q7 Mary has an appointment with a loan ..... because she wants to buy a new car and needs \$3000 to complete the purchase.  
(a) teller (b) secretary (c) taker (d) officer
- Q8 Karen learned how to ..... her checkbook at an early age. Her father thought it was important.  
(a) balance (b) pay-off (c) exchange (d) withdraw
- Q9 Rose and Tom want to get approved for a ..... because they want to buy a house this year.  
(a) check (b) safety deposit box (c) mortgage (d) savings account
- Q10 Normally, people get ..... for a mortgage before they go house shopping so they know what kind of house they can afford to buy.  
(a) pre-approved (b) withdrawal slips (c) an order (d) traveler's checks

*Common Phrases and Responses (1)*

- Q1 That looks heavy. Can I give you a hand with that? .....
- (a) Normally, I don't like that kind of thing. (b) Sure, that would be great.  
(c) My hands are wet. (d) I don't like to hold hands.
- Q2 Are you going to call in sick tomorrow? .....
- (a) I get a coffee break at ten in the morning. (b) My wife isn't feeling well.  
(c) I think so. I don't feel well. (d) It's my turn to go first.
- Q3 Do you think we should put the meeting off until tomorrow? .....
- (a) It was nice meeting you. (b) She doesn't like me very much.  
(c) I know, he normally calls by now. (d) Yes, tomorrow's fine with me.
- Q4 Kristine's working a lot. Are you tied up this week? .....
- (a) I look forward to it. (b) I believe you.  
(c) Yes, I'm really busy. (d) I'm really tired.
- Q5 This training session is difficult. I had a really hard time reading that training manual. ....
- (a) Her speech was really well done. (b) I am going to the meeting soon.  
(c) I'm going to write it down again for you. (d) Me too. It was very intensive.
- Q6 What's on your agenda for the holidays? .....
- (a) Possibly. I'll eat out tonight. (b) I need a coffee break.  
(c) We'll discuss that during the meeting tomorrow. (d) I think we're going to visit my parents in Vermont for Christmas.
- Q7 Carrie pointed out that you're having some problems adjusting to your new job. ....
- (a) Sure, if possible. (b) I like Carrie.  
(c) I liked my old job a lot. (d) I hope so.
- Q8 Are you fed up with your job? .....
- (a) Actually, I ate really well yesterday. (b) Somewhat, but I can't quit right now.  
(c) I liked the speaker today. (d) I fed the dog this morning.
- Q9 What are your plans for the weekend? .....
- (a) We're going skiing in Montana. (b) I like ice fishing.  
(c) Cold weather is hard to deal with sometimes. (d) I don't have a schedule printed out yet.
- Q10 When did you settle on a name for the baby? .....
- (a) We haven't talked about the upcoming deal yet. (b) Last week. We decided on Liam for a boy.  
(c) We should go out tonight. (d) That sounds great.

*Common Phrases and Responses (2)*

- Q1 Do you want to hang out tonight? .....
- (a) I need a vacation. (b) I think we should hang it up to dry.  
(c) Sure, let's watch movies together. (d) My hands are full right now.
- Q2 I have to check. Can you hold a moment? .....
- (a) Yes, I'll hold. (b) Don't let go of me.  
(c) I have to hold onto my puppy or she'll run away. (d) Surely, I'll take that.
- Q3 Can you expand on that? .....
- (a) Yes, I need more room. (b) Yes, I feel we should focus on globalization more.  
(c) I hope so. (d) I'd appreciate that.
- Q4 Are Cindy and Max breaking up? .....
- (a) They had a break-in last week. (b) Yes, they're so cute together.  
(c) Yes, they're getting married. (d) Yes, unfortunately, they can't fix their problems.
- Q5 When did you come across that project. ....
- (a) It was very difficult to read that training manual. (b) Last week when I was reading the bulletin board.  
(c) I drove across a beautiful bridge yesterday. (d) I went to the barbeque yesterday.
- Q6 Who will give the bride away at her wedding? .....
- (a) I'm going to give them new, designer towels. (b) Her fiance, of course.  
(c) Her father, of course. (d) She's going to wear white.
- Q7 Don't worry about it. You can count on me. ....
- (a) Math is my favorite subject. (b) I'd appreciate that, thanks.  
(c) I don't want to do inventory this week. (d) I hate using cash registers.
- Q8 Did he go against his father's wishes? .....
- (a) Yes, he decided to buy the house anyway. (b) Yes, his parents are very happy.  
(c) Sure, go ahead. (d) I'd like that a lot.
- Q9 How did you manage to come by this great job? .....
- (a) You should come by after work. (b) It's possible that I left it at work.  
(c) I'm ready for a change. (d) I answered an advertisement in the paper.
- Q10 Did you have some friends over last night? .....
- (a) Yes, I'd like that. (b) Maybe, if possible.  
(c) Yes, Ron and Sue stopped by. (d) Yes, Ron and Sue are coming over at 6 pm.

*Common Phrases and Responses (3)*

- Q1 I picked up the basket and it came apart in my hands. ....
- (a) I love that craft store. (b) If you have your receipt, you can return it.  
(c) You should give it to Haley for Christmas. (d) You should buy it. It's in great shape.
- Q2 Randy's mother is amazing. She's 93 years old and still fends for herself. ....
- (a) I know. She's very healthy. (b) I know. They're going to put her in a nursing home.  
(c) I know. She lives with her son and he takes care of her every need. (d) I know. She's confined to her bed.
- Q3 When did Microsoft come out with a new version of that software? ....
- (a) Yes, I like it a lot. (b) Last week. Isn't it great?  
(c) They developed the new product. (d) Microsoft creates software products.
- Q4 If my knee starts acting up, I'll have to miss the marathon tomorrow. ....
- (a) I know. She'll have to stop acting up or she'll get in trouble. (b) Yes, I feel really good and strong right now.  
(c) I know. I'm going to see my doctor today. (d) You should see your doctor today to make sure you're OK for the race.
- Q5 Do you think the thunder storm will blow over soon? ....
- (a) I know. The weather is great. (b) I hope so.  
(c) Sure, we can. (d) Yes, the explosion was very scary.
- Q6 What are you doing to build up your endurance for the upcoming marathon? ....
- (a) I'm building a new house this year. (b) They just finished building the cabin.  
(c) I'm jogging and doing other physical exercises every day. (d) I don't need endurance to run marathons.
- Q7 How does one o'clock sound? ....
- (a) Yes, thank you. (b) Surely you don't mean that?  
(c) Great. I'll see you at three o'clock. (d) Sounds good. I'll meet you there.
- Q8 I haven't seen you for a long time. Let's get together and catch up. ....
- (a) I caught a cold last week too. (b) I really like your new boss.  
(c) I'd love to! I want to know everything. (d) It's nice to meet you.
- Q9 Let's sit down and hash out an agreement tomorrow. ....
- (a) Sure, let's meet at 10 am. (b) No, I don't like hash browns.  
(c) I don't need a chair, thanks. (d) Oh, they're great.
- Q10 I can't stand her! ....
- (a) I'd like a chair too, please. (b) I don't like her either.  
(c) My legs are weak. (d) That's great! I knew you'd like her a lot.

*Confusing Words Test (1)*

- Q1 How much of an ..... did World War II have on Europe?  
(a) affect (b) effect (c) effects (d) affects
- Q2 The World War was devastating ..... many countries.  
(a) fore (b) for (c) four (d) floor
- Q3 Lynn and Mike were ecstatic about the ..... of their first child this year.  
(a) birth (b) berth (c) birch (d) births
- Q4 ..... that, they were also happy about the purchase of their new home.  
(a) Beside (b) Among (c) Besides (d) Between
- Q5 The weather on the coast is really wet and cloudy — it rains .....  
(a) allot (b) a lot (c) lot (d) allotment
- Q6 The ..... point is that you'll have to seek counsel about the crisis you're facing.  
(a) principal (b) principle (c) principals (d) principles
- Q7 After a year of continual turmoil, Kevin decided to move to a place with ..... political upheaval.  
(a) fewer (b) less (c) lesser (d) few
- Q8 The army was led by a famous General ..... was known for his tactical and strategic raids.  
(a) whose (b) who's (c) that (d) who
- Q9 There are many ..... and unfortunate people in every country around the world.  
(a) pour (b) pore (c) poor (d) poured
- Q10 Some charity groups are working to lower the ..... of poor people around the world.  
(a) numbers (b) herds (c) flocks (d) number

*Confusing Words Test (2)*

- Q1 Kevin's dream of creating a perfect world is only an ..... because there is no such thing as a perfect world.  
(a) allusion (b) illusion (c) allusions (d) illusions
- Q2 I think Kevin's heart is in the right place because we should always strive for world .....
- (a) pieces (b) peak (c) peace (d) piece
- Q3 On most evenings just before dusk, the farmer loves to sit on his porch and look out onto the ..... pasture.  
(a) quite (b) quit (c) quits (d) quiet
- Q4 The farmer often says that a peaceful, natural life is the only ..... for him.  
(a) way (b) weigh (c) whey (d) ways
- Q5 Sometimes, there is a lot of animosity between friends. This will certainly cause those ..... relationships to fail.  
(a) personnel (b) personification (c) personal (d) personality
- Q6 Tim's grandparents suffered ..... the Great Depression.  
(a) through (b) thru (c) threw (d) thorough
- Q7 Afterwards, they had to deal with some major and ..... wars as well.  
(a) miner (b) minor (c) mining (d) miners
- Q8 ..... lifestyle is really hectic and unhealthy.  
(a) Their (b) They're (c) There (d) They
- Q9 First Mandy said she wanted ..... pieces of candy and then she asked for three.  
(a) to (b) two (c) too (d) tow
- Q10 At the ..... of the crime, police officers interviewed eyewitnesses and gathered evidence.  
(a) seen (b) seem (c) scene (d) scenic

*Confusing Words Test (3)*

- Q1 Can you imagine what ..... world would be like if there weren't any cars?  
(a) our (b) hour (c) are (d) hours
- Q2 The fierce wind ..... all night long it was intolerable!  
(a) blown (b) blues (c) blew (d) blue
- Q3 Mathematics is about concepts and practice and you must ..... the basics if you are going to pass your exam.  
(a) learned (b) learn (c) lean (d) loan
- Q4 I don't care where we go. It's up to you. I ate .....
- (a) all ready (b) ready (c) already (d) readiness
- Q5 George ..... her on her speech and she politely thanked him as she walked passed the crowd of reporters.  
(a) complemented (b) compliment (c) complement (d) complimented
- Q6 Every night after supper, Lawrence lies down on the sofa with a good book. Lawrence needs a magnifying glass to read because his ..... is so bad.  
(a) site (b) sight (c) soot (d) sights
- Q7 Thomas really likes the nursing home his children chose for him because his personal ..... is nice and competent.  
(a) aids (b) aid (c) aide (d) add
- Q8 Cindy realized the ..... was crisp and clean and she breathed in deeply to soak in the night's natural charm.  
(a) heir (b) are (c) err (d) air
- Q9 The little girl ..... when her mother told her she couldn't have the toy she saw in the department store.  
(a) bald (b) balled (c) bawled (d) bowled
- Q10 After retirement, the elderly couple decided it was time to ..... their large home and move into something smaller.  
(a) cell (b) sell (c) seal (d) seller

*Conversations and Comprehension Test*

- Q1 Boy: I want to buy a fish.  
 Woman: Do you want a tropical fish or a cold water one?  
 Boy: I want a really colorful fish. Can you show me some of the tropical fish you have?  
 Question: What is the boy looking for? .....
- (a) A red and yellow fish                      (b) A cold water Goldfish                      (c) A tropical fish
- Q2 Ray: I need a vacation.  
 Toni: How about Mexico? I heard it's beautiful at this time of year.  
 Ray: Maybe, but I was hoping for somewhere a little cooler.  
 Question: Where does Ray want to go? .....
- (a) Mexico because it's beautiful at this time of year                      (b) A place that has a cooler climate than Mexico  
 (c) The Bahamas
- Q3 Mary: Did you have fun at the barbeque last night?  
 Linda: Yes, I thought the games were a great touch.  
 Mary: Me too. I especially liked the three-legged race.  
 Question: What did Linda like about the barbeque? .....
- (a) The three-legged race                      (b) The food                      (c) The games
- Q4 Michael: My wife and I bought some great house plants yesterday.  
 Maria: Really. Do you have a lot of sunlight in your house?  
 Michael: No, so we bought some plants that have low-light requirements.  
 Question: What kind of plants did Michael buy? .....
- (a) Small, house plants                      (b) Plants that need a lot of sunlight  
 (c) Plants that don't need a lot of sunlight
- Q5 Frank: I'm going to take my wife to Table Top Mountain this weekend.  
 Mark: That sounds interesting. Is it far?  
 Frank: Not too far. It will be about a three-hour drive from here.  
 Question: How are Frank and his wife traveling to Table Top Mountain? .....
- (a) By plane                      (b) By car                      (c) By ship
- Q6 Anne: Do you know the new girl in the mailroom?  
 Richard: No, but I think she's Cathy's friend.  
 Anne: We should ask Cathy to introduce us at lunch.  
 Question: What department is the new girl in? .....
- (a) Cathy's department                      (b) The reception area                      (c) The mailroom
- Q7 Ron: Do you think the business conference went well?  
 Sarah: Yes, but next year I think the planners should include more about global technology.  
 Ron: I agree. We should know more about that.  
 Question: What area does Sarah want to include in next year's conference? .....
- (a) The environment                      (b) Technology around the world  
 (c) Technology and modern business



Q8 Harry: What time does your flight leave?

Deb: Our departure is scheduled for 7:45 in the morning. Could you take me to the airport?

Harry: Sure. We'll have to leave the city at about 5 o'clock then.

Deb: Sounds good.

Question: What time does Sue's flight leave? .....

(a) 7:45 am

(b) 5 am

(c) 7:45 pm

Q9 Axel: Do you know anything about Thai cuisine?

Caroline: Yes, I love Thai food. Why?

Axel: My in-laws are taking my wife and I out to a Thai restaurant tonight. They really like that kind of food.

Question: Who is going for dinner at the Thai restaurant? .....

(a) Axel and his wife

(b) Axel, his wife and her parents

(c) Axel, his wife and his parents

Q10 Jane: How many people were at Brad's wedding?

Bruce: Oh, there must have been at least 150 people there. The reception hall was really big and it was nearly full of guests. We had a great time.

Jane: That's great.

Question: How many people were at Brad's wedding? .....

(a) Much more than 150 people

(b) About 150 people

(c) Less than 150 people

*Phrasal Verbs (A to B)*

- Q1 Sherri tries to ..... Marcie all the time.  
(a) act up (b) act like (c) seeming like
- Q2 When he tried to balance his checkbook, he found that things just didn't .....  
(a) add on (b) add right (c) add up
- Q3 Ken really likes Kirstie but he's too nervous to .....  
(a) ask her out (b) ask her on (c) ask out
- Q4 Lenny didn't ..... when his superior reprimanded him.  
(a) back up (b) back down (c) back over
- Q5 Norman is really aggressive and sometimes he should know when to .....  
(a) back up (b) back off (c) back over
- Q6 Sandy wants to learn how to drive but she must also learn how to ..... so she can get in and out of parking spots easily.  
(a) back up (b) back behind (c) back off
- Q7 No one at the office expected him to lose his temper and ..... the way he did.  
(a) blow away (b) blow over (c) blow up
- Q8 After the tragic accident, Lauren's mother had a nervous .....  
(a) breakup (b) breakdown (c) breakthrough
- Q9 Kathy felt a little uneasy when she found out her neighbours had a .....  
(a) break-in (b) breakout (c) break
- Q10 No one in the group could believe that Sally and Steve .....  
(a) broke over (b) broke up (c) broke apart

*Phrasal Verbs (B to C)*

- Q1 Marty often ..... important issues at the meetings.  
(a) brought down (b) brought up (c) brought over
- Q2 Sue felt she should ..... on her math skills before she started school.  
(a) brush on (b) brush over (c) brush up
- Q3 He could feel the back of his neck ..... when they started talking about the tragedy.  
(a) burn on (b) burn in (c) burn up
- Q4 Candace has a bad habit of ..... in front of others.  
(a) butting in (b) butting (c) butting into
- Q5 Ken tried to ..... his teachers in order to get a good report card.  
(a) butter up (b) butter over (c) butter in
- Q6 The guard had to ..... the dogs when Henry approached the locked gate.  
(a) call on (b) call down (c) call off
- Q7 Everyone could see by the grimace on his face that he didn't ..... the meal in front of him.  
(a) care on (b) care for (c) care of
- Q8 He didn't ..... to new concepts easily.  
(a) catch on (b) catch up (c) catch with
- Q9 They ..... the hotel late last night.  
(a) checked into (b) checked on (c) checked
- Q10 Due to his illness, he worked hard to ..... with his missed schoolwork.  
(a) catch on (b) catch up (c) catch

*Phrasal Verbs (C)*

- Q1 The couple ..... of the hotel early this morning.  
(a) checked out (b) checked in (c) checked about
- Q2 Randy always tried to ..... on rainy days.  
(a) cheer everyone on (b) cheer everyone up (c) cheer everyone
- Q3 Most of the kids at school thought he was scared and that he would ..... of the race.  
(a) chicken out (b) chicken (c) chicken in
- Q4 The supervisor asked everyone to ..... for the manager's birthday present.  
(a) chip (b) chip over (c) chip in
- Q5 He ..... when the police officers started to question him about the robbery.  
(a) clammed (b) clammed up (c) clammed about
- Q6 He wants to ..... as a mean boss so his employees will work hard for him.  
(a) come in (b) come across (c) come about
- Q7 Rick ..... a terrible cold this week.  
(a) came up with (b) came about with (c) came down with
- Q8 Lisa was ..... her friends to help her move.  
(a) counting down (b) counting about (c) counting on
- Q9 The new police chief is trying to ..... on the current drug problem in the city.  
(a) crack down (b) crack over (c) crack
- Q10 Lawrence is trying to ..... on fatty foods.  
(a) cut down (b) cut up (c) cut about

*Phrasal Verbs (D to F)*

- Q1 The custody battle ..... for many months.  
(a) dragged down (b) dragged on (c) dragged in
- Q2 The architect ..... some blueprints for you last week.  
(a) drew on (b) drew up (c) drew down
- Q3 I ..... on my friend yesterday to surprise her.  
(a) dropped (b) dropped over (c) dropped in
- Q4 Cathy ..... her mother's house for a visit this past week.  
(a) dropped (b) dropped in (c) dropped by
- Q5 Bruce ..... of school when he was only fifteen years old and then took on a job.  
(a) dropped (b) dropped out (c) dropped by
- Q6 After a lot of fuss, Rose ..... liking the new dish very much.  
(a) ended up (b) ended (c) ended in
- Q7 The manager was so afraid the multi-million dollar deal would .....  
(a) fall up (b) fall down (c) fall through
- Q8 The children tried to ..... a way of getting to the concert on their own.  
(a) figure out (b) figure about (c) figure up
- Q9 Karen had to ..... for Dave while he was away on vacation.  
(a) fill up (b) fill (c) fill in
- Q10 The couple ..... many forms before they could immigrate to England.  
(a) filled (b) filled about (c) filled out

*Phrasal Verbs (G to H)*

Q1 Rick's father and mother didn't ..... with his grandparents and were always having disagreements.

(a) get about

(b) get along

(c) get

Q2 They rented a car so it would be easier to ..... the new city.

(a) get on

(b) get around

(c) get

Q3 Lucy was so busy that she didn't ..... fixing the stereo.

(a) get around

(b) get around to

(c) get with

Q4 His salary is low so he's just ..... right now.

(a) getting in

(b) getting about

(c) getting by

Q5 He worked hard to ..... to Berkeley this past year.

(a) get with

(b) get in

(c) get by

Q6 The criminal tried to ..... the evidence quickly.

(a) get rid of

(b) get rid about

(c) get rid on

Q7 The students ..... when the teacher left the room.

(a) goofed up

(b) goofed off

(c) goofed on

Q8 You'll need to ..... your assignments by Friday.

(a) hand by

(b) hand

(c) hand in

Q9 Beth's father is too proud to ask for .....

(a) hand-ins

(b) hand-overs

(c) hand-outs

Q10 Laurie decided to ..... after the fourth ring.

(a) hang up

(b) hang down

(c) hang over

*Phrasal Verbs (H to L)*

- Q1 Two men staged a ..... at the bank across the street from us yesterday afternoon.  
(a) hold-up (b) hold-in (c) hold-on
- Q2 We still have to ..... the finer details about our upcoming trip to Scotland.  
(a) iron in (b) iron on (c) iron out
- Q3 Most of the service stations decided to ..... their gas prices after the gas war between them.  
(a) jack in (b) jack out (c) jack up
- Q4 Kevin ..... the great opportunity to be the floor manager.  
(a) jumped all over (b) jumped in (c) jumped over
- Q5 Even though he was exhausted, he .....  
(a) kept going (b) kept out (c) kept in
- Q6 Trent was ..... of school for bad behavior.  
(a) kicked in (b) kicked over (c) kicked out
- Q7 Just look at that gorgeous girl — She's a .....  
(a) knock in (b) knock over (c) knock out
- Q8 When I hit my head on the cupboard, I almost .....  
(a) knocked myself out (b) knocked myself in (c) knocked myself
- Q9 The company was experiencing financial problems so they had to ..... fifty employees.  
(a) lay on (b) lay off (c) lay out
- Q10 Karen didn't want to ..... she she went over the wedding list one more time.  
(a) leave anyone in (b) leave anyone out (c) leave anyone over

*Phrasal Verbs (L to P)*

- Q1 I hardly ever gamble but I was ..... at the casino yesterday.  
(a) lucky (b) lucked (c) lucked out
- Q2 He is different so many children ..... him.  
(a) made fun at (b) made fun over (c) make fun of
- Q3 The couple decided to kiss and ..... after the day long argument.  
(a) make out (b) make on (c) make up
- Q4 Even though she squinted, she couldn't ..... what he had written.  
(a) make out (b) make over (c) make about
- Q5 He decided to ..... his past mistakes by doing some good in his community.  
(a) make up about (b) make up for (c) make up over
- Q6 The deparment store has ..... its prices since the last time I was here.  
(a) marked over (b) marked up (c) marked about
- Q7 The items are ..... because the manager wants to make more room for the incoming spring line.  
(a) marked under (b) marked down (c) marked over
- Q8 Everyone laughed at the ..... between the twin brothers at the party.  
(a) mix in (b) mix up (c) mix over
- Q9 Billy was so tired that he was ..... in class.  
(a) nodding in (b) nodding on (c) nodding off
- Q10 Her father ..... when she was just a kid.  
(a) passed over (b) passed away (c) passed down



*Phrasal Verbs (L)*

- Q1 Jeff felt as if he had been ..... when he lost his job.  
(a) let on (b) let down (c) let over
- Q2 At long last the storm is starting to look like it's going to .....  
(a) let in (b) let down (c) let up
- Q3 He started to ..... his life and then decided to take another trip.  
(a) look back on (b) look back in (c) look back down
- Q4 The rich family ..... poor people in this area.  
(a) looks down in (b) looks down on (c) looks down back
- Q5 She started to ..... the upcoming trip.  
(a) look forward to (b) look forward about (c) look forward over
- Q6 Norma promised she would ..... Cara's children while she was away on a business trip.  
(a) look in over (b) look in on (c) look down on
- Q7 The sheriff said he would ..... the crime a bit more thoroughly.  
(a) look down (b) look on (c) look into
- Q8 You can't tell them apart — Elena ..... her mother.  
(a) looks just alike (b) looks just like (c) looks just over
- Q9 Before Sheila died from a long cancer battle, she asked her sister to ..... her children.  
(a) look down (b) look after (c) look in
- Q10 Ray hadn't seen his friend in years but he decided to ..... anyway.  
(a) look him up (b) look him down (c) look him in

*Phrasal Verbs (P to R)*

- Q1 Emily ..... when she suddenly saw the burglar enter her home.  
(a) passed out (b) passed in (c) passed over
- Q2 Ken ..... the best fruit at the supermarket.  
(a) picked in (b) picked down (c) picked out
- Q3 Steve was always trying to ..... girls at the nightclub.  
(a) pick down (b) pick up (c) pick by
- Q4 The kids ..... Trent because he is different.  
(a) pick on (b) pick over (c) pick down
- Q5 The whole community ..... to make the playground safe and aesthetic.  
(a) pitched on (b) pitched in (c) pitched over
- Q6 After weeks of planning the escape, Sue finally started to believe they could .....  
(a) pull it off (b) pull it forward (c) pull it up
- Q7 Jeremy didn't want to ..... the wedding any longer.  
(a) put over (b) put by (c) put off
- Q8 Kathleen felt like she had to ..... with a lot from her family.  
(a) put up (b) put over (c) put
- Q9 That store is really expensive. It's a .....  
(a) rip down (b) rip off (c) rip over
- Q10 If you ..... the numbers, it will be easier to calculate the estimate.  
(a) round with (b) round over (c) round off

*Phrasal Verbs (R to T)*

- Q1 Heidi ..... an old friend while she was shopping last week.  
(a) ran over (b) ran down (c) ran into
- Q2 The corner store often ..... bread near the end of the week.  
(a) runs out over (b) runs out of (c) runs down on
- Q3 The night before the play, the crew ..... the stage.  
(a) set up (b) set down (c) set in
- Q4 The assembly line problem was a minor ..... for the company last week.  
(a) set about (b) set down (c) set back
- Q5 The girl with the purple hair wants to ..... from the group.  
(a) stand out (b) stand in (c) stand over
- Q6 Bob's father taught him to be firm and to ..... for what he believes.  
(a) stand down (b) stand up (c) stand in
- Q7 People are getting tired of Seth because he always ..... late.  
(a) shows (b) shows up (c) shows over
- Q8 The "T" in the acronym ..... Time.  
(a) stands about (b) stands over (c) stands for
- Q9 Kelly ..... her mother. They have many of the same interests.  
(a) takes after (b) takes over (c) takes on
- Q10 Leslie decided to ..... early from the party.  
(a) take in (b) take off (c) take on

*Phrasal Verbs (T to W)*

- Q1 Kevin ..... all of the information and then gave the note to his wife so she could put it into a computer file.  
(a) took on (b) took down (c) took over
- Q2 Ethan asked his girlfriend to ..... the music so he could clearly hear the music they were listening to in the car.  
(a) turn over (b) turn up (c) turn in
- Q3 Krista ..... her ill husband all day long.  
(a) waited on (b) waited in (c) waited down
- Q4 Neil liked to ..... early on Saturdays.  
(a) wake on (b) wake up (c) wake over
- Q5 Rayleen ..... her little brother all the time.  
(a) watched out for (b) watched out about (c) watched out
- Q6 Chris was afraid the inexpensive tires would ..... quickly.  
(a) wear on (b) wear over (c) wear out
- Q7 Lilly likes to ..... early in the morning so that she's fit for work.  
(a) work on (b) work over (c) work out
- Q8 Rob looks ..... because he's working two jobs at the moment.  
(a) worn on (b) worn in (c) worn out
- Q9 We are getting close to ..... the meeting so are there any final questions or concerns?  
(a) wrapping down (b) wrapping over (c) wrapping up
- Q10 Jim didn't have much time to ..... the contract.  
(a) write about (b) write over (c) write up

*Phrasal Verbs (T)*

- Q1 I decided to ..... organic cooking.  
(a) take up (b) take over (c) take about
- Q2 Kristie was ..... at Matt because of the things he said to her last week.  
(a) ticked on (b) ticked about (c) ticked off
- Q3 Marg wanted to ..... the old sofa but her husband couldn't part with it.  
(a) throw out (b) throw up (c) throw down
- Q4 Leila was feeling blue so she went shopping to ..... some new outfits.  
(a) try at (b) try on (c) try in
- Q5 Samantha was late for the basketball .....
- (a) try out (b) try in (c) try up
- Q6 Bryan tapped Pauline on her shoulder so she would ..... and see the parade approaching behind them.  
(a) turn in (b) turn over (c) turn around
- Q7 The teacher asked her students to ..... the assignments by Friday at noon.  
(a) turn on (b) turn in (c) turn with
- Q8 John tried to ask Cara out on a date but she .....
- (a) turned him over (b) turned him through (c) turned him down
- Q9 Keira can't bear people who can't make up their minds and is ..... by procrastinators.  
(a) turned in (b) turned up (c) turned off
- Q10 Chris thinks dark hair is a real .....
- (a) turn on (b) turn in (c) turn up

*Phrasal Verbs and Traveling*

- Q1 After you buy an airplane ticket, you must ..... once you arrive at the airport in order to confirm the flight and get a seat on the aircraft.  
(a) check over (b) check in (c) check out (d) check off
- Q2 Sue is stressed out lately. I think she needs to ..... for awhile. I suggested a cruise in the Bahamas.  
(a) get away (b) go off (c) get in (d) get over
- Q3 Sally is wondering what time her husband's plane ..... The plane was delayed in Colorado due to a blizzard.  
(a) gets up (b) gets in (c) get away (d) get on
- Q4 Ellie had to ..... in order to make the green light. She's usually a pretty good driver.  
(a) speed up (b) speed in (c) speed on (d) sped up
- Q5 Randy was very nervous during his first flight lesson. Afterwards, he told me the best part was, at the beginning, during .....  
(a) take over (b) take in (c) take out (d) take off
- Q6 The stranded crew ..... for the long journey at 5 am. They needed as much natural light as they could get.  
(a) set off (b) set by (c) set in (d) set over
- Q7 On their way to the city, the newlyweds thought they would ..... an old hangout for a quick drink because it was on the way.  
(a) stop on (b) stop out (c) stop by (d) stop down
- Q8 Helen went to Italy this spring. Before she was scheduled to leave the country, she decided to ..... in Tuscany for awhile. She hasn't returned yet because she likes it so much.  
(a) stop off (b) stop over (c) stop down (d) stop on
- Q9 We drove to Canada this past summer. We had to ..... four times on the way. We got pretty good gas mileage.  
(a) fill out (b) ran out (c) fill up (d) fill in
- Q10 Adriana has to ..... because her flight is leaving in ten minutes.  
(a) fill up (b) run up (c) run out (d) hurry up

*Prepositions of Time and Date (1)*

- Q1 I wouldn't want his shift — he has to wake up ..... 3 am everyday.  
(a) (none) (b) on (c) at
- Q2 Mandy can't wait for snow because she wants to go skiing ..... the winter.  
(a) in (b) at (c) (none)
- Q3 I don't know what time they'll be back ..... this evening, if at all. It all depends on the road conditions today.  
(a) for (b) in (c) (none)
- Q4 We hope there won't be much snow ..... this year but you never know.  
(a) about (b) (none) (c) on
- Q5 ..... last year, the weather was really bad. This year, the forecast is better.  
(a) In (b) (none) (c) About
- Q6 I have to go for a check-up ..... next week. I go for a check-up once a year.  
(a) about (b) on (c) (none)
- Q7 I called in to make an appointment and I can see the doctor ..... 3 pm. Can you come with me?  
(a) (none) (b) on (c) at
- Q8 I'm meeting an old friend for lunch ..... noon. I haven't seen her for a long time.  
(a) on (b) in (c) at
- Q9 I don't have any plans ..... Thanksgiving Day because my entire family lives overseas.  
(a) for (b) in (c) about
- Q10 I'm going to my parents' house in Maine. What are you doing ..... Christmas Day?  
(a) on (b) in (c) with

*Prepositions of Time and Date (2)*

- Q1 ..... yesterday, I went shopping and found some great outfits for spring.  
(a) On (b) In (c) (none)
- Q2 The meeting is ..... Monday morning at 9:30 am sharp. Don't be late.  
(a) in (b) with (c) on
- Q3 My birthday is ..... April. Can you come to my birthday party?  
(a) on (b) (none) (c) in
- Q4 I love swimming ..... the summer months. I usually swim at an outdoor pool as much as I can and sometimes we go the lake.  
(a) about (b) (none) (c) in
- Q5 I'm going hiking ..... the weekend. Do you want to come?  
(a) in (b) on (c) about
- Q6 After our hiking trip, I'm going to be really sore ..... Monday morning.  
(a) about (b) in (c) on
- Q7 ..... three weeks, I'm going on a camping trip. We're going to a really scenic spot.  
(a) On (b) In (c) (none)
- Q8 ..... the day after tomorrow, I'm going to Bora Bora. I can't wait!  
(a) In (b) On (c) (none)
- Q9 ..... 2002, I got a promotion and I'm hoping for another one this year.  
(a) On (b) (none) (c) In
- Q10 Someday, ..... the future, we're going to build the house of our dreams.  
(a) on (b) about (c) in



*Prepositions of Time and Date (3)*

- Q1 ..... yesterday, we went to the Royal Alberta Museum they had some really interesting exhibits.  
(a) On (b) For (c) (none)
- Q2 We're going to the Botanical Gardens and ..... tomorrow, we're planning to see some more aspects this city has to offer.  
(a) in (b) (none) (c) on
- Q3 ..... two weeks, the project should be complete. I hope our clients approve of the new format.  
(a) On (b) In (c) About
- Q4 I finished a very important project ..... two months ago. It was really intense because of the cutting edge technology we used.  
(a) on (b) (none) (c) in
- Q5 My vacation starts ..... July 3. Wendy will fill in for me while I'm gone.  
(a) on (b) at (c) in
- Q6 I like to eat breakfast ..... the morning but today I had to skip it because I had an early meeting with the Board of Directors.  
(a) on (b) in (c) about
- Q7 I love going for walks ..... the spring everything is so fresh and beautiful.  
(a) about (b) (none) (c) in
- Q8 I'm going to finish reading this great book ..... today — it's really captivating.  
(a) in (b) on (c) (none)
- Q9 ..... 2004, I'm getting a raise so we'll be able to afford more things like tropical vacations.  
(a) On (b) (none) (c) In
- Q10 We're going for dinner at a great Italian restaurant ..... tonight. It's not far from here.  
(a) (none) (b) on (c) about

*Prepositions of Time and Date (4)*

- Q1 ..... the seventeenth century, artwork in Europe was quite different from what you see today.  
(a) (none) (b) In (c) On
- Q2 ..... Valentine's Day, I'm taking my girlfriend to a wonderful spot it's really remote and romantic. I hope she likes it.  
(a) On (b) In (c) About
- Q3 ..... one week ago, she was told she couldn't have any more time off.  
(a) For (b) (none) (c) In
- Q4 ..... next month, I'm expecting my family to visit from the Virgin Islands.  
(a) On (b) (none) (c) In
- Q5 ..... Saturday night, we went to a great movie and then had supper with the Johnsons.  
(a) For (b) On (c) In
- Q6 ..... Independence Day, we always go to the fair and watch the fireworks at 11 pm.  
(a) About (b) On (c) (none)
- Q7 ..... Wednesday night, I'm going to take the staff out for dinner.  
(a) About (b) In (c) On
- Q8 ..... tomorrow evening, we're going to have a surprise birthday party for Mitch.  
(a) (none) (b) About (c) In
- Q9 ..... midnight, the tradition is to sing a traditional song to ring in the New Year.  
(a) On (b) At (c) In
- Q10 ..... 2005, I finished my degree and now I'm working with a small accounting firm.  
(a) On (b) In (c) At

*Short Idioms*

- Q1 After their argument, John didn't know if Rick was a friend or .....  
(a) blood (b) rival (c) fiend (d) foe
- Q2 Many Christians believe your body and ..... belong to God.  
(a) soul (b) reason (c) brain (d) heart
- Q3 Joanne left abruptly — without rhyme or .....  
(a) verse (b) reason (c) cause (d) record
- Q4 Ben estimated how much wear and ..... the new tires could handle.  
(a) tear (b) abuse (c) effect (d) impact
- Q5 He is head over ..... about his new girlfriend.  
(a) heart (b) body (c) backwards (d) heels
- Q6 He bent over ..... to please his boss but the manager was never satisfied.  
(a) forward (b) backwards (c) both ways (d) sideways
- Q7 Nicole's promotion and added workload kept her as busy as a .....  
(a) fox (b) bird (c) horse (d) bee
- Q8 Mandy's children are her flesh and ..... so they always come first on her priority list.  
(a) blood (b) water (c) soul (d) friend
- Q9 On Jen and Brad's very first date, she could tell he was as cunning as a .....  
(a) puppy (b) bear (c) fox (d) wolf
- Q10 Before Tom headed into the forest, he made sure he had packed his bow and .....  
(a) shotgun (b) back pack (c) canteen (d) arrows

*US Government Questions Test (1)*

- Q1 Ingrained within the first amendment, freedom of the ..... declares and maintains that people can put ideas down in writing and can communicate freely in the United States.  
(a) speech (b) press (c) people (d) country
- Q2 When a new law is recommended or proposed, a ..... is created. A decision about whether to pass it or not is made afterwards.  
(a) bill (b) delegate (c) right (d) function
- Q3 After a bill is introduced and passed by Congress, it is given to the ..... who makes the final decision.  
(a) vice-president (b) president (c) senator (d) judge
- Q4 The U.S. Congress is comprised of two divisions: the House of Representatives and the ..... Congress has the responsibility and authority to analyze and pass bills as well as make laws.  
(a) Senate (b) President (c) Session (d) Committee
- Q5 In the end, however, a United States president maintains the authority to either accept or ..... a bill.  
(a) elect (b) stand (c) pass (d) veto
- Q6 If something happens that renders a US president incapable of fulfilling his duties, the ..... fills in.  
(a) peace officer (b) judge (c) vice-president (d) senate
- Q7 The president has a number of responsibilities and one is to ..... ambassadors to foreign countries.  
(a) elect (b) appoint (c) alert (d) reject
- Q8 Anyone who wants to run for the presidential office position must be a natural-born citizen of the United States and a permanent ..... of America for a minimum of 14 years.  
(a) country (b) resident (c) diplomat (d) representative
- Q9 Within the US government, the division that manages trade and business affairs, both in America and abroad, is the department of .....  
(a) commerce (b) agriculture (c) labor (d) senate
- Q10 Within the US government, the sector that manages the protection and sustainability of natural resources is the department of the .....  
(a) agriculture (b) defense (c) homeland security (d) interior

*US Government Questions Test (2)*

- Q1 An ..... is a change or modification applied to a practice or law that already exists.  
(a) convention (b) amendment (c) authority
- Q2 When a population votes on a certain subject, the larger number of people who agree, and must equal more than one-half of the voting population, is called the .....  
(a) minority (b) convention (c) majority
- Q3 ..... was a law that outlawed the production, sale, use and/or transport of alcohol for consumption purposes in the United States. By 1933, the law was abolished.  
(a) Constitution (b) National (c) Prohibition
- Q4 A written, legal record or document requesting assistance, change or modifications within a government system already in place is called a .....  
(a) constitution (b) petition (c) convention
- Q5 Stemming from John Locke's ideas, innate rights, such as life, property and liberty, are known as ..... rights in the U.S.  
(a) moral (b) normal (c) natural
- Q6 Early governments in the US established a ..... This is a written outline that verifies the rights of the people within a unified, democratic government.  
(a) convention (b) constitution (c) pamphlet
- Q7 A ..... is an agreement or understanding between two regions, states or countries that defines trade and other matters identified by both parties.  
(a) delegate (b) executive (c) treaty
- Q8 In the US, the division of government that deals with law, courts and justice is the ..... system or branch.  
(a) financial (b) judicial (c) popular
- Q9 Sometimes bills are vetoed. However, at other times, a bill or amendment is approved or .....  
(a) ratified (b) united (c) imported
- Q10 A person who is not a member of a police or fire-fighting department or enlisted in the military is known as a .....  
(a) civilian (b) officer (c) senator

*US Government Questions Test (3)*

- Q1 Congress has a number of lawmaking responsibilities and is known as the ..... branch of the US government.  
(a) conventional (b) legislative (c) Supreme Court
- Q2 A United States president has the authority to appoint judges to the ..... Court and ambassadors to foreign countries.  
(a) trial (b) Supreme (c) Congress
- Q3 Every four years, certain people run for office. A person who runs for the presidential office position in a national campaign is called a presidential .....  
(a) candidate (b) officer (c) lawyer
- Q4 Among other responsibilities, Congress has the authority to collect ..... and pass laws regarding the income tax structure.  
(a) amendments (b) taxes (c) opinions
- Q5 When a public official is accused and then charged with wrongful or unlawful conduct, the process is known as an .....  
(a) resignation (b) depression (c) impeachment
- Q6 A person who is born in a certain country is entitled to specific rights, benefits and duties and considered a ..... of that particular country.  
(a) resident (b) citizen (c) lawyer
- Q7 When a person is charged with a criminal act, the judicial system can either convict or ..... the person of the charges.  
(a) acquit (b) converse (c) resign
- Q8 Within the US government, the sector that operates all facets concerning veterans' services is the ..... department.  
(a) homeland security (b) labor (c) veterans affairs
- Q9 Within the US government, the sector that supervises and directs minimum wage and employee standards that exist in the current system is the ..... department.  
(a) justice (b) labor (c) interior
- Q10 A division of the governmental system that presides over health and human services within the boundaries of America is the department of .....  
(a) interior (b) education  
(c) health and human services

*US Government Questions Test (4)*

- Q1 The government division that manages oil, natural gas and various other resources for the purpose of utilization and conservation is the department of .....
- (a) energy (b) labor (c) education
- Q2 The government division that deals with students, learning, development and teachers is the department of .....
- (a) energy (b) labor (c) education
- Q3 If someone doesn't pay his/her taxes or knowingly provides false or fraudulent information to tax agencies or administrators, the crime is called .....
- (a) tax evasion (b) tax cuts (c) disagreement
- Q4 When people have the liberty to manage and run businesses with little government control or interference, this type of governing is called a ..... system.
- (a) free (b) free enterprise (c) regulated industry
- Q5 The government sector that manages the construction and maintenance of roads, highways, airports and railroads in the United States is the department of .....
- (a) interior (b) transportation (c) agriculture
- Q6 The government sector that supervises all facets of farming and cultivation is the department of .....
- (a) defense (b) interior (c) agriculture
- Q7 By dividing the government into three departments or branches, the power of the nation is split up so each branch is separate and distinct. This is known as .....
- (a) separation of power (b) common power (c) equalization of power
- Q8 When federal and state governments have some control over the same issues, at their distinct levels, the system encompassing this type of government is called ..... powers.
- (a) correct (b) shared (c) uniform
- Q9 The government division that manages all facets of the armed forces is the department of .....
- (a) education (b) defense (c) interior
- Q10 Certain areas of society are mandated only by the states so the federal government can't control them. This type of power is called ..... power.
- (a) normal (b) reserved (c) state

*US Government Questions Test (5)*

- Q1 Tax that is calculated and dependant on the amount a person's earns in a democracy is called ..... tax.  
(a) sales (b) income (c) service
- Q2 Federal or state tax that is added to goods and/or services is called ..... tax.  
(a) sales (b) income (c) service
- Q3 ..... is the term used when a county, town or city defines and decides where homes and businesses are to be situated.  
(a) Seats (b) Zoning (c) Court
- Q4 A ..... is a region or district that is divided from other areas in order to establish and operate local governments in that particular area.  
(a) zoning (b) county (c) commission
- Q5 In each county, the head of the law enforcement agency or body is called the .....  
(a) police (b) chief (c) sheriff
- Q6 A person who is elected, to represent and govern a city or town, by the people is called the .....  
(a) county clerk (b) treasurer (c) mayor
- Q7 When communities or groups hold functions in order to raise money for a cause, the activity is called a .....  
(a) consituent (b) fund-raiser (c) platform
- Q8 A ..... is a stance or statement containing a political party's thoughts, beliefs and plans put forth prior to an election.  
(a) constituent (b) fund-raiser (c) platform
- Q9 Usually, ..... political parties are more resistant to change.  
(a) liberal (b) conservative (c) socialist
- Q10 Political parties that are usually more open to societal change are referred to as ..... parties.  
(a) liberal (b) conservative (c) socialist



*US Government Questions Test (6)*

- Q1 Usually, a political party that holds the lesser amount of seats, or power, within an existing government is called the ..... party.  
(a) lesser (b) minimum (c) opposition
- Q2 The Republican Party in the US is usually more ..... when compared to the Democratic Party.  
(a) liberal (b) conservative (c) opposition
- Q3 A person who is selected to run in an election is called a .....
- (a) mayor (b) keynote (c) nominee
- Q4 Democrats in the US are usually more ..... when compared to the Republican Party.  
(a) liberal (b) conservative (c) opposition
- Q5 In order to vote, American citizens must first be ..... in their voting district.  
(a) nominated (b) registered (c) selected
- Q6 An American citizen who is living outside of the US during an election year can fill out an ..... ballot in order to vote from the existing location.  
(a) person (b) absentee (c) eligible
- Q7 If an issue is disagreed upon and put forth in a direct vote approach by the government, the undertaking is called a .....
- (a) recall (b) referendum (c) convention
- Q8 An ..... is a person who leaves his/her country to live in another country.  
(a) attorney (b) nationality (c) immigrant
- Q9 People who are being victimized or persecuted and, therefore, leave their country in order to seek refuge in a safer place are known as .....
- (a) immigrants (b) refugees (c) nationalists
- Q10 Citizens of other countries who reside in the US are called .....
- (a) nominees (b) refugees (c) aliens

*US Government Questions Test (7)*

- Q1 If a person, who is not a citizen of the US, is ordered to leave the country, the order is known as .....
- (a) immigration (b) emigration (c) deportation
- Q2 ..... is the process people go through when they are offered citizenship in a country but they were born in another country.
- (a) Allegiance (b) Naturalization (c) Security
- Q3 If an alien is offered American citizenship, he/she must take an oath of ..... in order to proceed with the next course of action.
- (a) country (b) government (c) allegiance
- Q4 ..... is the love and loyalty citizens possess for their country.
- (a) Government (b) Oath (c) Patriotism
- Q5 Groups who want changes within the existing societal system can ..... law making, government officials and members.
- (a) lobby (b) bully (c) turnout
- Q6 A study or survey regarding citizens' thoughts and opinions about a certain subject is called an ..... poll.
- (a) subject (b) mandated (c) opinion
- Q7 A group of people who have similar interests in mind and work together for change or action is called an ..... group.
- (a) poll (b) citizen (c) interest
- Q8 The rules, laws and regulations that guide and govern a particular country are called public .....
- (a) group (b) polls (c) policy
- Q9 Individual freedoms declared in the US Constitution, such as freedom of the press, speech and religion, are known as civil .....
- (a) liberties (b) protectionists (c) interests
- Q10 Every American citizen, over the age of 18, has the right to ..... in elections via prior amendments in the US Constitution.
- (a) vote (b) stand (c) oversee

*US Judicial System Questions Test*

- Q1 A person who is accused of a crime, in a court of law, is known as the .....
- (a) plaintiff (b) defendant (c) prosecutor
- Q2 Three important sectors or branches of government in the United States are the legislative, executive and ..... branches.
- (a) jury (b) constitution (c) judicial
- Q3 Within the American judicial ....., there are three levels of courts.
- (a) nationality (b) system (c) prosecutors
- Q4 The three levels of court in the US are as follows: district courts, the courts of appeals and the ..... Court.
- (a) Upper (b) Superior (c) Supreme
- Q5 Within the system, ..... courts are the only federal courts that sometimes employ a judge and a jury.
- (a) regional (b) district (c) claim
- Q6 The Supreme Court is the highest level of justice in the US. Supreme Court decisions have sometimes called for modifications in the .....
- (a) President (b) Constitution (c) Executive
- Q7 A case must be heard in a district court first. After a decision is made in that court, the case can move into the .....
- (a) attorney (b) court of appeals (c) lower court
- Q8 A lawyer that works for either the state or federal government and sometimes cross-examines a defendant is known as the ..... attorney.
- (a) district (b) defense (c) jury
- Q9 In the highest court level in the country, there are eight Supreme Court judges who decide whether or not an issue is unconstitutional. They are appointed by the .....
- (a) Lawyers (b) President (c) Citizens
- Q10 A lawyer who is hired by a defendant to represent his/her case is called a ..... attorney.
- (a) defense (b) prosecuting (c) presidential

# *TOEFL Preparation*

(Answer Keys)

*A Collision: Finish this Story*

A1 I really can't tell what's going on.

answer: (a) going on

A2 The trouble is somebody is standing in front of me.

answer: (c) standing in front of me

A3 The best thing I suppose is to ask him to move.

answer: (c) to move

A4 That's better I've got a clearer view now.

answer: (b) view now

A5 It looks from what I can see as if there's been some kind of collision.

answer: (a) collision

A6 Yes, now he's gone I can see that there are two cars in the car park that have gone into one another.

answer: (c) gone into one another

A7 There are a lot of people there in the car park and they're waving their arms about.

answer: (b) waving their arms about

A8 I'm walking right up to the crowd now to see what's happend.

answer: (c) what's happened

A9 Now I can see quite clearly that the big red car has struck the little blue one.

answer: (b) struck the little blue one

A10 Oh dear I've just discovered that the little blue one belongs to me.

answer: (a) belongs to me

*A Crying Shame*

- A1 It's no good worrying about that now because the damage is done and it's no good crying over spilled milk.  
answer: (d) milk
- A2 It really is a crying shame that after all that money has been spent, the project is now being abandoned.  
answer: (b) shame
- A3 As a child she would burst into tears at every problem and so she soon got known as a regular crybaby at school.  
answer: (c) crybaby
- A4 It really was a large and spacious garden but it cried out for something colourful to be planted.  
answer: (a) for
- A5 We had great hopes of being able to invite the distinguished writer to our meeting but he cried off at the last moment.  
answer: (d) off
- A6 For crying out loud how many times do I have to tell you how to work that machine?  
answer: (b) loud
- A7 I'm all in favour of ambition but I think when he says he'll be a millionaire by the time he's 25, he's simply crying for the moon.  
answer: (d) moon
- A8 The trouble is that he's cried wolf so often that now he's in real trouble, nobody believes him.  
answer: (a) wolf
- A9 George is now 70 and he reckons that working conditions for the average office clerk today are a far cry from when he first started work.  
answer: (c) far
- A10 There was a noisy crowd of about a dozen people in full cry chasing after the child who'd stolen an apple from the fruit market.  
answer: (b) full

*A Holiday Report*

A1 Yesterday I went to an archeological site because I want to be an archeologist.

answer: (b) went

A2 The problems I have with the language are to do with spelling.

answer: (c) with

A3 If I want to pass my exams, I must study very hard.

answer: (b) must

A4 The worst thing of all difficulties in a language is vocabulary.

answer: (a) worst

A5 I have been learning English for 5 years.

answer: (c) learning

A6 When we walked into the school, we saw that the students were working very hard.

answer: (b) hard

A7 Most people don't want to study Latin because it is a dead language.

answer: (c) dead

A8 I've forgotten the name of my teacher but I think it is something like Smith.

answer: (b) Smith

A9 What is the name of the thing you put tea into?

answer: (b) thing

A10 I got a lot of presents for my birthday.

answer: (a) got

*A Night Out*

- A1 The other night we went out to the cinema or the movies as they would say in the USA.  
answer: (d) movies
- A2 Nothing unusual you might say but we haven't visited a cinema for ages.  
answer: (b) ages
- A3 The subject matter of the film concerned the American Civil War in the 1860's.  
answer: (a) matter
- A4 At least that was supposed to be the background although the main interest was in something else.  
answer: (d) supposed
- A5 It will come as no surprise to you I'm sure if I tell you that this interest was in a love affair.  
answer: (b) surprise
- A6 The young couple in the story only meet about three times but still manage to fall deeply in love.  
answer: (c) fall
- A7 When you see the first kiss on the screen and you are sitting in row four, it can be very dramatic.  
answer: (d) screen
- A8 Everything is so much bigger than you expect and you are constantly turning your head from side to side.  
answer: (c) turning
- A9 And the sound is much greater too. During the war scenes I was jumping up and down out of my seat like a Jack in the box at every explosion.  
answer: (b) Jack
- A10 The following evening we were back again watching television but after the cinema it's never the same again.  
answer: (a) same



*A Public Figure*

- A1 Imagine an embattled public figure attacked by press and public, who is facing an inquiry into allegations of having obtained money by deception.  
answer: (c) embattled
- A2 Any arguments he put up in his defence were regarded as a smokescreen by people who were determined to see him convicted.  
answer: (b) smokescreen
- A3 People tended not to believe a word he said and maintained that his protestations of innocence were wearing a bit thin.  
answer: (d) thin
- A4 There was very strong support for the police who were determined to curb this kind of crime.  
answer: (c) curb
- A5 The press had been prompted by an unknown source to make as much publicity about him as they could.  
answer: (a) prompted
- A6 His agent spent a lot of time briefing the press on his background in the hope that they would present a balanced view.  
answer: (b) briefing
- A7 Views as to his guilt or innocence even before the trial started ranged from utter conviction that he was guilty to wild support for his innocence.  
answer: (c) ranged
- A8 Gradually however as the days went by even his greatest supporters were beginning to desert him.  
answer: (b) desert
- A9 Then two days before the trial was due to start, new evidence came to light proving he was totally innocent.  
answer: (a) light
- A10 By then of course it was too late because the damage had already been done to his career, which overshadowed everything else he did for the rest of his life.  
answer: (d) overshadowed

*At the Doctors*

- A1 As soon as the doctor looked at her, he was able to diagnose the cause of her frequent headaches.  
answer: (b) diagnose
- A2 Treatment of this particular disorder was beyond the doctor's capability and he referred the patient to a specialist.  
answer: (c) referred
- A3 He left the surgery feeling a lot better than when he arrived because the doctor had reassured him that his condition was not serious.  
answer: (b) serious
- A4 The doctor took out of her bag an unusual instrument but promised her young patient that it would not hurt her.  
answer: (d) instrument
- A5 I must confess I feel much better today, as I have found that the medication prescribed has been most effective.  
answer: (c) effective
- A6 Under the policy of the new health regulations if you decide to cancel your appointment and don't notify the surgery, you will be fined.  
answer: (b) appointment
- A7 Before she was allowed to leave the hospital, a physiotherapist had to assess the extent of her mobility.  
answer: (c) assess
- A8 The treatment has proved very successful but to check progress he has to arrange to visit the doctor's annually.  
answer: (d) annually
- A9 It is much easier to prevent an illness than it is to cure it.  
answer: (b) prevent
- A10 Before they could start any kind of treatment, they had to write to the previous hospital in order to obtain her records.  
answer: (c) records

*Do, make, get, take*

A1 You must decide and make up your mind.

answer: (c) make

A2 What time do you get up in the morning?

answer: (b) get

A3 At the moment we are trying to make for the town centre.

answer: (c) make

A4 After they had shouted at each other, they decided to make it up.

answer: (c) make

A5 They are very good friends and get on well with each other.

answer: (b) get

A6 The firm has expanded and they want to take on extra staff.

answer: (d) take

A7 She's good at writing stories for children and is always keen to make up new plots.

answer: (c) make

A8 As we don't have much money at the moment, we've decided to do without certain luxuries.

answer: (a) do

A9 We mustn't be late this morning because today is when the new boss is going to take over.

answer: (d) take

A10 Most of the telephone lines were destroyed in the storm last night and so it's almost impossible to get through to anybody today.

answer: (b) get

*English Advanced Vocabulary Test (1)*

- A1 Thanks to the crash barrier in the middle of the motorway cars are prevented from hitting those on the other side in the event of an accident.  
answer: (d) prevented
- A2 It doesn't matter what position you hold in society everyone is subject to the same laws.  
answer: (b) subject
- A3 As I was a stranger in that country I was not acquainted with some of their customs and didn't understand why people were laughing at me.  
answer: (c) acquainted
- A4 You can have that car in any colour you want in fact you have a choice of 24 different ones.  
answer: (a) choice
- A5 The theatre was delighted to display in the entrance some of the excellent newspaper reviews the play had received.  
answer: (d) delighted
- A6 As the hospital had been careless with its hygiene procedures, the patient found she had been infected with a harmful virus.  
answer: (c) infected
- A7 As a native of the district she had absolutely no difficulty in understanding the local dialect.  
answer: (c) native
- A8 There is a new company regulation to remove the danger of passive smoking, which prohibits all employees from smoking at their place of work.  
answer: (a) prohibits
- A9 He finds breathing very difficult in restricted spaces as he suffers from asthma.  
answer: (c) suffers
- A10 I am very pleased to be working with you because I think the same way and agree with your policies.  
answer: (d) agree

*English Advanced Vocabulary Test (2)*

- A1 You can have whichever one you want as I'll let you choose from these examples here.  
answer: (c) choose
- A2 I think you can clearly see now what I mean as that incident demonstrates that I am obviously right.  
answer: (b) demonstrates
- A3 For the first time in his life instead of going straight home, he called in at a pub on the way back.  
answer: (a) instead
- A4 You can tell that this piece of furniture is native to America because of the strong colonial style.  
answer: (d) native
- A5 Allowing for his age and he is after all only 12, I think his achievement is remarkable.  
answer: (c) Allowing
- A6 If you choose to take that step in your career, you have only yourself to blame if it all goes wrong.  
answer: (d) choose
- A7 I've always thought of her as the kind of person you can trust, you know the sort you can depend on.  
answer: (a) depend
- A8 It was a totally new experience for us visiting that factory abroad as we were introduced to all sorts of new techniques.  
answer: (d) introduced
- A9 No one had a clue what had actually happened neither the police nor the public.  
answer: (c) nor
- A10 All cyclists must now wear some kind of helmet in order to protect their heads against injury in the event of an accident.  
answer: (b) protect

*English Grammar Tenses (1)*

A1 Does any one object if I turn the heating down?

answer: (b) Does

A2 I have come to the conclusion that nowadays nobody cares about anything.

answer: (d) have

A3 No matter what happens next I will help you.

answer: (c) will

A4 They had been running for 3 hours when the storm suddenly broke.

answer: (a) had been running

A5 I assumed you had been paying for the repairs until the end of last year.

answer: (d) had been

A6 Do you ever get tired of answering the same questions every day?

answer: (c) Do you ever

A7 She has been working on that manuscript for 2 years now.

answer: (b) has been

A8 I went there once a long time ago and haven't been back since.

answer: (a) went

A9 She keeps trying to pass her driving test but fails every time.

answer: (d) keeps

A10 I want complete silence now while I try this experiment.

answer: (b) want

*English Grammar Tenses (2)*

A1 Mike: Please go away. I'm writing a letter. I need some quiet.

answer: (c) writing

A2 Sarah: I promise I won't make a sound.

answer: (a) promise

A3 Mike: That's what you always say.

answer: (d) say

A4 Sarah: I know but this time I mean it.

answer: (b) mean

A5 Mike: I don't honestly think you are telling the truth.

answer: (c) are

A6 Sarah: At least give me a chance.

answer: (a) give

A7 Mike: If I do, I know I shall regret it.

answer: (b) do

A8 Sarah: No, you won't.

answer: (d) won't

A9 Mike: All right. You can stay as long as you don't make any noise.

answer: (c) can

A10 Sarah: Thank you very much. I shall be as quiet as a mouse but I'll just put the TV on.

answer: (b) I'll

*Future Tenses*

- A1 What will you be doing this time tomorrow?  
answer: (d) will you
- A2 I'll go if you like because I have to do some shopping.  
answer: (c) I'll
- A3 I shall simply wait until she comes back.  
answer: (c) shall
- A4 He was quite definite about it and assured me he would come.  
answer: (d) would
- A5 If they do arrive late, they will have to get their own meal.  
answer: (a) do
- A6 I really hope I shall see you again.  
answer: (b) shall
- A7 What will happen to the family if he loses all his money?  
answer: (c) will
- A8 Will you be buying the house or haven't you decided yet?  
answer: (d) Will you
- A9 I'm sure they will get married and live happily ever afterwards.  
answer: (c) will
- A10 What do you want to do when you leave school?  
answer: (d) want



*Gerund or Infinitive*

A1 Stop me if I've told you this before.

answer: (d) Stop

A2 All I can say at the moment is: Long live the company!

answer: (a) live

A3 Sometimes I wish I knew what the future holds.

answer: (c) knew

A4 And at other times I'm glad I don't know what the future holds.

answer: (d) don't

A5 Let's go there tomorrow if it's fine.

answer: (c) go

A6 Try pushing the door really hard if you want to open it.

answer: (a) pushing

A7 Try to learn these irregular verbs by next week.

answer: (b) to learn

A8 I really appreciate your helping me at this difficult time.

answer: (d) helping

A9 I'll finish now and I look forward to seeing you again soon.

answer: (a) seeing

A10 Please come back soon and finish the work you started two weeks ago.

answer: (c) finish

*High School Vocabulary Test (1)*

- A1 He always follows that old adage: early to bed, early to rise makes a man healthy, wealthy and wise.  
answer: (c) adage
- A2 If you invest that money, you will find it will grow and accrue interest.  
answer: (d) accrue
- A3 People often ask her how she manages to stay slim and she always tells them she is very careful in the amount she eats to the point of being abstemious.  
answer: (b) abstemious
- A4 You must react now and not just be complacent as if there is nothing wrong.  
answer: (a) complacent
- A5 I find these mathematical puzzles too abstruse and prefer the more straightforward type.  
answer: (d) abstruse
- A6 There was no changing her mind as she was quite adamant about her decision and wouldn't consider any alternative.  
answer: (c) adamant
- A7 It was quite obvious that he was drunk because he couldn't finish his sentences and his speech was not coherent.  
answer: (b) coherent
- A8 The strings on the puppet were all intertwined and it took us ages to disentangle them.  
answer: (a) disentangle
- A9 There are really too many political parties in this election as there are so many small groups or factions.  
answer: (d) factions
- A10 He liked to play the eccentric and would invariably dress up in the most outrageous clothes.  
answer: (b) eccentric

*High School Vocabulary Test (2)*

- A1 This story is based on an incident that actually happened.  
answer: (c) based
- A2 I'm afraid I shan't be able to come on Tuesday because of a prior engagement.  
answer: (b) able
- A3 You can easily tell that this document dates from the 12th century because of a distinctive script.  
answer: (d) dates
- A4 I'm sorry to tell you but she is simply hypothesizing that this will be the result but she has no actual proof.  
answer: (c) hypothesizing
- A5 I do apologise for talking to you a minute ago only I mistook you for one of my colleagues, who looks exactly like you.  
answer: (a) mistook
- A6 It's a waste of time asking them for their opinion as they're bound to object because they've been prejudiced against the idea from the start.  
answer: (d) prejudiced
- A7 I asked you to bring back a different one but you've brought a similar one back that's exactly the same as the first one.  
answer: (c) same
- A8 The main quality that is required of someone holding that kind of job is to have the ability to get on with people.  
answer: (b) ability
- A9 They couldn't hold their meeting in the open air because of the heavy rain.  
answer: (a) because
- A10 I always let her handle that kind of situation because she's very good at dealing with difficult clients.  
answer: (d) dealing

*High School Vocabulary Test (3)*

- A1 The result of the election didn't give either candidate a clear majority but in the end the leader of the opposition agreed to step down and accede to the wishes of the electorate.  
answer: (c) accede
- A2 The sound of the waterfall goes on all day and night and in the end the incessant noise gets on your nerves.  
answer: (d) incessant
- A3 I apologized for what seemed like a deliberate act of rudeness but I explained that it had been purely accidental and an inadvertent action on my part.  
answer: (b) inadvertent
- A4 Although it's a complicated subject the professor managed to make it all totally clear and lucid by her delivery.  
answer: (a) lucid
- A5 When you take a party of tourists round a famous city there are always those who loiter and keep everybody else waiting.  
answer: (c) loiter
- A6 Before she knew what had happened a man suddenly fell on her lunging across and stealing her handbag.  
answer: (d) lunging
- A7 There was absolutely no call for him to criticise her so cruelly and in almost a malicious manner.  
answer: (b) malicious
- A8 There was absolutely no question about it he was the proverbial idiot such as you'd find in one of those old farces.  
answer: (c) proverbial
- A9 You'll soon get used to his funny ways as it's one of the quirks of his personality.  
answer: (d) quirks
- A10 He didn't really give speeches because he used to scream and shout and you could hear him raining a hundred meters down the road.  
answer: (b) raining

*Leave me alone*

- A1 Alan: Excuse me interrupting but what are you doing?  
answer: (c) interrupting
- A2 User: I should have thought it was pretty obvious.  
answer: (a) obvious
- A3 Alan: Well, I only asked — there's no need to bite my head off!  
answer: (b) head
- A4 User: Sorry I didn't mean to be rude but I'm trying to concentrate.  
answer: (c) concentrate
- A5 Alan: I see and what is the task you are working on?  
answer: (b) task
- A6 User: I'm working on those famous English tests, which I find very interesting.  
answer: (c) famous
- A7 Alan: Oh, yes I've heard of them. Do they help you with your English?  
answer: (c) help
- A8 User: Yes, they would do if you didn't persist in asking questions.  
answer: (b) persist
- A9 Alan: If that's how you feel, I'll leave you alone.  
answer: (c) alone
- A10 User: What an excellent idea! Leave me in peace and go and write another test.  
answer: (d) peace

*Losing It (1)*

- A1 He's one of those people who can't bear being seen to be wrong in fact of losing face.  
answer: (c) face
- A2 We haven't made any progress this year and are in a sense going backwards and losing ground.  
answer: (d) ground
- A3 Please don't lose heart because I'm sure you'll succeed in the end.  
answer: (a) heart
- A4 The important key to success in this business is strong management because if you lose your grip, then you're in real trouble.  
answer: (d) grip
- A5 She panicked when she skidded on the ice, lost her head and crashed into the tree.  
answer: (c) head
- A6 Yes, it's a slight problem but quite honestly I wouldn't lose any sleep over it if I were you.  
answer: (b) sleep
- A7 I followed as much as I could of his arguments but then I gave up because I'd completely lost track of what he was saying.  
answer: (d) track
- A8 After he'd wasted all his money, got into debt and then ended up in prison, his family began to regard him as a bit of a lost cause.  
answer: (c) cause
- A9 To be frank I find these philosophical discussions too deep for me and many of the points are lost on me.  
answer: (b) on
- A10 Putting all your money in that enterprise is futile it's like playing a losing game.  
answer: (d) game

*Losing It (2)*

- A1 The trouble with him is that if you push him too far, he's likely to shout at you and lose his cool.  
answer: (c) cool
- A2 There's no hope for him now because he's lost his marbles and has gone completely crazy.  
answer: (d) marbles
- A3 At the very last minute she broke down in tears and lost her nerve.  
answer: (b) nerve
- A4 First he started shouting and then he began to throw things round the room and it was clear he had just lost his rag.  
answer: (a) rag
- A5 Despite his great age we realized that he'd not lost his touch because he was still able to deliver a wonderful speech.  
answer: (c) touch
- A6 Do you mind repeating that last bit again as I seem to have lost the thread of your argument?  
answer: (d) thread
- A7 When it came to dividing the profits we lost out because we didn't get our fair share.  
answer: (b) out
- A8 As she was walking across the tight rope at the circus she lost her balance and fell to the ground.  
answer: (c) balance
- A9 After a while I got fed up with the film and began to lose interest in the story.  
answer: (d) interest
- A10 There's no harm in trying your luck there because after all you have nothing to lose.  
answer: (b) nothing

*Past Tenses*

A1 I told them I was just going out for a short walk.

answer: (c) was

A2 He asked me what I had done with the paint brush.

answer: (b) had done

A3 She told me to drive carefully on the icy roads.

answer: (c) to drive

A4 I wonder what had happened while I was away.

answer: (d) had

A5 She wonders why I never travel abroad by plane.

answer: (a) travel

A6 Quite honestly all I was doing was simply making polite conversation.

answer: (b) making

A7 He was wondering what had prompted him to take no notice at all.

answer: (c) had

A8 I was asking myself what in all honesty she would do next.

answer: (b) would

A9 He actually denied doing anything of the sort.

answer: (d) doing

A10 He came into the room and demanded to know what was happening.

answer: (a) to know



*Popular Idioms*

A1 Lightning never strikes in the same place twice.

answer: (b) twice

A2 If you watch a kettle, it never boils.

answer: (c) boils

A3 Look before you leap.

answer: (a) leap

A4 Don't count your chickens before they are hatched.

answer: (c) hatched

A5 It's all right to tell a white lie.

answer: (b) white

A6 There's no fool like an old fool.

answer: (d) old

A7 Let sleeping dogs lie.

answer: (a) sleeping

A8 Strike while the iron is hot.

answer: (c) hot

A9 Politeness costs nothing.

answer: (d) nothing

A10 Never look a gift horse in the mouth.

answer: (a) mouth

*Save Our Animals (1)*

- A1 From a very early age Cathy had been passionate about animals.  
answer: (c) about
- A2 She used to hob nob (socialise) with people who thought the same way as she did.  
answer: (d) thought
- A3 These people were not at all fuddy duddy (uninteresting) or indeed hoity toity (supercilious) and their main interest in life was to ensure that all animals were well treated.  
answer: (a) ensure
- A4 She soon got to know one of the local big wigs (important people) in a local organisation aimed at stopping cruelty to animals.  
answer: (b) aimed
- A5 He had been in his hey day (at his most successful time) an important figure in a government department for agriculture.  
answer: (d) figure
- A6 In fact because he had refused to kow tow to (accept without question) some of the official regulations, he had been forced to take early retirement.  
answer: (c) early
- A7 But as far as Cathy was concerned, he was the bee's knees (someone to admire) and when she left school, she went to work as his assistant in the Society for the Protection of Animals.  
answer: (d) as
- A8 Her parents however were not at all pleased about where she had decided to work.  
answer: (a) about
- A9 They lived in a des res (very attractive house) and her father, John Fortune, who was really a bit of a fat cat (wealthy businessman) thought that all this animal business was a lot of hocus pocus (nonsense).  
answer: (b) business
- A10 Cathy and her father had several pow wows (conversations) about her decision but it usually ended up with a lot of argy bargy (arguments).  
answer: (c) ended

*Save Our Animals (2)*

- A1 What her mother and father objected to most was the endless tittle tattle (gossip) in the village about a young woman working for this hot shot (well known entrepreneur),  
answer: (d) objected
- A2 who was also regarded by some as a bit of a wheeler dealer (someone who does business in an underhand way).  
answer: (c) regarded
- A3 Cathy didn't believe any of this and was delighted to be working for Geoffrey Winton if for no other reason than that living at home was very humdrum (boring).  
answer: (a) reason
- A4 The rest of the organisation thought that she and Winton were a dream team (ideal partners) because she was enthusiastic and he was very experienced.  
answer: (d) experienced
- A5 After all she thought her brother was enjoying himself and had gone abroad to work in America as a result of the brain drain (talented people leaving their own country to work for better pay in another).  
answer: (b) abroad
- A6 One morning there was quite a hubbub (loud noise and activity) in the Fortune household when Cathy came rushing into the sitting room helter skelter (running at great speed).  
answer: (c) household
- A7 and announced what she thought was a cheerful earful (a good piece of news) and that was she had been invited to attend a demonstration in the capital.  
answer: (d) demonstration
- A8 As far as her father was concerned this was simply double trouble (two problems) — first working for Fortune and now getting involved in a demonstration.  
answer: (a) simply
- A9 As far as he was concerned this would be a waste of time because the speakers at the rally would just talk mumbo jumbo (nonsense).  
answer: (c) waste
- A10 But Cathy had made up her mind and the next morning wham bam (very quickly) she caught the early train and went off to the rally.  
answer: (b) mind

*Save Our Animals (3)*

- A1 On the train journey she began to think about what her father had said with his reference to the rag bag (muddled collection) of ideas in her organisation.  
answer: (c) reference
- A2 And if she was really honest with herself she was beginning to have a teenie weenie (very small) feeling of doubt as to whether she was doing the right thing.  
answer: (c) honest
- A3 She just wished that her father could try and be even steven (fair) about her side of the argument.  
answer: (a) try
- A4 But as soon as she reached the meeting point for the rally, there was no time for day dreaming.  
answer: (d) dreaming
- A5 At the beginning it was a bit harum scarum (disorganised) and people were running higgledy piggledy (in different and chaotic directions) but soon everything settled down,  
answer: (c) settled
- A6 and people who had been running about pell mell (in confusion) were now standing still and listening to the speeches.  
answer: (b) still
- A7 She felt reassured and was pleased she had come to the demonstration.  
answer: (d) reassured
- A8 And then one incident at the end of the rally convinced her that she had taken the right decision to work for the organisation.  
answer: (c) taken
- A9 A police officer on horseback was controlling the crowds and she found herself being gently moved by the horse.  
answer: (a) controlling
- A10 As it drew near she found she was asking herself aloud whether she had done the right thing. She looked at the horse and it was actually nodding its head and she could have sworn it said okie dokie (all right).  
answer: (d) aloud

*Scandal*

- A1 Mathew Smith was a highly respected member of parliament with no stain on his character.  
answer: (c) stain
- A2 At least that's what he thought until the press started trying to dig up something about his past.  
answer: (b) dig
- A3 Apparently when he was still at school, he didn't have a ticket for his train journey one day and he was fined.  
answer: (d) fined
- A4 This piece of information was discovered by one keen local reporter and was blown up out of all proportion by the national press.  
answer: (a) blown
- A5 Headlines appeared maintaining that Mathew was a dishonest lying thief.  
answer: (d) lying
- A6 Other papers asked the question: How can we trust our politicians if they cheat on society?  
answer: (c) cheat
- A7 There was even talk that incidents like this one could topple the Government.  
answer: (b) topple
- A8 The Prime Minister called Mathew in to talk to him and said he couldn't tolerate any whiff of scandal in his Party.  
answer: (a) whiff
- A9 At last Mathew decided to speak up for himself and tell the truth.  
answer: (c) up
- A10 The reporter had got it completely wrong because he found his ticket and he wasn't 'fined', he was simply 'fine'.  
answer: (d) completely

*Speaking: Political Party*

- A1 Fellow citizens I am honoured to be invited to speak to you tonight about my party.  
answer: (d) invited
- A2 As you probably know the Tranquillity Party stands for peace and quiet in the countryside.  
answer: (b) quiet
- A3 In our publicity, unlike our political opponents, we do not make a lot of noise about our policies.  
answer: (c) opponents
- A4 We want people to live in harmony with each other and to settle disputes amicably.  
answer: (d) disputes
- A5 You may be interested to know that we are holding a rally in the centre of our town this weekend.  
answer: (a) rally
- A6 Naturally all the participants are requested to be as peaceful as possible and above all not to shout.  
answer: (b) participants
- A7 At the moment we are trying very hard to increase our membership which presently stands at 500.  
answer: (c) presently
- A8 Admittedly this is a very small figure in comparison with the other major political parties.  
answer: (b) Admittedly
- A9 But then you all have turned up tonight and that proves there is growing interest in our ideals.  
answer: (c) up
- A10 In spite of the terrible weather you have come along tonight, ladies and gentlemen, and I should like to thank all four of you for coming.  
answer: (a) spite

*Speed*

- A1 There was absolutely no hesitation on her part and quick as a flash she paid the bill.  
answer: (c) flash
- A2 As a child he had no problems learning foreign languages mainly because he was very quick on the uptake.  
answer: (d) uptake
- A3 He just couldn't play fast and loose with his employees any longer simply because they never knew where he was.  
answer: (b) loose
- A4 He pulled a fast one at the entrance because he handed over 4 tickets although there were 5 of them entering the exhibition.  
answer: (a) pulled
- A5 Since he left the army, he misses the excitement and danger and still wants to live life in the fast lane.  
answer: (d) lane
- A6 You'll have to be quick off the mark if you want to buy one of those houses because they're selling very fast.  
answer: (c) mark
- A7 He's one of the get rich quick fraternity who believe in making money as quickly as possible.  
answer: (a) get
- A8 He sees financial gain everywhere and never misses an opportunity to make a fast buck.  
answer: (b) buck
- A9 Now that the company has made its first million, there's no stopping it and it's full steam ahead.  
answer: (d) steam
- A10 I appreciate your hard work but sometimes you're so fast that you miss the details and I think it's a case of more haste less speed.  
answer: (c) haste

**Stages**

- A1 All the world's a stage said Shakespeare, meaning life is like a play in the theatre.  
answer: (b) world's
- A2 This project has only just been started and is in its early stages at the moment.  
answer: (d) early
- A3 You don't have to pay for it all at once as you can buy it in easy stages.  
answer: (b) easy
- A4 We've now reached the stage where it's time to make our minds up.  
answer: (c) reached
- A5 I've seen her act in many films but never live on stage.  
answer: (d) on
- A6 It's quite normal when you make your first speech in public to suffer from stage fright.  
answer: (c) fright
- A7 As he didn't want anyone else to hear what he was saying he spoke to her in a stage whisper.  
answer: (a) whisper
- A8 He's always been fascinated by the theatre and has spent many years doing odd jobs as a stage hand.  
answer: (b) hand
- A9 From childhood she has been stage struck and was delighted when she got her first major part in the play at the national theatre.  
answer: (d) struck
- A10 The whole event seemed very unnatural and had clearly been stage managed appeal to the voters before the election.  
answer: (b) managed



*State Secrets*

- A1 We often hear that such and such a piece of information cannot be released into the public domain in the interest of national security.  
answer: (c) domain
- A2 Journalists however love to get hold of a story somehow but they run the risk of facing a backlash if they break the official secrets act.  
answer: (b) backlash
- A3 When there is a high profile inquiry taking place, the rush to get more details is intense.  
answer: (a) high profile
- A4 The more the authorities try to conceal what is happening, the more it fuels speculation about what might be happening.  
answer: (d) speculation
- A5 Sometimes a journalist will get hold of sensitive information knowing that he will get savaged by government agencies if he dares reveal it.  
answer: (c) savaged
- A6 The person in charge of the enquiry will occasionally signal what can be disclosed in newspapers.  
answer: (a) signal
- A7 Once this disclosure is highlighted it's the job of the journalist to follow it through to a satisfactory conclusion.  
answer: (b) highlighted
- A8 Mind you it has to be a convincing article because the reading public can soon see through the transparency of a weak argument.  
answer: (c) transparency
- A9 The question must always be in the mind of the writer whether what is being written is likely to pose a threat to the safety of the community at large.  
answer: (d) pose
- A10 The last possible thing that anyone wants to happen to their country is to turn it into a haven for troublemakers.  
answer: (c) haven

*Student Teacher Dialogue (1)*

A1 Teacher: So you want to learn to speak English?

answer: (c) to speak

A2 Student: Yes, I want to be able to speak well.

answer: (b) well

A3 Teacher: I don't see that as a problem.

answer: (d) problem

A4 Yes, that's easy for you to say.

answer: (c) easy

A5 Teacher: What makes you say that?

answer: (a) makes

A6 Student: Just because you are a native speaker.

answer: (b) native

A7 Teacher: I understand what you mean.

answer: (d) mean

A8 Student: So what am I going to do?

answer: (c) going

A9 Teacher: Well, if you like, I could give you lessons next week.

answer: (b) like

A10 Student: That sounds very good to me. I'll see you next week.

answer: (d) sounds

*Student Teacher Dialogue (2)*

- A1 Teacher: So what do you know about prepositions?  
answer: (c) about
- A2 Student: Well I know that they usually come before a noun.  
answer: (b) before
- A3 Teacher: Very good. Which do you find the most difficult?  
answer: (d) most
- A4 Student: If I had to choose one, I would pick in.  
answer: (b) pick
- A5 Teacher: The thing to remember is that in usually means inside a place or a position.  
answer: (a) remember
- A6 Student: I see. But what's the difference between in and into?  
answer: (c) between
- A7 Teacher: Ah you see whereas in means you are there inside however into means you enter as: You go into the room.  
answer: (d) however
- A8 Student: Another problem is I don't understand why there are two words sounding the same — T and one O and T double O.  
answer: (c) why
- A9 Teacher: Good question. T and one O is the preposition and T and double O often means extra as in: This exercise is too difficult. And don't forget the third word also sounding the same — the number two.  
answer: (d) number
- A10 Student: Oh, no two is enough thank you very much!  
answer: (a) enough

*Student Teacher Dialogue (3)*

- A1 Teacher: Can you explain to me when you use the Past Simple and when the Present Perfect?  
answer: (d) use
- A2 Student: I think the past simple is for a definite time in the past and the present perfect is when you don't know when it was.  
answer: (a) definite
- A3 Teacher: Excellent. Now if I wanted to describe my time in Paris in 1999 with the verb 'stay', what would I say?  
answer: (b) would
- A4 Student: I think it is I stayed in Paris in 1999. Is that all right?  
answer: (d) right
- A5 Teacher: Absolutely perfect. Now what about the Present Perfect Continuous?  
answer: (c) about
- A6 Student: That's one I never understand however hard I try.  
answer: (b) however
- A7 Teacher: Well if you started living in Paris in 1999 and you are still there, you say; I have been living there since 1999.  
answer: (a) since
- A8 Student: Yes, I see I think I understand but you have too many tenses in English!  
answer: (d) too
- A9 Teacher: Right just one more. Tell me which form you use if you are going to leave Paris and you tell someone about the length of time from your arrival till now.  
answer: (b) just
- A10 Student: Oh, that's easy. I say: I have lived here for 6 years. I can see from the expression on your face I am right.  
answer: (c) expression

*Testing, Testing*

- A1 This castle has been here since the 16th century and hasn't really changed — it has stood the test of time.  
answer: (b) time
- A2 The law that has just been passed may be useful but we don't know until we've put it to the test.  
answer: (d) put
- A3 I think you're wise to find out first before you agree and believe it's a good idea to test the waters first.  
answer: (a) waters
- A4 No-one knows whether he'll succeed in his attempt to get compensation as it's a bit of a test case.  
answer: (c) case
- A5 Obviously before you buy a car, you'll be allowed to test drive it first.  
answer: (b) drive
- A6 These are indeed testing times for the government as people are deciding whether to vote for them in the next election.  
answer: (c) testing
- A7 He was one of the most experienced of the company's test pilots who decided whether a plane was safe to fly.  
answer: (d) pilots
- A8 In the story of Dr Jekyll and Mr Hyde we see the hero mix something up in a test tube and then drink it.  
answer: (a) tube
- A9 The aircraft engine had to be placed in a test bed to make sure that it worked properly.  
answer: (c) bed
- A10 In order to make sure that your television is tuned properly there is a coloured test card on the screen.  
answer: (d) card

*Time Expressions*

A1 There's no need to worry, we shall get to the station long before the train leaves as we have bags of time.

answer: (d) bags

A2 The concert doesn't start at least an hour and so we have time to kill.

answer: (a) kill

A3 The station isn't far away and the train leaves in about ten minutes so there is no need to worry — we have time to spare.

answer: (c) spare

A4 The problem is he has no work to do and with time on his hands he is likely to get into trouble.

answer: (a) hands

A5 I told him time and again not to do it but he takes no notice.

answer: (c) again

A6 I always like to get to an appointment in good time.

answer: (a) good

A7 It's about time she learnt to look after herself.

answer: (c) about

A8 We're not living here for good but just for the time being.

answer: (d) being

A9 Time flies, it's difficult to believe that we've been here all day.

answer: (b) flies

A10 Time will tell whether we have made the right decision.

answer: (c) tell

*What Comes Next? (1)*

A1 What I'll do now is up to me.

answer: (a) up to me

A2 I'm very tired so I think I'll turn in.

answer: (c) turn in

A3 It must be at least a year since you were here.

answer: (c) you were here

A4 I just don't follow a single word — I'm afraid it's all Greek to me.

answer: (d) Greek to me

A5 I'm desperate. All I need really is someone to give me a hand.

answer: (c) give me a hand

A6 I'm sorry that's not fair. It's no good blaming me.

answer: (a) blaming me

A7 As far as I'm concerned they can all go jump in the lake.

answer: (d) jump in the lake

A8 If you must talk, do it quietly I beg you.

answer: (b) I beg you

A9 Did you hear that noise? I'm sure there must be a burglar in the house.

answer: (c) a burglar in the house

A10 All I ask is that you give me just one last chance.

answer: (a) give me just one last chance

*What Comes Next? (2)*

A1 I can't make head nor tail of this — it's utter rubbish.

answer: (c) it's utter rubbish

A2 I don't know about you but I'm so hungry I could eat a horse.

answer: (d) I could eat a horse

A3 You don't have to shout I'm not that deaf.

answer: (b) I'm not that deaf

A4 I have tried, honestly but I just can't get through to her.

answer: (d) I just can't get through to her

A5 If I had the chances you have, I'd simply grab them.

answer: (a) I'd simply grab them

A6 If you can't get this right, then there's no hope for you.

answer: (c) there's no hope for you

A7 If the situation's that bad I suggest you sell up.

answer: (b) you sell up

A8 They realised that the police had them cornered and they gave themselves up.

answer: (a) they gave themselves up

A9 There's no rush for an answer so just take your time.

answer: (d) take your time

A10 We can safely say that the business is now concluded so that's it.

answer: (c) that's it



*What Comes Next? (3)*

A1 I wouldn't hesitate to accept that offer. If it were me I'd bite his hand off.

answer: (b) I'd bite his hand off

A2 There are several ways of looking at this and you'll have to choose.

answer: (c) you'll have to choose

A3 Nobody's going to call me names and get away with it.

answer: (d) get away with it

A4 You can't agree with both of them make your mind up.

answer: (b) make your mind up

A5 Don't worry about not getting enough support I'm with you all the way.

answer: (a) I'm with you all the way

A6 If you could be serious for just one moment I'd appreciate it.

answer: (c) I'd appreciate it

A7 Nobody ever got in his way he'd just walk all over them.

answer: (d) he'd just walk all over them

A8 You're not telling me you didn't laugh once I bet you did.

answer: (b) I bet you did

A9 Don't worry what other people think just take no notice of them.

answer: (d) just take no notice of them

A10 We're having a barbecue next week, will you come?

answer: (a) will you come

*What Comes Next? (4)*

A1 It's getting very late I'll have to hurry.

answer: (c) I'll have to hurry

A2 If we leave it any longer, we'll miss the train.

answer: (b) we'll miss the train

A3 There is a deadline, I'm afraid, so you mustn't dither.

answer: (a) so you mustn't dither

A4 We should have been there 2 hours ago, so we're well behind.

answer: (d) so we're well behind

A5 If we leave this minute, I'm sure we'll make it.

answer: (a) I'm sure we'll make it

A6 They arrived in the middle of the night because their flight was delayed.

answer: (c) because their flight was delayed

A7 As the old saying goes: He who hesitates is lost.

answer: (b) He who hesitates is lost

A8 They should have arrived by now. I wonder what has kept them.

answer: (a) what has kept them

A9 I'm being as quick as I can. Just don't bug me.

answer: (d) bug me

A10 I'm giving you your last warning. If you're not ready in five minutes, you're on your own.

answer: (b) you're on your own

*What Comes Next? (5)*

A1 Do you mind repeating that? I didn't quite grasp it the first time.

answer: (d) grasp it the first time

A2 Did you follow all that? Answer: No, my mind's a complete blank.

answer: (a) No, my mind's a complete blank

A3 Did you get that? Answer: Well, not really. Could you run that past me once more?

answer: (b) Could you run that past me once more

A4 I don't know about you but I can't make sense of this at all. Answer: Me too, I'm just out of my depth.

answer: (c) Me too, I'm just out of my depth

A5 You look a little confused. Do you know what I'm on about?

answer: (a) what I'm on about

A6 I hope it's all clear now, isn't it? Answer: No, you've lost me there.

answer: (d) you've lost me there

A7 If you want us to follow your argument I suggest you use less complicated words.

answer: (b) use less complicated words

A8 Promise me that at least you'll try this exercise, won't you? Answer: I'll have a go.

answer: (c) I'll have a go

A9 What do you make of this test? Answer: It's quite beyond me.

answer: (a) beyond me

A10 If you can't actually say the words then why don't you try singing them.

answer: (b) singing them

*What Comes Next? (6)*

A1 I know I'm a very bad letter writer but I was thinking of you the other day.

answer: (c) I was thinking of you the other day

A2 And that's what has prompted me to write this letter.

answer: (b) has prompted me to write this letter

A3 Do you remember the last time we actually met?

answer: (a) we actually met

A4 I remember it as if it was yesterday.

answer: (d) was yesterday

A5 I believe we met for lunch in an expensive restaurant and you chose the priciest item on the menu.

answer: (c) chose the priciest item on the menu

A6 And you must know why this fact has stuck in my mind.

answer: (d) has stuck in my mind

A7 I only had a a very modest dish.

answer: (c) a very modest dish

A8 This was just as well in view of what happened.

answer: (a) happened

A9 You haven't forgotten, surely?

answer: (b) surely

A10 I had to pay for you. So isn't it about time you paid me back?

answer: (c) about time you paid me back

*Will or Shall?*

- A1 Do you know the difference between will and shall?  
answer: (a) between will and shall
- A2 I can see from the expression on your face that you haven't got a clue.  
answer: (c) got a clue
- A3 I think the best way is to tell you a story that explains the difference.  
answer: (b) explains the difference
- A4 The main difference is that 'I will' means 'I want to'.  
answer: (a) means 'I want to'
- A5 If you say 'I shall' then you are talking about the future.  
answer: (b) about the future
- A6 I want you to imagine that a man is walking in the country.  
answer: (a) in the country
- A7 After a few minutes he reaches a river.  
answer: (d) reaches a river
- A8 There is a man in the river fully clothed who is in difficulties.  
answer: (c) in difficulties
- A9 The man in the river keeps calling out 'I will drown, I will drown'.  
answer: (b) calling out 'I will drown, I will drown'
- A10 The man on the river bank, who is good at grammar, thinks the man really wants to drown, walks on and lets him drown.  
answer: (c) lets him drown

## Yes, Yes, Yes

A1 I am sure you made the right choice and I wholly support your decision.

answer: (d) wholly

A2 You can rely on me, have no fear about that!

answer: (b) rely

A3 No matter what happens, you must remember that I'm with you all the way.

answer: (c) with

A4 I know that they have all abandoned you one by one but I hope you won't forget I've stuck by you from the beginning.

answer: (d) stuck

A5 I am convinced you are absolutely right to take that action and should ignore any opposition.

answer: (a) absolutely

A6 When it comes to the vote, you can count on me to support you.

answer: (b) count

A7 Even if things get difficult, I will not waver or hesitate to stand up for you.

answer: (c) waver

A8 He was delighted that she hadn't turned him down when he proposed to her.

answer: (b) turned

A9 The bank manager smiled and announced that his application for a loan had been approved.

answer: (a) approved

A10 The pair of you have my blessing and I hope you have a happy marriage together.

answer: (c) blessing

*Adverbially Speaking*

A1 They had to drive slowly up the hill because the car was very old.

answer: (c) slowly

A2 Please listen carefully because this is important.

answer: (d) carefully

A3 Sorry we're late but we got here as quickly as we could.

answer: (b) quickly

A4 He mumbled throughout his speech so I could hardly understand a single word.

answer: (c) hardly

A5 I trust his judgement — he never makes a mistake.

answer: (a) never

A6 You've completely ruined my new carpet with your filthy shoes.

answer: (d) completely

A7 You haven't actually written that letter, have you?

answer: (c) actually

A8 I have repeatedly told her not to do that and yet she always does.

answer: (b) repeatedly

A9 It was a very long day but we eventually arrived in time for tea.

answer: (d) eventually

A10 He didn't want me to enter and hotly disputed my reason for being there.

answer: (a) hotly

*Flying on a Plane*

- A1 The worst thing about flying is when you take off.  
answer: (c) off
- A2 Landing is also a rather frightening experience, too.  
answer: (a) frightening
- A3 Come to think of it the bit between leaving the ground and coming down again can also play on the nerves.  
answer: (b) play
- A4 Of course during the flight the airline staff try to keep your mind occupied.  
answer: (d) occupied
- A5 They ask you if you want to buy things you don't in all honesty want.  
answer: (b) honesty
- A6 The captain, whose voice is so relaxed you feel as if you're sitting at home watching television, starts chatting to you.  
answer: (b) relaxed
- A7 He tries to give you the impression that you're out in your car watching the countryside roll by.  
answer: (c) impression
- A8 Then you start to eat your meal and discover that the knives and forks are made of plastic and snap under pressure.  
answer: (d) pressure
- A9 As you've probably gathered, I'm not really keen on flying.  
answer: (b) gathered
- A10 Mind you, once you've landed and you're saying goodbye to the smiling hostess, it's great to know you've survived.  
answer: (a) survived



*Letter Writing*

- A1 I think it would be a good idea to mention in your letter that you have worked in that type of business previously.  
answer: (b) mention
- A2 You need to improve the layout of this letter because one or two things are in the wrong place.  
answer: (c) layout
- A3 Before you put the letter in the envelope, make sure you fold it in the right way.  
answer: (a) fold
- A4 If you want this letter to reach the bank tomorrow, you have no choice but to send it by express mail.  
answer: (b) express
- A5 When you are going to write an important letter like that, it is absolutely essential that you assemble all the facts first.  
answer: (d) assemble
- A6 When you read something you've written on the computer screen, it often looks all right although you should always proof read it first.  
answer: (c) proof
- A7 I advise you to check beforehand with a letter or a phone call if you intend to pay them a visit in order to save a wasted journey.  
answer: (d) beforehand
- A8 Since that package contains valuable items, you must send it by registered post.  
answer: (c) registered
- A9 Quite honestly I cannot trust this particular letter to be sent by post and so I am using the services of a courier to deliver it for me.  
answer: (a) courier
- A10 I'm sure that computer program you use creates a very good letter design but it's far too complicated for me.  
answer: (b) complicated

*Spin Doctors*

A1 Most of the money raised was donated to charity.

answer: (a) raised

A2 They are showing a revival of a 1930's musical at the Theatre Royal.

answer: (b) revival

A3 When they had both retired, they settled in a small village by the sea.

answer: (d) settled

A4 The students at this university are housed in blocks of flats on the campus.

answer: (a) housed

A5 I have no wish to have any dealings with a firm like that.

answer: (c) dealings

A6 Voters find it difficult to believe politicians because the latter use so many spin doctors.

answer: (b) spin

A7 We are told there will be little economic progress this year.

answer: (a) progress

A8 Unfortunately she has been given an insurmountable task.

answer: (a) insurmountable

A9 It is essential to have air conditioning in your car when you drive in a hot climate.

answer: (c) conditioning

A10 Manufacturers are bringing out a new range of computers this year.

answer: (b) out

*Way of saying goodbye*

A1 I'm afraid it's time we left.

answer: (b) time

A2 If you don't mind, I think we'll be cutting along.

answer: (d) mind

A3 I'll be seeing you then in due course.

answer: (c) course

A4 Well, as they say all good things come to an end.

answer: (a) end

A5 Thank you so much for having us you must come to us next time.

answer: (d) having

A6 Good bye then and remember me to all your family.

answer: (b) remember

A7 If we don't leave now I'm afraid we'll miss the last train.

answer: (c) miss

A8 It's been great meeting up again and we mustn't leave it so long next time.

answer: (a) leave

A9 Looks like we ought to be going really as it's got so late.

answer: (b) like

A10 Well, there's nothing for it but simply to wish you well and say goodbye.

answer: (d) nothing

*Ways of agreeing*

A1 I'm certainly with you on that.

answer: (b) with

A2 I'm of a like mind on that, too.

answer: (d) like

A3 Yes, we definitely see eye to eye on that one.

answer: (c) to

A4 In that respect we are of one mind on that.

answer: (a) one

A5 I can't argue with that.

answer: (d) argue

A6 Let's shake on that.

answer: (b) shake

A7 There's only one word I can use now to show my agreement and that's — deal.

answer: (c) deal

A8 I'll confirm that in writing to show my acceptance.

answer: (a) confirm

A9 There's absolutely no doubt whatsoever that you're right.

answer: (b) whatsoever

A10 The terms seem eminently suitable to me.

answer: (d) terms

*Ways of approving*

- A1 I'm quite happy to support you in your application for a loan.  
answer: (c) application
- A2 I must admit I think your idea is well worth considering.  
answer: (d) worth
- A3 I shall certainly recommend your proposal for improving safety in the work place.  
answer: (a) proposal
- A4 You can count on me for support when the next election comes up.  
answer: (b) count
- A5 I would wholeheartedly like to endorse your scheme for saving water.  
answer: (c) wholeheartedly
- A6 The local council has approved the plans for extending their house.  
answer: (d) extending
- A7 You can rely on me to support you when the matter is discussed at the next meeting.  
answer: (a) rely
- A8 His choice of a new wife met with his parents' approval.  
answer: (b) met
- A9 They all promised they would stand by him when he put forward the idea of a strike.  
answer: (c) by
- A10 The meeting unanimously supported the chairman when he suggested that they close the meeting.  
answer: (d) close

*Inventories*

- A1 Inventory accounting starts with the inventory on hand.  
answer: (b) hand
- A2 Inventories cannot be expensed until sold, and meanwhile they are considered an asset.  
answer: (c) expensed
- A3 There are four generally accepted approaches to inventory valuation based on historical cost.  
answer: (b) historical
- A4 The specific identification method records actual cost flow: each individual item and its cost must be accounted for.  
answer: (c) specific
- A5 The weighted average method divides the total cost of inventory items by their total number at the end of any accounting period.  
answer: (d) weighted
- A6 The moving average method uses an average cost for inventory items that is calculated and applied at the time of each sale.  
answer: (b) applied
- A7 The FIFO method of inventory evaluation is based on the presumption that most companies normally sell the oldest items in their inventory before they sell the newer ones.  
answer: (b) FIFO
- A8 The LIFO method is based on the presumption that the most recent stock items purchased will be the initial items sold.  
answer: (c) LIFO
- A9 The FILO method presumes that the company will continue to keep their oldest items in inventory.  
answer: (d) FILO
- A10 The FEFO method attempts to ensure that perishable products are sold while they are still in good condition.  
answer: (a) FEFO

*Job Advertising*

- A1 Industry- specific, or niche, employment websites are proliferating as places for companies to locate qualified personnel.  
answer: (d) specific
- A2 Niche sites present a large pool of qualified job-seekers.  
answer: (c) pool
- A3 The internet, in comparison to other advertising media, gives its users a broader reach.  
answer: (a) reach
- A4 The internet produces results faster and more cheaply than other traditional advertising media.  
answer: (d) traditional
- A5 Companies these days look at internet job advertising as an integral part of their staffing efforts.  
answer: (c) integral
- A6 Advertising positions on employment websites can generate a lot of traffic from potential candidates.  
answer: (d) traffic
- A7 But general sites often produce an insufficient number of qualified applicants, making the process relatively time consuming for the results seen.  
answer: (a) consuming
- A8 Niche site marketing targets executives and professionals of the industry served.  
answer: (d) served
- A9 Advertisements both on niche sites and using more conventional methods are a part of a well- rounded staffing campaign.  
answer: (c) rounded
- A10 Niche sites often include job postings, comparative salary scales, curriculum vitae databases, and more.  
answer: (d) more

*Job Interviews*

- A1 The first interview for the candidate is the screening interview, which is used to ascertain whether s/he matches the position's minimum qualifications.  
answer: (c) screening
- A2 The interviewer(s) will have the applicant's resume in hand and attempt to confirm the information it contains.  
answer: (b) hand
- A3 The selection interview is worrisome for most candidates: although they may have the requisite skills, the company now determines whether they have the personality to fit into the group.  
answer: (a) fit
- A4 A candidate who does not interact positively with supervisors and co-workers may disrupt the operations of a whole section.  
answer: (b) disrupt
- A5 A group interview is one in which the interviewer(s) attempt to distinguish the leaders from the followers.  
answer: (d) leaders
- A6 When a panel interview is held, the candidate is interviewed by several people at the same time.  
answer: (b) held
- A7 The candidate should make eye contact with each member of the panel as s/he answers the panelist's question.  
answer: (c) contact
- A8 One technique the applicant should be aware of is the stress interview, which is occasionally used to weed out those who are unable to deal with adverse situations.  
answer: (c) weed
- A9 Stress may be introduced into this kind of interview by asking strange questions or by reacting to the candidate's responses with silence.  
answer: (c) silence
- A10 In a stress interview, the candidate has only two choices: play along or refuse such bad treatment by terminating the interview.  
answer: (a) along



*Job Promotion*

- A1 Employees with ambition are often eager to move into management.  
answer: (c) move
- A2 Maturity is the ability to make decisions that will affect the company's future in a non-emotional way.  
answer: (c) Maturity
- A3 Such employees will have formed friendships in the company, and co-workers will be expecting them to make decisions based on these relationships.  
answer: (b) based
- A4 An employee's ability to come up with sound ideas is a benefit to a company, and the employee will be noticed for it.  
answer: (a) sound
- A5 A manager knows what s/he needs to get done each day, and usually knows this at the end of the previous day, so s/he should get a game plan thought out ahead of time.  
answer: (c) game
- A6 Promotions go to the employees who are the most help to their bosses; when the boss is asked for a recommendation, those helpful employees will come to mind.  
answer: (a) come to mind
- A7 Management hopefuls should watch what their boss does and gain some insight into the responsibilities of the position.  
answer: (c) insight
- A8 The proverb "familiarity breeds contempt" is quite applicable to working in a position of authority.  
answer: (a) breeds
- A9 A manager cannot make close friends at the office; s/he should make allies instead.  
answer: (b) allies
- A10 Good managers know how to remain friendly but impersonal.  
answer: (a) impersonal

*Managerial Decisions*

- A1 Dr. Said Atri, Professor of Economics at SUNY, explains that most managerial decisions involve making a choice from among alternative courses of action or options in order to achieve a certain objective.  
answer: (b) alternative
- A2 Optimization is the process by which a desired outcome is achieved through the most efficient course of action.  
answer: (d) Optimization
- A3 In consumption, a consumer with a given amount of income purchases the mix of goods that provides him or her with the greatest level of satisfaction or utility.  
answer: (a) given
- A4 Often managerial decisions have to be made subject to some constraints.  
answer: (b) constraints
- A5 For instance, a manager that is trying to cut his labor costs may be under a union contract limiting his ability to lay off workers.  
answer: (a) contract
- A6 A farmer who wants to take advantage of good market conditions and increase the size of his crop is limited by the amount of land that he has available.  
answer: (a) crop
- A7 Managerial decisions are not made in a vacuum: economic and market conditions constantly change and managers must decide in accordance with the dynamics of the business environment.  
answer: (d) vacuum
- A8 As complex as managerial problems may appear, often their various elements can be fitted into microeconomic models; that is why managerial economics is also called "applied microeconomics".  
answer: (a) applied microeconomics
- A9 The manager's internal environment is made up of those factors over which he has at least some degree of control.  
answer: (b) degree
- A10 Macroeconomics is relevant to managers, as managers are often interested in knowing the state of the economy and the direction of macroeconomic measures such as interest rates and inflation.  
answer: (c) relevant

*Marketing Strategies*

- A1 The first step most managers take to grow their business is to increase the number of customers.  
answer: (c) take
- A2 Losses are usually suffered if inexperienced sales staff are given the task of implementing a marketing scheme.  
answer: (c) implementing
- A3 Fundamental marketing strategy is to create prospective customers who are ready, willing and able to buy.  
answer: (d) willing
- A4 The primary goal of a such a strategy is to present sales staff with prospects to convert into paying customers.  
answer: (c) convert
- A5 One thing that managers can do to increase their business is to reward existing customers for referring new ones.  
answer: (a) referring
- A6 Established customers are seldom asked whether they are interested in more or new products or services; they are all too often taken for granted.  
answer: (d) granted
- A7 It can be the undoing of a business to expect regular customers to purchase standard quantities without being solicited to buy more.  
answer: (b) undoing
- A8 Sharing news, information and offers with customers increases their frequency of repurchase.  
answer: (b) frequency
- A9 Customers should be offered more value through complementary products and services at the point of sale.  
answer: (d) point
- A10 Repeat business is gained by the company that gives the customer what s/he wants.  
answer: (c) Repeat

*Micromanagement*

- A1 Estienne de Beer, author of *Boosting Your Career*, warns that sooner or later you will report to a micromanager who obsessively controls and manipulates you to the point of desperation.  
answer: (b) obsessively
- A2 Harry Chambers explains that micromanagers always have their antennae up, trying to detect violations.  
answer: (a) antennae
- A3 If you get frustrated and tell the boss to back off, you get accused of having a bad attitude and not being a team player.  
answer: (c) off
- A4 It feels as if you are controlled like a robot and second-guessed every step of the way.  
answer: (d) second-guessed
- A5 Everything needs to get approved beforehand and double-checked afterwards.  
answer: (c) double-checked
- A6 It is important to understand what motivates a micromanager to command and control, even if it is unknowingly.  
answer: (b) unknowingly
- A7 Most micromanagers tend to have a controlling tendency and simply don't believe that outstanding work will be done without their constant intervention.  
answer: (d) intervention
- A8 Coping skills and effective communication are the keys to successfully managing your micromanager.  
answer: (a) Coping
- A9 One of the best lines of defence is your diligence in clarifying expectations and keeping a(n) paper trail of everything that you have done.  
answer: (c) paper trail
- A10 Micromanagers need to learn how to transform themselves into leaders; micromanagers just twist your arm, but leaders sway your opinion.  
answer: (d) sway

*Natural Gas Resources*

- A1 Alan Greenspan (June 2003) states that in recent months, in response to very tight supplies, prices of natural gas have increased sharply.  
answer: (d) tight
- A2 Working gas in storage is currently at very low levels relative to its seasonal norm because of a colder than average winter and a seeming inability of increased gas well drilling to significantly augment net marketed production.  
answer: (d) a seeming
- A3 Canada, our major source of imported natural gas, has had little room to expand shipments to the United States, and our limited capacity to import liquefied natural gas (LNG) effectively restricts our access to the world's abundant supplies of gas.  
answer: (b) little room
- A4 Our inability to increase imports to close a modest gap between North American demand and production is largely responsible for the marked rise in natural gas prices over the past year.  
answer: (a) close
- A5 Competitive crude oil prices, after wide gyrations related to the war in Iraq, are now only slightly elevated from a year ago, and where spot markets for natural gas exist, prices exhibit little change from a year ago.  
answer: (a) gyrations
- A6 Today's natural gas markets have been a long time in coming, and futures prices suggest that we are not apt to return to earlier periods of relative abundance and low prices any time soon.  
answer: (b) apt
- A7 It was little more than a half-century ago that drillers seeking valuable crude oil bemoaned the discovery of natural gas.  
answer: (a) bemoaned
- A8 Given the lack of adequate transportation, wells had to be capped or the gas flared.  
answer: (a) capped
- A9 Natural gas consumption by 1970 had risen to three-fourths of that of oil, but its consumption lagged in the following decade because of competitive incursions from coal and nuclear power.  
answer: (c) incursions
- A10 Increased marginal supplies from abroad, while likely to notably damp the levels and volatility of American natural gas prices, would expose us to possibly insecure sources of foreign supply, as it has for oil.  
answer: (a) damp

*Operations Management*

- A1 Some claim that management should exist only to support employees' efforts to be fully productive members of the organization — therefore, any form of control is completely counterproductive to management and employees, says Carter McNamara of Authenticity Consulting, LLC.  
answer: (d) counterproductive
- A2 The phrase "management control" itself can have a negative connotation, e.g. it can sound dominating, coercive and heavy-handed.  
answer: (b) heavy
- A3 Organizations often use standardized documents to ensure complete and consistent information is gathered.  
answer: (c) standardized
- A4 Documents include titles and dates to detect different versions of the document.  
answer: (d) versions
- A5 Organizations typically require a wide range of reports, e.g. financial reports, status reports, project reports, etc, to monitor what's being done, by when and how.  
answer: (d) monitor
- A6 Computers have revolutionized administrative controls through use of integrated management information systems, project management software, human resource information systems, office automation software, etc.  
answer: (d) revolutionized
- A7 Delegation is an approach to getting things done in conjunction with other employees.  
answer: (b) conjunction
- A8 Delegation generally includes assigning responsibility to an employee to complete a task, granting the employee authority to gain the resources to do the task and letting the employee decide how that task will be carried out.  
answer: (c) out
- A9 Typically, the person assigning the task shares accountability with the employee for ensuring the task is completed.  
answer: (a) accountability
- A10 Evaluation is carefully collecting and analyzing information in order to make managerial decisions.  
answer: (b) Evaluation

*Products Liability Law*

- A1 Products liability refers to the liability of any or all parties along the chain of manufacture of any product for damage caused by that product.  
answer: (a) chain
- A2 This includes the manufacturer of component parts, the assembling manufacturer, the wholesaler, and the retail store owner.  
answer: (c) component
- A3 Products containing inherent defects that cause harm to a consumer of the product, or someone to whom the product was loaned, given, etc., are the subjects of products liability suits.  
answer: (b) inherent
- A4 While products are generally thought of as tangible personal property, products liability has stretched that definition to include intangibles (gas), naturals (pets), real estate (house), and writings (navigational charts).  
answer: (c) stretched
- A5 Many states have enacted comprehensive products liability statutes.  
answer: (b) enacted
- A6 While the product might serve its purpose well, it can be unreasonably dangerous to use due to a design defect.  
answer: (a) serve
- A7 On the other hand, manufacturing defects occur during the construction or production of the item; only a few out of many products of the same type are flawed in this case.  
answer: (c) flawed
- A8 Defects in marketing deal with improper instructions and failures to warn consumers of latent dangers in the product.  
answer: (a) latent
- A9 Translated to products liability terms, a defendant is liable when it is shown that the product is defective.  
answer: (d) liable
- A10 When a person fails to exercise the care that a reasonable, prudent person would exercise under the same circumstances, that person is open to prosecution.  
answer: (c) prudent

*SKUs and Pricing*

- A1 Sales derive from a product's stock-keeping Units (SKU), the unique combination of the specific quality, price, container size, colour, model, etc, and the product name.  
answer: (d) unique
- A2 SKUs are what manufacturers produce, what retailers sell, and what consumers buy; brands are what are advertised.  
answer: (a) brands
- A3 A large proliferation of SKUs for consumer products has led to myriad choices for customers.  
answer: (c) proliferation
- A4 This has led to complicated supply and demand logistics, erosion of brand loyalty and more pressure on profit margins.  
answer: (c) erosion
- A5 Buyers have become much more demanding in recent years, forcing retailers to respond more quickly and efficiently.  
answer: (b) demanding
- A6 Many stores use a psychological pricing strategy called odd pricing, whereby prices end in odd numbers, such as \$19.95.  
answer: (b) whereby
- A7 Presumably, customers see odd prices as being substantially below even prices, and consequently a bargain.  
answer: (c) substantially
- A8 On the other hand, luxury boutiques, to project a prestigious image for their products, use even pricing such as \$10.00 or \$50.00.  
answer: (c) prestigious
- A9 Multiple unit pricing is a strategy in which the customer perceives quantity buying as involving more savings.  
answer: (b) quantity
- A10 Multiple unit pricing is usually effective in increasing immediate sales of a product, but it may not increase the rate of consumption.  
answer: (b) immediate



*Starting a Business*

- A1 When deciding on which form of business will best serve your purposes, you should take into account the time commitment necessary to handle regulations and formalities.  
answer: (a) commitment
- A2 The need for funding is one of the first concerns for any new business, and unless you have the personal assets or can tap into friends, family or your bank, you will be seeking investors.  
answer: (b) tap into
- A3 Determining not only the type of business you are starting, but the type of customers you will attract and the manner in which you will attract them should also be factored into your decision making process.  
answer: (b) factored
- A4 The potential for liability from customer relationships or interaction impacts heavily on your liability risk.  
answer: (a) impacts
- A5 For example, someone with a business that sells goods via the Internet or through mail order is less likely to garner lawsuits than someone who owns physical store locations, where customer foot traffic (and potential injuries) could result.  
answer: (a) garner
- A6 It will also be assumed that a professional business such as a law firm or accounting practice will have greater assets, making them greater targets in a litigious society.  
answer: (d) litigious
- A7 Someone who has already had previous business success and has significant assets from a previous business venture would also want to protect those assets closely.  
answer: (a) closely
- A8 Apathy can come back to haunt a successful entrepreneur; plan ahead.  
answer: (a) haunt
- A9 It is wise to sit down with both an attorney and an accountant and discuss the details of the business that you are planning to start and where you see it going in five or ten years.  
answer: (d) sit down
- A10 Cover all the bases, including liabilities, taxes, employee benefits and the need for investors, before making your decision.  
answer: (a) Cover

*The Law of Contracts*

- A1 In the nineteenth century, also known as the classical age of English contract law and the heyday of laissez-faire economic theory, common law rejected the moral theory of Lord Mansfield, which held that promises are a moral obligation.  
answer: (c) heyday
- A2 Contracts are promises that the law will enforce.  
answer: (b) enforce
- A3 The law provides remedies if a promise is breached and recognizes the performance of a promise as a duty.  
answer: (d) breached
- A4 Contracts arise when a duty does or may come into existence, because of a promise made by one of the parties.  
answer: (d) arise
- A5 The Law of Contracts deals with self-imposed duties, that is, agreements voluntarily concluded between parties.  
answer: (d) imposed
- A6 To be legally binding as a contract, a promise must be exchanged for adequate consideration.  
answer: (c) binding
- A7 Adequate consideration is a benefit which a party receives which reasonably and fairly induces them to make the promise/contract.  
answer: (c) induces
- A8 Promises that are purely gifts are not considered enforceable because the personal satisfaction the grantor of the promise may receive from the act is normally not considered adequate consideration.  
answer: (a) gifts
- A9 Certain promises that are not considered contracts may, in limited circumstances, be enforced if one party has relied to his detriment on the assurances of the other party.  
answer: (c) detriment
- A10 The Law of Contracts is usually broadly classified either as part of the Law of Obligations or as part of the system of private law (which encompasses contracts, property and torts).  
answer: (c) encompasses

*Tort Law*

- A1 Torts are civil wrongs recognized by law as grounds for a lawsuit.  
answer: (d) grounds
- A2 These wrongs result in harm constituting the basis for a claim by the injured party.  
answer: (d) injured
- A3 While some torts are also crimes punishable with imprisonment, the primary aim of tort law is to provide relief for the damages incurred and deter others from committing the same harms.  
answer: (a) relief
- A4 The plaintiff may sue for an injunction to prevent the continuation of the tortious conduct or for monetary damages.  
answer: (a) an injunction
- A5 There are numerous specific torts, including trespass, assault, battery, products liability, and intentional infliction of emotional distress.  
answer: (b) infliction
- A6 Torts fall into three general categories: intentional torts (e.g., intentionally hitting a person); negligent torts (e.g. causing an accident by failing to obey traffic rules); and strict liability torts (e.g. liability for making and selling defective products).  
answer: (b) negligent
- A7 Damages, in a legal sense, is the sum of money the law imposes for a breach of some duty or violation of some right.  
answer: (a) breach
- A8 Compensatory damages, as the name suggests, are intended to redress the loss or injury.  
answer: (a) Compensatory
- A9 Punitive damages are awarded to punish a wrongdoer.  
answer: (d) Punitive
- A10 There are other modifying terms placed in front of the word 'damages', like 'liquidated damages' (contractually established damages) and 'nominal damages' (where the court awards an amount such as one dollar).  
answer: (c) nominal

*Transfer Pricing*

- A1 When one part of a multinational organisation in one country transfers (that is, sells) goods, services or know-how to another part in another country, the price charged for these goods or services is called 'transfer price'.  
answer: (c) sells
- A2 According to Manfred Davidmann, this may be a purely arbitrary figure, meaning by this that it may be unrelated to costs incurred, to operations carried out, or to added value.  
answer: (d) arbitrary
- A3 In other words, it is possible for a multinational company to minimise its liability for corporation tax by transfer pricing.  
answer: (c) liability
- A4 This is done without any change to procedures, operations or added value; it is done by merely changing book entries.  
answer: (c) entries
- A5 This tax avoidance is legal until governments legislate to prevent this practice.  
answer: (b) avoidance
- A6 If a multinational has increased its profits by this method, then the government, whose expenses have not changed, must make up this shortfall elsewhere.  
answer: (c) shortfall
- A7 Its citizens pay more tax, the government can spend the same amount as before, and the multinational's profits have increased: in other words, the multinational's increased profits arise from money which is in effect collected by the government from its taxpayers.  
answer: (b) effect
- A8 This is a matter far removed from earning reasonable profits on needed quality goods and services at reasonable prices in open competition with other corporations.  
answer: (d) removed
- A9 It seems that at times some top US companies pay no federal income tax at all or obtain an overall rebate.  
answer: (c) rebate
- A10 Multinationals need to be made accountable to elected representatives of the people, for their policies and for acting for or against the national interest.  
answer: (c) interest

*Airport Terminology*

- A1 Most people don't like aisle seats on airplanes. They usually prefer window seats.  
answer: (b) aisle
- A2 Cindy was so frustrated with the baggage claim area because her suitcases were lost.  
answer: (a) baggage claim area
- A3 Flight attendants must see everyone's boarding pass before they are allowed to get onto the plane.  
answer: (c) boarding pass
- A4 With most airlines, passengers are allowed to bring one piece of carry-on luggage with them.  
answer: (a) carry-on
- A5 Pilots and co-pilots usually sit and control the cockpit area of an airplane.  
answer: (c) cockpit
- A6 Right before take-off, the flight attendant instructed the passengers on what to do in case of an emergency as well as where all emergency exits are located.  
answer: (a) flight attendant
- A7 Ben had to run for five minutes, after his plane landed, because his connecting flight's gate was so far away.  
answer: (d) gate
- A8 Bette quickly looked around for the lavatory on the plane because her little girl wasn't feeling well.  
answer: (a) lavatory
- A9 Sandra had to go through the airport's metal detector in the security area three times because she had so many metal hairpins in her hair.  
answer: (c) metal detector
- A10 Jack put his carry-on baggage under his seat because the overhead compartment was full.  
answer: (d) overhead compartment

**Bank Terminology (1)**

- A1 Mandy wants to buy traveler's checks because she doesn't want to carry cash when she goes to Europe.  
answer: (b) traveler's checks
- A2 Christina wants to cash her check because she needs the money right away.  
answer: (c) cash
- A3 Robert bounced a check this past week. Now, he must pay two NSF charges because of it.  
answer: (c) bounced
- A4 NSF (non-sufficient funds) charges are high and cause a lot of problems for people who bounce checks.  
answer: (a) NSF (non-sufficient funds)
- A5 Raymond wants to check his account balance because he is afraid that there isn't enough money to cover an upcoming payment.  
answer: (a) check
- A6 Every two weeks, Sandy's salary is deposited directly into her bank account. It usually goes in before midnight on Fridays.  
answer: (b) deposited
- A7 Laurie has a lot of foreign currency that she wants to exchange into local currency.  
answer: (b) exchange
- A8 Rose went into the bank today to open a new checking account.  
answer: (c) open
- A9 In the past, all customers filled out withdrawal slips in order to withdraw funds from their accounts. Nowadays, many banks are paperless and can withdraw the funds electronically.  
answer: (d) filled
- A10 Whenever customers open a new checking account, the bank allows them to order personalized checks.  
answer: (d) order

**Bank Terminology (2)**

- A1 Ben and Jen need money to redecorate their home. So, they asked a loan officer if they qualify for a line of credit instead of a second-mortgage on their house.  
answer: (b) line of credit
- A2 Nowadays, bank customers have more options. For example, they can pay their bills over the telephone or they can pay them online.  
answer: (a) online
- A3 Some people rent a safety deposit box in order to keep important papers and items safe.  
answer: (b) safety deposit box
- A4 Almost all customers have a debit card so they don't have to go into the bank to withdraw money. They can also use their cards to purchase goods in stores.  
answer: (b) debit
- A5 Laurie has two accounts. She can transfer funds from her checking account into her savings account right over the phone.  
answer: (c) transfer
- A6 Every month, Kevin reviews his bank statement in order to balance his checkbook.  
answer: (d) reviews
- A7 Mary has an appointment with a loan officer because she wants to buy a new car and needs \$3000 to complete the purchase.  
answer: (d) officer
- A8 Karen learned how to balance her checkbook at an early age. Her father thought it was important.  
answer: (a) balance
- A9 Rose and Tom want to get approved for a mortgage because they want to buy a house this year.  
answer: (c) mortgage
- A10 Normally, people get pre-approved for a mortgage before they go house shopping so they know what kind of house they can afford to buy.  
answer: (a) pre-approved

*Common Phrases and Responses (1)*

- A1 That looks heavy. Can I give you a hand with that? Sure, that would be great.  
answer: (b) Sure, that would be great.
- A2 Are you going to call in sick tomorrow? I think so. I don't feel well.  
answer: (c) I think so. I don't feel well.
- A3 Do you think we should put the meeting off until tomorrow? Yes, tomorrow's fine with me.  
answer: (d) Yes, tomorrow's fine with me.
- A4 Kristine's working a lot. Are you tied up this week? Yes, I'm really busy.  
answer: (c) Yes, I'm really busy.
- A5 This training session is difficult. I had a really hard time reading that training manual. Me too. It was very intensive.  
answer: (d) Me too. It was very intensive.
- A6 What's on your agenda for the holidays? I think we're going to visit my parents in Vermont for Christmas.  
answer: (d) I think we're going to visit my parents in Vermont for Christmas.
- A7 Carrie pointed out that you're having some problems adjusting to your new job. I liked my old job a lot.  
answer: (c) I liked my old job a lot.
- A8 Are you fed up with your job? Somewhat, but I can't quit right now.  
answer: (b) Somewhat, but I can't quit right now.
- A9 What are your plans for the weekend? We're going skiing in Montana.  
answer: (a) We're going skiing in Montana.
- A10 When did you settle on a name for the baby? Last week. We decided on Liam for a boy.  
answer: (b) Last week. We decided on Liam for a boy.



*Common Phrases and Responses (2)*

- A1 Do you want to hang out tonight? Sure, let's watch movies together.  
answer: (c) Sure, let's watch movies together.
- A2 I have to check. Can you hold a moment? Yes, I'll hold.  
answer: (a) Yes, I'll hold.
- A3 Can you expand on that? Yes, I feel we should focus on globalization more.  
answer: (b) Yes, I feel we should focus on globalization more.
- A4 Are Cindy and Max breaking up? Yes, unfortunately, they can't fix their problems.  
answer: (d) Yes, unfortunately, they can't fix their problems.
- A5 When did you come across that project. Last week when I was reading the bulletin board.  
answer: (b) Last week when I was reading the bulletin board.
- A6 Who will give the bride away at her wedding? Her father, of course.  
answer: (c) Her father, of course.
- A7 Don't worry about it. You can count on me. I'd appreciate that, thanks.  
answer: (b) I'd appreciate that, thanks.
- A8 Did he go against his father's wishes? Yes, he decided to buy the house anyway.  
answer: (a) Yes, he decided to buy the house anyway.
- A9 How did you manage to come by this great job? I answered an advertisement in the paper.  
answer: (d) I answered an advertisement in the paper.
- A10 Did you have some friends over last night? Yes, Ron and Sue stopped by.  
answer: (c) Yes, Ron and Sue stopped by.

*Common Phrases and Responses (3)*

A1 I picked up the basket and it came apart in my hands. If you have your receipt, you can return it.

answer: (b) If you have your receipt, you can return it.

A2 Randy's mother is amazing. She's 93 years old and still fends for herself. I know. She's very healthy.

answer: (a) I know. She's very healthy.

A3 When did Microsoft come out with a new version of that software? Last week. Isn't it great?

answer: (b) Last week. Isn't it great?

A4 If my knee starts acting up, I'll have to miss the marathon tomorrow. You should see your doctor today to make sure you're OK for the race.

answer: (d) You should see your doctor today to make sure you're OK for the race.

A5 Do you think the thunder storm will blow over soon? I hope so.

answer: (b) I hope so.

A6 What are you doing to build up your endurance for the upcoming marathon? I'm jogging and doing other physical exercises every day.

answer: (c) I'm jogging and doing other physical exercises every day.

A7 How does one o'clock sound? Sounds good. I'll meet you there.

answer: (d) Sounds good. I'll meet you there.

A8 I haven't seen you for a long time. Let's get together and catch up. I'd love to! I want to know everything.

answer: (c) I'd love to! I want to know everything.

A9 Let's sit down and hash out an agreement tomorrow. Sure, let's meet at 10 am.

answer: (a) Sure, let's meet at 10 am.

A10 I can't stand her! I don't like her either.

answer: (b) I don't like her either.

*Confusing Words Test (1)*

- A1 How much of an effect did World War II have on Europe?  
answer: (b) effect
- A2 The World War was devastating for many countries.  
answer: (b) for
- A3 Lynn and Mike were ecstatic about the birth of their first child this year.  
answer: (a) birth
- A4 Besides that, they were also happy about the purchase of their new home.  
answer: (c) Besides
- A5 The weather on the coast is really wet and cloudy — it rains a lot.  
answer: (b) a lot
- A6 The principle point is that you'll have to seek counsel about the crisis you're facing.  
answer: (b) principle
- A7 After a year of continual turmoil, Kevin decided to move to a place with less political upheaval.  
answer: (b) less
- A8 The army was led by a famous General who was known for his tactical and strategic raids.  
answer: (d) who
- A9 There are many poor and unfortunate people in every country around the world.  
answer: (c) poor
- A10 Some charity groups are working to lower the number of poor people around the world.  
answer: (d) number

*Confusing Words Test (2)*

A1 Kevin's dream of creating a perfect world is only an illusion because there is no such thing as a perfect world.

answer: (b) illusion

A2 I think Kevin's heart is in the right place because we should always strive for world peace.

answer: (c) peace

A3 On most evenings just before dusk, the farmer loves to sit on his porch and look out onto the quiet pasture.

answer: (d) quiet

A4 The farmer often says that a peaceful, natural life is the only way for him.

answer: (a) way

A5 Sometimes, there is a lot of animosity between friends. This will certainly cause those personal relationships to fail.

answer: (c) personal

A6 Tim's grandparents suffered through the Great Depression.

answer: (a) through

A7 Afterwards, they had to deal with some major and minor wars as well.

answer: (b) minor

A8 Their lifestyle is really hectic and unhealthy.

answer: (a) Their

A9 First Mandy said she wanted two pieces of candy and then she asked for three.

answer: (b) two

A10 At the scene of the crime, police officers interviewed eyewitnesses and gathered evidence.

answer: (c) scene

*Confusing Words Test (3)*

- A1 Can you imagine what our world would be like if there weren't any cars?  
answer: (a) our
- A2 The fierce wind blew all night long it was intolerable!  
answer: (c) blew
- A3 Mathematics is about concepts and practice and you must learn the basics if you are going to pass your exam.  
answer: (b) learn
- A4 I don't care where we go. It's up to you. I ate already.  
answer: (c) already
- A5 George complimented her on her speech and she politely thanked him as she walked passed the crowd of reporters.  
answer: (d) complimented
- A6 Every night after supper, Lawrence lies down on the sofa with a good book. Lawrence needs a magnifying glass to read because his sight is so bad.  
answer: (b) sight
- A7 Thomas really likes the nursing home his children chose for him because his personal aide is nice and competent.  
answer: (c) aide
- A8 Cindy realized the air was crisp and clean and she breathed in deeply to soak in the night's natural charm.  
answer: (d) air
- A9 The little girl bawled when her mother told her she couldn't have the toy she saw in the department store.  
answer: (c) bawled
- A10 After retirement, the elderly couple decided it was time to sell their large home and move into something smaller.  
answer: (b) sell

*Conversations and Comprehension Test*

- A1 Boy: I want to buy a fish.  
Woman: Do you want a tropical fish or a cold water one?  
Boy: I want a really colorful fish. Can you show me some of the tropical fish you have?  
Question: What is the boy looking for? A tropical fish.  
answer: (c) A tropical fish
- A2 Ray: I need a vacation.  
Toni: How about Mexico? I heard it's beautiful at this time of year.  
Ray: Maybe, but I was hoping for somewhere a little cooler.  
Question: Where does Ray want to go? A place that has a cooler climate than Mexico.  
answer: (b) A place that has a cooler climate than Mexico
- A3 Mary: Did you have fun at the barbeque last night?  
Linda: Yes, I thought the games were a great touch.  
Mary: Me too. I especially liked the three-legged race.  
Question: What did Linda like about the barbeque? The games.  
answer: (c) The games
- A4 Michael: My wife and I bought some great house plants yesterday.  
Maria: Really. Do you have a lot of sunlight in your house?  
Michael: No, so we bought some plants that have low-light requirements.  
Question: What kind of plants did Michael buy? Plants that don't need a lot of sunlight.  
answer: (c) Plants that don't need a lot of sunlight
- A5 Frank: I'm going to take my wife to Table Top Mountain this weekend.  
Mark: That sounds interesting. Is it far?  
Frank: Not too far. It will be about a three-hour drive from here.  
Question: How are Frank and his wife traveling to Table Top Mountain? By car.  
answer: (b) By car
- A6 Anne: Do you know the new girl in the mailroom?  
Richard: No, but I think she's Cathy's friend.  
Anne: We should ask Cathy to introduce us at lunch.  
Question: What department is the new girl in? The mailroom.  
answer: (c) The mailroom
- A7 Ron: Do you think the business conference went well?  
Sarah: Yes, but next year I think the planners should include more about global technology.  
Ron: I agree. We should know more about that.  
Question: What area does Sarah want to include in next year's conference? Technology around the world.  
answer: (b) Technology around the world

A8 Harry: What time does your flight leave?

Deb: Our departure is scheduled for 7:45 in the morning. Could you take me to the airport?

Harry: Sure. We'll have to leave the city at about 5 o'clock then.

Deb: Sounds good.

Question: What time does Sue's flight leave? 7:45 am.

answer: (a) 7:45 am

A9 Axel: Do you know anything about Thai cuisine?

Caroline: Yes, I love Thai food. Why?

Axel: My in-laws are taking my wife and I out to a Thai restaurant tonight. They really like that kind of food.

Question: Who is going for dinner at the Thai restaurant? Axel, his wife and her parents.

answer: (b) Axel, his wife and her parents

A10 Jane: How many people were at Brad's wedding?

Bruce: Oh, there must have been at least 150 people there. The reception hall was really big and it was nearly full of guests. We had a great time.

Jane: That's great.

Question: How many people were at Brad's wedding? About 150 people.

answer: (b) About 150 people

*Phrasal Verbs (A to B)*

A1 Sherri tries to act like Marcie all the time.

answer: (b) act like

A2 When he tried to balance his checkbook, he found that things just didn't add up.

answer: (c) add up

A3 Ken really likes Kirstie but he's too nervous to ask her out.

answer: (a) ask her out

A4 Lenny didn't back down when his superior reprimanded him.

answer: (b) back down

A5 Norman is really aggressive and sometimes he should know when to back off.

answer: (b) back off

A6 Sandy wants to learn how to drive but she must also learn how to back up so she can get in and out of parking spots easily.

answer: (a) back up

A7 No one at the office expected him to lose his temper and blow up the way he did.

answer: (c) blow up

A8 After the tragic accident, Lauren's mother had a nervous breakdown.

answer: (b) breakdown

A9 Kathy felt a little uneasy when she found out her neighbours had a break-in.

answer: (a) break-in

A10 No one in the group could believe that Sally and Steve broke up.

answer: (b) broke up



*Phrasal Verbs (B to C)*

A1 Marty often brought up important issues at the meetings.

answer: (b) brought up

A2 Sue felt she should brush up on her math skills before she started school.

answer: (c) brush up

A3 He could feel the back of his neck burn up when they started talking about the tragedy.

answer: (c) burn up

A4 Candace has a bad habit of butting in in front of others.

answer: (a) butting in

A5 Ken tried to butter up his teachers in order to get a good report card.

answer: (a) butter up

A6 The guard had to call off the dogs when Henry approached the locked gate.

answer: (c) call off

A7 Everyone could see by the grimace on his face that he didn't care for the meal in front of him.

answer: (b) care for

A8 He didn't catch on to new concepts easily.

answer: (a) catch on

A9 They checked into the hotel late last night.

answer: (a) checked into

A10 Due to his illness, he worked hard to catch up with his missed schoolwork.

answer: (b) catch up

*Phrasal Verbs (C)*

A1 The couple checked out of the hotel early this morning.

answer: (a) checked out

A2 Randy always tried to cheer everyone up on rainy days.

answer: (b) cheer everyone up

A3 Most of the kids at school thought he was scared and that he would chicken out of the race.

answer: (a) chicken out

A4 The supervisor asked everyone to chip in for the manager's birthday present.

answer: (c) chip in

A5 He clammed up when the police officers started to question him about the robbery.

answer: (b) clammed up

A6 He wants to come across as a mean boss so his employees will work hard for him.

answer: (b) come across

A7 Rick came down with a terrible cold this week.

answer: (c) came down with

A8 Lisa was counting on her friends to help her move.

answer: (c) counting on

A9 The new police chief is trying to crack down on the current drug problem in the city.

answer: (a) crack down

A10 Lawrence is trying to cut down on fatty foods.

answer: (a) cut down

*Phrasal Verbs (D to F)*

A1 The custody battle dragged on for many months.

answer: (b) dragged on

A2 The architect drew up some blueprints for you last week.

answer: (b) drew up

A3 I dropped in on my friend yesterday to surprise her.

answer: (c) dropped in

A4 Cathy dropped by her mother's house for a visit this past week.

answer: (c) dropped by

A5 Bruce dropped out of school when he was only fifteen years old and then took on a job.

answer: (b) dropped out

A6 After a lot of fuss, Rose ended up liking the new dish very much.

answer: (a) ended up

A7 The manager was so afraid the multi-million dollar deal would fall through.

answer: (c) fall through

A8 The children tried to figure out a way of getting to the concert on their own.

answer: (a) figure out

A9 Karen had to fill in for Dave while he was away on vacation.

answer: (c) fill in

A10 The couple filled out many forms before they could immigrate to England.

answer: (c) filled out

*Phrasal Verbs (G to H)*

A1 Rick's father and mother didn't get along with his grandparents and were always having disagreements.

answer: (b) get along

A2 They rented a car so it would be easier to get around the new city.

answer: (b) get around

A3 Lucy was so busy that she didn't get around to fixing the stereo.

answer: (b) get around to

A4 His salary is low so he's just getting by right now.

answer: (c) getting by

A5 He worked hard to get in to Berkeley this past year.

answer: (b) get in

A6 The criminal tried to get rid of the evidence quickly.

answer: (a) get rid of

A7 The students goofed off when the teacher left the room.

answer: (b) goofed off

A8 You'll need to hand in your assignments by Friday.

answer: (c) hand in

A9 Beth's father is too proud to ask for hand-outs.

answer: (c) hand-outs

A10 Laurie decided to hang up after the fourth ring.

answer: (a) hang up

*Phrasal Verbs (H to L)*

- A1 Two men staged a hold-up at the bank across the street from us yesterday afternoon.  
answer: (a) hold-up
- A2 We still have to iron out the finer details about our upcoming trip to Scotland.  
answer: (c) iron out
- A3 Most of the service stations decided to jack up their gas prices after the gas war between them.  
answer: (c) jack up
- A4 Kevin jumped all over the great opportunity to be the floor manager.  
answer: (a) jumped all over
- A5 Even though he was exhausted, he kept going.  
answer: (a) kept going
- A6 Trent was kicked out of school for bad behavior.  
answer: (c) kicked out
- A7 Just look at that gorgeous girl — She's a knock out.  
answer: (c) knock out
- A8 When I hit my head on the cupboard, I almost knocked myself out.  
answer: (a) knocked myself out
- A9 The company was experiencing financial problems so they had to lay off fifty employees.  
answer: (b) lay off
- A10 Karen didn't want to leave anyone out she she went over the wedding list one more time.  
answer: (b) leave anyone out

*Phrasal Verbs (L to P)*

A1 I hardly ever gamble but I was lucky at the casino yesterday.

answer: (a) lucky

A2 He is different so many children make fun of him.

answer: (c) make fun of

A3 The couple decided to kiss and make up after the day long argument.

answer: (c) make up

A4 Even though she squinted, she couldn't make out what he had written.

answer: (a) make out

A5 He decided to make up for his past mistakes by doing some good in his community.

answer: (b) make up for

A6 The deparment store has marked up its prices since the last time I was here.

answer: (b) marked up

A7 The items are marked down because the manager wants to make more room for the incoming spring line.

answer: (b) marked down

A8 Everyone laughed at the mix up between the twin brothers at the party.

answer: (b) mix up

A9 Billy was so tired that he was nodding off in class.

answer: (c) nodding off

A10 Her father passed away when she was just a kid.

answer: (b) passed away

*Phrasal Verbs (L)*

- A1 Jeff felt as if he had been let down when he lost his job.  
answer: (b) let down
- A2 At long last the storm is starting to look like it's going to let up.  
answer: (c) let up
- A3 He started to look back on his life and then decided to take another trip.  
answer: (a) look back on
- A4 The rich family looks down on poor people in this area.  
answer: (b) looks down on
- A5 She started to look forward to the upcoming trip.  
answer: (a) look forward to
- A6 Norma promised she would look in on Cara's children while she was away on a business trip.  
answer: (b) look in on
- A7 The sheriff said he would look into the crime a bit more thoroughly.  
answer: (c) look into
- A8 You can't tell them apart — Elena looks just like her mother.  
answer: (b) looks just like
- A9 Before Sheila died from a long cancer battle, she asked her sister to look after her children.  
answer: (b) look after
- A10 Ray hadn't seen his friend in years but he decided to look him up anyway.  
answer: (a) look him up

*Phrasal Verbs (P to R)*

A1 Emily passed out when she suddenly saw the burglar enter her home.

answer: (a) passed out

A2 Ken picked out the best fruit at the supermarket.

answer: (c) picked out

A3 Steve was always trying to pick up girls at the nightclub.

answer: (b) pick up

A4 The kids pick on Trent because he is different.

answer: (a) pick on

A5 The whole community pitched in to make the playground safe and aesthetic.

answer: (b) pitched in

A6 After weeks of planning the escape, Sue finally started to believe they could pull it off.

answer: (a) pull it off

A7 Jeremy didn't want to put off the wedding any longer.

answer: (c) put off

A8 Kathleen felt like she had to put up with a lot from her family.

answer: (a) put up

A9 That store is really expensive. It's a rip off.

answer: (b) rip off

A10 If you round off the numbers, it will be easier to calculate the estimate.

answer: (c) round off



*Phrasal Verbs (R to T)*

- A1 Heidi ran into an old friend while she was shopping last week.  
answer: (c) ran into
- A2 The corner store often runs out of bread near the end of the week.  
answer: (b) runs out of
- A3 The night before the play, the crew set up the stage.  
answer: (a) set up
- A4 The assembly line problem was a minor set back for the company last week.  
answer: (c) set back
- A5 The girl with the purple hair wants to stand out from the group.  
answer: (a) stand out
- A6 Bob's father taught him to be firm and to stand up for what he believes.  
answer: (b) stand up
- A7 People are getting tired of Seth because he always shows up late.  
answer: (b) shows up
- A8 The "T" in the acronym stands for Time.  
answer: (c) stands for
- A9 Kelly takes after her mother. They have many of the same interests.  
answer: (a) takes after
- A10 Leslie decided to take off early from the party.  
answer: (b) take off

*Phrasal Verbs (T to W)*

- A1 Kevin took down all of the information and then gave the note to his wife so she could put it into a computer file.  
answer: (b) took down
- A2 Ethan asked his girlfriend to turn up the music so he could clearly hear the music they were listening to in the car.  
answer: (b) turn up
- A3 Krista waited on her ill husband all day long.  
answer: (a) waited on
- A4 Neil liked to wake up early on Saturdays.  
answer: (b) wake up
- A5 Rayleen watched out for her little brother all the time.  
answer: (a) watched out for
- A6 Chris was afraid the inexpensive tires would wear out quickly.  
answer: (c) wear out
- A7 Lilly likes to work out early in the morning so that she's fit for work.  
answer: (c) work out
- A8 Rob looks worn out because he's working two jobs at the moment.  
answer: (c) worn out
- A9 We are getting close to wrapping up the meeting so are there any final questions or concerns?  
answer: (c) wrapping up
- A10 Jim didn't have much time to write up the contract.  
answer: (c) write up

*Phrasal Verbs (T)*

A1 I decided to take up organic cooking.

answer: (a) take up

A2 Kristie was ticked off at Matt because of the things he said to her last week.

answer: (c) ticked off

A3 Marg wanted to throw out the old sofa but her husband couldn't part with it.

answer: (a) throw out

A4 Leila was feeling blue so she went shopping to try on some new outfits.

answer: (b) try on

A5 Samantha was late for the basketball try out.

answer: (a) try out

A6 Bryan tapped Pauline on her shoulder so she would turn around and see the parade approaching behind them.

answer: (c) turn around

A7 The teacher asked her students to turn in the assignments by Friday at noon.

answer: (b) turn in

A8 John tried to ask Cara out on a date but she turned him down.

answer: (c) turned him down

A9 Keira can't bear people who can't make up their minds and is turned off by procrastinators.

answer: (c) turned off

A10 Chris thinks dark hair is a real turn on.

answer: (a) turn on

*Phrasal Verbs and Traveling*

- A1 After you buy an airplane ticket, you must check in once you arrive at the airport in order to confirm the flight and get a seat on the aircraft.  
answer: (b) check in
- A2 Sue is stressed out lately. I think she needs to get away for awhile. I suggested a cruise in the Bahamas.  
answer: (a) get away
- A3 Sally is wondering what time her husband's plane gets in. The plane was delayed in Colorado due to a blizzard.  
answer: (b) gets in
- A4 Ellie had to speed up in order to make the green light. She's usually a pretty good driver.  
answer: (a) speed up
- A5 Randy was very nervous during his first flight lesson. Afterwards, he told me the best part was, at the beginning, during take off.  
answer: (d) take off
- A6 The stranded crew set off for the long journey at 5 am. They needed as much natural light as they could get.  
answer: (a) set off
- A7 On their way to the city, the newlyweds thought they would stop by an old hangout for a quick drink because it was on the way.  
answer: (c) stop by
- A8 Helen went to Italy this spring. Before she was scheduled to leave the country, she decided to stop off in Tuscany for awhile. She hasn't returned yet because she likes it so much.  
answer: (a) stop off
- A9 We drove to Canada this past summer. We had to fill up four times on the way. We got pretty good gas mileage.  
answer: (c) fill up
- A10 Adriana has to hurry up because her flight is leaving in ten minutes.  
answer: (d) hurry up

*Prepositions of Time and Date (1)*

A1 I wouldn't want his shift — he has to wake up at 3 am everyday.

answer: (c) at

A2 Mandy can't wait for snow because she wants to go skiing in the winter.

answer: (a) in

A3 I don't know what time they'll be back this evening, if at all. It all depends on the road conditions today.

answer: (c) (none)

A4 We hope there won't be much snow this year but you never know.

answer: (b) (none)

A5 Last year, the weather was really bad. This year, the forecast is better.

answer: (b) (none)

A6 I have to go for a check-up next week. I go for a check-up once a year.

answer: (c) (none)

A7 I called in to make an appointment and I can see the doctor at 3 pm. Can you come with me?

answer: (c) at

A8 I'm meeting an old friend for lunch at noon. I haven't seen her for a long time.

answer: (c) at

A9 I don't have any plans for Thanksgiving Day because my entire family lives overseas.

answer: (a) for

A10 I'm going to my parents' house in Maine. What are you doing on Christmas Day?

answer: (a) on

*Prepositions of Time and Date (2)*

A1 Yesterday, I went shopping and found some great outfits for spring.

answer: (c) (none)

A2 The meeting is on Monday morning at 9:30 am sharp. Don't be late.

answer: (c) on

A3 My birthday is in April. Can you come to my birthday party?

answer: (c) in

A4 I love swimming in the summer months. I usually swim at an outdoor pool as much as I can and sometimes we go the lake.

answer: (c) in

A5 I'm going hiking on the weekend. Do you want to come?

answer: (b) on

A6 After our hiking trip, I'm going to be really sore on Monday morning.

answer: (c) on

A7 In three weeks, I'm going on a camping trip. We're going to a really scenic spot.

answer: (b) In

A8 The day after tomorrow, I'm going to Bora Bora. I can't wait!

answer: (c) (none)

A9 In 2002, I got a promotion and I'm hoping for another one this year.

answer: (c) In

A10 Someday, in the future, we're going to build the house of our dreams.

answer: (c) in

*Prepositions of Time and Date (3)*

- A1 Yesterday, we went to the Royal Alberta Museum they had some really interesting exhibits.  
answer: (c) (none)
- A2 We're going to the Botanical Gardens and tomorrow, we're planning to see some more aspects this city has to offer.  
answer: (b) (none)
- A3 In two weeks, the project should be complete. I hope our clients approve of the new format.  
answer: (b) In
- A4 I finished a very important project two months ago. It was really intense because of the cutting edge technology we used.  
answer: (b) (none)
- A5 My vacation starts on July 3. Wendy will fill in for me while I'm gone.  
answer: (a) on
- A6 I like to eat breakfast in the morning but today I had to skip it because I had an early meeting with the Board of Directors.  
answer: (b) in
- A7 I love going for walks in the spring everything is so fresh and beautiful.  
answer: (c) in
- A8 I'm going to finish reading this great book today — it's really captivating.  
answer: (c) (none)
- A9 In 2004, I'm getting a raise so we'll be able to afford more things like tropical vacations.  
answer: (c) In
- A10 We're going for dinner at a great Italian restaurant tonight. It's not far from here.  
answer: (a) (none)

*Prepositions of Time and Date (4)*

A1 In the seventeenth century, artwork in Europe was quite different from what you see today.

answer: (b) In

A2 On Valentine's Day, I'm taking my girlfriend to a wonderful spot it's really remote and romantic. I hope she likes it.

answer: (a) On

A3 One week ago, she was told she couldn't have any more time off.

answer: (b) (none)

A4 Next month, I'm expecting my family to visit from the Virgin Islands.

answer: (b) (none)

A5 On Saturday night, we went to a great movie and then had supper with the Johnsons.

answer: (b) On

A6 On Independence Day, we always go to the fair and watch the fireworks at 11 pm.

answer: (b) On

A7 On Wednesday night, I'm going to take the staff out for dinner.

answer: (c) On

A8 Tomorrow evening, we're going to have a surprise birthday party for Mitch.

answer: (a) (none)

A9 At midnight, the tradition is to sing a traditional song to ring in the New Year.

answer: (b) At

A10 In 2005, I finished my degree and now I'm working with a small accounting firm.

answer: (b) In



*Short Idioms*

- A1 After their argument, John didn't know if Rick was a friend or foe.  
answer: (d) foe
- A2 Many Christians believe your body and soul belong to God.  
answer: (a) soul
- A3 Joanne left abruptly — without rhyme or reason.  
answer: (b) reason
- A4 Ben estimated how much wear and tear the new tires could handle.  
answer: (a) tear
- A5 He is head over heels about his new girlfriend.  
answer: (d) heels
- A6 He bent over backwards to please his boss but the manager was never satisfied.  
answer: (b) backwards
- A7 Nicole's promotion and added workload kept her as busy as a bee.  
answer: (d) bee
- A8 Mandy's children are her flesh and blood so they always come first on her priority list.  
answer: (a) blood
- A9 On Jen and Brad's very first date, she could tell he was as cunning as a fox.  
answer: (c) fox
- A10 Before Tom headed into the forest, he made sure he had packed his bow and arrows.  
answer: (d) arrows

*US Government Questions Test (1)*

- A1 Ingrained within the first amendment, freedom of the press declares and maintains that people can put ideas down in writing and can communicate freely in the United States.  
answer: (b) press
- A2 When a new law is recommended or proposed, a bill is created. A decision about whether to pass it or not is made afterwards.  
answer: (a) bill
- A3 After a bill is introduced and passed by Congress, it is given to the president who makes the final decision.  
answer: (b) president
- A4 The U.S. Congress is comprised of two divisions: the House of Representatives and the Senate. Congress has the responsibility and authority to analyze and pass bills as well as make laws.  
answer: (a) Senate
- A5 In the end, however, a United States president maintains the authority to either accept or veto a bill.  
answer: (d) veto
- A6 If something happens that renders a US president incapable of fulfilling his duties, the vice-president fills in.  
answer: (c) vice-president
- A7 The president has a number of responsibilities and one is to appoint ambassadors to foreign countries.  
answer: (b) appoint
- A8 Anyone who wants to run for the presidential office position must be a natural-born citizen of the United States and a permanent resident of America for a minimum of 14 years.  
answer: (b) resident
- A9 Within the US government, the division that manages trade and business affairs, both in America and abroad, is the department of commerce.  
answer: (a) commerce
- A10 Within the US government, the sector that manages the protection and sustainability of natural resources is the department of the interior.  
answer: (d) interior

*US Government Questions Test (2)*

- A1 An amendment is a change or modification applied to a practice or law that already exists.  
answer: (b) amendment
- A2 When a population votes on a certain subject, the larger number of people who agree, and must equal more than one-half of the voting population, is called the majority.  
answer: (c) majority
- A3 Prohibition was a law that outlawed the production, sale, use and/or transport of alcohol for consumption purposes in the United States. By 1933, the law was abolished.  
answer: (c) Prohibition
- A4 A written, legal record or document requesting assistance, change or modifications within a government system already in place is called a petition.  
answer: (b) petition
- A5 Stemming from John Locke's ideas, innate rights, such as life, property and liberty, are known as natural rights in the U.S.  
answer: (c) natural
- A6 Early governments in the US established a constitution. This is a written outline that verifies the rights of the people within a unified, democratic government.  
answer: (b) constitution
- A7 A treaty is an agreement or understanding between two regions, states or countries that defines trade and other matters identified by both parties.  
answer: (c) treaty
- A8 In the US, the division of government that deals with law, courts and justice is the judicial system or branch.  
answer: (b) judicial
- A9 Sometimes bills are vetoed. However, at other times, a bill or amendment is approved or ratified.  
answer: (a) ratified
- A10 A person who is not a member of a police or fire-fighting department or enlisted in the military is known as a civilian.  
answer: (a) civilian

*US Government Questions Test (3)*

- A1 Congress has a number of lawmaking responsibilities and is known as the legislative branch of the US government.  
answer: (b) legislative
- A2 A United States president has the authority to appoint judges to the Supreme Court and ambassadors to foreign countries.  
answer: (b) Supreme
- A3 Every four years, certain people run for office. A person who runs for the presidential office position in a national campaign is called a presidential candidate.  
answer: (a) candidate
- A4 Among other responsibilities, Congress has the authority to collect taxes and pass laws regarding the income tax structure.  
answer: (b) taxes
- A5 When a public official is accused and then charged with wrongful or unlawful conduct, the process is known as an impeachment.  
answer: (c) impeachment
- A6 A person who is born in a certain country is entitled to specific rights, benefits and duties and considered a citizen of that particular country.  
answer: (b) citizen
- A7 When a person is charged with a criminal act, the judicial system can either convict or acquit the person of the charges.  
answer: (a) acquit
- A8 Within the US government, the sector that operates all facets concerning veterans' services is the veterans affairs department.  
answer: (c) veterans affairs
- A9 Within the US government, the sector that supervises and directs minimum wage and employee standards that exist in the current system is the labor department.  
answer: (b) labor
- A10 A division of the governmental system that presides over health and human services within the boundaries of America is the department of health and human services.  
answer: (c) health and human services

*US Government Questions Test (4)*

- A1 The government division that manages oil, natural gas and various other resources for the purpose of utilization and conservation is the department of energy.  
answer: (a) energy
- A2 The government division that deals with students, learning, development and teachers is the department of education.  
answer: (c) education
- A3 If someone doesn't pay his/her taxes or knowingly provides false or fraudulent information to tax agencies or administrators, the crime is called tax evasion.  
answer: (a) tax evasion
- A4 When people have the liberty to manage and run businesses with little government control or interference, this type of governing is called a free enterprise system.  
answer: (b) free enterprise
- A5 The government sector that manages the construction and maintenance of roads, highways, airports and railroads in the United States is the department of transportation.  
answer: (b) transportation
- A6 The government sector that supervises all facets of farming and cultivation is the department of agriculture.  
answer: (c) agriculture
- A7 By dividing the government into three departments or branches, the power of the nation is split up so each branch is separate and distinct. This is known as separation of power.  
answer: (a) separation of power
- A8 When federal and state governments have some control over the same issues, at their distinct levels, the system encompassing this type of government is called shared powers.  
answer: (b) shared
- A9 The government division that manages all facets of the armed forces is the department of defense.  
answer: (b) defense
- A10 Certain areas of society are mandated only by the states so the federal government can't control them. This type of power is called reserved power.  
answer: (b) reserved

*US Government Questions Test (5)*

- A1 Tax that is calculated and dependant on the amount a person's earns in a democracy is called income tax.  
answer: (b) income
- A2 Federal or state tax that is added to goods and/or services is called sales tax.  
answer: (a) sales
- A3 Zoning is the term used when a county, town or city defines and decides where homes and businesses are to be situated.  
answer: (b) Zoning
- A4 A county is a region or district that is divided from other areas in order to establish and operate local governments in that particular area.  
answer: (b) county
- A5 In each county, the head of the law enforcement agency or body is called the sheriff.  
answer: (c) sheriff
- A6 A person who is elected, to represent and govern a city or town, by the people is called the mayor.  
answer: (c) mayor
- A7 When communities or groups hold functions in order to raise money for a cause, the activity is called a fund-raiser.  
answer: (b) fund-raiser
- A8 A platform is a stance or statement containing a political party's thoughts, beliefs and plans put forth prior to an election.  
answer: (c) platform
- A9 Usually, conservative political parties are more resistant to change.  
answer: (b) conservative
- A10 Political parties that are usually more open to societal change are referred to as liberal parties.  
answer: (a) liberal

*US Government Questions Test (6)*

- A1 Usually, a political party that holds the lesser amount of seats, or power, within an existing government is called the opposition party.  
answer: (c) opposition
- A2 The Republican Party in the US is usually more conservative when compared to the Democratic Party.  
answer: (b) conservative
- A3 A person who is selected to run in an election is called a nominee.  
answer: (c) nominee
- A4 Democrats in the US are usually more liberal when compared to the Republican Party.  
answer: (a) liberal
- A5 In order to vote, American citizens must first be registered in their voting district.  
answer: (b) registered
- A6 An American citizen who is living outside of the US during an election year can fill out an absentee ballot in order to vote from the existing location.  
answer: (b) absentee
- A7 If an issue is disagreed upon and put forth in a direct vote approach by the government, the undertaking is called a referendum.  
answer: (b) referendum
- A8 An immigrant is a person who leaves his/her country to live in another country.  
answer: (c) immigrant
- A9 People who are being victimized or persecuted and, therefore, leave their country in order to seek refuge in a safer place are known as refugees.  
answer: (b) refugees
- A10 Citizens of other countries who reside in the US are called aliens.  
answer: (c) aliens

*US Government Questions Test (7)*

- A1 If a person, who is not a citizen of the US, is ordered to leave the country, the order is known as deportation.  
answer: (c) deportation
- A2 Naturalization is the process people go through when they are offered citizenship in a country but they were born in another country.  
answer: (b) Naturalization
- A3 If an alien is offered American citizenship, he/she must take an oath of allegiance in order to proceed with the next course of action.  
answer: (c) allegiance
- A4 Patriotism is the love and loyalty citizens possess for their country.  
answer: (c) Patriotism
- A5 Groups who want changes within the existing societal system can lobby law making, government officials and members.  
answer: (a) lobby
- A6 A study or survey regarding citizens' thoughts and opinions about a certain subject is called an opinion poll.  
answer: (c) opinion
- A7 A group of people who have similar interests in mind and work together for change or action is called an interest group.  
answer: (c) interest
- A8 The rules, laws and regulations that guide and govern a particular country are called public policy.  
answer: (c) policy
- A9 Individual freedoms declared in the US Constitution, such as freedom of the press, speech and religion, are known as civil liberties.  
answer: (a) liberties
- A10 Every American citizen, over the age of 18, has the right to vote in elections via prior amendments in the US Constitution.  
answer: (a) vote



*US Judicial System Questions Test*

- A1 A person who is accused of a crime, in a court of law, is known as the defendant.  
answer: (b) defendant
- A2 Three important sectors or branches of government in the United States are the legislative, executive and judicial branches.  
answer: (c) judicial
- A3 Within the American judicial system, there are three levels of courts.  
answer: (b) system
- A4 The three levels of court in the US are as follows: district courts, the courts of appeals and the Supreme Court.  
answer: (c) Supreme
- A5 Within the system, district courts are the only federal courts that sometimes employ a judge and a jury.  
answer: (b) district
- A6 The Supreme Court is the highest level of justice in the US. Supreme Court decisions have sometimes called for modifications in the Constitution.  
answer: (b) Constitution
- A7 A case must be heard in a district court first. After a decision is made in that court, the case can move into the court of appeals.  
answer: (b) court of appeals
- A8 A lawyer that works for either the state or federal government and sometimes cross-examines a defendant is known as the district attorney.  
answer: (a) district
- A9 In the highest court level in the country, there are eight Supreme Court judges who decide whether or not an issue is unconstitutional. They are appointed by the President.  
answer: (b) President
- A10 A lawyer who is hired by a defendant to represent his/her case is called a defense attorney.  
answer: (a) defense