<u>Unit 1</u>						
He's () a tie.	(着ている	状態)			
He's ()() a tie.	(着る	動作)	
He's () a tie.	(選ぶ)				
She's () off he	r coat.				
The menu () a wide choi	ce of dishe	es.		
The plane () off at 7 o'cl	lock.			
Our MP3 player is be	ginning	to ()	().	
He has to (career.) a choice ()	family	and
The company has no the proposal.	() but to ()

accept between choice choosing make off
offer on putting take taking took wearing

Unit 2			
They're () in the sa	ame ().
Be () to read the dire).	ctions carefull	y before using this
She pointed in the ()	direction.	
I looked () the resta	aurant's numbe	er in the telephone
The () cut won't ()	our project directly.
Ms. Anderson is on the	he () of direc	ctors.

affect budget board direction directory
equipment looking opposite sure up

Unit 3

There is one importan	nt fact that you have ().
Mr. Carter () all the company's	s advertising.
Gordon was () by grief.	
Ms. Becket was () by the ar	nount of work
she had to deal with.		
I'll () your mistake this time.	
An () majority voted i	in favor of the
proposal.		
We have to () a lot of dif	ficulties.
The building () the river.	

overcomeoverlookoverlookedoverlooksoverseesoverwhelmedoverwhelming

Unit 4			
They're sitting side () side.		
They're sitting () to each other.		
They're strolling hand () hand through the	par	k.
They're standing face () face.		
Her appointments were schedule	ed back ()	back
until midnight.			
She's standing () the counter.		
The cars are parked in () of the building.		
There is a sofa () the corner of the room.		

behind	front	in	in
next	by	to	to

<u>Unit 5</u>			
() are	e crossing the stree	t.
Three in five () break th	ne speed limit on
highways.			
Over 50,000 () tı	urned out for the
final.			
The bus driver and	six ()
were injured in the	accident.		
motorists pa	ssengers	pedestrians	spectators

<u>Unit 6</u>	
Boxes are () on top of each other.
They are () the shelves with goods.
He () the boxes on top of one
another.	
She () more food onto my plate.
There is a () of papers on his desk.
I haven't finished () my suitcase.
She () the box with tape.
Our bookshelves are easy to ().

assemble	heaped	packing	pile
piled	sealed	stacked	stacking

Unit 7					
She's () a pl	astic bag.				
The marketing department is ()	a surv	ey.
The marketing department is ()	ou	t a
survey.					
Mr. Jackson always ()	at	the	local
supermarket.					
She's () a noteb	ook to	the m	an.	
She () the buc	ket wit	h wate	er.	
The vacancy has already been ().	
Please ()	tł	ne	foll	owing
questionnaire.					
Please ()	out	the	foll	owing
questionnaire.					

carrying carrying complete conducting fill filled filled handing shop

<u>Unit 8</u>

The Central Bank decided	d to () interest rates.
They're () the stairs. (= T	hey're going down the
stairs.)		
They're () the stair	s. (= They're going up
the stairs)		
They're () the stair	s. (= They're going up
the stairs)		
The hotels are listed in as	cending () of price.
They're () the flag.	

ascending climbing descending lowering lower order

revenue.

Unit 9		
Two men are () on the sofa.
Two men are () on the sofa.
You can () on n	ne.
Please () dow	'n.
Please have a ().
Please be ().	
Ms. Lawrence () the weekly staff meeting.
There were about 300 people or	n () the
ship, not counting the crew.		
Please remain () during takeoff.
The magazine () heavily on advertising

board	chairs	count	relies	seat
seated	seated	seated	sit	sitting

<u>Unit 10</u>	
He's () a machine.
He () a truck.
The company () a chain of restaurants
nationwide.	
She's () a stroller.
We are trying to cut () costs.
The government () its ban on US beef
imports.	
She had an () to remove her appendix last
year.	
Can you () me to the station?
Microsoft () its new operating system last
week.	

drive drived launched lifted operates
operating operation pushing

<u>Unit 11</u>	
He () taking bribes.
She is () to conserving wildlife.
When did they ()the report to the
manager?	
Your work () is not renewable.
The deadline for the () of proposals is
March 31.	
() is free for children under 12.

admission admitted committed

permit submission submit

<u>Unit 12</u>	
How many people have () for the position?
Becky () to three universities and was
accepted by two of them.	
The same rules () to part-time workers.
We () counseling services for small
businesses.	
The region is () for its beautiful nature.
The Academy Awards are	commonly (
as the Oscars.	
The TV program is () for children aged
8-12.	

applied applied apply intended known known provide

<u>Unit 13</u>

Finance Minist	ers from	the	region	held	a m	neeting	to	disc	cuss
economic ().						
Did you have a	ny () fin	ding	gour of	fice	?	
The company h	as introdu	ced 1	new ()	to
protect consume	ers against	t frau	ıd.						
We had great di	fficulty in	()	a site	for	a	new
factory.									
The employees	are deeply	<i>i</i> ()	by th	e p	ropo	osed
merger plan.									
The governor () a	sta	teme	nt de	enyi	ng	the
allegations.									
There is a fatal	() in	the s	security	sys	stem	•
finding	flaw		issues	i	ssue	d			
measures	tro	uble		trou	ıbled	l			

Unit 14							
Congratulations of	on your ()		to	bra	anch
manager!							
The supermarket	is doing a spe	ecial ()	of
fruit juice.							
Ms. Lee was () to div	ision	direc	tor.	
Cannon launched	an advertisin	g camp	aign to ()
its new digital car	nera.						
We need a writter	n () of you	ır or	der.		
I'd like to () my	reserva	tion	on F	light	205
for Chicago.							
I would () it it	f you co	uld	resch	edule	our
meeting.							
Your proposal is	currently unde	er ().	
appreciate	confirm	confi	rmation	coı	nsider	ation	
promote	promoted	pro	motion	I	oromo	tion	

<u>Unit 15</u>					
It is () recomme	nded that	you	install	anti-virus
software on your c	computer.				
Is Ms. Roberts () to come to the party?				
You are () invited to attend our annual meeting				
of shareholders.					
What's the most () outcome	e of th	e election	on?
The president was	strongly () 1	to the pr	oposal.
Mr. Martin () agreed t	o spea	ak at the	e event.	
cordially	kindly	ý	lik	ely	
likely	oppos	ed	str	ongly	

Unit 16						
What is the () of your	r visit	to Ma	alaysia	ı?	
A meeting was ()	for	the	purp	ose	of
electing a new leader.						
She dropped the document on ().		
We need to () a date	for the	e next	meeti	ng.	
The company is trying to cut () co	sts	by
20 %.						
The five-course dinner ()	us	100	dol	lars
each.						
Each seminar is 90 minutes in ().		
called cost	fix		labor			
length pur	pose		purp	ose		

much	sound	wai	nt		
fancy	feel f	eel look			
It () li	ke you had a g	great time in H	awaii.		
The new manager () lik	e a friendly pe	erson.		
This material () like silk.				
Do you () going for a drink after work?				
Do you () to play tennis after work?				
A: No, I'm () too tired.) too tired.			
Q: Do you () like going for a swim after work?				
<u>Unit 17</u>					

<u>Unit 18</u>							
Q: Can I pay by c) do 1	I hav	e to	pay		
cash?							
A: () is fine.						
Please keep the d	oors locked at () time	s.		
There are entranc) side of the building.					
Thousands of tou	rists visit Italy	() year.				
You can choose ()	French	fries	or	mas	hed
potatoes.							
We need to hire () a	ssistant.				
another	all		either	e	ither		
either	everv		or				

<u>Unit 19</u>					
Q: Are there any tickets ()	for	ton	ight's
concert?					
A: Sorry, they're all sold ().			
The deal was () to both	sides.		
We will send you our new car	talog as s	oon as it	become	S	
(
Air pollution in the city has e	xceeded	()	
levels.					
Managers should be held ()	for	their
decisions.					
Please let me know your ()	for the	next	three
weeks.					
acceptable accounta	ble ag	reeable	avail	able	
available avai	lability	out			

<u>Unit 20</u>			
Q: Would you like	to () a taxi to t	he station?
A: Yes, that would	l be ().	
We () at the station of	on time.	
Mr. Burton does no	ot like () ideas with	n his coworkers.
Norfolk Internatio	nal Airport has o	ver 400 () and
departures daily.			
The participants w	vill be () into	o small groups.
The computer mar	nufacturer is tryin	g to increase its	s market
() in Japan.		
Where are you ()?		
arrived	arrivals	great	divided
heading	share	sharing	share

<u>Unit 21</u>		
Q: How often do you hav	re to () the light bulbs?
A: They usually () two year	·S.
The trees are (rater.	
The terms of the contract	are under ().
We are looking for a suita	able () for Ms. Harris.
Please () your flight 72 h	nours before departure.
Mr. Newman will be () M	Is. Kenton as personnel
manager.		
The board is () the budg	get proposal.
Mr. Higgins () on his su	accesses and failures.
last	reconfirm	reflected
reflected	replace	replacing
replacement	review	reviewing

<u>Unit 22</u>) to begin? Q: What time is the meeting (A: It () in half an hour. I was () to finish the revision by Wednesday, but I couldn't. I () if it rains, we'll have to cancel our picnic plans.) the company rejects all of our demands, (what will we do? You are not () to open the envelope. Mr. Jacob is () doing research in Florida. This restaurant is () to be the best in town. suppose supposed supposed starts supposed supposed supposedly supposing

<u>Unit 23</u>					
Q: Who's in ()	of	making	the	travel
arrangements for the co	onvention?	,			
A: Mr. Richards, in (),	is handling	g that.	
The company made rec	cord profits	s last ye	ear in ()
of increased competition	n.				
Mr. Brown gave a spee	ch at the c	onferen	ace in ()
of Mr. Lee, who was un	nable to at	tend.			
A new airport was buil	t in the are	a, ()	protests
from local residents.					
I'm all in () of fle	xible w	orking hou	rs.	
Ms. O'Leary is (for re	cruiting and	d trair	ning new
staff.					
charge desp	oite	favor	lieu		
personnel	respons	ible	spite		

Unit 24				
W: Isn't the quarterly	report () soon?	
M: Yes, the () is the da	y after tom	orrow.
My passport is () for anoth	ner two yea	ars.
Sue didn't pay her () la	st month.	
My flight was cancelled () to technical		
problems.				
At least two years of	sales expe	rience is a	().
The departure was (, o (wing to bac	d weather.
The president is () to visit o	our branch	next week.
deadline	delayed	due	due	
due	dues	good	must	

<u>Unit 25</u>	
Q: Why did you come to	() so early this morning?
A: In order to () the heavy traffic.
Eastbound traffic is being	g () due to an accident.
Traffic is () smoothly on all roads going out of the
city.	
You should avoid () our online banking
services through shared of	computers.
The road () sharply after the pond.
The government is consi	dering a () of public
funds to the private sector	r.
accessing avo	oid diversion diverted
flowing	turns work

<u>Unit 26</u>				
Q: How () is the co	onvention ce	enter from here	e?
A: Only a few minutes ().		
My birthday is still month	ns ().		
The airport is () a	way from he	ere.	
Mr. Stuart has been () from v	work for a wee	k.
The two cities are 50 kilo	ometers ().	
The computer course is 1	0 weeks ().	
Ms. Anderson is by () the be	st candidate fo	or the
job.				
The report is ten pages ().		
apart away	away	away	far	
far fa	ır	long	long	

<u>Unit 27</u>			
Q: How was the lecture	last night?		
A: It was very ().		
A truck crashed into my	house, but () no	one was
home.			
I complained to the man	ager, but he wası	n't very ().
It is () to carry a fire	earm in some cou	intries.
It may be just () thinki	ng, but I think	our new
video camera will sell w	ell.		
Mr. Raymond was ()	to hear that his	physical
exam results were all fin	e.		
helpful	lawful	thankful	
thankfully	useful	wishful	

attendees

<u>Unit 28</u>			
Q: What did you think of	the seminar yeste	rday?	
A: Actually, I wasn't able	e to () it.	
Nick didn't () to the par	rty.	
We have an average () of	50,000 fans pe	er game.
I can't () right now. I hav	e to think abou	ut it.
A flight () will serve you r	efreshments sl	nortly.
Which school do your ch	ildren ()?	
A lot of handouts were ha	anded out to () of the
event.			
attend attend	attendance	attendant	

come

decide

<u>Unit 29</u>				
Q: Don't y	ou need to () food f	for the party?
A: No, Jan	ne is taking () of it.	
The annua	ıl conference w	vill take () in May.
We () bus	iness with a nu	umber o	f companies
overseas.				
The annua	l conference w	vill be ()	in May.
Ann is tak	ing care of the	dog ()	we are on holiday.
(care	do	held	
(order	place	while	

<u>Unit 30</u>	
Q: Didn't Bob Jenkins () to work in the customer
service department?	
A: Yes, but he was ().
A German () of our brochure will be ready in
two weeks.	
I'd like to () \$400 from my savings account to my
checking account.	
Mr. Thomas has () a transfer to the London office.
The country has been () into a major industrial
nation within the last dec	ade.
Her first novel has been () into 24 languages.
Ms. Gibson () to the human resources
department last year.	

requested transfer transferred transferred transferred transferred

<u>Unit 31</u>			
W: Do you want to wait	, or would you)	come
back later?			
M: I don't () waiting.		
I want to look at the () results first before			
discussing our plan.			
Would you () calling the t	ravel agency?	
We are () for an experienced manager to lead		
our marketing team.			
Do you mind if I () you some questions?			
ask	looking	mind	
mind	rather	survey	

<u>Unit 32</u>	
M: Why is the () of the new office being
delayed?	
W: We have to get a building () first.
Proceeds from the concert will	be () to charity.
The city has decided to () another runway at the
airport.	
The new model will go into () early next year.
The hotel chain is trying to imp	prove customer
().	
Our new () pro	duces 2,000 cars per day.
This server is designed to () the needs of small
businesses that have no in-hous	se IT staff.

construct construction donated permit
plant production satisfaction satisfy

<u>Unit 33</u>

W: Do we have enough copy paper, or should I (
some more?			
M: We still have ().		
They have spent an () amount of time on this	
project.			
We have received a () of complaints regarding	g
noise from the constru	action site.		
It took us a great deal	of time and () to find the	;
right venue for the par	rty.		
We have () of time to	prepare before the	
presentation.			
effort	enormous	number	
order	plenty	plenty	

<u>Unit 34</u>			
M: Do I need to () o	ut the form?	
W: It's not () this time	e.	
No () booking is nec	essary.	
We need to make a	. () immediate	ly.
There is a () need for	r new housing in	this area.
The company is in	need of () fina	ncing.
A car is an absolute	e () in this tow	n.
Expensive restaura	nts aren't () the l	oest.
additional	advance	decision	fill
growing	necessarily	necessary	necessity

<u>Unit 35</u>	
W: How did your () go this afternoon?
M: It couldn't have gone ().
W. What do you do for a (\9
W: What do you do for a ()?
M: I'm an ().	
I have () to do	with Mr. Goldberg.
We will be able to give you more	e () later this
week.	
Mr. Morgan gave a presentation	at the ().
Mr. Chung () a trading company in Hong	
Kong.	

engineer	better	conference	details
living	nothing	presentation	runs

<u>Unit 36</u>		
M: What's the weather () for tomorrow?
W: They're () snow.	
It is difficult to make accurate () about the
effects of global warmin	ng.	
The software is designed to () outsiders from
accessing your network		
His reaction to the news was ().
I'll () an	estimate for t	he repairs.
The unemployment rate is () to fall to 4% by
the end of the year.		

forecast predictable predicted predicting predictions prepare prevent

<u>Unit 37</u>			
W: Is the () for tomor	row's meet	ting ready?
M: Not yet. Mr. Tyler is () i	t now.
The board of directors me	et this morni	ng to discu	iss the union's
().			
In our company, () is high	on the agenda.
Karen keeps a diary.			
The first () on	the agenda	was the new
evaluation system.			
I didn't put the meeting d	late in my ().
Mr. Keen took the () of the n	neeting.
agenda den	nands	diary	item
minutes	quality	r	eviewing

<u>Unit 38</u>				
M: Excuse me. How much does it () to				Э
park here?	park here?			
W: It's four dollars fo	or the first h	our, and then two	dollars for	
(() additional hour.			
The delay has () the comp	oany an	
important contract.				
We need to cut () costs.) costs.		
How would you like)?)?		
The union is pushing	for better pa	ay and ().
How long does it () to get the) to get there?		
How much did the company () on the	
renovation of the hea	idquarters?			
conditions	cost	cost	every	
operating	pay	spend	take	

<u>Unit 39</u>			
W: What time will yo	ou come back from the ()
station?			
M: The () told me my	y car should be read	dy
by half past eleven, s	o I'll probably be back	around noon.	
I called the () to fix the s	ink.	
This beautiful church	n is a fine example of Go	othic	
().		
The flight was delayed	ed due to a mechanical().
I'd like to make an () to see Doctor	
Quinn this afternoon			
appointment	architecture	failure	
mechanic	plumber	service	

<u>Unit 40</u> M: Could you put me () to David Chung's room, please? W: () on please.... I'm sorry, I can't find anyone) that name on our computer. Are you sure he's) here? We need to put the proposal () by the end of the week. I put () one hour every day to do physical exercise. Mr. Powell managed to push the () through.) a number of The committee put (suggestions.

aside by deal forward hold staying through together

<u>Unit 41</u>

M: Sarah, we're th	inking of goin	g to the ne	w Thai restaurant
around the (). Would you like to come			ou like to come with
us?			
W: Sure. I'll () join you.	
The people in the l	notel were () foreign tourists.
Mr. Poon arrived in	n the US as a 1	refugee, bu	t later became a highly
() businessma	n.	
If you are in Hull,	the Museums	Quarter is	() worth
a visit.			
We need a () answ	er by tomo	orrow.
The laptop comput	ter you ordered	d is () unavailable.
corner	currently	definite	definitely
definitely	y ma	inly	successful

<u>Unit 42</u>	
W: I need to go to the () office. Could you tell me
where it is?	
M: You have to go all the way d	own that (). It's
right next to the machine room.	
The ceremony took place under	() security.
Ms. Forster has saved enough m	noney to feel (
secure.	
The firm () secured a \$40 million contract
with the Chinese government.	
The loan is () against your home.
Please make sure your seatbelt i	s (
fastened.	

financially hallway recently secured securely security tight

<u>Unit 43</u>

M: Hello, this is James N	M: Hello, this is James Newton from ABC Travel. May I		
() to Ms. Becket, please?		
W: She's not in this depart	tment anymore. You can		
() her at 5574-5893, extension 205.		
I'll call you when I get () work today.		
Keep all medicines () of the reach of		
children.			
The two companies failed	to () an		
agreement.			
I sent her flowers () her birthday.		
May I talk () the manager, please?		
for off	out reach		
reach	speak to		

<u>Unit 44</u>

W: Do you think Mr. Mandelson would () the Italian
restaurant by the river?	
M: Yes, but you should make a reservation w	vell in (
). That restaurant i	s very popular.
This offer is () to c	hange without advance
notice.	
Before joining our company, Mr. Warner () as Senior
Vice President of Marketing at Dillon's Corp).
Vegetarian meals are provided by ()
arrangement.	
The agenda will be () one week prior to the
meeting.	
Let's make an early () tomorrow.
available advance like	prior
served start subject	

<u>Unit 45</u>

M: Hello, I ordered two bo	ooks () yo	our website
more than three weeks	ago, but I hav	ven't received th	em yet. Could
you look () it, ple	ase?	
W: Certainly, sir. Do you h	nave your orde	er number ()
hand?			
While Cathy was ()	on business, he	r sister looked
after her dog.			
Could you look ()	my CV and off	er some
suggestions for improvement	ent?		
Management is looking in	to the possibil	ity () merging
the two offices.			
I'm looking () to see	ing you soon.	
at away	from	forward	
into	of o	over	

<u>Unit 46</u>

M: Good morning. My name is Tony Marks. I've come to		
(for the conference.	
W: Mr. Marks Yes, here's your conference badge, and this is your		
information pack. The open	ing () starts at 10	
The () number is different from the serial	
number.		
The protesters are calling fo	r the Prime Minister to	
().		
It concerns me that employe	ee () is rising.	
I'm () about his health.	
There is () concern about the rising	
prices of heating fuel.		

growing resign register registration
session turnover worried

postpone

<u>Unit 47</u> W: I can't () the staff meeting this afternoon because I'll be on a conference call with an important (). M: Well, if we () the meeting until tomorrow, will you be able to () it? Germany () the 2006 World Cup. My flight was () because of bad weather. Peter just () a new job. We had problems with this () right from the start. I have to () buying a new car until next year. client cancelled attend hosted make

project

started

postpone

<u>Unit 48</u>

W: So, could you fill out this () form, please?
And we need a () of 10 perc	ent.
M: Can I () by credit card?	
A full refund will be given if () is made at least
14 days prior to scheduled arriv	al.	
I'd like to () a deposit into my	y savings account.
Tourism is a major source of () for Malta.
We have () a computerize	ed data collection
system.		
We will refund your money	in full if you a	are not completely
(
Our records show that you () 200 dollars into
your checking account on Febru	ary 5th.	

booking cancellation deposit deposited implemented income make pay satisfied

<u>Unit 49</u>					
M: I'm () thr	ee weeks of	f from tom	orrow. Do
you need () be	fore I leave	?	
W: I don't think v	ve'll have	any (), but could
you give me your	mobile ph	one num	ber? Just in	(`
something comes	up.				
Mr. Hunt explaine	ed the prop	oosal in () at the last
meeting.					
You'd () tak	ce an umbre	lla, in case	it rains.
I'll buy you a drii	nk in () fe	or your hel	p.
By law, teenagers	are not al	lowed to	drink alcoh	ol, but in	
()	they do.			
In case of fire, () the alar	m bell.	
anything	better	case	detail	emergen	cies
	ret			akino	

<u>Unit 50</u>

W: I can't () this printer is out of order again! We		
just had it () last week, didn't we?		
M: Yes, it breaks down a lot (). I think it's time		
to get a new one.			
Please () your name in block capitals.		
Could you () this letter for me?		
Always read the small () before signing any		
contract.			
My bicycle was damaged () repair.		
The walls have been () yellow.		

believe beyond lately painted

print print repaired type

<u>Unit 51</u>

The time is now half past ten, and we	Il be starting our ()
of the factory at 10:50. So let's () a break for
twenty minutes.	
Prices for the above () are based on charter
flights from Sydney to Jakarta.	
I took part in a () tour of the museum.
While staying in London, we took a d	ay () to
Stratford-upon-Avon.	
The presenter () and fell as he was leaving the
stage after giving his speech.	
We finally arrived in Saint Louis after	a seven-hour (
by car.	

tripped	guided	d	itineraries
journey	take	tour	trip

<u>Unit 52</u>

Thank you for calling Ca	arleton Consultants	. Our business
() are from 10 a.m	. to 5 p.m., Monday
through Friday.		
Product quality has signi	ificantly improved i	in a short
() of time.	
I've been there many ().
The bank is expanding () worldwide.
Diana is paid well, but s	he has to work long).
We don't have much () before the guests turn
up.		
1,	1	
hours	hours	operations
period	time	times

<u>Unit 53</u>

() passengers. l	Due to signal pro	blems, all	1
trains out of Zurich are	delayed (). We an	re
sorry for the ()	and thank you f	or your	
patience.				
The Queen's Hotel is co	omfortable, but it	is ()
located.				
We () for any incom	nvenience caused	d by the er	ror.
Please return the () form at y	our earlies	st
convenience.				
For your ()	, we are open un	til 11 p.m.	•
Am I calling at an () time?		
apologize	attention	completed		
convenience	inconvenience			
inconvenient	inconvenientl	y indefini	tely	
İ				

<u>Unit 54</u>

Good morning, everyone. Before	e we begin today's meeting, I have
some () to make.
The Japanese car manufacturer (to build a new factory in Poland	•
The two companies are (announcement about the merger) to make an official later today.
My niece wants to become a TV).
announced announcements	announcer expected

<u>Unit 55</u>

The first 50 people to () tickets will receive a
free gift.	
Mr. Lopez () heavily in property.
The country is trying to attract a	s many foreign investors as possible
to () its economy.
Sam was () the task of creating a new
website.	
We don't () visitors to take pictures of the
exhibits inside the museum.	
Mr. Hurd went to Pakistan on a	special ().
The company made a huge () in product
development.	
Be sure to keep your receipt as () of purchase.

allow assigned assignment boost invested investment proof purchase

<u>Unit 56</u>

The City of Santa Barbara would	ike to (
residents and commuters that begi	nning Monday, October 15th,
Valencia Boulevard will be () for construction
work.	
Mr. Adams () with us about the importance
of employee training.	
Dr. Aziz signed a () agreement with the
chemical company.	
I'll put up a () about the training workshop
on the bulletin board.	
Gene lives within commuting () of
Chicago.	
Please inform us of any () of address as
soon as possible.	
agreed change clo	sed confidentiality
distance inform no	otice

<u>Unit 57</u>

If you have any questions or () about this policy,
please don't () to contact me or any member
of our management team.	
I have no () in recommending him for the job.
Please feel () to ask me if you don't understand.
When asked about the timing o	f his (), the prime
minister hesitated for a momen	t before replying.
The chief financial officer () forging financial
statements.	

concerns	denied	departure	
free	hesitate	hesitation	

<u>Unit 58</u>

As our way of thanking you for being	ng a Vincent Finance customer, we
are offering you () personal accident insurance.
The manager () Ms. Hall on her handling of
the difficult situation.	
The company was held () for violation of
copyright laws.	
Mr. Alfonso is highly () for the job.
Ms. Robinson took his remark as a).
A delicious () breakfast is served in your room
or in the dining area.	
The jewelry he gave me turned out	to be (
worthless.	

completelycomplimentcomplimentarycomplimentarycomplimentedliablequalified

<u>Unit 59</u>

Hello, Ms. Hunter. This is	Charles Weston from	n Sunshine Tours. I'm
() y	our call about the ho	tel
(
The situation returned to () within a month.
I need to make a quick pho	one ().
On his () from Europe	e, he began his career as
a writer.		
Please give the customer a	case number before	(
up.		
Could you please () me to	Jane Peterson's room?
I had to () these boots t	o the shop because they
were too big.		

call connect hanging normal reservation return return returning

<u>Unit 60</u>) list of prices and services, please For a (call us today at 553-5489. The new building is nearing (). The () of the library took five years to complete. The () will be paid on the completion of the project. His resignation came as a complete () to us. A: Have you made a dinner ()?) forgot. B: Oh, I (

complete completely completion construction remainder reservation surprise

<u>Unit 61</u>	
To take () of this special offer, please visit our
website at www.ibcp.com.	
I lost all () of time.
My boss didn't take much () of my
suggestions.	
During our stay we took ful	l advantage of the hotel's sports
(
The new law will take () on July 1st.
Monthly bank statements he	elp you keep track of your
(

advantage	effect	expenses	
facilities	notice	track	

<u>Unit 62</u>

Ladies and gentlemen, thank yo	ou for joining us today. And now I'm
() to i	ntroduce our first speaker, Dr. Henry
Crawford.	
It was () to sit in a sidewalk café and watch
people walk by.	
The marketing manager was pl	eased with the sales
().	
My boss is hard to ().
It is my great () to introduce our
keynote speaker, Mr. Jonathan	Laming.
We are pleased to () you that your
application has been approved.	

figures	inform	pleasant	
please	pleased	pleasure	

<u>Unit 63</u>

Please remember that the use of	of cameras or recording devices is
strictly () inside the theater.
Pollution is an unavoidable () of human
activity.	
Job losses as a result of the () are inevitable.
Photography is () forbidden in the museum.
Please () from smoking in this area.
Strictly speaking, Northern Irel	land is not (
Great Britain.	

consequence merger part

prohibited refrain strictly

loading

<u>Unit 64</u>

Southbound traffic on Mitchell Freeway is (
from Farrington Street to Russell Road due to an accident.			
A school bus (bus () into a lamppost.		
Vehicles without permits will be () at t) at the
owner's expense.			
The traffic () gets wors	e during the
summer.			
They were only () injured in	the crash.
The airport is () congested	1.
They are () th	e boxes into the	ne truck.
congested c	ongestion	crashed	heavily

slightly

towed

<u>Unit 65</u>

() the first of the mo	onth following their hire
date, all regular employees who work a minimum of 24 hours per		
week are () for medical benefits.	
Agricultech Incorporated manufactures equipment that is specifically		
() for use in agricult	tural research.
Due to frequent violence	, this movie is not () for
children under 12 years.		
Timely decisions are () for maximizing
revenues and profits.		
Students are eligible to () a 10% discount on
textbook purchases at the	e University Booksto	ore.

designed effective eligible
essential receive suitable

<u>Unit 66</u>

A recent survey shows 85	5% of Internet users ()
on search engines to loca	te information on the We	b.
You should not place too	much () on these figures.
The new CEO () the ailing	g company around in
one year.		
The new sales manager fa	ailed to live up to our ().
Japan relies on () for about	two-thirds of its
beef consumption.		
When Mr. Lotterby is on	vacation, his assistant wi	ill
() in for him.	

expectations	imports	reliance	
rely	stand	turned	

<u>Unit 67</u>

Global Quality () consulting services for
companies interested in impr	roving business processes and operational
(
Copies of the report were () this morning.
We are planning to expand o	ur () channels
worldwide.	
The following is a list of local	al () selling our
products.	
Ms. Johnson is () buying a new house.
Several security cameras have	ve been () in the
parking lot.	
Hotel Caribbean provides gu	ests with a comfortable stay at
() p	prices.

considering distributed distribution distributors reasonable efficiency installed provides

<u>Unit 68</u>

All repairs and maintenance of rescue boats should be carried out in		
() with the manufacturer's instructions.	
Our facilities are () in compliance with	
environmental laws.		
The film festival was spo	onsored by Kawasaki City in	
() with local businesses.	
The committee drew up t	the guidelines in (
with scientists.		
We () our business in accordance with local laws	
and regulations.		
Your pension will be () in line with inflation	
each year.		

accordance	association	conduct	
consultation	increased	operating	

<u>Unit 69</u>

Passengers are () that strict security remains in
place at all UK airports.	
Research () that extensive reading is an effective
way to learn a language.	
The test is designed to () the students' progress.
The accident serves as a () of the importance of
seatbelt use.	
Most of the tables are ().
His (of the situation was accurate.

assess assessment indicates
occupied reminded reminder

<u>Unit 70</u>

When Mr. McGuinness arrived at the office at 9:30 p.m., it was					
completely ().				
Property investors are () London due to high				
prices.					
Try not to use an ATM at night	or on a (
street.					
Please complete the () questionnaire and				
return it in the envelope provide	ed.				
The proposal was narrowly () 230 votes to				
225.					
Mr. Conran () a deserted warehouse into a				
restaurant.					

converted defeated deserted

deserted deserting enclosed

<u>Unit 71</u>

All flights are () to delay and cancellation			
today after the dense fog	which continued overnight.			
The () is subject to approval by the stockholders			
My brother's house is hug	ge () to mine.			
I'm () with the area.			
Prices are subject to ().			
Your arguments are not () to this discussion.			
Violators are subject to a	() of up to 300			
dollars.				
The street was () to me.			

change	compared	familiar	familiar	
fine	proposal	relevant	subject	

<u>Unit 72</u>

The item you ordered is () out of stock.			
The toy manufacturer has	nas temporarily (
production of its stuffed an	nimals.				
Becky found a () j	ob that	will	last	until
December.					
James successfully () the t	raining	course	e.
Analysts responded () to th	e news.		
Profits rose () last year.				
					_
cautiously	completed	halte	d		

temporary significantly temporarily

<u>Unit 73</u>

The product inside this box is ()	and	should	be
handled with care.						
My printer is () with Wi) with Windows Vista.			
Grace is a () worker.				
Mr. Kinsley decided	ne job for ()		
reasons.						
Peace in the region	() ex	xtrem	ely fi	ragile.	
The shop carries a v	vide () 01	f clot	hes.		
Ticket prices to Los	Angeles (),	dep	ending	on
the time of year.						
Molly always works	s ().				
aamnatihla	diliaant	diligantly	fnc	o dila		
compatible	diligent	diligently	117	agile		
remains	variety	various	va	ıry		

<u>Unit 74</u>

In a press conference yesterd	ay, Richmond Engineering announced
that it will () Dupon Electronics.
More mergers and () are expected in the
retail sector.	
The package was () to the wrong address by
mistake.	
The audience () mainly of teenagers.
Nearly 40,000 runners from o	over 100 countries (
in the Tokyo Marathon.	
While working in Shanghai,	Ms. Cooper () a
good knowledge of Chinese.	
Please pay for the goods on ().
acquire acquired	acquisitions consisted
delivered de	livery participated

<u>Unit 75</u>

Smoking is prohib	ited in this bui	ilding except in		
() areas	s.		
Prolonged () to the sun can c	ause skin damage	e.
NCC Education's	qualifications	are ()	
worldwide.				
The village was re	cently designa	ated as a ()	
area.				
Our office is conve	eniently () just a few	
minutes from the s	station.			
Ms. Dickens was p	presented with	an award in ()
of her dedicated se	ervice to the co	ompany.		
The harbor is () to wind a	and waves from the	he
north.				
The committee and	nounced the () of 18 sites as	3
Historic Landmark	ζS.			
conservation	designated	designation	exposed	
exposure	located	recognition	recognized	

<u>Unit 76</u>

Cycling is a great form o	f exercise and an e	excellent	
() of transportatio	n.	
We were () him to ca	all this morning.	
Mr. Burney did not () to any of my emails	5.
E-mail has become an in-	creasingly importa	ant means of	
().		
The concert did not live	up to our ().	
In () to your inquiry,	we are providing you w	vith
the following information	n.		
Tahiti is a popular tourist	t ().	
communication	destination	expectations	
expecting me	eans respond	response	

<u>Unit 77</u>

We would be grateful if y	you would acknowledge ()	
of this letter.			
I () a letter from an old friend yesterday.		
Be () to make copies of all the documents.		
Please bring your passpo	ort as () of identity.		
Mr. Norton () the need for reform.		
I have received an () for 300 dollars.		
Can I have a (), please?		

acknowledged invoice proof receipt
receipt received sure

<u>Unit 78</u>

I am writing to inform you that we will (
headquarters from Philadelphia to	New York.	
Our new line of laptop computers v	will be ()
next month.		
We need to () r	relocation costs.	
Mr. Montgomery claims that he wa	as unfairly ().
Ms. Fisher received compensation	for unfair ().
The company will () to New York next m	onth.
It is useful to learn how to () inform	ation
effectively.		

dismissal dismissed estimate launched organize relocate relocate

<u>Unit 79</u>

I would like you to () the research project
after Dr. Fox leaves next	month.
Some of the board memb	ers () their concerns
about the proposal.	
You must submit your va	cation request to your
() 2 weeks in advance.
You should () your property against fire.
The students conducted a	chemical experiment under the
() of the teacher.
I'd like to () a table for two, for tomorrow night
I took out health () last year.

expressed insurance insure reserve supervise supervision supervisor

<u>Unit 80</u>

We have () some of the clauses in the Customer
Agreements.	
We thought her presentation wa	as ().
We made a few () to the design.
Our office was () last year.
The museum will be closed dur	ing ().
The company has () massive changes in the last
five years.	
() on	feedback from the students, we
modified the course.	
I was () by his enthusiasm.

based impressed impressive modifications modified renovated renovation undergone

<u>Unit 81</u>

The exhibition () paint	ings by important local
artists such as Ralph Hed	lley and John	Falcona	r Slater.
A computer can () many	tasks at once.
Mr. Owen looked at the s	sales () and smiled
contentedly.			
They all looked ().	
We have successfully (), with new products and
services.			
Air bags are a () featu	re in most new cars.
I'm () for a job.		

features figures innovated looking
perform standard tired

<u>Unit 82</u>

We are confident that the	new accounting system will		
() in increased productivity.		
Drinking too much can () to health		
problems.			
You will get your exam () in four weeks.		
Heavy traffic is causing () on the highway		
Lay-offs resulted from the	e ().		
Unemployment is a major	r () of poverty.		
Interest-rate cuts () about economic		
recovery.			
The merger resulted in ().		

brought	cause	delays	lay-offs
lead	merger	result	results

<u>Unit 83</u>

If you have a schedule) with the se	minar,	
please contact me as s	oon as possible	e.	
There is a Chinese cal	ligraphy collec	etion on () at
the museum.			
The committee raised	no () to the prop	osal.
The results of the rese	arch conflict w	rith all previous	
().		
Train and bus times ar	e () in the statio	on.
() is better t	chan cure.	
Ms. Gilbert strongly () to the term	s of the
contract.			
a sufficient disas	.1 4:1	6:1:	
conflict disp	olay displ	ayed findings	
objected	objection	prevention	

<u>Unit 84</u>

I would be more than happy to provide you with a letter of				
(), if you so desire.			
The plant was build exact	ly to our ().		
The meeting room can ()	up to 30 people.		
The teacher () using	word cards to learn		
new words.				
The price of the tour inclu	ides ().		
The consultant made seve	ral () to the client.		
Mr. Heller is going to give	e a () to the board of		
directors.				

accommodate accommodation presentation recommended recommendation recommendations specifications

<u>Unit 85</u>

The guided tour will last () two hour	S.
The construction work will	take approximately 8 weeks	to
(
Our () time of arrival will be eigh	nt o'clock in
the morning.		
The total cost of constructi	on will () to two
million dollars.		
Three thousand pounds see	ems to be a ()
approximation of the actua	l costs.	

approximate approximate approximately

complete reasonable

<u>Unit 86</u>

M&K Corporation is () an experienced sales	
manager for its Vancouver office.		
The travel guide () over 500 hotels and	
restaurants.		
I am seeking () of the rules.	
The names on the list are in alphabetic	cal (
Illustrations are provided to help () the	
written instructions.		
Twelve years ago, Claudia joined our	company as a sales	
().		
If symptoms (), seek medical advice.	
clarification clarify lists order persist	representative seeking	

<u>Unit 87</u>

Situated in	the heart of B	Birmingham, th	ne Jade	Hotel offers easy	
() to all the main shopping and leisure areas			
of the city.					
There are	a few job () at our company.	
You need a	a password to	() the database.	
Tickets are	e available at y	our local ticke	et ().
I bought this pizza in the frozen food () of	the
supermark	et.				
They gave	me free () to the company	files.
The party	began with the	e president's () rer	marks.
	access	access	access	aisle	
	opening	openings	S	outlet	

<u>Unit 88</u>

Revenues for the quarter were lower than ()	
projected due to a delay in the release of a new product.				
People work more () in a team.	
() sal	es figures we	re higher than exp	ected.
His daughters, Emma and Tina, are seven and ten,				
().			
Our products compare () with those of our			our	
competitors.				
(), I planned to stay there for a month.			
We had a very (very () meeting this morning.			
favorably	initial	initially	initially	
productively	productive	respec	ctively	