

# 101 extra Vocabulary exercises

## testing **TOEIC** business words and phrases

- 1 To be honest, the two candidates are so completely different that they really don't bear .....  
A. confirmation      B. contrast  
C. contemplation      D. comparison
- 2 The small cafe situated near gate 6 is now ..... free teas or coffees to those waiting for the delayed flight.  
A. discharging      B. dispensing  
C. offering      D. obliging
- 3 We would like to ..... our customers that we will be closing an hour earlier than usual due to the holiday weekend.  
A. remember      B. reassure  
C. repeat      D. remind
- 4 Welcome to News Night, and now over to our ..... who's covering the fireworks show from Carlton Hill.  
A. reviewer      B. reporter  
C. announcer      D. performer
- 5 I need to check all the telephone calls made during the month, so I want to receive a(n) ..... bill.  
A. detailed      B. adequate  
C. specialized      D. itemized
- 6 Many big department stores let you open a ..... account in order to spread out the costs of items you buy.  
A. credible      B. credit  
C. credited      D. credulous
- 7 You don't have to pay now as long as you ..... the account by the end of the month.  
A. arrange      B. order  
C. end      D. settle
- 8 The band's manager is responsible for making financial decisions and ..... the accounts in order.  
A. holding      B. keeping  
C. taking      D. making
- 9 It is less risky to put your money into a ..... account than to invest it on the stock market.  
A. heap      B. withdrawal  
C. lump      D. deposit
- 10 A good team leader must be able to ..... his colleagues to come up with creative solutions to problems.  
A. inspiring      B. inspiration  
C. inspires      D. inspire
- 11 The ..... of alcohol is not allowed while you are on the job.  
A. consumer      B. consumption  
C. consuming      D. consume
- 12 The contract was signed by the partners who thus agreed to ..... by the terms and conditions which it contained.  
A. follow      B. adhere  
C. abide      D. stick
- 13 The company couldn't decide how to proceed, so an independent adviser was called in to ..... the situation.  
A. result      B. repair  
C. restrain      D. resolve
- 14 When Mr. Reynolds first started his company, it did not attract enough clients, so he decided to ..... the services of a public relations expert.  
A. invite      B. engage  
C. enter      D. register
- 15 This organization has existed for over 50 years and in fact was ..... in 1949.  
A. grounded      B. established  
C. found      D. invented
- 16 They were very careful to make sure in the original agreement that ..... would be made to pay for staff redundancies.  
A. foresight      B. forecast  
C. providing      D. provision
- 17 Have you ever been tempted to ..... as a candidate in the local elections?  
A. stand      B. sit  
C. race      D. try
- 18 There will be no trains running today because the drivers are on .....  
A. hit      B. pause  
C. strike      D. leave
- 19 This supermarket is trying to ..... health conscious shoppers by offering organic food.  
A. target      B. persuade  
C. spotlight      D. trap
- 20 You should have ..... those shares last year when they were cheap.  
A. taken out      B. sold off  
C. bought up      D. held over
- 21 After working there for 30 years, she has decided to take early .....  
A. leave      B. finishing  
C. departure      D. retirement
- 22 It has become common for people to go on a spending ..... with their credit card without giving much thought to how they will pay back the money.  
A. burst      B. spree  
C. fit      D. day
- 23 There is popular demand for the system that allows credit companies to offer unlimited credit to young people to be ....  
A. overhauled      B. overseen  
C. overlooked      D. overtaken

- 24 Occasionally politicians have been forced to ..... because of the bad publicity they have attracted.  
A. step off                      B. step through  
C. step down                      D. step out
- 25 Recent reports have ..... that being in debt is no longer looked upon as a disgrace but rather as an attractive way of life.  
A. revealed                      B. relieved  
C. replied                      D. responded
- 26 Without the correct password I'm afraid you can't ..... those files.  
A. reach                      B. access  
C. enter                      D. find
- 27 If you will not be working on it for more than a few minutes, always ..... your computer.  
A. shut from                      B. shut up  
C. shut in                      D. shut down
- 28 The program I downloaded was not ..... with the operating system on my computer.  
A. amicable                      B. compatible  
C. containable                      D. amenable
- 29 The office manager expressed concern that the company might not choose an ..... software package.  
A. austere                      B. affordable  
C. absolute                      D. actual
- 30 The company's ..... of catering services announced that there would be an overall increase in their prices.  
A. provision                      B. producer  
C. presenter                      D. provider
- 31 The ..... of recordable compact discs in the office is running dangerously low.  
A. share                      B. state  
C. stock                      D. source
- 32 If you wish to stay employed in a competitive environment, you will have to learn how to stay on ..... of your job.  
A. edge                      B. top  
C. head                      D. line
- 33 It's not necessary to pay for an annual service when you can simply call the provider on an as- ..... basis.  
A. needed                      B. requested  
C. called                      D. told
- 34 Although there is currently a shortage of technical staff, we hope to be up to full ..... by the end of the year.  
A. capability                      B. capacity  
C. control                      D. containment
- 35 Many visiting clients have commented on the casual dress ..... in the office.  
A. manner                      B. method  
C. sense                      D. code
- 36 When a member of staff has produced shoddy work, it will usually be addressed, in the first case, with a ..... warning.  
A. wordy                      B. verbal  
C. worded                      D. verbatim
- 37 Would everyone please report any shortage of supplies you might notice in the computing room so that we don't run ..... of A4 paper again?  
A. in to                      B. down on  
C. out of                      D. up to
- 38 Megan liked the atmosphere in the office, but was frustrated by some very ..... procedures.  
A. outdated                      B. completed  
C. finished                      D. expired
- 39 Those low cost digital cameras may seem like ..... but actually that brand is known to be undependable.  
A. innovations                      B. products  
C. bargains                      D. offerings
- 40 The worst part of going to the supermarket is trying to pay because there are never enough ..... and it is always a long wait.  
A. barriers                      B. checkpoints  
C. exits                      D. checkouts
- 41 Check the recipe again before you leave to make sure all the ..... we need are on your shopping list.  
A. proceeds                      B. items  
C. materials                      D. produce
- 42 Her mother was shocked by the latest ..... of wearing very short skirts.  
A. demand                      B. trend  
C. custom                      D. habit
- 43 It's important for the ..... you stock to match the current demand of the customers.  
A. merchandise                      B. objects  
C. incentives                      D. articles
- 44 I've looked over your proposal and it's excellent, but there are one or two points that still need .....  
A. notification                      B. certification  
C. clarification                      D. diversification
- 45 According to the ..... in the report it is clear that employees work better when they are praised for doing a good job.  
A. seeking                      B. revealing  
C. findings                      D. probing
- 46 Back when I started working in this field, this kind of informality would not have been .....  
A. withheld                      B. endured  
C. instigated                      D. tolerated
- 47 The presentation went on thirty minutes longer than it should have and as a result there wasn't enough time to discuss all the topics on the .....  
A. script                      B. index  
C. contents                      D. agenda
- 48 The chairman was obliged to bring the meeting to a ..... because a fire broke out in the adjoining room.  
A. cessation                      B. standstill  
C. stopping                      D. halt
- 49 As so few members had turned up at the meeting, it was decided to ..... it until further notice.  
A. delay                      B. wait  
C. postpone                      D. hold
- 50 Today I met a man who works for a company that we should co-operate and ..... business with.  
A. make                      B. take  
C. have                      D. do
- 51 They took out a loan and went ..... business shortly after they graduated from university.  
A. for                      B. in  
C. into                      D. on

- 52 I admire Ms. Smith because she has always ..... it her business to help anyone who was having a hard time.  
A. made B. taken  
C. managed D. called
- 53 Despite all the roadwork taking place outside the department store, the management assured customers that it was business as .....  
A. common B. practical  
C. typical D. usual
- 54 We really must agree on a strategy and ..... down to business as soon as possible.  
A. set B. get  
C. cut D. push
- 55 A problem with modern warfare is that most of the victims are just ordinary people going ..... their business.  
A. about B. along  
C. around D. through
- 56 James' divorce is a personal matter, and I think we have ..... business discussing it in the office.  
A. scarce B. little  
C. no D. not
- 57 I've given you my opinion but you must make up your own mind because I'm certainly not ..... the business of telling others what to do.  
A. in B. at  
C. of D. by
- 58 I wouldn't take the matter so lightly because these people are deadly serious and ..... business.  
A. make B. mean  
C. require D. need
- 59 He was very keen that we kept in touch and handed me his business ..... as he was leaving.  
A. ticket B. sign  
C. card D. notice
- 60 The whole site contains only offices and administration centers and that's why it's called a business .....  
A. place B. group  
C. field D. park
- 61 If you're not sure what to do in some situation you can always refer to the company's code of .....  
A. behavior B. practice  
C. procedure D. attitude
- 62 Plans have already been drawn ..... for the redevelopment of the sales area.  
A. over B. out  
C. up D. into
- 63 The demand for new workers is mainly in the ..... sectors of the industry this year.  
A. blue-collar B. non-collar  
C. stiff-collar D. high-collar
- 64 From the look of things, it seems ..... that we will take an increase in profits this quarter.  
A. shortly B. possibly  
C. clearly D. likely
- 65 Some people are ..... to change jobs after working for many years.  
A. uncertain B. shy  
C. reluctant D. inhibited
- 66 An IT expert came to the office to talk to us about the benefits of ..... the office computers to exchange programs and files more easily.  
A. meshing B. connecting  
C. linking D. networking
- 67 The company's profits have hit new ..... this year.  
A. lows B. floors  
C. depths D. ends
- 68 The value of gold has ..... again.  
A. lifted B. risen  
C. escalated D. ascended
- 69 This make of computer is intended for the ..... market only.  
A. distant B. external  
C. export D. outside
- 70 My office mate Mark showed me the ropes and was a ..... to me in the first months I was with the company.  
A. minder B. monitor  
C. mender D. mentor
- 71 A university education is important, but all new employees must undergo a period of intensive practical ..... as well.  
A. preparation B. concentration  
C. training D. evaluating
- 72 The president of the company acknowledged that the ..... of the department was largely due to high quality support staff.  
A. success B. prosperity  
C. business D. future
- 73 The pace of change in software related fields is so fast that developers find it hard to ..... the latest innovations.  
A. hold out for B. keep on to  
C. hold up with D. keep up with
- 74 We've fallen a bit behind schedule this week and I want to reemphasize how important it is to keep ..... for meeting our deadlines.  
A. on line B. on road  
C. on track D. on path
- 75 Each year the Chancellor of the Exchequer stands up in the House of Commons and gives a ..... of the economic outlook for the country.  
A. forecast B. foretell  
C. foresee D. foreword
- 76 If you want to advertise a particular product successfully, you must be sure that you are ..... the right customers.  
A. aiming B. directing  
C. targeting D. engaging
- 77 The senior management pointed out that ..... of production had dropped to an all time low.  
A. signs B. indications  
C. applications D. levels
- 78 The figures that have just been published by the company's accountants will give management some kind of ..... on how sales are going.  
A. prospective B. perception  
C. perusal D. perspective
- 79 The biggest fear of all world economies is that of .....  
A. regression B. repression  
C. recession D. replication

- 80 You are never too young to start ..... some money for retirement.  
A. implicating B. interesting  
C. infusing D. investing
- 81 At certain times your shares will ..... a good profit but you must also be aware that could go down in value.  
A. yield B. take up  
C. increase D. produce
- 82 We got a very good ..... when we bought that second hand car for half its usual price.  
A. deal B. deals  
C. dealer D. dealt
- 83 After two companies decided to ..... their profits increased substantially due to their combined resources.  
A. merge B. double  
C. combine D. blend
- 84 Often, when young people apply for a loan, the ..... of their parents are taken into account.  
A. profits B. wealth  
C. assets D. products
- 85 Sometimes people will put unlikely items up for auction on e-bay in the hopes that someone will ..... on them.  
A. try B. offer  
C. go D. bid
- 86 The larger company decided not to join with the smaller one because it has been hoping to carry out a .....  
A. turn over B. take out  
C. overtaker D. takeover
- 87 This new park has been ..... with money that has come from the national lottery.  
A. founded B. found  
C. fitted D. funded
- 88 The ..... in consumer activity was seen as a positive sign that the recession was over.  
A. upturn B. upstart  
C. uptake D. upslide
- 89 The future of his job was at ..... over his failure to win the lucrative contract.  
A. steak B. stages  
C. stake D. stress
- 90 After their house had been ....., they decided to sell it and buy a boat.  
A. valued B. priced  
C. cost D. calculated
- 91 People who remain ..... for a long period, in spite of trying to find work, can claim some money from the state.  
A. disengaged B. unattached  
C. unemployed D. unclaimed
- 92 If there is a ..... between the money you have available and the amount you need to spend, you need to make changes in your lifestyle.  
A. shortcut B. shortfall  
C. shutdown D. shortslide
- 93 ..... are people who put money into a business in the hope of making a profit.  
A. Spenders B. Debtors  
C. Lenders D. Investors
- 94 While there was no ..... for attending the workshop, the lunch was quite expensive.  
A. penalty B. debt  
C. charge D. payment
- 95 Sometimes it is many years before you might see the ..... from your investment.  
A. produce B. benefit  
C. products D. advantage
- 96 Interest ..... are rising dramatically which is good news for those with savings.  
A. figures B. rates  
C. levels D. standards
- 97 My credit card ..... during the business trip, because I forgot to renew it.  
A. depleted B. deceased  
C. expired D. extinguished
- 98 Certain warranties ..... the purchaser to have the item serviced at regular intervals.  
A. remand B. repeat  
C. require D. retain
- 99 Try to remember your co-workers are on your ..... and cooperate with them as much as possible.  
A. road B. corner  
C. turf D. side
- 100 I certainly won't ..... any objection if you propose that we hire Ms. Jones.  
A. launch B. raise  
C. lift D. arise
- 101 I like your idea, so if it comes to a vote, I'll be willing to put my ..... up and support you.  
A. word B. chin  
C. arm D. hand