

Part 6 - Focused Practice - Word Forms and Verb Tenses

Instructions: Read the texts and mark the best answer for each blank in **bold**. Do NOT delete the incorrect answers. When you finish, [CLICK HERE](#) to check the answer key.

Questions 1 to 8 refer to the following article.

The Caribbean Single Market and Economy (CSME) **[1]** _____ the free flow of labor, goods, services, and

- a) involves
- b) involving
- c) involve
- d) involved

[2] _____ among participating Caribbean Community (CARICOM) member nations. The **[3]** _____ of this

- | | |
|-------------------|--------------|
| a) capital | a) emerge |
| b) capitalize | b) emergent |
| c) capitalist | c) emergence |
| d) capitalization | d) emerged |

single market means that legal and **[4]** _____ restrictions affecting trade, labor, and technology within the

- a) administer
- b) administrator
- c) administrative
- d) administrate

CARICOM region may become a thing of the past. One of the greatest advantages of the agreement is that it will encourage regional trade. Furthermore, it **[5]** _____ CARICOM nations to negotiate as a single entity.

- a) was allowed
- b) allowed
- c) allow
- d) will allow

This will provide them a better opportunity to influence policies concerning global trade. Perhaps the region may soon **[6]** _____ a force in world trade negotiations. The biggest question about the agreement is

- a) become
- b) became
- c) becoming
- d) becomes

whether its existing businesses and workforce can **[7]** _____ the increased competition when more

- a) survive
- b) survivor
- c) survival
- d) surviving

companies that are successful **[8]** _____ enter the local market.

- a) international
- b) internationalize
- c) internationally
- d) internationalism

Part 6 - Focused Practice - Word Forms and Verb Tenses

Questions 1 to 7 refer to the following article.

Several years ago, three Purdue University students entered a contest which was sponsored by the Indiana Soybean Council to develop new uses for soybeans. They molded oil from the beans into crayons. The council [1] _____ these prototypes to a company in Florida that makes crayons.

- a) takes
- b) has taken
- c) took
- d) had taken

At that time, all crayons [2] _____ from petroleum-based paraffin wax. "Our director of marketing saw the

- a) were making
- b) were made
- c) made
- d) have been made

potential for an environmentally [3] _____ crayon," said corporate representative Rick Joyce. After

- a) friendship
- b) friend
- c) friendly
- d) friendless

spending one year and \$2 million to make the bean-based crayon firmer and less [4] _____ than the

- a) breaking
- b) unbreakable
- c) unbroken
- d) breakable

prototype, the company also found that the new crayon made a smoother, more solid line on paper than its petroleum-based [5] _____ and is less prone to flaking. "We [6] _____ up with a crayon that is not only

- | | |
|------------------|---------------|
| a) competitive | a) wound |
| b) competitively | b) winding |
| c) compete | c) were wound |
| d) competitor | d) wind |

good for the environment but also a better product," Joyce said. "This could [7] _____ increase our profits."

- a) significance
- b) significantly
- c) significant
- d) signified

Part 6 - Focused Practice - Word Forms and Verb Tenses

Questions 1 to 9 refer to the following email.

Date: Mon, 14 May 2021

Subject: Appointment to finalize cleaning contract

From: "Jennifer Sagrilla" <sagrilla@atlassolutions.com>

To: "Stew Donaldson" <donaldson@astonmgmnt.com>

Hello Mr. Donaldson,

I want to let you know how much I appreciate your letting me meet with you and your associates on Monday.

I [1] _____ you have had time to look over our proposal to provide comprehensive cleaning services for the

- a) will hope
- b) hope
- c) hoped
- d) to hope

Linslade Office Complex that I [2] _____ you on Monday. As I mentioned when we [3] _____, we take

- | | |
|-----------------|-------------|
| a) have brought | a) met |
| b) brought | b) meeting |
| c) am bring | c) meet |
| d) will bring | d) were met |

extra care to ensure that your office suites receive the finest services possible. Our team of supervisors

[4] _____ evaluate the products and techniques that we use and [5] _____ the work done by our cleaning

- | | |
|---------------|---------------|
| a) constantly | a) inspectors |
| b) constancy | b) inspect |
| c) constantly | c) inspection |
| d) constants | d) inspected |

staff. What's more, they check with your office tenants on a biweekly basis to make sure that the work is being done to their [6] _____. please feel free to check with anyone on the list of references that I provided

- a) satisfaction
- b) satisfactorily
- c) satisfied
- d) satisfactory

you with. I am [7] _____ that all our corporate clients are pleased with our work. I hope that I have

- a) certain
- b) certainty
- c) certainly
- d) ascertain

convinced you that we have the talent and [8] _____ to vacuum, mop, wax, dust, and buff your complex

- a) enthusiastic
- b) enthused
- c) enthusiasm
- d) enthusiastically

cleaner than any other firm. I'd like to stop by with a contract sometime later this week, if possible, so that we can start brightening the office environment at Linslade Office Complex on the first of next month. I'm

[9] _____ forward to hearing from you soon!

- a) looking
- b) look
- c) looked
- d) to look

Jennifer Sagrilla

General Manager, Atlas Cleaning Solutions

Part 6 - Focused Practice - Word Forms and Verb Tenses

Now that you have finished, [CLICK HERE](#) to check the answer key.