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Exercise

 If you're about to make hotel for the first time, there are a few things you ought to know. (A) reserves (B) reservists (C) reservations (D) reservoirs
2. The budget proposal for the next fiscal year should be examined extremely(A) care (B) careful (C) carefully (D) carefree
3 the sales quota is the first priority for the company's sales representatives. (A) Achievable (B) Achieve (C) Achieving (D) Achievement
4. Cyclists who use the streets and off road "mountain bikers" need to be clearly
5. The final report of the Water and Global Change program, an
6. Small firms are being warned to keep a close eye on their energy meter readings, because the regional power company had been estimating their electricity usage. (A) inaccurate (B) inaccurately (C) inaccuracy (D) inaccuracies
7. In his reference, the department head stated that Mr. Jones was always punctual, worked very, and was a valued member of the department. (A) diligence (B)diligently (C)most diligent (D)diligent
C. <u>DICTATION</u>
 The waiter made a mistake on our



Homework (Vocab)

- 1. The company's establishment of an <u>on-site</u> childcare center is intended to <u>encourage</u> new parents to return to work.
- 2. All receipts for travel expenses should be submitted to Mr. Smith for processing.
- 3. Our direct marketing promotion for magazine <u>subscriptions</u> <u>yielded</u> such positive results.
- 4. A fine of \$100 will be imposed upon any drivers who park illegally.
- 5. No plans have been made to <u>dispose</u> of the old machine.