

Put ONE word in each gap in the sentences below.

1. Are you ready to _____? I recommend today's special.
order

2. We will have to _____ on more workers to meet the increase in demand.
take

3. Office _____ should not send personal emails during work hours.
staff / employees / workers / personnel

4. The new software has made routine tasks very _____ easier.
much

5. You can renew your annual _____ to the magazine from today.
subscription (membership of)

6. Heavy rain has _____ severe flooding in the downtown area.
caused

7. The hotel offers special reduced rates for groups during the off-peak _____.
season / period

8. The city is planning to _____ over a million dollars in the transit system.
invest / put

9. The date of the event will be announced in due _____.
course / time

10. Due to a defect in the product, it has been withdrawn _____ sale.
from

11. The company plans to set _____ a branch in the Far East.
up

12. That payment is for the _____ of the new furniture last month.
purchase / buying

13. Mr Nakagowa has just phoned to _____ his reservation.
confirm / cancel

14. Children under ten years of age must _____ accompanied at all times by their parents.
be

15. I'll have your luggage _____ up to your room.
sent / taken

16. The _____ of flight 309 to Chicago has been delayed.
departure

17. The company's _____ of the market increased by 10% last year.
share

18. I'm afraid there is more bad weather _____ the way.

on

19. The new sales director will _____ up her responsibilities next month.

take

20. As the material was toxic, the workers were required to wear _____ clothing.

protective / special