

**1. Hotel employees are.....to knock before entering the rooms.**

**A. requited**

**B. required**

**C. requisite**

**D. repulsed**

**2. Visitors are reminded ..... name tags at all times.**

**A. to wear**

**B. wear**

**C. be worn**

**D. is wearing**

**3. Mr. Cane called to cancel his .....**

**A. notebook**

**B. calendar**

**C. appointment**

**D. notice**

4. A manager ..... new things from his or her staff.

A. can sometimes learn

B. learning sometimes can

C. sometimes learn can

D. sometimes can learning

5. The budget analysis is due ..... Friday.

A. at

B. from: de

C. until: jusque

D. on

6. We cannot ship the order now because our .....  
is low.

A. invitation: invitation

B. inventory: inventaire, stock

C. invention: invention

D. invoice: facture

**7. The technicians in the research division ..... the process confidential.**

**A. is keeping**

**B. are keeping**

**C. to keep**

**D. has kept**

**8. Our service technicians received ..... training available.**

**A. better: meilleur que**

**B. as good: aussi bien**

**C. best**

**D. the best: le meilleur**

**9. Your room has been reserved ..... two nights.**

**A. in**

**B. for**

**C. with**

**D. at**

10. Ms. Najjar wants to ..... the costs by tonight.

A. final

B. finalize

C. finally

D. finality

11. Ms. Yu has suggested ..... more reservation clerks.

A. hire

B. hiring

C. hired

D. to hire

12. Can you meet with us ..... 11:00?

A. on

B. for

C. at

D. in