

Day 12

© Vocab Review

Fill in the blanks.

1. He has a good working relationship with c_____ues.
2. He is r_____ible for the accounting department.
3. The company has its c_____ate h_____rters in London.
4. What time is you're a_____ment with the d_____ist?
5. I'd like a r____d-t____p ticket to Paris, please.

© Listen and fill in the blanks.

1. We were at a and Jack had gone for a coffee with Jane and Mary.
2. Shall I help you prepare the?
3. Could you me on this?
4. Could I have a copy of last year's sales?
5. The machine has been and is being at the factory.
6. I can't remember my number.
7. This room can 300 people.
8. Who is in of?
9. Do you want me to these?
10. Why don't we a taxi?
11. Can you my place at the?
12. Who has the key to the?
13. We should this by the entrance.
14. I can't find any
15. Would it be possible to the slightly?

© Match each definition (A – G) with today's vocabulary word (1 – 7)
DEFINITIONS

- A. to fasten pieces of paper together using staples
- B. to use something at the same time as someone else
- C. a list of places that you plan to visit on a journey
- D. to put something in place so that it is ready for use
- E. an amount shown as a number
- F. a large formal dinner for a lot of people
- G. to change

- 1. alter
- 2. banquet
- 3. itinerary
- 4. figure
- 5. share
- 6. install
- 7. staple

© Gap-filling Exercise

Fill each gap with today's vocabulary words.

1. We need a new for the printer.
2. Company announcements are usually on the bulletin board.
3. Who will be in of the department when John leaves?
4. A is a document containing information given to people at a meeting.
5. The airport simply doesn't have enough room to increased air traffic.