

VOCAB REVIEW


Fill in the blanks.

1. He is working out on a s_ _ _ t board.
2. A v_ _ _or is selling food in a street.
3. These yellow lines in the road are p_ _ _ _ _el to each other.
4. The line at this c_ _ _ _ _t is long.
5. There is a shopping cart (or trolley) full of g_ _ _ _ _ies.
6. The a_ _ _e seats are not occupied (not taken/ empty).

Listen and fill in the blanks.

1. Would you like more
2. Where's the nearest
3. Our in Hastings changed offices, didn't they?
4. Where can we juice and milk
5. Do you need a to the airport?
6. What does a ticket to Rome cost?
7. Who's for these
8. Who to arrange the dinner?
9. Where should I these
10. Where's the on this floor?
11. What's one of the for the
12. When did you Mr. White?
13. She has an with her
14. Visit your twice a year for a
15. Are all branch managers coming to the
16. How do you get to
17. Are these clear?
18. Should I the
19. The company its against fire.
20. Why did Jane bring today?

DAY 11

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

- A. the buildings and land owned by a company
- B. to meet by chance
- C. drinks and small amount of food
- D. to treat used objects ready to be thrown out in order to use them again
- E. something that someone tells you to do
- F. a formal party
- G. to lead or manage

- 1. head
- 2. recycle
- 3. premises
- 4. reception
- 5. refreshments
- 6. run into
- 7. instruction

Gap-filling Exercise

Fill each gap with today's vocabulary words.

- 1. He has a good working relationship with
- 2. He is for the accounting department.
- 3. The company has its in London.
- 4. What time is your with the
- 5. I'd like a ticket to Paris, please.

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?

DAY 12

 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.

VOCAB REVIEW


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1. We need a new t____r c_____ge for the printer.
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5. The airport simply doesn't have enough room to a_____ate increased air traffic.

Listen and fill in the blanks.

1. Please my baggage to my hotel as soon as you find it.
2. is the result of with the body's day-night cycle.
3. clothing and shoes to make sure they fit.
4. She him on the birth of his son.
5. Lemon and lime juice were bothout of
6. Do you want me to the recycling now?
7. You have a in economics, don't you?
8. How many have you received so far?
9. This is the most job I've ever had.
10. I am writing to the programmer in the Computer Today.
11. We attract experiencedmany of whom industry
-
12. I'll need the address so that I can calculate costs.
13. I'm afraid that address is outside our usual delivery zone, so there'll be an
14. A fee is charged for each year of study and is payable at
15. This form necessary to receive your first should have been with the papers you during the new employee orientation.

DAY 13

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

- A. to take out everything from inside
- B. to take things to a person or place
- C. a person competing for a job or an elected position
- D. the act of putting yourself onto the official list
- E. a brief account of your personal details, education, and the jobs you've had
- F. related to
- G. to prevent something from working effectively

- 1. relevant
- 2. résumés
- 3. enrolment
- 4. interfere with
- 5. deliver
- 6. empty
- 7. candidate

Gap-filling Exercise

Fill each gap with today's vocabulary words.

- 1. Manufacturers can goods directly from factories..
- 2. I Jim on winning the award.
- 3. Certainly, hethe skills for the job.
- 4. She was the first female of an artificial heart.
- 5. The only needed for this job is an eye for detail.

VOCAB REVIEW


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1. Manufacturers can d_____r goods directly from factories..
2. I c_____ulated Jim on winning the award.
3. Certainly, he p_____s the skills for the job.
4. She was the first female r_____nt of an artificial heart.
5. The only q_____cation needed for this job is an eye for detail.

Listen and fill in the blanks.

1. The easiest way to money is by electronicfrom your bank.
2. The test is to rather than academic achievement.
3. This vending machine only 100-yen coins.
4. He Ms. White as a good secretary for the job.
5. This will your living abroad.
6. are extra things that you get in addition to your wages or salary.
7. She had no to work after she was refused a
8. Do you know when our performance are
9. I to attend a two-day pre-conference that Professor Beecher is leading.
10. I'd like to make your article the in Sunday's local news section.
11. I understand you're in of for employee awards this year.
12. It would have been for the company if we'd published the wrong
13. We'd like you to us more sofas from the warehouse.
14. It takes about half as much time as it used to to orders and send out the shipments.
15. I'm calling to let you know that your with Dr. Smith this afternoon will have to be

DAY 14

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

- A. to send something to a place far away
- B. a natural ability or skill
- C. expected to happen
- D. the act of officially suggesting someone for a position or prize
- E. an advantage that employees receive in addition to money
- F. making you feel embarrassed
- G. to include

- 1. embarrassing
- 2. involve
- 3. benefit
- 4. ship
- 5. aptitude
- 6. due
- 7. nomination

Gap-filling Exercise

Fill each gap with today's vocabulary words.

- 1. Do you credit cards?
- 2. Insurance claims may take up to 30 days to
- 3. Cash grants were part of the financial given to developers of new solar power technology.
- 4. She has beenfor promotion.
- 5. The appraisal system is designed to help you your strengths and weaknesses.
- 6. Jane has for courses on English and French this year.

VOCAB REVIEW


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Listen and fill in the blanks.

1. This train is expected to be full, so please put your luggage on the and not on the seats.
2. Currently, we have positions for a reporter, a sports announcer, and a production assistant.
3. We recently bought a new printer that has several useful
4. They plan to with the company.
5. We have to balance the needs of the community with
6. Is it possible to this sweater for a larger size?
7. There should be at least two boxes of paper for the photocopier in the next to my office.
8. I'm working on a of our second quarter financial results, and I need the sales division's report.
9. We for parties.
10. Can I make a booking now, and then call you this afternoon to
11. I wanted to take my parents on an of the island.
12. Use your security pass in the at the door.
13. We think that you a
14. You'll get a salary
15. When you buy your new camera, don't forget to ask for one of our camera bags.

DAY 15

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

- A. to join together, or to be joined together, to make a larger organization
- B. large
- C. provisional
- D. able to be used or obtained
- E. to provide food
- F. free
- G. to be entitled to /merit

- 1. complimentary
- 2. tentative
- 3. cater
- 4. substantial
- 5. deserve
- 6. merge
- 7. available

Gap-filling Exercise

Fill each gap with today's vocabulary words.

- 1. After all that hard work, you a holiday.
- 2. Business class is sold out, but there are still a few seats in first class.
- 3. The two banks denied rumors that they aim to.....
- 4. Many of these problems could have been avoided according to a of the study released yesterday.
- 5. They shook hands and business cards.
- 6. My class is going on anto Niagara Falls.

VOCAB REVIEW


Fill in the blanks.

1. After all that hard work, you d_ _ _ _ _ e a holiday.
2. Business class is sold out, but there are still a few seats a_ _ _ _ _ ble in first class.
3. The two banks denied rumors that they aim to m_ _ _ _ e.
4. Many of these problems could have been avoided according to a s_ _ _ _ _ y of the study released yesterday.
5. They shook hands and e_ _ _ _ _ ed business cards.
6. My class is going on an e_ _ _ _ _ ion to Niagara Falls.

Listen and fill in the blanks.

1. The bookshop is the train station.
2. Let's first discuss the of the last meeting.
3. The company required to pay substantial fees in
4. How many will there be at this meeting?
5. The speakers will talk about the of a
6. Surfing the Net is to leafing through a giant magazine.
7. Our new product is having its next week.
8. He is making out a of a speech.
9. There are plans to produce English, French and Spanish of the video.
10. We're attendees so that we can improve future events.
11. I wanted to make sure I'm on the latest developments.
12. They have a good Plus, they have a one-year
13. Have you your on bird calls to any science journals yet?
14. They will publish my paper in their next
15. I'm interested in for the computer programming class, but first I'd like to find out who the for the class is.

DAY 16

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

- A. to formally send a document to a person in authority
- B. someone who is at a meeting
- C. the written record of what was said and decided at a meeting
- D. facing you or facing something
- E. a publication
- F. a translation
- G. to ask people questions in order to find out about their behavior

- 1. issue
- 2. version
- 3. submit
- 4. survey
- 5. minutes
- 6. attendee
- 7. opposite

Gap-filling Exercise

Fill each gap with today's vocabulary words.

- 1. The researchers the attitudes of 2,500 night shift workers.
- 2. The company publishes the of all its meetings online
- 3. The latest of the journal features interviews with twelve great business leaders.
- 4. A trial of the program can be downloaded from our website.
- 5. He used tactics to win the last election.
- 6. The manufacturer has a new car, which will go on sale this spring.

VOCAB REVIEW


Fill in the blanks.

1. The researchers s_____ed the attitudes of 2,500 night shift workers.
2. The company publishes the m_____s of all its meetings online
3. The latest i_____e of the journal features interviews with twelve great business leaders.
4. A trial v_____n of the program can be downloaded from our website.
5. He used s_____r tactics to win the last election.
6. The manufacturer has l_____ed a new car, which will go on sale this spring.

Listen and fill in the blanks.

1. As head of the economics program, would you like to the interviews?
2. We'll be repairing our factory's main parking over the next two weeks, and it will be closed to vehicles until the are complete.
3. agents sell houses, buildings, and land.
4. The kitchen comes with modern
5. Let's have a look at the history of this international competition and how it became one of the most contests in the world.
6. I'd like to take a moment to draw your attention to the packet of you received at
7. He became a in his own lifetime.
8. I'm calling to the delivery of your newtomorrow morning.
9. All the rooms arewith a projector.
10. Up to 30 people can for the training session.
11. The hall 500 people.
12. I'd like to some.....
13. We must increase ourto provide for the children's education.
14. I'd like to make an announcement about a new to our project team.
15. He almost missed the seminar registration

DAY 17

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

- A. admired as one of the best and most important
- B. a building or area that is used for a particular purpose
- C. to organize a particular activity
- D. relating to cooking
- E. someone who is very famous and admired
- F. something you keep or give to remember a special visit or event:
- G. to have the space that someone needs

- 1. accommodate
- 2. souvenir
- 3. prestigious
- 4. legend
- 5. culinary
- 6. facility
- 7. conduct

Gap-filling Exercise

Fill each gap with today’s vocabulary words.

- 1. Are non-members allowed to use the
- 2. They a survey to find out what type of technical support customers might want
- 3. I’ll keep this as a of my trip to New York.
- 4. The center can up to 220 students.
- 5. Louis Armstrong is a jazz.....
- 6. She was given a of \$5,000 a month to raise the four children.

VOCAB REVIEW


Fill in the blanks.

1. Are non-members allowed to use the f_____ies?
2. They c_____ed a survey to find out what type of technical support customers might want
3. I'll keep this as a s_____r of my trip to New York.
4. The center can a_____ate up to 220 students.
5. Louis Armstrong is a jazz l_____d.
6. She was given a b_____t of \$5,000 a month to raise the four children.

Listen and fill in the blanks.

1. There's a sound equipment problem in this building's
2. He worked on a number of-..... shows.
3. has been to most parts that were hit last night by high winds.
4. The weather is expected to be warmer than usual, so there's likely to be a large.....
5. New employee is a planned welcome to the organization that usually is shared by the human resources department.
6. I'll need the form before we can you for your travel expenses.
7. Please collect all of your and get ready to the train.
8. We'll end at the center courtyard where there's a display of seasonal flowers in
9. He is throughout the world for his theories.
10. We'll help you to find ways to save money on your payments.
11. tea or coffee is provided on arrival.
12. After the show he went backstage and asked for her.....
13. I can see by the attendance that today's topic is of interest to many.
14. We'd like you to give us a on the project.
15. We didn't get any for this article.

DAY 18

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

- A. to pay someone back an amount of money that they have spent doing their work,
- B. an estimate
- C. the number of people who are present at an organized event
- D. very strong in effect or large in amount
- E. a signature, esp. of a famous person
- F. a legal agreement to borrow money to buy a house
- G. causing disagreement

- 1. autograph
- 2. reimburse
- 3. mortgage
- 4. quote
- 5. controversial
- 6. overwhelming
- 7. turnout

 **Gap-filling Exercise**

Fill each gap with today’s vocabulary words.

- 1. They won by an majority.
- 2. He thought I was a famous actor and asked for my
- 3. We had a good, more than 100 people showed up.
- 4. Your employer should you for any expenses incurred.
- 5. Always get a before proceeding with repair work.
- 6. You take out a on your home at a fixed rate of interest.

VOCAB REVIEW


Fill in the blanks.

1. They won by an o_____lming majority.
2. He thought I was a famous actor and asked for my a_____aph.
3. We had a good t_____t, more than 100 people showed up.
4. Your employer should r_____e you for any expenses incurred.
5. Always get a q_ _ _e before proceeding with repair work.
6. You take out a m_ _ _ _ _e on your home at a fixed rate of interest.

Listen and fill in the blanks.

1. The Ambassador Hotel is a Los Angeles
2. He has inspired each one of us with his wisdom, fairness, and towards all staff from board members to our newest
3. Our kitchen are extremely popular with the most customers.
4. Your wedding ring can be with a personal at no extra cost.
5. You gave me an for putting in a new
6. You'll need to get afrom the town for the construction work.
7. Our has increased by 25 percent.
8. Here are some to help you stay safe while on the road.
9. Make sure you know the signs of.....
10. Our on this building is due to at the end of the year, and I've been looking for new
11. Nearly every day we are reminded to get more exercise, but this can be hard to do with the lifestyles we have today.
12. I'd like to 5 long, tables for a dinner I'll next week.
13. The-..... committee meeting's been until three o'clock.
14. Have there been any about the noise they're making?
15. We appreciate your

DAY 19

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

- A. writing carved into something made of stone or metal
- B. a building that you can easily recognize, especially one that helps you to know where you are:
- C. the ability to imagine what it must be like to be in someone’s situation
- D. feeling tired and wanting to sleep
- E. able to know and act on the difference between good and bad
- F. the business given to a shop, restaurant, hotel, etc. by its customers
- G. full of activity, or very busy and fast

- 1. patronage
- 2. drowsiness
- 3. hectic
- 4. discriminating
- 5. landmark
- 6. inscription
- 7. empathy

 **Gap-filling Exercise**

Fill each gap with today’s vocabulary words.

- 1. Many wealthy Japanese have shifted their to the new Western luxury hotels.
- 2. The area has become a haven for people tired of the pace of city life.
- 3. Wind and rain wore away the on the gravestones
- 4. They’re shoppers.
- 5. The new, staffed by a team of five, will aim to boost sales in the Chinese and Asian markets
- 6. from online ads is much less than from print advertising.

VOCAB REVIEW

Fill in the blanks.

1. Many wealthy Japanese have shifted their p_____ge to the new Western luxury hotels.
2. The area has become a haven for people tired of the h_____c pace of city life.
3. Wind and rain wore away the i_____ions on the gravestones
4. They're d_____ating shoppers.
5. The new p_____, staffed by a team of five, will aim to boost sales in the Chinese and Asian markets
6. R_____e from online ads is much less than from print advertising.

Listen and fill in the blanks.

1. I first met him ten years ago when I became an
2. I'll post these changes on the by the registration desk in the lobby.
3. Being there gave me a chance to with three friends whom I had not seen for a year.
4. Before you leave, I'm going to a
5. Could you please ask him if he sees any problems that we'll need to right away?
6. We've been able to keep the soil so far.
7. I'm excited to be the first instructor offering an exercise class here in the newly fitness center.
8. We are looking for a person who can manage the daily operations of the as well as the ten scientists who work there.
9. The unions are in with management over pay.
10. Your terms of employment cannot be changed without your
11. The government has promised to introduce to limit fuel emissions from cars.
12. The inflation figure is lower than last month's.
13. After all that hard work, you a holiday.
14. Georgia is one of 22 states that the sale of raw milk for human consumption.
15. The business results will need to be independently by experts.

DAY 20

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

- A. to check or prove that something is correct or true
- B. to limit something, reduce its size, or prevent it from increasing
- C. to imagine or expect that something will happen
- D. to supply land with water so that crops and plants will grow
- E. to talk to someone for a short time to check something out
- F. an argument or disagreement, especially an official one
- G. to repair and improve a building so that it is in good condition again

- 1. verify
- 2. dispute
- 3. touch base
- 4. renovate
- 5. restrict
- 6. anticipate
- 7. irrigate

Gap-filling Exercise

Fill each gap with today's vocabulary words.

- 1. States must applicants' citizenship status.
- 2. Private companies don't want to existing buildings, as the potential profits are too small.
- 3. The inflation figure is lower than last month's.
- 4. He was in with his last company, which had terminated his contract.
- 5. Other recommendations included the number of retail outlets that can sell tobacco
- 6. I just wanted to quickly with you: did you get an email from my secretary about the meeting?