

VOCAB REVIEW

Fill in the blanks.

1. We need a new t_ _ _ r c_ _ _ _ _ _ _ _ ge for the printer.
2. Company announcements are usually p_ _ _ ed on the bulletin board.
3. Who will be in c_ _ _ _ e of the department when John leaves?
4. A h_ _ _ _ _ t is a document containing information given to people at a meeting.
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
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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.