

VOCAB REVIEW

Fill in the blanks.

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.