

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.