

**VOCABULARY WORKBOOK**

**CHECK YOUR ENGLISH  
VOCABULARY FOR**

**TOEIC**

Rawdon Wyatt



All you need to pass your exams

---

CHECK YOUR ENGLISH VOCABULARY FOR

---

TOEIC®

by

Rawdon Wyatt

---

A & C Black • London

www.acblack.com

First published in Great Britain in 2006

A & C Black Publishers Ltd  
38 Soho Square, London W1D 3HB

© Rawdon Wyatt 2006

All rights reserved.  
No part of this publication may be reproduced in  
any form without the permission of the publishers.

A CIP entry for this book is available from the British Library

ISBN-10: 0 7136 7508 5  
ISBN-13: 978 0 7136 7508 X  
**eISBN-13: 978-1-4081-0234-3**

Text typeset by A & C Black  
Printed in Italy by Legoprint

A & C Black uses paper produced with elemental chlorine-free pulp,  
harvested from managed sustainable forests.

# Introduction

This book has been written for anyone who is planning to take the TOEIC®, and who wants to practice and develop their vocabulary. A greater command of vocabulary is one of the key factors that will help you raise your TOEIC® score.

You should not go through the exercises in this book mechanically. It is better to choose areas that you are unfamiliar with, or areas that are of specific interest or importance to you.

Each exercise is accompanied by a full answer key at the back of the book. This key also gives you other information about particular vocabulary items (for example, words with similar meanings, alternative words and expressions, etc.) that are not covered in the exercises themselves.

When you are doing the tasks in this book, look at the instructions carefully to make sure you understand what to do, then read through the text / questions first before attempting the exercises. This is a useful 'skimming' technique that you should also use when you are doing the TOEIC® itself.

We recommend that you have a good dictionary with you, and refer to it when necessary. However, always try to do the exercises *without* a dictionary first, and then use a dictionary to check anything that you are not sure of.

It is very important to keep a record of new words and expressions that you learn, and review these on a regular basis so that they become a part of your 'active' vocabulary. Unless you are taking the TOEIC® Test of Spoken English, the TOEIC® is an exam which tests your language *recognition* skills rather than your language *production* skills. However, if you familiarize yourself with the vocabulary in the book by reviewing it and then trying to use it in your written and spoken English on a regular basis, you will be in a better position to recognize it if and when it comes up in the exam.

No vocabulary book can possibly contain all of the words and expressions that you are likely to come across in the TOEIC®, so it is important that you acquire new vocabulary from other sources. Try to read as much as possible from a different variety of authentic reading materials (books, newspapers, journals, magazines, etc.), and familiarize yourself with spoken English by listening to English-language radio stations and watching English-language movies and television programs whenever possible.

Try to get plenty of exam practice before you do the exam itself, so that you become familiar with the format. There are several books, courses and other publications that will help you. Barron's *How to prepare for the TOEIC®* (ISBN 0 7641 7514 9), which contains lots of helpful advice as well as complete model tests, is particularly useful.

We hope you enjoy doing the exercises in this book and that they help you to practice and develop the vocabulary that you need. Good luck in the TOEIC®!

---

# Contents

---

Page:	Title:
1 – 2	Changes 1
3	Changes 2
4	Comparing and contrasting
5 – 6	Computers and information technology
7	Condition and requirement
8 – 9	Confusing words
10 – 11	Continuing, repeating and starting again
12 – 13	Contracts
14 – 15	Different situations
16 – 17	Earnings, rewards and benefits
18 – 19	Entertainment, art, sports and the media
20	Food and eating out
21 – 22	Hotels
23 – 24	Job advertising
25 – 26	Job recruitment
27	Joining ideas together: addition, equation and conclusion
28 – 29	Location and direction
30	Meetings and presentations
31	Money matters 1
32 – 33	Money matters 2
34	Obligation and option
35	Opposites 1: verbs and adjectives
36	Opposites 2: adjective prefixes
37 – 38	Opposites 3: verb prefixes
39	Ownership, giving, lending and borrowing
40	Phrasal verbs 1
41	Phrasal verbs 2
42	Phrasal verbs 3
43	Prepositions 1
44	Prepositions 2
45 – 46	Sales and marketing
47 – 48	Shopping and consumerism
49 – 51	Similar meanings 1: nouns
52 – 53	Similar meanings 2: verbs
54	Similar meanings 3: adjectives
55 – 56	Starting and stopping
57 – 58	Travel 1
59	Travel 2
60 – 61	Word forms 1: nouns from verbs
62 – 63	Word forms 2: nouns from adjectives
64	Word forms 3: adjectives from verbs
65	Workplace problems
66 – 76	Answers

---

# Changes 1

---

Look at the sentence pairs 1 – 24, then complete the second sentence in each pair with a word or expression from the box so that its meaning is similar to the first sentence. There are some words / expressions in the box that do not fit in any of the sentences. You do not need to change the form of any of the words / expressions.

amended	broaden	build up	considerable growth	constant rise	cuts
deterioration	downsizing	downward trend	dramatic increase	expansion	
fluctuated	general improvement	marked progress	narrow	narrowing	
phased in	phased out	reduce	relaxation	restructure	sharp decline / fall
slipped	steady decrease	streamline	strengthening	tightening up	
	upgrade	upward trend	weakening	widening	

1. Last year, 33% of the population worked in secondary industries and 48% worked in the tertiary sector. This year, the figures are 27% and 53% respectively.  
*There has been a \_\_\_\_\_ of the gap between those working in different sectors of the economy.*
2. Last year, the overseas market accounted for 60% of our sales. This year, it only accounts for about 15%.  
*There has been a \_\_\_\_\_ in overseas sales figures in the last year.*
3. People can afford to buy more and live more comfortably than they could twenty years ago.  
*There has been a \_\_\_\_\_ in the standard of living.*
4. Because our company is bigger now than it was two years ago, we need to recruit more employees.  
*Because of company \_\_\_\_\_ over the last two years, we need more workers.*
5. American travelers abroad have discovered that they can buy more foreign currency with their dollar.  
*There has been a \_\_\_\_\_ of the dollar.*
6. It is now much harder to import goods into the country than it was a few years ago.  
*There has been a \_\_\_\_\_ of border controls for imports.*
7. In 2002 inflation was running at about 4%, in 2003 it was 4.5%, in 2004 it was 5% and in 2005 it was 5.5%.  
*Between 2002 and 2005, there was a \_\_\_\_\_ in the rate of inflation.*
8. Last year, the company employed 200 people. This year it now has over 1000 employees.  
*There has been a \_\_\_\_\_ in the number of employees working for the company.*
9. Unemployment figures have dropped by about 2% every year for the last four years.  
*There has been a \_\_\_\_\_ in unemployment figures over the last four years.*
10. Over the next few years, some management positions in the company will be gradually removed.  
*Some management positions will be \_\_\_\_\_ over the next few years.*

- 
- 
11. Because of forecasts for high demand in the future, we need to increase our stocks.  
*We need to \_\_\_\_\_ our stocks to cope with future demand.*
  12. The government will spend less on the welfare system next year.  
*There are going to be \_\_\_\_\_ in welfare spending next year.*
  13. Public services are less reliable now than they were five years ago.  
*There has been a \_\_\_\_\_ in public services reliability over the last five years.*
  14. Nowadays, more and more people are traveling abroad for business and pleasure.  
*There has been \_\_\_\_\_ in the overseas travel market.*
  15. Compared with five years ago, more people are shopping in out-of-town malls than in local stores.  
*There has been an \_\_\_\_\_ in the number of people shopping in out-of-town malls.*
  16. Unless your work visibly improves, we will have to recommend a transfer to another department.  
*We need to see some \_\_\_\_\_ in your work, or we will recommend a departmental transfer.*
  17. Young Americans want to travel, meet new people and see more of the world than their parents and grandparents did.  
*Young Americans want to \_\_\_\_\_ their horizons.*
  18. Over the next two months, we plan to make our office computers faster and more efficient.  
*Over the next two months, we plan to \_\_\_\_\_ our office computers.*
  19. We are trying to make the accounting system simpler and more efficient.  
*We are trying to \_\_\_\_\_ the accounting system.*
  20. Making the company smaller by making a lot of staff members redundant has made it much more profitable than it was before.  
*\_\_\_\_\_ the company has made it much more profitable than it was before.*
  21. Standards of service have gone down recently, and as a result we have lost a lot of customers.  
*Standards of service have \_\_\_\_\_ recently, and as a result we have lost a lot of customers.*
  22. Property prices have gone up, then gone down, then gone up again this year.  
*Property prices have \_\_\_\_\_ this year.*
  23. We have made small changes to the rules for applying for instant credit.  
*We have \_\_\_\_\_ the rules for applying for instant credit.*
  24. The company is planning to change its marketing division to make it more effective.  
*The company is planning to \_\_\_\_\_ its marketing division.*

Also see *Changes 2* on page 3.

# Changes 2

The box below contains 27 words used to describe change in different situations. These are all verbs, and they can be found by reading from left to right and from right to left, starting in the top-left corner and following the direction of the arrows. Separate these words, then use some of them to complete sentences 1 – 10 below. In some cases you will need to change the form of the verb (for example, by putting it into its past simple or past participle form).

⇒	a	d	a	p	t	r	e	p	l	a	c	e	e	x	p	a	n	d	i	n	↔
↔	t	e	c	u	d	e	r	e	t	o	m	o	r	p	e	s	a	e	r	c	↔
↔	r	a	n	s	f	o	r	m	s	w	i	t	c	h	r	e	n	o	v	a	↔
↔	e	t	l	a	e	t	o	m	e	d	e	g	n	a	h	c	x	e	e	t	↔
↔	r	d	i	s	a	p	p	e	a	r	v	a	r	y	r	a	i	s	e	l	↔
↔	i	e	h	e	g	r	a	l	n	e	d	n	e	t	x	e	r	e	w	o	↔
↔	g	h	t	e	n	l	e	n	g	t	h	e	n	w	i	d	e	n	d	e	↔
↔	e	r	h	c	t	e	r	t	s	n	e	t	r	o	h	s	n	e	p	e	↔
↔	v	i	s	e	f	a	l	l	o	u	t	s	o	u	r	c	e				

1. The company cannot refund customers' money, and goods can only be \_\_\_\_\_ on production of a receipt or other proof of purchase.
2. We have made radical changes to the working regulations, and employees are expected to \_\_\_\_\_ to these over the next few weeks.
3. Our customer call center used to be in Wichita, but last year we \_\_\_\_\_ it to India, where costs are much lower.
4. The new director has completely \_\_\_\_\_ the company, from a small local enterprise to a major international concern.
5. The hotel is currently being \_\_\_\_\_, but will remain open while building work is carried out.
6. Production has been \_\_\_\_\_ from our Boston site to a new industrial center outside of Portland.
7. Our new memory cards \_\_\_\_\_ in price, from \$35 for a 64Mb card up to \$125 for a 2Gb card.
8. The Internet clothing company *Pants-2-U.com* has \_\_\_\_\_ its range to include jewelry and watches.
9. After the sales manager lost the company almost \$20,000 in a bad deal, the director had no choice but to \_\_\_\_\_ him to sales assistant.
10. Air fares will be \_\_\_\_\_ on July 21: domestic flights will go down by 10%, but international flights will go up by 22%.

Also see *Changes 1* on pages 1 and 2.



---

# Comparing and contrasting

---

Complete these sentences with the most appropriate word or expression in **bold**. In one case, all three options are possible.

1. The **contrast / compare / comparison** in working conditions between our Denver department and our department in Chicago is very noticeable, and employees are now demanding equality in this area.
2. The two companies **differentiate / differ / different** considerably from each other: one sells to the wholesale market, and one sells directly to retailers.
3. It is often difficult to **differentiate / differ / contrast** between employees who are off work because they are genuinely ill, and those who are just enjoying a day at home.
4. Our new software program shares some common **characters / characterizes / characteristics** with those that are already on the market.
5. There's a clear **distinguish / distinctive / distinction** between starting your own company, and taking over one that already exists.
6. **Compared / Compare / Comparing** with 15 years ago, home PCs are cheaper, faster and have a much bigger memory.
7. The two products are different in every way: there's absolutely no **compare / comparison / contrast** between them.
8. Our latest mobile phones **similar to / alike / resemble** those of our main competitor, except that they have more features and are more reliable.
9. There are several **similarities / similarly / similar to** between our new photocopier and our old one: these include an advanced color facility and a multi-task option.
10. Serious computer hackers can access your personal files and destroy or alter them. **Exactly / In the same way / Just as**, they can gain access to your Internet banking facility and steal your money.
11. The quality of our products is excellent. **Likewise / Alike / Likeness**, the price.
12. The TOEFL® exam covers a variety of general English tasks. **In contrast to / Although / By way of contrast**, the TOEIC® focuses more on business and professional issues.
13. The company has not performed very well during the last quarter. **Nevertheless / Even so / However**, it has still managed to turn a profit and retain most of its clients.
14. There currently seems to be a large **discrepancy / discrimination / differential** between the number of people employed in service industries, and those employed in the primary sector.
15. Our new contract states that both parties must give 6 months' notice of termination, **unlike / whereas / whereby** our old contract had an immediate 'get-out' clause.

---

# Computers and information technology

---

## Exercise 1:

Read the text below, in which someone is talking about their computer. Unfortunately, they have used rather 'un-technical' language. Replace the words and expressions in **bold** with something more appropriate from the box.

CD drive components CPU (Central Processing Unit) desktop DTP (desktop publishing)  
flash-drive hard disk hard drive keyboard laptop load memory monitor  
mouse printer scanner software spreadsheet USB port word processing

This is my new (1) **computer that sits on top of a table or desk** (I've also got a (2) **small computer which can be carried or placed on your knees**). As you can see, there are six main (3) **parts** to it. The first is the (4) **part of the computer that runs it and controls what it does**, and this is the most important bit. It carries the (5) **part that stores and controls the flow of information**, including the (6) **round thing that is used for storing information**. Mine has a particularly high (7) **capacity for storing information**, which means that it's much faster than most. It came with its own (8) **computer programs** package (including (9) **writing, checking and changing texts**, (10) **calculating in columns of figures**, and (11) **producing texts and pictures for magazines** packages). You can also (12) **put in** other programs using the (13) **sliding tray for carrying round, plastic, information-holding things**, or the (14) **hole for connecting computer parts to one another** (into which you can put a (15) **small plastic and metal stick which can hold a lot of information**). The other five parts of the computer are the (16) **screen that lets you see what your computer is doing**, the (17) **flat thing with the letters and numbers on it that let you control the computer**, the (18) **machine that lets you make copies of the documents that you create on your computer**, the (19) **device for making color copies of photographs and other documents which you can put onto your computer**, and last but not least, the (20) **device that you hold in your hand and move across your desk to control the cursor**.

## Exercise 2:

Instructions as above

access attachment bookmark browser chatrooms crashing delete  
download email homepage Internet keywords links log on log out  
online pop-up provider search engine spam upgrade virus website

Now, in my opinion, the best thing about modern information technology is the (1) **network that links millions of computers from around the world**. Once you've got yourself a / an (2) **company that allows you** (3) **entry**, and a (4) **program that finds information** you can start using this. It's especially useful if you want to get information about something, go shopping or (5) **transfer** information, games, music, etc., onto your own computer. You can even 'talk' to other computer users in (6) **special places where you can leave messages and get instant replies**. Most companies have their own (7) **special computer pages**

---

---

which you can look at. Let me (8) **turn the computer on, enter my code and access the computer system**, and I'll show you ours. OK, here we go. Oh no, another (9) **advertisement that suddenly appears on the computer screen**. How annoying. Let me just remove it. That's better.

Now, I can never remember the exact address of our company, so first of all I'll type it into the (10) **program that helps you find the information you want**. OK, A & C Black Publishing. The computer identifies the (11) **most important or main words** and then gives me (12) **connections** to a list of possible sites. This one looks right: www.acblack.com. I'll click on that. Bingo! Here's our (13) **front page**. You can use this to find the different books that we publish, and if you want you can even buy them (14) **through the computer**. Hmm, this book looks good: Check Your English Vocabulary for TOEIC®. Now, before I (15) **exit this site**, I'll just (16) **add it to my list of favorites** so that I can find it more quickly next time.

Perhaps the most important thing, however, is (17) **a special electronic letter-sending facility**, which allows you to communicate with people around the world in an instant. Let me quickly check mine. Oh dear, nothing very interesting. Mainly a load of (18) **unwanted advertising**. I'll just (19) **remove** it: I don't particularly want to rent a vacation home in Mexico, have my future read by one of America's top astrologers or buy a phone that lets you smell the person you're talking to. There's something here from my sister with a / an (20) **document or file that has been sent with it**. You have to be careful with these: sometimes they contain a (21) **hidden routine placed in the program that destroys or corrupts files**. If you open it, it can do all sorts of horrible things to your computer. I had one last week that kept (22) **shutting down** my computer. I do have a protection package, but it's a bit out of date: I really ought to (23) **bring it up to date**.

*The exercises above contain just a few of the words and expressions related to computers and IT. Many more enter our vocabulary each year. How many others do you know?*

---

# Condition and requirement

---

Rearrange the letters in **bold** to make words and expressions related to condition and requirement. The first one has been done as an example.

1. **sa nlgo sa** customers continue to demand the BD17 model mobile, Telelink will continue to produce it. If demand falls, the line will be discontinued.  
(Answer = As long as)
2. **seusln** we receive your payment within ten days, we will have to start charging you interest.
3. We will continue to offer you interest-free credit **no incotnido atth** you maintain regular repayments to your account. The minimum monthly repayment is \$250.
4. Everyone will get a pay rise **vognripid ttha** we meet our sales targets.
5. The main **retncopiinod** for increased consumer spending is a stable economy with low inflation and low interest rates. Without these, people will save rather than spend.
6. (Notice on a fire alarm): **ni eacs fo** fire, break class.
7. **ni het nvete fo** a delay, all passengers will receive a voucher for a light meal at the airport.
8. We agreed to sign the contract, the only **aputonstili** being that it would run for at least five years.
9. The management has **nidncoalitoun** trust in its employees: it knows they will do their best at all times, even if things get difficult.
10. **sumsagin hatt** the flight is on time, we will meet you at LaGuardia airport at ten o'clock.
11. We will proceed with the delivery of spare parts **no teh autonmsspi hatt** your order has remained unchanged.
12. Being able to drive is one of the **quereesisitpr** of the job: if you cannot drive, you will not be considered for the post.
13. Before you accept a job, it is important that you agree with the **remst** and **ioctnsodin** set out in the contract.
14. It is a **nmreiretque** of the company that employees have a medical at least once a year.
15. If you have a query, telephone us at the number above. **niifagl ttha**, send us an email.
16. We need to involve at least 20 people on this project, **ehewotris** it can't go ahead.

---

# Confusing words

---

The sentences below are all missing one word. Four possible answers follow each sentence. Choose the best answer in each case. Note that each set of answers includes some words that are often confused with one another, either because: (a) they are related to the same topic, but have a different meaning; (b) they look similar but have a different meaning; (c) they are English words which have a similar-looking word in another language but which have a different meaning (we call these words *false friends*).

1. Try to make your report as \_\_\_\_\_ as possible: only give us the facts, and not your opinions.  
(a) **subjective** (b) **objectionable** (c) **subjected** (d) **objective**
2. Environmental inspectors regularly \_\_\_\_\_ our kitchens and other food preparation areas to make sure they conform to regulations.  
(a) **inspect** (b) **control** (c) **study** (d) **analyze**
3. \_\_\_\_\_ workers are often rewarded with higher salaries and other benefits.  
(a) **conscious** (b) **conscientious** (c) **conscience** (d) **consciousness**
4. Airlines are already increasing their prices on the \_\_\_\_\_ that fuel prices are going to rise.  
(a) **consumption** (b) **destruction** (c) **assumption** (d) **presumption**
5. The fire caused a lot of \_\_\_\_\_ to the building and factory machinery.  
(a) **damage** (b) **harm** (c) **injury** (d) **wound**
6. Government subsidies helped to \_\_\_\_\_ many companies being forced to close down.  
(a) **prevent** (b) **preventive** (c) **avoidance** (d) **avoid**
7. The manager made it clear that he intended to \_\_\_\_\_ down some new rules to enforce workplace discipline.  
(a) **lying** (b) **lie** (c) **laying** (d) **lay**
8. Cuts in advertising will have a serious \_\_\_\_\_ on sales.  
(a) **effective** (b) **effect** (c) **affect** (d) **affection**
9. If you want to take photographs, you will need to apply for a \_\_\_\_\_.  
(a) **permit** (b) **permission** (c) **permissible** (d) **permitting**
10. At the meeting, the manager talked \_\_\_\_\_ about the need for better attendance and punctuality.  
(a) **briefly** (b) **briefing** (c) **shortly** (d) **shorts**
11. The office will be closed \_\_\_\_\_ it is being decorated.  
(a) **during** (b) **while** (c) **for** (d) **throughout**
12. Can you \_\_\_\_\_ me on the best course of action to take?  
(a) **advisory** (b) **advisable** (c) **advice** (d) **advise**
13. Economic \_\_\_\_\_ slowly stagnated as the recession became worse.  
(a) **active** (b) **action** (c) **activity** (d) **activist**
14. \_\_\_\_\_ their regular daytime job, many people do extra work in the evening.  
(a) **by** (b) **beside** (c) **between** (d) **besides**
15. The computer system crashed on Monday, then again on Wednesday and finally today. These

- 
- \_\_\_\_\_ breakdowns are wasting us time and costing us a lot of money.  
(a) **continuing** (b) **continuous** (c) **continuation** (d) **continual**
16. She was very \_\_\_\_\_ of our efforts to help.  
(a) **appreciable** (b) **appreciative** (c) **appreciating** (d) **appreciate**
17. The manager said he believed we would win the contract, but I knew that we didn't really stand a / an \_\_\_\_\_.  
(a) **possibility** (b) **probability** (c) **chance** (d) **opportunity**
18. The proposals he put forward were excellent. \_\_\_\_\_, it quickly became apparent that they would work when put into practice.  
(a) **Moreover** (b) **However** (c) **Nevertheless** (d) **Although**
19. We need to remain \_\_\_\_\_ to the needs of our customers, and react accordingly.  
(a) **sensible** (b) **sensitive** (c) **sensitivity** (d) **sensibility**
20. A \_\_\_\_\_ amount of working hours are lost every year because of illness and absenteeism.  
(a) **considerate** (b) **considerable** (c) **consistent** (d) **convenient**
21. The new salesman refused to wear a tie on \_\_\_\_\_.  
(a) **principle** (b) **principality** (c) **principal** (d) **principally**
22. Nobody raised any \_\_\_\_\_ when we insisted on opening an hour earlier.  
(a) **criticism** (b) **complaints** (c) **protests** (d) **objections**
23. The museum contains several \_\_\_\_\_ works of Renaissance art, including two paintings by Raphael, one by Dürer, one by Titian, and an early sketch by Tintoretto.  
(a) **worthless** (b) **valueless** (c) **priceless** (d) **useless**
24. Despite the recent economic recovery, many people are still looking for \_\_\_\_\_.  
(a) **work** (b) **job** (c) **profession** (d) **career**
25. The Avicenna Partnership is a \_\_\_\_\_ company with a long and successful sales history.  
(a) **respectable** (b) **respectful** (c) **respecting** (d) **respective**
26. Because of increased operating costs, we have been forced to \_\_\_\_\_ our prices.  
(a) **rise** (b) **raze** (c) **raise** (d) **arise**
27. The bank has said it will be happy to \_\_\_\_\_ us the money provided we have suitable collateral.  
(a) **lend** (b) **borrow** (c) **lease** (d) **rent**
28. When we leave the office tonight, \_\_\_\_\_ me to turn everything off and lock up properly.  
(a) **remembrance** (b) **reminisce** (c) **remember** (d) **remind**
29. Because of the current \_\_\_\_\_ situation, we have been forced to close down several of our city center outlets.  
(a) **economical** (b) **economic** (c) **economize** (d) **economics**
30. Shortly before you hold a meeting, it is a good idea to send everyone in the office a \_\_\_\_\_ outlining the main points to be discussed.  
(a) **notify** (b) **notice** (c) **note** (d) **notification**

---

# Continuing, repeating and starting again

---

Exercise 1: The sentences below all contain a word or expression in bold referring to *continuing something, repeating something, or starting something again*. In some of the sentences, the word has been used correctly. In others, the wrong word has been used.

Identify which sentences are correct and which are wrong. Replace the words in the wrong sentences with a correct word. You will find these words in the other wrong sentences.

1. Despite **repeated** warnings, you have failed to show any improvement in your work or your attitude.
2. The production line has been temporarily shut down following a report from the Health and Safety officer, but we hope to **ongoing** production as soon as possible.
3. The meeting will break for lunch at half past twelve, and **restart** at two.
4. I think that we have talked enough about planning permission for the new office. I would like to **reopen** to the previous subject of overdue payments, if that's all right?
5. We like to **continuous** good relations with our customers, and take any complaints very seriously indeed.
6. The computer crashed on Monday, then again on Wednesday and once more on Friday. If it gives us **persevere** problems, I suggest we get a new one.
7. A regular, repeated tone means that the person you are trying to call is already on the phone, but a / an **maintain** tone means that the number you are trying to call is not available.
8. We are worried that work on the new warehouse will **progress** too slowly unless we offer the contractors more incentives.
9. We understand that you are supposed to retire next month, but we would be delighted if you would **carry on** working for us after that on a part-time basis.
10. The economic climate is very bad at the moment, and we are losing over \$10,000 a month as a result, but I suggest we **steady** and hope that recovery comes soon.
11. Unfortunately, the latest company report will **persist** the rumor that we are going to close down some departments.
12. The managing director called, and says he wants us to **press on** with the proposed changes to the distribution scheme despite opposition from the marketing department.
13. The hotel will be closed for renovations between October 15 and November 20, but will **revert** in time for the Thanksgiving holiday.
14. The Directors have said they are delighted with the commitment you have shown the company this year, and hope that you will be able to **perpetuate** the good work.
15. If you **continual** in coming late and taking unauthorized breaks, we will have no option but to dismiss you from your post.

- 
- 
16. Staff absenteeism is a / an **keep up** problem which we need to resolve as soon as possible.
  17. The **constant** noise from the highway outside the office makes it very difficult to concentrate.
  18. As long as the negotiations continue to **proceed** well, we hope to sign the contract by the end of the month.
  19. Unemployment figures have fallen by about 2% every year for the last ten years. It is hoped that this **resume** decrease will continue.
  20. If the government agrees to **pursue** its current policy of reducing taxation, we can afford to invest more in developing our technology.

Exercise 2: Complete these sentences using the most appropriate word or expression from Exercise 1. In some cases you will need to change the form of the word (for example, from an adjective to an adverb), and in some cases more than one option is possible.

1. We have asked them \_\_\_\_\_ to send us the invoice, but they have ignored us every time.
2. The air conditioning is \_\_\_\_\_ breaking down, usually when it's really hot.
3. Sales figures have been dropping by about 3% a month. If this problem \_\_\_\_\_, we will have to start making staff cutbacks.
4. Rail services between Albion Creek and Elgin City have been suspended while the track is repaired, but will \_\_\_\_\_ early next week.
5. Learning a language isn't easy. You need to \_\_\_\_\_ if you want to make any real progress.
6. One of the most important things you should do in this line of work is \_\_\_\_\_ a sense of humor, especially when things go wrong.
7. The work on the new airport isn't \_\_\_\_\_ fast enough, and won't be ready in time for the beginning of the tourist season.
8. The presentation ended early because of \_\_\_\_\_ interruptions from the audience.
9. Staff development workshops help our team to develop new and more effective ways of working, but eventually many of them \_\_\_\_\_ to their old ways.
10. Everyone is delighted with the quality of service you provide. \_\_\_\_\_ it \_\_\_\_\_!



---

# Contracts

---

Look at paragraphs 1 – 6 in the boxes, and answer the questions that follow them.

## 1.

This contract is binding, and we expect all the parts involved (both clients and suppliers) to abide by the terms and conditions stated in sections 3a – 37g on pages 1 – 17.

1. One of the underlined words / expressions in the above sentence is wrong. Identify and correct it.
2. True or false: A contract which is *binding* is flexible and can be changed at any time.
3. Which of these words / expressions could replace *abide by*?  
(A) choose (B) agree with (C) obey (D) change

## 2.

On terminator of this contract, the company will be obliged to return any unused materials to the supplier within 28 days, unless provision has been made for a temporary extension. If any of the rules of the contract are broken, all materials must be returned immediately.

1. One of the underlined words / expressions in the above sentence is wrong. Identify and correct it.
2. True or false: *Provision* has a similar meaning to *arrangement*.
3. Rearrange these letters to make two words which have a similar meaning to *obliged*:  
**degabtlio edequir**

## 3.

The contract was originally verbal, but we've finally managed to get the company to give us something on paper. They say that this contract is un-negotiable, but maybe we can persuade them to amend some of the details before we sign on the dotted line.

1. One of the underlined words / expressions in the above paragraph is wrong. Identify and correct it.
2. True or false: The speaker thinks that it might be possible for small changes to be made to the contract before she signs it.
3. Rearrange the letters in **bold** to make four words which have the same meaning as *verbal* in this situation  
**rola kosnep plidemi etodnurds**

---

---

**4.**

Swillpot Airline Catering Ltd were sued by Pan-Globe Airways when they were found to be in breach of their contract, specifically that they had failed to comply with clause 27B, which stated that their food should be "fit for human consumption."

1. One of the underlined words / expressions in the above sentence is wrong. Identify and correct it.
2. Find a word or expression in paragraphs 1 – 3 above which has a similar meaning to *comply with* in paragraph 4.
3. True or false: Pan-Globe Airways are unhappy with Swillpot Airline Catering because they have breached *all* of their contractual terms.

**5.**

Withers Interiors Ltd have entered into an agreement with Sophos Construction to act as sole providers of quality interior fittings commencing 15 August this year. This is to run for 18 months, with a 3 month period of notification in the event of cancellation by either side.

1. One of the underlined words / expressions in the above sentence is wrong. Identify and correct it.
2. Which word in the paragraph is the closest in meaning to the noun *contract*?
3. True or false: If either Withers Interiors Ltd or Sophos Construction want to end the contract, they must tell the other company 3 months before they do it.

**6.**

This contract recognizes the anointment of Mr. Alan Wiley as non-executive Director to the board of AKL Publishing following the company's amalgamation with Berryhill Books. While Mr. Wiley may continue to buy stocks in the company, he may not acquire a controlling interest, and he may have no professional dealings with any third parties during this period.

1. One of the underlined words / expressions in the above sentence is wrong. Identify and correct it.
2. True or false: AKL Publishing recently separated from Berryhill Books.
3. Mr. Wiley can buy as many shares as he likes in the company.
4. In addition to sitting on the board of AKL Publishing, how many other companies can Mr. Wiley work for?

---

# Different situations

---

Look at paragraphs 1 – 10, and answer the question that follows each one.

**1.**

If it is formal, it should begin with a polite salutation. If you don't know the recipient's name, call them *Sir* or *Madam*, but if you know their name, always use it (beginning with *Mr.* for men and *Ms.* for women). It should be brief, clear and to the point. End with *Yours sincerely* if you know the recipient's name, or *Yours faithfully* if you don't. Some people end theirs with *Yours truly*. Only use *Best wishes* at the end if it is informal.

- *What is the speaker talking about?*

**2.**

*Mr. Jenkins:* What's the schedule for today?

*Ms. Ranscombe:* Well, after everyone has arrived and registered, there will be coffee in the reception area. This will give everyone a chance to meet their fellow delegates and do some networking. This will be followed by a plenary session in the main hall: I believe the speaker will be giving a presentation on new marketing trends. After a break at 11 o'clock there will be different seminars for areas of special interest. The afternoon will consist of a series of workshops, and then there will be an evening reception and dinner for all the participants.

- *Where are Mr. Jenkins and Ms. Ranscombe?*

**3.**

*Ms. Akkabar:* Hello, Mr. Andrews. What can I do for you today?

*Mr. Andrews:* I originally just wanted a checkup, but two days ago I lost a filling, and I think one of my crowns is coming loose. I guess that will be expensive to fix.

*Ms. Akkabar:* Well, it might be, but we have various payment options that might spread the cost. Take a seat and I'll have a look. Hmm. Your gums look a bit sore. How often do you brush and floss?

*Mr. Andrews:* About five times a day!

- *What is Ms. Akkabar's job?*

**4.**

Our company is committed to helping employees learn more about their jobs and develop their skills, so we run regular sessions to facilitate this. These are usually in the form of seminars and workshops, and cover a wide range of subjects, including leadership skills, problem solving, decision-making, negotiation skills and interpersonal development. Our employees can then revise and practice these skills through our online program which is run on the company intranet.

- *True or false: The speaker thinks that his employees don't work hard enough.*

**5.**

Is that Amanda Mellors? Oh, well, could you put me through then? You can't get through? Oh, her line is engaged. I see. No, I can't hang on, I'm afraid. Could you give me her extension? It's confidential, is it? Well, could you ask her to get back to me later? Hello? HELLO? I don't believe it, I've been cut off.

- *What is the speaker doing?*

---

## 6.

Each employee has at least one of these a year. Each session lasts about 45 minutes, and we ask them various questions. For example, we ask them if they think the work they are doing meets the correct standards and whether or not they have met the objectives we have set for them. We also like to know if they are happy with the way their career is progressing, if they would like to do something more challenging, and also if they receive sufficient encouragement, praise and motivation from their managers.

■ *Rearrange the letters in bold to make words: The speaker is talking about his company's **fatfs spapialar** program.*

## 7.

My boss is abrasive, bigoted, conceited, confrontational, critical, insensitive, intolerant and obstinate.

■ *Does the speaker have a good boss or a bad one?*

## 8.

*Ms. Collins:* You will be expected to oversee the work of the production department, agree product specifications with sales departments and time schedules with the stock control department, ensure the product is manufactured according to agreed specifications, inspect the quality of the finished product, produce sales reports for the head office, visit and negotiate with suppliers on base material prices and deal with everyday problems as they arise.

*Mr. Sheppard:* Anything else?

*Ms. Collins:* Yes. Make my coffee. Two sugars and plenty of cream, please.

■ *What is Ms. Collins explaining to Mr. Sheppard?*

## 9.

*Ms. Colley:* What's your diagnosis? Is it serious?

*Mr. Sagala:* Oh no. You have a throat infection, but it's fairly minor and nothing to worry about.

*Ms. Colley:* Can you treat it?

*Mr. Sagala:* Oh yes, I'll give you a prescription for antibiotics. They should cure it. But make an appointment to come back and see me in a week. It's contagious, so I suggest you take a few days off work. I'll write you a sick note.

■ *How does Mr. Sagala make his living?*

## 10.

*Mr. Samson:* This says we owe them \$180, but the order was only for \$131.

*Ms. Grant:* Yes, but that price was exclusive of tax.

*Mr. Samson:* I know, but even with tax it should only come to \$165.

*Ms. Grant:* That's true. Oh, hang on, look what it says at the bottom. Package and delivery: \$15.

*Mr. Samson:* Oh, right. Well, I guess we had better pay them. Who do we make the remittance payable to?

*Ms. Grant:* Oh, we don't need to send them anything. The payment will be automatically deducted from our account at the end of the month. Unfortunately, what this doesn't show us is the import duty we will have to pay. I guess we can expect to get a bill from Customs soon.

■ *What are Mr. Samson and Ms. Grant looking at?*

Look at the situations again, and highlight the key words and expressions that helped you to identify what each one is about.