Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

A

job occupation work employment profession

1 People in the medical _____ work long hours.

2 In order to get a(n) _____ as a computer analyst, you need a degree in computer science.

3 Betty has been out of _____ since January.

4 _____ agencies help people find work in their field.

5 I was asked to write my present _____ on the application form.

B

task course duty

1 They were set the _____ of cleaning the room after the meeting.

2 It is a nurse's _____ to make the patients feel comfortable.

3 Her marks are quite high, so she can choose between a medical or a law _____ at university.

C

employer employee colleague assistant clerk officer attendant

1 The shop _____ helped me choose a jumper that suited me.

2 The car park _____ is responsible for parking customers' cars.

3 All _____ are expected to be at work by 8.30. Our _____ insists on it.

4 Jill worked as a(n) _____ for a law firm before entering politics.

5 All my _____ at the office are friendly.

6 Bob is a senior _____ in the armed forces.

D

party crew staff

1 A member of a political _____ gave a speech in the town centre last night.

2 The teaching _____ at our school have formed a basketball team.

3 The search _____ had no luck in finding the missing child.

4 The ship's _____ served drinks as the ship set sail.

E

aim goal intention challenge success ambition

1 The Maths problem was a(n) _____ and took me over an hour to solve.

2 The _____ of environmental organisations is to stop environmental destruction.

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3 People with _____ will always try to achieve their _____ .

4 Their first album was a great _____ and sold two million copies worldwide.

5 I have no _____ of changing my plans for tonight.

F achieve fulfil cope deal face succeed

1 John _____ in convincing his boss to give him the day off.

2 He doesn't _____ with crisis situations very well.

3 Despite his health problems, Joe _____ his ambition to play in the local football team.

4 The Johnstons are _____ financial difficulties after Mrs Johnston lost her job.

5 Kim put a lot of work into her project and _____ excellent results.

6 During his career as a teacher, he has _____ with students from different backgrounds.

G manage run operate undertake

1 You have to read the instructions carefully before you _____ the photocopying machine.

2 Brett couldn't find experienced staff so he _____ his business on his own for a few months.

3 Kate was supposed to _____ the training of the new staff.

4 The company is _____ by two people who share the responsibilities.

H skills qualities qualifications experience

1 To get the job you must have three years' _____ in telecommunications and the necessary _____ , one of which is a university degree.

2 Leadership _____ are required by a Prime Minister, as well as communication _____ .

3 Learning to windsurf was a fantastic _____ !

Derivatives

A Look at the sentences below. What part of speech (verb, noun, adjective or adverb) is each of the words in bold type?

My sister is a **careful** driver.

The assistant handled the goods with **care**.

He **cares** about his dog.

I'm **terribly** sorry for my rude behaviour.

The students listened to their teacher **carefully**.

The weather was **terrible** last weekend.

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