

Working with words

1 Complete these sentences with the best option a–c.

- 1 My skill in languages was viewed _____ by the rest of the team.
a helpfully b clearly c positively
- 2 We've spent a lot of time together this month because we've been working _____ on the Remdon account.
a tightly b closely c directly
- 3 I didn't receive the same pay rise as my colleagues so I thought I'd been treated _____.
a unfairly b illegally c thoughtlessly
- 4 You have to tread very _____ with Simon as he is easily upset when there is a problem.
a easily b thoroughly c carefully
- 5 It's quite hard working with Jenna. She doesn't express herself very _____ so I don't always understand what she means.
a obviously b clearly c noticeably
- 6 When there's a crisis in the office, Clare has the ability to consider the facts and look at things _____.
a objectively b evenly c exactly
- 7 My boss pushes us _____ to meet deadlines and achieve the results he wants.
a heavily b forcefully c hard
- 8 Ideally, we want someone who can come up with good ideas and communicate them _____ to the rest of the team.
a completely b effectively c thoroughly