Pencil Me
Prepare to be different

LEVEL B1

WORD FORM

Name: ..... Class: ..... Date: .....

PRACTICE 07

Use the word given in capitals to form a word that fits in the gap.

To be successful in the business market, it is vital for a company to keep up with all the latest technological development. Nowadays it is (1)_____accepted that running a company without computers, in particular, is virtually (2)_____. This is why businesses are so keen to hire the best people available for their technology departments.	1. WIDE 2. POSSIBLE
Apart from the needs of the technology department, it is important that almost all (3)_____have some degree of (4)_____with personal or desktop computers, even if this involves no more than the (5)_____of a basic computer course. Like all new things, however, most people will only become (6)_____with using computers after practical experience.	3. EMPLOY 4. FAMILIAR 5. COMPLETE 6. COMFORT
Thanks to computers, today's businesses are run and managed with far less (7)_____than companies could hope to achieve in the past. For example, computers enable the (8)_____of huge amounts of information and greatly speed up the (9)_____of documents and reports.	7. DIFFICULT 8. ORGANIZE 9. PREPARE
In short, although the average businessperson has no need to be a technology expert, they are (10)_____to get very far without at least a basic knowledge of computers.	10. LIKE

LIVEWORKSHEETS