

1**Focus on vocabulary****Part A: Match the vocabulary to the definitions.**

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| 1. priority (n) | a. a time when you are going to meet someone to talk about a particular subject |
| 2. aim (n) | b. a particular job that needs to be done, often one that is difficult |
| 3. task (n) | c. very important and needs to be looked at very soon |
| 4. appointment (n) | d. the process of improving something or getting closer to a goal |
| 5. due (adj) | e. your goal and the focus of what you are trying to achieve |
| 6. progress (n) | f. working in the way that you want and doing the job well |
| 7. effective (adj.) | g. a situation that is more important than everything else and needs to be focused on first |
| 8. urgent (adj.) | h. expected to happen or arranged |

Part B: Complete the following sentences with a different part of speech from the same family as the Part A word in brackets. You may need to use a dictionary.

- There's a problem with the order from Sweden, so I'm going to have to _____ that this morning. (priority)
- We're _____ to finish by 5 pm today as we've got an early start tomorrow. (aim)
- Our department has been _____ organising the conference this year, so let's plan a meeting to discuss our plans. (task)
- I believe they are going to _____ him to the CEO position tomorrow, but it's being kept secret at the moment. (appointment)
- I'm sorry I have to go now. My report is _____ and I need to spend more time on it, but I'll call you later. (due)
- This project is _____ quite smoothly. I'm really happy with it. (progress)
- We've had lots of problems with the electricity this morning, making it very difficult to work _____ when the computer keeps going off. (effective)
- Tina, there's been a problem with the tickets for tomorrow. I need to meet with you _____ to find a solution. (urgent)

