

unit 01

- 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.