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.

LIVEWORKSHEETS