

Module 3

1. Write the right word for each definition.

1. (adj.) extra, excess, more than is needed; wordy, repetitive; profuse, lush

2. the closing or the farewell of the letter

3. correct in all details; exact.

4. one to whom something is addressed

2. Match the definitions

1.

concession

2.

concise

3.

ramble

4.

cancel

- a) expressing much in few words
- b) a thing that is granted, especially in response to demands; a thing conceded.
- c) (v.) to call off or do away with; to cross out with lines or other marks to show that something cannot be used again
- d) to talk on and on pointlessly, without clear direction

3. Choose the right word. Write only a number of the word

1. A person who requests or seeks something, such as a job.

1. redundant

2. applicant
 3. addressee
 4. recipient
 2. polite and gracious; considerate toward others; well-mannered
 1. addressee
 2. accurate
 3. courteous
 4. concession
 3. clearness in thought or expression
 1. concise
 2. commodity
 3. accurate
 4. clarity
 4. a person who gets something
 1. accurate
 2. recipient
 3. addressee
 4. concise
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4. True or False(T – F)

1. to close in → concise

2. modern → up-to-date

3. valuable product → commodity