

## Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

**A**

- 1 People in the medical \_\_\_\_\_ work long hours.
- 2 In order to get a(n) \_\_\_\_\_ as a computer analyst, you need a degree in computer science.
- 3 Betty has been out of \_\_\_\_\_ since January.
- 4 \_\_\_\_\_ agencies help people find work in their field.
- 5 I was asked to write my present \_\_\_\_\_ on the application form.

**B**

- 1 They were set the \_\_\_\_\_ of cleaning the room after the meeting.
- 2 It is a nurse's \_\_\_\_\_ to make the patients feel comfortable.
- 3 Her marks are quite high, so she can choose between a medical or a law \_\_\_\_\_ at university.

**C**

- 1 The shop \_\_\_\_\_ helped me choose a jumper that suited me.
- 2 The car park \_\_\_\_\_ is responsible for parking customers' cars.
- 3 All \_\_\_\_\_ are expected to be at work by 8.30. Our \_\_\_\_\_ insists on it.
- 4 Jill worked as a(n) \_\_\_\_\_ for a law firm before entering politics.
- 5 All my \_\_\_\_\_ at the office are friendly.
- 6 Bob is a senior \_\_\_\_\_ in the armed forces.

**D**

- 1 A member of a political \_\_\_\_\_ gave a speech in the town centre last night.
- 2 The teaching \_\_\_\_\_ at our school have formed a basketball team.
- 3 The search \_\_\_\_\_ had no luck in finding the missing child.
- 4 The ship's \_\_\_\_\_ served drinks as the ship set sail.

**E**

aim

goal

intention

challenge

success

ambition

- 1 The Maths problem was a(n) \_\_\_\_\_ and took me over an hour to solve.
- 2 The \_\_\_\_\_ of environmental organisations is to stop environmental destruction.
- 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 \_\_\_\_\_!