

DEFINITIONS – UNIT 3

ACTIVITY 1 – Write the letter A-J for the correct definitions.

NEIGHBOURHOOD
TO CATCH ONE'S EYE
TO PICK UP
STRAINED
HARASSMENT
IN A ROW
ACQUAINTANCE
HIDRANCE
WARY
TO KEEP THE BOOKS

A – to catch the attention of
B - obtain
C - obstacle
D - watchful
E – persistent annoyances, threats and attacks on someone
F – tense, relaxed
G - vicinity
H – one after the other
I – a person you know who is not a close friend
J – to keep written records of the finances of a business

ACTIVITY 2 – Write the letter A-I for the correct definitions.

TITLE
TO REPORT TO
NAMELY
HIRING
HEADQUARTERS
OVERSIGHT
PROACTIVE
SMOOTH
SHORTLISTED

A – TO BE UNDER THE AUTHORITY OF
B – MAIN OFFICE

C – THAT IS TO SAY
D - SUPERVISION
E – WITHOUT OBSTRUCTIONS
F – TENDING TO INITIATE CHANGE RATHER THAN REACTING TO EVENTS
G – A NAME THAT DESCRIBES A PERSON’S JOB IN A COMPANY
H - CHOSEN
I - EMPLOYMENT