

Action plan

- 1 Quickly read the title and the text. What's it about?
- 2 Look at each word in CAPITALS and the words before and after the gap. Is the missing word likely to be a noun, a verb, or another part of speech?
- 3 If it's a noun, is it countable or uncountable?
- 4 If it's an adjective, is it positive or negative?
- 5 Does the word in CAPITALS need more than one change?
- 6 Check the word you have chosen fits the context and is spelt correctly.

- 1 Look at the example (0). What kind of word comes after *the*? What suffix must you add to *embarrass* to form this kind of word?
- 2 Follow the exam instructions, using the advice to help you.

For questions 17–24, read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line. There is an example at the beginning (0).

Write your answers IN CAPITAL LETTERS on the separate answer sheet.

Example: 0 E M B A R R A S S M E N T

Remembering people's names

Most of us have suffered the (0) of forgetting someone's name. Often we fail to pay attention when (17) are made, but later on in the conversation we don't want to appear (18) by asking them what they're called.

Fortunately, there are some simple ways you can (19) this problem. One is to improve your powers of (20) Practise studying faces in public places, making a mental note of physical (21) such as high foreheads or narrow eyebrows. You'll be surprised what a wide (22) of shapes and sizes people's features have. Then, when you first meet someone, remember them as 'Laura with the small nose', for example.

With surnames, make (23) associations. For instance, imagine people called Cook, Ford or King making a meal, driving a car or wearing a crown, respectively. Finally, ending with the person's name, as in 'See you later, Max.' is a good way of (24) that you don't forget it.

EMBARRASS
INTRODUCE

POLITE

COME
OBSERVE

CHARACTER
VARY

VISION

SURE

Advice

- 17 Be careful with the 'e'.
- 18 Does the missing word have a positive or negative meaning?
- 19 Think of a compound word that means 'solve' here.
- 20 Take care with the final 'e'.
- 21 Is a singular or plural word needed?
- 22 What needs to happen to the 'y'?
- 23 You need to change three letters.
- 24 Which verb form is needed after 'of'?