

VOCAB AND GRAMMAR REVIEW



Managing my time

Complete the sentences with the correct form of the word in brackets.

1. If you want to succeed, you may need to *strengthen* your team a bit more. (strong)
2. Good managers have to learn how to _____ their time. (priority)
3. Luke felt that he had been given a rather _____ workload. (challenge)
4. He really needs to _____ his attitude to work this year. (improve)
5. Liz is _____ for getting it finished on time. (responsibility)
6. Do you agree that it's a _____ deadline? (real)
7. For this task you will need to use your _____. (imagine)
8. I _____ try and plan my time more carefully. (usual)
9. Has he got the _____ to lead this project? (able)