VOCABULARY EXERCISES

I. Fill in the gaps with the following words:

Candidates demonstrate award interrupt assigned substitute reimbursed thereafter mandatory participate firing (v: fire) insurance coverage encouraged renovated merge relocated contributed

1. _____is the amount of risk that is covered for an individual by way of insurance services.
2. She was _____ by the gas company for the damage to her house.
3. How many _____ are there for the job?
4. For the first month you'll be working here, and _____ in Chicago.
5. The teacher tries to get everyone to _____ in the classroom discussion.
6. The two banks denied rumours that they aim to _____.
7. We _____ Alberto the task of watching the children.
8. He _____ old houses and sold them at a profit.
9. You need to _____to the examiners that you have more than a basic understanding of the text.
10. Our parents always _____ us to ask questions.
11. You can _____ the wheat flour with almond flour.
12. The company is reducing its workforce by _____ 500 employees.
13. There is a _____ meeting that we all must attend, so we can have no excuse for being absent.
14. Her family has _____$50,000 to the fund.
15. Most production has been _____ to China.
16. An advertising agency got an _____ for best marketing campaign of 2009.
17. Please feel free to _____ me if you don't understand anything

II. Collocations: Match the words in column A with appropriate words in column B so as to get collocations.

A	B
a. make	1. criteria
b. convenient	2. surroundings
c. comfortable	3. atmosphere
d. well-equipped	4. an appointment
e. beautiful	5. location
f. relaxing	6. meeting rooms
g. strict	7. accommodation

LIVEWORKSHEETS

III. Questions below refer to the following memo.

MEMO

To: Hopkins Institute Employees <allstaff@hopkinr;institute.co.us>
From: Cheryl Baker <c.baker@hopkinsinstitute.co.us>'
Date: March 19
Re: Developing the Marketing team

I am pleased to announce two further appointments to our Marketing team.

Leanne Riggins will be working from our Houston, Texas office. Leanne will be on the Client Service team as an account manager, and brings a wealth of marketirrg experience. She has specialized in the design of strategic marketing plans as well as website and e-mail marketing technology. Her past positions include Development Director at Parrington Chemicals International and Marketing Project Manager at Usafo, Inc. Leanna will start full-time on March 25.

Also joining the marketing team will be Kevin Rose, who will begin on the first of next month as a marketing assistant. Kevin recently majored in Businesr; Economics at the Mayfair International School at Washington University. Kevin previously worked for Allied Pensions, Hersh's, Inc. and WestVirginia Promotions. Kevin's main objective will be to help deliver marketing projects for the team, and he will be working closely with many of you in the future. Kevin will initially be working three days a week until October 1.

I am sure you will all join me in making Leanne and Kr:vin feel at home. Please do what you can to help them settle in as quickly as possible.

Brad - please arrange login details and remote desktop access. Their user registration details should be ready when they each start work.
Naomi - please contact Security for clearance.
Claire - please arrange for temporary badges.
Molly - please set them both up on the AccountPro sys,tem, and arrange training as appropriate.

Sincerely,

Cheryl Baker
Marketing Manager
The Hopkins Institute

1. What is the purpose of the memo?

(A) To introduce new staff members
(B) To notify employees of new work policies
(C) To announce new marketing projects
(D) To review company procedures

2. How much time does Brad have to prepare for Kevin's arrival?

(A) Three days
(B) Until the end of the week
(C) Less than two weeks
(D) One month.

LIVEWORKSHEETS