

Look at sentences 1 - 22. These can either be completed with a word from box A or a word with a similar meaning from box B. Identify both the words that could be used. In some cases, you will need to add an -s to one or both of the words when you put them into the sentence.

A	B
acclaim	acquisition
administration	advantage
agenda	(personal) appeal
appointment	client
benefit	closeness
charisma	collaboration
choice	decline
code	defect
cooperation	employment
customer	evidence
discipline	meeting
discount	option
drop	order
fault	patron
liability	personnel
opposition	prerequisite
proof	receivership
proximity	reduction
requirement	resistance
staff	responsibility
takeover	rule
work	schedule

1. We have a very busy _____ / _____ today, so I suggest we start as soon as possible.
2. After two financially disastrous years, the company went into _____ / _____.
3. We need to maintain _____ / _____ on the factory floor at all times, otherwise there are increased risks of an accident occurring.
4. Several employees were made redundant following EZPrint's _____ / _____ of Colourcom.
5. There has been a sharp _____ / _____ in the number of people attending the staff development sessions.
6. The latest computer program has several _____ / _____ which need to be sorted out before it can be put onto the market.
7. There has been a lot of _____ / _____ to the new compulsory overtime plan.
8. Despite government reassurances, there is no _____ / _____ that standards of living have improved.
9. Repeated orders are eligible for a 10% _____ / _____ on wholesale prices.
10. The hotel is popular with business people because of its _____ / _____ to the central business district.
11. I can't see you this afternoon because I have a / an _____ / _____ with the Board of Directors.
12. A lot of our regular _____ / _____ say that they are unhappy with the speed of our service.
13. When the company begins operations, it hopes to provide _____ / _____ for 300 people.
14. There are several _____ / _____ to working from home: you save on travel costs, for one thing.
15. If you want the job, a working knowledge of German is one of the main _____ / _____.
16. Our latest range of language-learning products has received widespread _____ / _____ in the press, and is expected to help us become a market leader.
17. The company _____ / _____ state(s) that no employee can leave his or her work station without asking for permission.
18. The management accepts no _____ / _____ for any damage to vehicles in the car park.
19. There are two _____ / _____ available to us: close the company or move to another locality.
20. All _____ / _____ are requested to attend tomorrow's meeting, which will begin at 2pm.
21. Thanks to our _____ / _____ with several affiliated companies, we have increased our turnover by 37%.
22. We believe that the new manager's lack of _____ / _____ will have a negative effect on sales.

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A	B
achievement advertising assignment calibre category customer disparity ending entitlement notion outlet priority problem proceeds proficiency question review revision specialist strategy term ultimatum	accomplishment change classification complication condition difference earnings expert final demand idea intellect and ability job patron plan precedence publicity query right shop skill termination write-up

- Our latest range of products has received several favourable _____ / _____ in the press, and should be a firm favourite with the 18 – 24 age group.
- Our latest model is excellent, but without adequate _____ / _____, we won't make enough to cover production costs.
- _____ / _____ are requested not to smoke in the restaurant.
- The hotel has several room _____ / _____, including five family rooms and two honeymoon suites.
- Poor long-term sales figures resulted in the _____ / _____ of the contract and the closure of two offices.
- If you leave the company, you will lose your _____ / _____ to a share of the profits.
- We would very much appreciate having somebody of your _____ / _____ working for us: you would be of great benefit to the company.
- We called in a health and safety _____ / _____ to examine the building for any potential problems.
- He was given the _____ / _____ of dealing with the press and keeping the public informed about new developments.
- The new manager has a strange _____ / _____ that all employees are potentially dishonest.
- She hasn't reached the required level of _____ / _____ in typing, and will have to repeat that section of the training course.
- His promotion to director was a remarkable _____ / _____ for someone so young.
- The bank gave us a/ an _____ / _____: pay back the money or face immediate closure.
- Despite several changes to the pay structure, there is still a _____ / _____ in pay between graduate trainees and non-graduates.
- All _____ / _____ from the sale of the building will be re-invested in the company.
- We advise you to read the _____ / _____ of the contract carefully, and contact us if you disagree with any of the points covered.
- If you have any _____ / _____, please ask a member of staff.
- Selfwood's operates several _____ / _____ where you can buy a selection of our own goods along with a large range of branded varieties.
- We had hoped that everything would run smoothly, but unfortunately there have been several _____ / _____.
- Our _____ / _____ is to wait for prices to fall before putting the product onto the market.
- Advertising is currently our main concern, and it should take _____ / _____ over everything else.
- Is it necessary to make any _____ / _____ to the plan, or should we keep it as it is?