

Ex.1. Match words with their definitions on the right.

Vocabulary	Definition
<i>to decline</i>	a retaliatory action, often as punishment for a perceived wrongdoing
<i>invariably</i>	to set a limit or restriction on an amount, such as costs, salaries, or production
<i>proposal</i>	to improve or refine one's abilities through practice or experience.
<i>to hone</i>	to gradually reduce in size, number, or importance through a process of elimination
<i>substantial</i>	to refuse, to reject
<i>to cap</i>	a lack of effort or a gap in work that needs to be picked up by others
<i>disarray</i>	large in importance, value or size
<i>reprisal</i>	always, without a change
<i>slack (noun)</i>	a suggestion or a plan, usually a written one
<i>to whittle down</i>	a state of disorder, confusion, or mess

Ex.2. Fill in the gaps with the correct word from exercise 1 in the correct form.

1. The company decided to..... annual bonuses at 10% of each employee's salary.
2. The manager had tothe candidate's job application due to a lack of experience.
3. The sudden resignation of the CEO left the company infor weeks.
4. The new training program helps employees their skills in project management.
5. The IT team.....resolves technical issues within 24 hours.
6. The marketing team submitted a.....for a new advertising campaign.
7. The whistleblower fearedafter reporting unethical business practices.
8. The automation of routine tasks helped reduce the.....in workflow and improved overall efficiency.
9. The company made a.....investment in new technology to improve productivity.
10. Management had tothe list of candidates from 50 to just five.

