

**1. Listen to the audio and select the correct vocabulary word or words.**

activate - appreciate - capture - confidentiality - conscious - dedicated - enterprise - facilitator  
guidelines - influential - infrastructure - initiate - invaluable - make a living - mentor - rationale  
recruitment - servant - state-of-the-art - ulterior motive

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2. Drag and drop. Use the words from the previous activity to fill in the blanks and complete the sentences and paragraphs. There are two extra words in every group that you don't need.

#### GROUP A

appreciate - confidentiality - conscious - dedicated - guidelines - influential - – rationale - recruitment - servant – state-of-the-art

- a) After seeing how it led to more sales, the manager could really 1 \_\_\_\_\_ her team's hard work.
- b) At first, the 2 \_\_\_\_\_ for the firm's choice was unclear, but the reason soon became obvious.
- c) Consumers often find the opinions of friends highly 3 \_\_\_\_\_ when deciding what to purchase.
- d) Despite knowing that sales might decline, the company made a 4 \_\_\_\_\_ decision to raise prices.
- e) In his role as a domestic 5 \_\_\_\_\_, Jack learned some private information about his employers. He took pride in maintaining 6 \_\_\_\_\_, however, and never disclosed any of their secrets.
- f) In order to hire the best new employees, the firm significantly increased its budget for 7 \_\_\_\_\_.
- g) The company's computers were 8 \_\_\_\_\_; none of its competitors had such advanced machines.

NOT NECESSARY: \_\_\_\_\_, \_\_\_\_\_  
(please place them alphabetically)

## GROUP B

activate - capturing - enterprise – facilitator - infrastructure - initiate -  
invaluable - make a living - mentor - ulterior motive

- a. Soon after Marek started an 9 \_\_\_\_\_, the economy collapsed, and he was worried about being able to 10 \_\_\_\_\_. With a lot of hard work, however, he turned it into a very successful and profitable company.
- b. The executive's ability to speak three languages was an 11 \_\_\_\_\_ skill when traveling on business.
- c. The government decided to 12 \_\_\_\_\_ a policy to help citizens launch small businesses. It took six months of hard work before government officials were able to 13 \_\_\_\_\_ the new policy and start helping the first entrepreneurs.
- d. The manager suspected that the staff member had an 14 \_\_\_\_\_ for requesting extra time off.
- e. To compete effectively with other firms, the company invested heavily in upgrading its 15 \_\_\_\_\_. It also focused on 16 \_\_\_\_\_ good ideas from staff and using them to improve its efficiency.

NOT NECESSARY: \_\_\_\_\_, \_\_\_\_\_  
(please place them alphabetically)