

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)