

VOCABULARY

Choose the best word to complete the sentences.

- 1 Your _____ is very important because the way you sit or stand can indicate how confident you are.
a) gesture b) standing c) posture d) mannerism
- 2 A successful networker knows how to _____ existing contacts without appearing to be sleazy.
a) leverage b) flick c) adjust d) lean
- 3 People who are _____ are happy to help without expecting anything in return.
a) negative b) selfless c) careful d) inspirational
- 4 The lack of _____ made his talk sound very boring.
a) distraction b) charge c) adjustment d) intonation
- 5 You don't want to appear too _____ when trying to develop contacts because no one likes to feel they are being used.
a) doubtful b) manipulative c) useful d) sociable
- 6 He always _____ when he listens to presentations. He just can't keep still.
a) fidgets b) adjusts c) distracts d) nods
- 7 The director _____ his head in agreement with the speaker.
a) shook b) slouched c) wandered d) nodded
- 8 The way the speaker kept clicking his fingers became a _____ for most of the audience.
a) adjustment b) distraction c) modulation d) leverage
- 9 I _____ into a colleague I hadn't seen in years at the conference last week.
a) faced b) met c) bumped d) wandered
- 10 The presenter was standing behind the _____ where he had placed all his notes.
a) lectern b) space c) PowerPoint d) network