1 Focus on vocabulary

Part A: Match the vocabulary to the definitions.

1.	priority (n)	a.	a time when you are going to meet someone to talk about a particular subject
2.	aim (n)	b.	a particular job that needs to be done, often one that is difficult
3.	task (n)	c.	very important and needs to be looked at very soon
4.	appointment (n)	d.	the process of improving something or getting closer to a goal
5.	due (adj)	e.	your goal and the focus of what you are trying to achieve
6.	progress (n)	f.	working in the way that you want and doing the job well
7.	effective (adj.)	g.	a situation that is more important than everything else and needs to be focused on first
8.	urgent (adj.)	h.	expected to happen or arranged

Part B: Complete the following sentences with a different part of speech from the same family as the Part A word in brackets. You may need to use a dictionary.

1. There's a problem with the order from Sweden, so I'm going to have to _____ that this morning. (priority)
2. We're _____ to finish by 5 pm today as we've got an early start tomorrow. (aim)
3. Our department has been _____ organzsing the conference this year, so let's plan a meeting to discuss our plans. (task)
4. I believe they are going to _____ him to the CEO position tomorrow, but it's being kept secret at the moment. (appointment)
5. I'm sorry I have to go now. My report is _____ and I need to spend more time on it, but I'll call you later. (due)
6. This project is _____ quite smoothly. I'm really happy with it. (progress)
7. We've had lots of problems with the electricity this morning, making it very difficult to work _____ when the computer keeps going off. (effective)
8. Tina, there's been a problem with the tickets for tomorrow. I need to meet with you _____ to find a solution. (urgent)

LIVEWORKSHEETS