

UNIT ONE

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
advertise	a.....	a..... advertorial	a..... a.....	
advise	a.....	a.....	a..... a.....	
analyse	a.....	a.....	a.....	a.....

ADVERTISE

1. Cleaning products are often a..... on TV.
2. Her husband works in a..... industry.
3. I'm sorry but I'm not a very good a.....for the new slim diet.
4. An a..... is an ad in the newspaper in a form of an article.
5. A..... try to make people buy particular products.

ADVISE

1. I need some a.....on which house to buy in this area.
2. It's a..... to book the hotel in that sea resort well in advance.
3. She has always wanted to become a financial a.....
4. I'd a..... not selling the collection.
5. She was employed by the president in an a..... role.

ANALYSE

1. He is a world known a..... specializing in evaluating financial markets.
2. We have to a..... the contract in detail before signing it.
3. He has an a..... mind.
4. The speaker presented a thorough a..... of the current political situation.

UNIT TWO

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
apply	a.....	a.....	a.....	
assist	a.....	a.....		
attend	a.....	a.....	a.....	

APPLY

1. The decision of the committee was to award the a.....the sum of \$ 2000 to be paid by the end of next month.
2. This rule is a..... only to newcomers.
3. The second law of thermodynamics is the widely a..... law of physics.
4. The a..... of EC health and safety legislation in member states will help future generations
5. Students from smaller universities are especially encouraged to a.....

ASSIST

1. If you need any further a..... please do not hesitate to contact me.
2. A "PA" abbreviation stands for a personal a.....
3. After long negotiations they finally agreed to a..... the research.

ATTEND

1. The lectures given by professor Smith were very popular among students and were always well a.....
2. The swimming pool a..... was very helpful. He looked after my children when I was looking for my bag.
3. A..... at school is mandatory.
4. Will you be a..... the conference.

UNIT THREE

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
appoint	a.....	a.....	a.....	
attract		a..... attractiveness	a..... una.....	a.....
interview	i..... i.....	i.....	i.....	

APPOINT

1. She was a..... as CEO last July.
2. We weren't there at the a.....time.
3. Nobody knows who will be the presidential a..... for this position.
4. Can I make an a.....to see the director?
5. It is only possible to see her by a.....

ATTRACT

1. The thief tried to sneak into the hotel without a..... anyone's attention.
2. That area is getting more and more a..... to investors.
3. The main a.....to this castle is the fact that you can spend a night in one of the royal chambers.
4. The programme presented to the public proved to be totally una.....

INTERVIEW

1. The i.....felt slightly uneasy during the whole i.....
2. The i..... asked many questions about the background of the potential new employee.
3. Nobody likes i..... as they are very stressful.

UNIT FOUR

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
comment	c.....	c..... commentary		
communicate	c.....	c..... c.....	c..... unc..... c..... c.....	c.....
compare		c.....	c.....	c.....

COMMENT

1. Have the customers made any positive c.....about our latest product?
2. The spokesperson denied all charges and declined to c.....
3. Some sports c.....are fun to listen to.
4. The c..... on the new performance which I read in today's paper wasn't very flattering.

COMMUNICATE

1. The final decision was soon c..... to all the members of the club.
2. Nonverbal c.....is as important as verbal communication.
3. It is pleasant to work with c..... people.

COMPARE

1. The two enterprises are in a c..... situation.
2. Before going to another country it is always good to read some books which c.....and contrast cultural differences.
3. The swimmers are expected to win with c..... ease.
4. C..... to some problems we had to face in the past this one seems easy to solve.
5. We drew some c..... between the problems which frequently occur in our team.

UNIT FIVE

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
create	c.....	c creativity	c.....	c.....
decide		d.....	d..... ind..... d.....	d.....
depend	d.....	d..... dependency	d..... d.....	

CREATE

1. The launch of the new line of computers may c..... a great demand in the future.
2. C.....y is needed in designing new objects.
3. The latest c.....from Paris are extremely expensive.
4. The c.....of the new model was granted a lucrative contract.

DECIDE

1. A good boss should be d.....
2. He acted so d..... that nobody suspected any future problems.
3. Have you d..... where to go on holiday?
4. The director has the d.....vote.
5. Taking tough d..... is very stressful.

DEPEND

1. Private universities do not d.....on government's support.
2. D..... is the state of being d....., in other words this is inability of existing or operating without any help or support.
3. My secretary is really d.....
4. Please write your name, address and the number of d..... you have.

UNIT SIX

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
economise/ economize	e.....	e..... e.....	e..... e.....	e.....
finance	f.....	f..... finances	f.....	
govern	g.....	g.....	g.....	

ECONOMISE

1. In summer months it is forbidden to water gardens as everybody has to e..... on water.
2. John is studying e..... at university because he wants to become e..... analyst.
3. If you look for a new e..... car, check and compare some figures of new models of cars available on the market.
4. Is the enterprise e..... viable?
5. Cheap airlines are no longer e.....c.

FINANCE

1. We are trying to find an investor willing to f..... our project.
2. One of the greatest f.....centres is the City of London.
3. It is a self-f..... institution.
4. The f..... of the company are checked thoroughly on a weekly basis.
5. A f..... deals with large sums of money.

GOVERN

1. The country is g.....d by the prime minister and his cabinet.
2. The g..... body of our university approved unanimously new regulations.
3. The local g..... is elected every four years.
4. A famous actor was elected g..... of the state of California.

UNIT SEVEN

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
industrialise	i.....	i..... industrialism	i..... i.....	
inform	i.....	i.....	i.....	
innovate	i.....	i.....	i..... i.....	

INDUSTRIALISE

1. An i..... estate is a special area of land where factories and offices are build.
2. Under-developed countries should invest in i.....
3. He is hard-working, diligent and i.....
4. An I..... Revolution took place in Great Britain around 1750-1850.
5. The wealth of the country is the legacy of the i.....
6. He is one of the prominent i.....

INFORM

1. We decided not to i..... everybody as some i..... was confidential.
2. The i..... provided some information which enabled the police to catch the thief.
3. I..... technology has been taught in schools for many years.
4. He is a well i..... member of the committee.
5. Some TV channels broadcast i..... documentaries.

INNOVATE

1. He was a talented i..... who innovated many home appliances.
2. Recent i..... let people save much time.
3. Certain ideas are too i..... to be put into practice.
4. I..... is in the human nature.

UNIT EIGHT

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
invest	i.....	i.....		
dedicate		d.....	d.....	d.....
distribute	d.....	d.....	d.....	

INVEST

1. It is unwise to i..... all money in only one project.
2. It is possible to make a lot of money by i..... in art.
3. The local government is trying to attract more i..... in that area.
4. Overseas i..... are trying to expand and gain new clients.

DEDICATE

1. He d.....his spare time to testing new computer games.
2. Patients appreciate d.....doctors.
3. The speaker praised her d..... to save endangered species.

DISTRIBUTE

1. He worked for a local d..... of some spare parts.
2. We have some d..... problems of the goods in remote areas as there are very few roads.
3. All leaflets were quickly d..... among the participants of the convention.

UNIT NINE

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
employ	
.....		success
solve		

EMPLOY

1. The rate of rose again as the biggest company in the region had to close down.
2. There are now over 4 million in this country.
3. How many people does your company ?
4. The number of in the company has doubled in the last 2 years.
5. Are you in at the moment?
6. We need a reference from your former
7. Sophisticated statistical analysis was to get the results.
8. As he couldn't find a job he was entitled to benefit.

SOLVE

1. I don't know how to this problem.
2. There is no easy to this problem.
3. I've been doing this mathematical equation for over an hour and for me it is absolutely
4. I have a headache. Can you get me a aspirin?
5. Both sides are trying to find a peaceful

SUCCESS

1. Women have to be tough to in the male dominated world of business.
2. She puts her down to hard work and good luck.
3. Were you in persuading him to change his mind?
4. After harsh negotiations he completed the deal.
5. What a waste of time! It was a totally meeting.

verb	noun (person)	noun (thing)	adjective	adverb
develop	
know	
.....		accessible	

DEVELOP

1. Scientists are new drugs to treat cancer.
2. Scientists carried out research on farming methods in countries.
3. Try not to use a mobile phone too often or you will a brain cancer.
4. I have a flat in this new housing
5. One of the basic needs in countries is clean drinkable water.
6. Everyone seems to be interested in the recent in Russia.
7. Which property did you buy your flat from?
8. There has been significant computer during the last decade.

KNOW

1. John needs more practical to do his new job.
2. You need specialist about the risk of using these chemicals.
3. Local residents have made their objections to the proposal.
4. I have a working of Spanish.
5. Despite a thorough investigation the cause of the accident is still
6. To the best of my the project will be starting in July.
7. It is that he never gives interviews.

ACCESS

1. The only to the village is by boat.
2. Our university has made some attempts to make evening courses to a wider group of students.
3. The tax inspector has gained complete to the company files.
4. Two new roads are under construction to increase to the town centre.
5. You are not authorised to this file.
6. The main to the building is at the side.

UNIT ELEVEN

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
organize	
		possibility
manage	

ORGANIZE

1. Who's going to the party this year?
2. I'm sorry I forgot. I'm not very these days.
3. The of fund raising has been left to Mary.
4. You can be sure the meeting will be well
5. To be a successful leader you need ability.
6. The have expected about 50,000 people to attend the concert.
7. The government intends to combat terrorism, drug trafficking and crime.
8. She is looking for a personal assistant with good skills.
9. The New Committee for the Olympic Games has already been established.

POSSIBLE

1. Is it to buy tickets in advance?
2. The forecast said that there's a of snow tonight.
3. We need to send this letter off as soon as
4. She can't know all about our plans.
5. She wants a man who is intelligent, attractive, funny and caring as well, which is asking the
6. Could I ask you to move your chair a little?
7. It was to sleep because of the noise.
8. Is there any that you could pick me up from the station?

MANAGE

1. The company has been very badly
2. Jenny to pass her driving test.
3. She's never been good at money.
4. My hair has been more since I had it cut.
5. "Do you want a hand with this project?" "No, it's ok, I'll"
6. They sent me on one of those training courses.
7. Can I speak to the, please?
8. To be a boss you have to be decisive and have some skills.
9. Who is the director of Fiat Poland?
10. The company's failure was mainly due to bad

verb	noun (person)	noun (thing)	adjective	adverb
.....	negotiator	
operate	
.....		necessary

NEGOTIATE

1. Part-time barman required. Hours and salary
2. The government refuses to with the terrorists.
3. The terms of the contract are still open to
4. Union leaders have an agreement for a shorter working week.
5. The treaty was a result of long and complex
6. A compromise was reached thanks to our brilliant

OPERATE

1. I need instructions for the new heating system.
2. How well does the company decision-making system in practice?
3. Doctors had to on his spine.
4. The new law will come into later this year.
5. The new laboratory is fully and open for business.
6. Ask the to put you through.
7. Is the new system available on all computers?
8. She's going to have an on her knee.
9. Protective clothing must be worn when the machine is in
10. This new service has only been in for 2 months.

NECESSARY

1. I'll leave it to you to make all the arrangements.
2. Expensive restaurants are not the best.
3. Lack of money a change of plans.
4. is the mother of invention.
5. The heavy rain made it to close several roads.
6. "We'll need to take on new staff." "Not"
7. A telephone is an absolute for this job.

UNIT THIRTEEN

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
.....		motivated -motivated	
predict	
.....	population	

MOTIVATE

1. You're a really good bunch of students - highly - and very intelligent.
2. A good teacher has to be able to his students.
3. What was your for becoming a teacher?
4. The police believe the for this murder was jealousy.
5. The profit-sharing plan is designed to staff to work harder.
6. He's talented but he lacks

PREDICT

1. Economists are a fall in interest rates.
2. The outcome of these experiments is not always
3. I find it very hard to make a
4. It is very difficult to What the long-term effects of the accident will be.
5. Earlier of sudden economic crisis seem more and more unlikely.
6. it was the demonstrators who were blamed for the violence.
7. The hours in this job are very - you sometimes have to work late at very short notice.

POPULATE

1. Only ten per cent of the lived in big cities.
2. The inner cities are no longer densely
3. The UN is investigating new methods of control.
4. China is the world's most country.
5. What is the of Mexico?
6. The northern islands are very sparsely
7. What is the most political party in Poland?

UNIT FOURTEEN

WORKSHEET

verb	noun (person)	noun (thing)	adjective	adverb
.....		satisfactory	
		
		
		
promote	
		

SATISFY

1. She's got great from helping children with learning difficulties.
2. He couldn't provide a excuse for his absence.
3. I'm not really with his work.
4. He felt that nothing he did would his boss.
5. If you are with the service, why don't you complain to the hotel manager?
6. At the moment she's experiencing a lot of with her job. This is why she is thinking of changing it.
7. As your exam results are totally, I'm afraid, you have to prepare for a re-take.
8. If, for any reason, you are with this product, please return it to the address below.
9. It is veryto know that the project was a success.
10. Sales figures for the previous year cannot be viewed as
11. The factory was working day and night to the increasing export demand.

PROMOTE

1. Helen was to senior manager.
2. Greenpeace works to awareness of the dangers that threaten our planet today.
3. Did Steve get the he wanted?
4. The UN is a well-known of peace and stability.
5. Obviously as a sales manager he'll be involved in the and sales of the product.
6. I want a job with good prospects.
7. I have to organize a meeting to trade between Poland and China.
8. Advertising campaigns always have to think up new ways to a product.
9. We should invest more in the of healthy lifestyle.
10. When does the campaign of their latest model start?

verb	noun (person)	noun (thing)	adjective	adverb
		responsible
prepare		

RESPONSIBLE

1. The management accepts no for cars left in the car park.
2. It would be to ignore these warnings.
3. When he loses his temper, he's not for his actions.
4. She was given promotion and more
5. Each Dean is for his Department.
6. It was highly of you to leave the children on their own in the lab room.
7. The minister accepted full for the disaster.
8. It was an act of great to leave someone who wasn't properly trained in charge of this machine.
9. Who's for this horrible mess?
10. When he saw the crash, a young boy acted very and called the police.
11. The job carries a lot of

PREPARE

1. Kubica's team were up all night the car for the race.
2. You have to be to take risks in this kind of work.
3. yourself for a shock.
4. Unfortunately we were all for the storm.
5. They've a special surprise party for him.
6. Business training is a good for any career.
7. We're making to start the rescue operation soon.
8. Differences over these issues narrowed during the talks.
9. They were for the worst.