

A1 Vocabulary Practice Worksheet



1. Simpler A1 ESL Vocabulary Questions

Welcome to this basic English worksheet for your business class. This practice activity is very good for A1 beginner students. In this simple lesson, we will study eleven important words about jobs, work, and the office environment. Please use this paper to practice your reading and writing skills. You can use a pen or a pencil to write the best word on the empty line. Take your time, read the sentences slowly, and do your best work today!

1.1 Word Bank

Please read these eleven words carefully. You will use each word only one time in the short sentences below.

clarity, enthusiasm, initiative, innovation, motivation, promote, realistic, responsibility, role, take on, versus

1.2 Fill in the Blanks Instructions

Read the short and easy sentences below. Choose exactly one word from the Word Bank to fill in each blank space. Look at the simple context clues in the sentence to help you find the correct answer easily.

1. The boss speaks slowly and with great _____. We can hear and understand his instructions very well every day.
2. She always smiles and loves her job. She shows a lot of _____ when she works with our new team.
3. He does not wait for the manager to say "start". He shows good _____ and starts working early.

4. Making a new and very different phone is a great _____. People love to buy new technology.
5. A good salary and kind friends give me a lot of _____. I really want to work hard every single day.
6. If you work very hard and do a great job, the manager will _____ you to be the new team leader.
7. We cannot finish this big project in only one hour. We need a _____ time limit, like two full weeks.
8. I am the office manager. It is my important _____ to lock the doors at the end of the working day.
9. What is your specific _____ in this company? Are you a computer programmer or a helpful sales worker?
10. I am very busy today. I have five big reports to read and write. I cannot _____ any new work now.
11. Do you like working at home _____ working in the office? Which place is better for you to do your job?