

## REFERENCE WORDS

1 Use the following reference words to complete the note below.

THOSE	THE LATTER	THESE	ONES	THOSE	THE FORMER	SUCH	THIS	ONES
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*Geoff*

*I looked through all 1) \_\_\_\_\_ applications you gave me. It took forever! I soon started putting them into groups – 2) \_\_\_\_\_ worth reading carefully and the rest, which were completely unsuitable. Unfortunately, 3) \_\_\_\_\_ far outnumbered 4) \_\_\_\_\_. I know 5) \_\_\_\_\_ is usually the case with recruitment, but is it me or is the standard of applications getting worse nowadays? I couldn't even read half of the handwritten 6) \_\_\_\_\_. How can 7) \_\_\_\_\_ applicants ever hope to get an interview? Thankfully, once I started looking through the better 8) \_\_\_\_\_, it was more encouraging. I've noted about six applicants I'd like to invite for interview. From 9) \_\_\_\_\_ I'd hope to make a shortlist of about three for a second interview with Elizabeth.*

2 Complete sentences 1-9 with these words. Use some words more than once.

**THAT THESE FORMER SUCH ONES LATTER**

- 1 I'm a microfinance manager. \_\_\_\_\_ involves calculating the interest rates the bank should charge on loans.
- 2 Some traders rely on illegal insider information. \_\_\_\_\_ people should be arrested.
- 3 The bonuses only go to the hardest-working people. They are the \_\_\_\_\_ who deserve it.
- 4 He made us a million and she made nothing. The \_\_\_\_\_ can be promoted and the \_\_\_\_\_ needs a meeting.
- 5 If I didn't work in \_\_\_\_\_ an environment, I'd probably do something else altogether.
- 6 Money, power and risk – \_\_\_\_\_ are the things which drive many CEO's.
- 7 The success of his company: \_\_\_\_\_ is all that matters to him.
- 8 They are only interested in money – not the poor in the developing world. \_\_\_\_\_ is the mentality of these people.
- 9 You see that couple over there with the champagne? Well, they're the \_\_\_\_\_ I was telling you about.