

Unit 13: REFERENCE WORDS

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

THOSE THE LATTER THESE ONES THOSE THE FORMER SUCH THIS ONES

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 the sentences with reference words.

- 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.

vocabulary - Units 12&13

Combine the words from the three boxes to complete the sentences.

PAY HAVE DEPOSIT MAKE APPLY SECURED

A MISTAKE A RIGHT NO IDEA A LOAN THE LOAN THE LOANS A STAKE TROUBLE A HABIT A LOOK IN MIND A DEAL ALLOWANCES A BAD IMPRESSION MONEY

WITH AT OFF FOR OF IN

- 1 You _____ how embarrassed I was.
- 2 I don't mind being woken up once or twice in the middle of the night by my flatmate so long as she doesn't _____ it.
- 3 There's a night safe outside the bank, so you can _____ whenever you wish.
- 4 Did you _____ anything _____ for Helen's present?
- 5 I'll _____ with you - you wash the car and I'll let you use it tonight.
- 6 If you _____ your car insurance you may lose a few hundred pounds.
- 7 The group _____ the airline.
- 8 We could _____ to buy a car.
- 9 You _____ to a trial by jury.
- 10 We should be able to _____ within two years.
- 11 Can I _____ your dictionary?
- 12 The form was terribly complicated and I _____ a lot of _____ it.
- 13 _____ were _____ by assets used as collateral.
- 14 You should _____ him - he's been quite ill recently.
- 15 It _____ if you're late for an interview.