

**A. Figure out expressions the following definitions refer to:**

1. a standard, usually of quality or performance, that other things can be compared to
2. abilities that people have to communicate well and work with other people
3. expert knowledge or skill in a particular subject, activity or job
4. an adjective used to describe a way of earning money by selling your work or services to several different organizations rather than being employed by one particular organization

**B. Complete the sentences with correct forms of the following verbs; some verbs are not used: APRAISE, ASSESS, DISBAND, RETAIN, CONFER, CHARGE, COMPLEMENT, DROP OUT, FOLLOW UP, ACCESS**

1. An honorary degree \_\_\_\_\_ on him by Oxford University in 1995.
2. The committee formally \_\_\_\_\_ in August.
3. You should \_\_\_\_\_ your phone call with an e-mail or a letter.
4. The training needs of staff \_\_\_\_\_ every year.
5. You can't hire and \_\_\_\_\_ good people without a good benefits package.

**C. Complete each sentence with a word made from the word given in brackets.**

1. The debt has been reduced to a more \_\_\_\_\_ level. (MANAGE)
2. Several top \_\_\_\_\_ have left the company. (EXECUTE)
3. We offer high quality at an \_\_\_\_\_ price. (AFFORD)
4. \_\_\_\_\_, training is taking place in the office rather than outside it. (INCREASE)
5. Computers offer a much greater degree of \_\_\_\_\_ in the way work is organized. (FLEXIBLE)

**D. Fill in the gaps with a suitable preposition or adverbial, if necessary:**

1. They had fallen behind \_\_\_\_\_ their mortgage repayments.
2. The meeting was hyped \_\_\_\_\_ in the media as an important event.
3. She tried in vain to point \_\_\_\_\_ to him the unfairness of his actions.
4. We as a country want to participate \_\_\_\_\_ global markets.
5. These policies are unlikely to prove popular \_\_\_\_\_ middle-class voters.