

**Read this text and the words in capital letters below it. Change the form of each word so that it fits the numbered space.**

The question 'What makes a manager (0) ....., often comes up. First of all, a manager needs the right kind of (1) ..... support. In other words, a good manager requires the (2) ..... of a good secretary. A good secretary needs to have the right kind of (3) ..... skills. These include the (4) ..... to use modern technology, such as computers. There are (5) ..... skills that are just as important. More and more managers need secretaries who can speak several foreign languages (6) ..... . Success or failure in international (7) ..... can depend on this. This (8) ..... is often stressed in job advertisements today. Many (9) ..... are rejected because the candidates lack such skills.

- |   |            |   |           |
|---|------------|---|-----------|
| 0 | SUCCESS    | 5 | ADDITION  |
| 1 | PROFESSION | 6 | FLUENT    |
| 2 | ASSIST     | 7 | NEGOTIATE |
| 3 | SECRETARY  | 8 | REQUIRE   |
| 4 | ABLE       | 9 | APPLY     |

**Complete the letter from a TV viewer to the programme Viewpoint. Use the correct form of the words in capitals.**

Dear Viewpoint,

I am becoming increasingly (0) ..... about the quality of programmes on television. I have therefore decided to write to say how (1) ..... I am that you cannot think of anything more (2) ..... to offer the public.

I was very (3) ..... to hear that you are planning to show even more police dramas, which many people find very (4) ..... and I doubt whether any viewers will be (5) ..... by your new (and probably very (6) .....) hospital drama series. A few years ago, there were far more (7) ..... documentaries and (8) ..... films on TV, but everything seems to have changed. I find it (9) ..... that your standards have fallen so low, but, sadly, I am not (10) ..... that things will improve.

- |   |            |    |           |
|---|------------|----|-----------|
| 0 | WORRY      | 6  | DEPRESS   |
| 1 | DISAPPOINT | 7  | FASCINATE |
| 2 | INTEREST   | 8  | EXCITE    |
| 3 | ANNOY      | 9  | ASTONISH  |
| 4 | BORE       | 10 | CONVINCE  |
| 5 | AMUSE      |    |           |