

### VOCAB REVIEW


Fill in the blanks.

1. He has a good working relationship with c\_\_\_\_\_ues.
2. He is r\_\_\_\_\_ible for the accounting department.
3. The company has its c\_\_\_\_\_ate h\_\_\_\_\_rters in London.
4. What time is you're a\_\_\_\_\_ment with the d\_\_\_\_\_ist?
5. I'd like a r\_\_\_\_d-t\_\_p ticket to Paris, please.

### Listen and fill in the blanks.

1. We were at a ..... and Jack had gone for a coffee with Jane and Mary.
2. Shall I help you prepare the .....
3. Could you ..... me on this .....
4. Could I have a copy of last year's sales .....
5. The machine has been ..... and is being ..... at the factory.
6. I can't remember my ..... number.
7. This ..... room can ..... 300 people.
8. Who is in ..... of .....
9. Do you want me to ..... these .....
10. Why don't we ..... a taxi?
11. Can you ..... my place at the .....
12. Who has the key to the .....
13. We should ..... this ..... by the entrance.
14. I can't find any .....
15. Would it be possible to ..... the ..... slightly?

# DAY 12

 Match each definition (A – G) with today’s vocabulary word (1 – 7)  
**DEFINITIONS**

- A. to fasten pieces of paper together using staples
- B. to use something at the same time as someone else
- C. a list of places that you plan to visit on a journey
- D. to put something in place so that it is ready for use
- E. an amount shown as a number
- F. a large formal dinner for a lot of people
- G. to change

- 1. alter
- 2. banquet
- 3. itinerary
- 4. figure
- 5. share
- 6. install
- 7. staple

## Gap-filling Exercise

Fill each gap with today’s vocabulary words.

- 1. We need a new ..... for the printer.
- 2. Company announcements are usually ..... on the bulletin board.
- 3. Who will be in ..... of the department when John leaves?
- 4. A ..... is a document containing information given to people at a meeting.
- 5. The airport simply doesn’t have enough room to ..... increased air traffic.