

Working with words

Complete these sentences with words from the list.

*accurate efficient handy high-quality
secure up-to-date
user-friendly*

- Your new home page is really easy for customers to use. It's **user-friendly**.
- How **up-to-date** is this information? It seems to be for last month.
- I think it is wise to pay more and get **High-quality** goods. Cheap goods never last as long.
- The new supermarket is very easy to get to from my house. It's really **handy** for me.
- These figures don't seem to be **accurate**. I've found at least two mistakes.
- The engine in my new car is so **efficient**. It does twice as many miles as my last one with the same amount of petrol.
- Note that we will keep all of your personal details **Secure** (e.g. name, address, telephone number) and we will not pass them on to other companies without your permission.

Match 8-13 to a-f.

- Apps on our phones enable **f**.
 - Consultants help **a**.
 - Call centres make it easier **a**.
 - Search engines let **c**.
 - Using a laptop allows **b**.
 - Financial advisors help **d**.
- a for us to handle large numbers of enquiries.
b staff to keep working while on the move.
c us find information at the click of a button.
d us to deal with our tax payments.
e organizations to improve the way they operate.
f us to access specific online content easily.

Language at work

Complete these sentences with adjectives from the list. Change the form of the words if necessary.

*complicated convenient fast friendly
long stressful*

- My previous job was much **more stressful** than my present one. I feel much more relaxed now.
- This new printer isn't nearly as **fast** as the old one. You have to wait ages for the pages to come out.
- I'm sure you miss Sonia. How is your new assistant getting on? Is she as **friendly** as Sonia?
- They say the tax system is going to be simple, but it seems **more complicated** than ever to me.
- My commute to work is even **longer** now that they've closed the road.
- Online banking is so much **more convenient** because you can check your accounts any time you like.

Choose the correct answer from the words in *italics*.

- I thought this week's meeting was prepared **slightly** / *little* better than last week. It was still quite bad, but at least we had an agenda this time!
- The new software is **almost** / *slightly* as complicated as the previous version. They haven't improved it much at all.
- Working on your own is **almost** / *far* less enjoyable than working in a good team.
- We certainly work a **great** / *lot* more like a team since she took over.
- I think a **little** / *few* more time spent planning might help next time.

Business communication

Complete these sentences with the words from the list.

allow convinced find happens make seem

- The instructions might **seem** complicated, but in fact it's very easy to install.
- I'm sure you'll **find** the larger screen more user-friendly.
- The faster broadband speed will **make** it easier to download large files.
- I'm not **convinced** that it's worth the extra money.
- What **happens** if the battery runs out and it's not plugged in?
- Will the app **allow** me to record my own voice?

Result _____ / 30
marks

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