

PAIRS OF WORDS OFTEN CONFUSED

Choose the correct word for each space below.

1 lose/loose

- (a) Look after that money or you'll LOSE it.
- (b) That screw is a bit LOOSE. You'd better tighten it.
- (c) The opposite of 'to find' is 'to LOSE'.
- (d) I tied the dog to a tree but it got LOST and ran away.

2 their/there

- (a) The students brought THEIR books.
- (b) They are having THEIR breakfast.
- (c) THERE are my friends!
- (d) It's a nice place. I often go THERE.

3 advice/advise

- (a) I ADVISE you to see a doctor.
- (b) She didn't listen to her father's ADVICE.
- (c) I'm very grateful to you for your ADVICE.
- (d) I really don't know what to ADVISE.

4 practice/practise

- (a) They need more PRACTICE.
- (b) They're pianists. They PRACTISE six hours a day.
- (c) You won't increase your typing speed if you don't get more PRACTICE.
- (d) She took a job in a travel agency to PRACTISE her languages.

5 weather/whether

- (a) I don't know WHETHER to see that film or not.
- (b) Their holiday was spoilt by bad WEATHER.
- (c) What's the WEATHER like? Is it sunny?
- (d) She can't decide WHETHER she ought to marry him.

6 beside/besides

- (a) The post office is BESIDE the cinema.
- (b) They always sit BESIDE each other in class.
- (c) There are several big parks in London BESIDES Hyde Park.
- (d) What languages does he speak BESIDES English?

7 stationery/stationary

- (a) The bus stood STATIONARY in the traffic jam for 20 minutes.
- (b) The teacher got some paper from the school STATIONERY cupboard.
- (c) The weather system over Western Europe has been STATIONARY for two days.
- (d) The office staff were told to use paper more carefully, since the STATIONERY bill the month before had been very high.

8 accept/agree

- (a) He thinks she's beautiful but I don't AGREE with him.
- (b) This machine does not ACCEPT damaged coins.
- (c) They will only AGREE to do the job if you pay them first.
- (d) He cannot ACCEPT the fact that his wife is dead.

- 9 ^{OBSESSIVE} comprehensive/understanding
- (a) A priest is normally a patient, UNDERSTANDING person.
 - (b) It's a very COMPREHENSIVE book. It covers all aspects of the subject.
 - (c) London taxi drivers have a very COMPREHENSIVE knowledge of the city.
 - (d) Whatever stupid things he did, his mother was always UNDERSTANDING and she forgave him.
- 10 ^{REASON} sensible/sensitive
- (a) It's SENSIBLE to save part of your salary every month.
 - (b) Don't laugh at him. He's very SENSITIVE about his appearance.
 - (c) It's cold. I think it would be SENSIBLE to take a warm coat with you.
 - (d) My skin is very SENSITIVE to the sun. Film is SENSITIVE to light.
- 11 actually/now
- (a) Ten years ago he had nothing; NOW he is a millionaire.
 - (b) I've lost contact with him. I don't know where he is NOW.
 - (c) Is that necklace ACTUALLY made of gold?
 - (d) Tell me the truth. What ACTUALLY happened?
- 12 control/check
- (a) The police were unable to CONTROL the football fans, who ran on to the pitch fighting and shouting.
 - (b) An inspector came along the train to CHECK all the tickets.
 - (c) He's really a wild boy. His parents can't CONTROL him.
 - (d) I advise you to CHECK all your exam answers before you hand your paper in.
- 13 teacher/professor
- (a) The TEACHER told his class to do their homework carefully.
 - (b) When I was at school I had a very good history TEACHER.
 - (c) He taught at the university for many years but he never became a PROFESSOR.
 - (d) PROFESSOR Bolton is head of the Chemistry Faculty at the University of York.
- 14 affect/effect
- (a) The punishment had no EFFECT on him. As soon as he left prison he began to steal again.
 - (b) The new taxes will AFFECT the rich, they'll have to pay more.
 - (c) The higher bus fares won't AFFECT me. I have a car.
 - (d) The medicine had an immediate EFFECT. I felt better at once.
- 15 past/passed
- (a) I've PASSED the exam!
 - (b) She PASSED the post office on her way home, but forgot to go in.
 - (c) The thief hid in a doorway and the policeman ran PAST him.
 - (d) It was PAST midnight when I finally got to bed.
- 16 ^{VARY} economic/economical
- (a) It isn't very ECONOMICAL to leave the lights on when you're not in the room.
 - (b) Because of the recent strikes, the ECONOMIC situation of the country is very bad.
 - (c) She's an economist. She's an expert in ECONOMIC matters.
 - (d) It's a very ECONOMICAL little car. It uses very little petrol.

Wordbuilding 1: Adjectives

Complete these sentences with an *adjective* formed from the verb in **bold**. Do this by adding a suffix (e.g. *-able, -ous, -ful, etc*) to the verb. In some cases, you will also need to remove letters, or add other letters. The first one has been done for you.

1. Production has been slow because of ^{POGOSTE} continual machine breakdowns on the shop floor. **continue**
2. To qualify for paid leave, you need to have been in CONTINUOUS employment for at least three months without a break. **continue**
3. During my appraisal, my manager made some very CONSTRUCTIVE comments. **construct**
4. To do well in this line of work, you need to be CREATIVE and COMPETITIVE. **create / compete**
5. The effect of the change in our discount structure is not QUANTIFIABLE ^{MERKIN} **quantify** ^{MERTIN}
6. If you look at the company's poor performance last year, this year has been a COMPARATIVE ^{PRIMERTIV} success. **compare**
7. His main complaint is that he finds the work BORING and REPETITIVE **bore / repeat**
8. It's very important to be DECISIVE in a job like this. **decide**
9. I wouldn't like to offer them a contract because I don't think they're very DEPENDABLE ^{ODLÖEN} **depend**
10. I'm afraid your work hasn't been very SATISFACTORY this year. **satisfy**
11. He gets PREFERENTIAL treatment because he's the MD's son. **prefer**
12. The work she does is extremely ADMIRABLE. **admire**
13. The agency was APoloGETIC, but refused to refund our fee. **apologise**
14. Because of excessive down time, it's DOUBTFUL whether we'll achieve our production targets this month. **doubt**
15. We are HOPEFULL that the company will accept our offer. **hope**
16. Work-related injuries often occur because workers aren't CAREFUL enough. **care**
17. There are a lot of CARELESS mistakes in this report. **care**
18. He's a very AGREEABLE person to work with. **agree**
19. Although she retired last year, she still plays an ACTIVE role in the company. **act**
20. Each member of staff has to pass an OBLIGATORY medical test. **oblige**
21. Heart attacks are one of the OCCUPATIONAL hazards of directors. **occupy**
22. She doesn't work here full-time, but plays a CONSULTATIVE role in the running of the company. **consult**
23. This post offers an ATTRACTIVE salary and a large benefits package. **attract**
24. We had to readvertise the job because there were no SUITABLE candidates. **suit**
25. The sales manager is completely RELIABLE. **rely**

Wordbuilding 2: Nouns 1

Look at the *verbs* in **bold** in the first sentence of each pair, and change them to nouns in the second sentence by changing the end of the word. There is an example at the beginning.

1. The company will **compensate** the worker for the burns he suffered in the accident.
The worker will receive compensation for the burns he suffered in the accident.

2. The company tried to **motivate** its employees by promising bonus payments.
The company tried to increase its employees MOTIVATION by promising bonus payments.

3. How are the jobs in this organization **classified**?
What are the job CLASSIFICATIONS in this organization?

4. They **argued** about the price.
They had an ARGUMENT about the price.

5. My secretary leaves us next week, so we will need someone to **replace** her.
My secretary leaves us next week, so will need to find a REPLACEMENT for her.

6. The personnel director has to **sign** the contract of employment.
The personnel director's SIGNATURE has to go on the contract of employment.

7. We have **agreed** the terms of the contract.
We have come to an AGREEMENT on the terms of the contract.

8. He told us that he had been **promoted** from salesman to sales manager.
He told us about his PROMOTION from salesman to sales manager.

9. You should **apply** for the post as soon as possible.
You should get your APPLICATION for the job in as soon as possible.

10. No one has **authorised** him to act on our behalf.
No one has given him AUTHORISATION to act on our behalf.

11. Everyone congratulated him when he was **appointed** to the post of manager.
Everyone congratulated him on his APPOINTMENT to the post of manager.

12. Mr Smith was **succeeded** as chairman by Mrs Jones.
Mr Smith's SUCCESSION as chairman was Mrs Jones.

13. Last year she **qualified** as an accountant.
Last year she received her accountancy QUALIFICATION

A. Put the verbs into the correct tense.

10 p

Hi, John. It's Maggie. I ¹ GO.T (get) your e-mail yesterday, but I ² HAVE NOT (be not) able to open the attached report yet. You'll have to tell me which program you ³ USED (use) when you ⁴ DID (do) it. I ⁵ WAS TRYING (try) to open the document with different programmes, but none of them ⁶ WORKED (work) so far. I also think we need to discuss one or two things before the meeting. I agree with what you ⁷ SAID (say) in your e-mail about the department training budget being far too small. I ⁸ TOLD (tell) Chris that ages ago but he still ⁹ HASN'T DONE (not do) anything about it. Anyway, I ¹⁰ WILL WRITE (write) to you again later to let you know what's happening.

B. Use »do« and »make«.

6p

- | | |
|--------------------------|-------------------------|
| 1. <u>MAKE</u> money | 4. <u>MAKE</u> progress |
| 2. <u>DO</u> damage | 5. <u>DO</u> a course |
| 3. <u>MAKE</u> an effort | 6. <u>DO</u> business |

C. Negate the sentences using negative prefixes.

6p

- When did Slovenia become IN dependent?
- Don't be so IM patient. You'll get your money back soon.
- He's the most IR responsible person I've ever met.
- Our supplies are IN sufficient. We have to make a new order.
- Have you learnt the list of IR regular verbs yet?
- The reasoning was extremely IL logical.

D. Correct the mistakes.

10p

- Please, lend me pen. ^A
- I ^{AM SEEING} see my doctor tomorrow.
- I'm writing ^{TO} to reply to your enquiry...
- ^{WOULD} I like to cancel our meeting.
- What's the ^{WIDTH} wide of that road?
- He congratulated me ^{FOR} for the success.
- What's the solution ^{TO} for our problem?
- He wrote a complaint ^{TO} to the head of the department.
- I am going to be in Canada ^{BY} in the end of this month.
- I look forward to meet you in Hong Kong.

MEETING

E. Fill in the correct preposition.

11p

- You can rely ON him. He'll do the job quickly and efficiently.
- Accuracy is typical OF Germans.
- I work AT the faculty and my office is ON the second floor.
- I graduated FROM the University of Maribor.
- What do you usually do AT weekends?
- Mr Miller is AT a meeting and Mrs Miller is ON a business trip.
- Jane is arriving ON January 26 AT 2 o'clock IN the afternoon.

F. Translate.

PRAVILNE REŠITVE:

20p

1. Kakšno povprečje ocen imaš? WHAT IS YOUR GRADE POINT AVERAGE.
2. Kje so prostori vašega podjetja? WHERE ARE YOUR COMPANY PREMISES?
3. Potrdite pisno, prosim. PLEASE CONFIRM IN WRITING.
4. Službeni avto je zelo lepa ugodnost. A COMPANY CAR IS A NICE PERK.
5. Predsedujoči je prešel na tekoče zadeve. THE CHAIR MOVED ON TO THE MATTERS ARISING.
6. Nisem opravil sprejemnega izpita. I DIDN'T PASS THE ENTRANCE EXAM.
7. Rok za oddajo poročila se izteče v torek. THE DEADLINE FOR THE REPORT EXPIRES ON TUESDAY.
8. Rad bo rezerviral dve enoposteljni sobi na ime Martin Clark. I WOULD LIKE TO BOOK TWO SINGLE ROOMS IN THE NAME OF MARTIN CLARK.
9. Kličem vas, da prestavim konferenco. I AM CALLING TO POSTPONE THE MEETING.
10. Ali si že prebral zapisnik prejšnjega sestanka? HAVE YOU READ THE MINUTES OF THE PREVIOUS MEETING?

G. Match each expression with a suitable definition (or a synonym) from the column on the right and then translate it in the final column:

20p

		match	translate
1. in accordance with	a) vacancy	1.	
2. to hire	b) to raise to a better, higher position	2. j	
3. AOB	c) any other business	3.	
4. AGM	d) to resign	4.	
5. free post	e) to lift	5.	
6. to pick up	f) venue	6. e	
7. to quit	g) in compliance with	7. g	
8. to promote	h) annual general meeting	8.	
9. to hang on	i) to employ	9. i	
10. place	j) to wait	10.	

H. Write the following figures in words.

5p

1. 8.924 EIGHT POINT NINE TWO FOUR
2. 7.231 SEVEN THOUSANDS TWO HUNDRED THIRTY-ONE
3. $\frac{6}{11}$ SIX ELEVENTHS; SIX OVER ELEVEN
4. 81st EIGHTY FIRST
5. 7⁹ SEVEN TO THE POWER OF NINE

I. Complete this letter with the correct word or phrase.

12 p

DEAR¹ Ms Peters

Further ...² your letter ...³ OF/DATED 5 June, we regret to ...⁴ INFORM you that we are unable to provide five single rooms from 23 – 27 July. However, we can ...⁵ PROVIDE three single rooms and one large twin room.

Our normal ...⁶ RATES are \$45 per person per night. However, we can ...⁷ OFFER you a 20% ...⁸ DISCOUNT, hence \$36 per person per night. This ...⁹ INCLUDES breakfast.

We hope this is ...¹⁰ ACCEPTABLE, and look forward to ...¹¹ HEARING from you.

Yours ...¹² SINCERELY

A. How do you say these numbers?

5 p

1. 444 FOUR HUNDRED AND FORTY-FOUR
2. 5,350 FIVE THOUSAND THREE HUNDRED AND FIFTY
3. 0.705 OH POINT SEVEN ZERO FIVE
4. $\sqrt{64}$ THE SQUARE ROOT OF SIXTY FOUR
5. 5^{-8} FIVE TO THE MINUS EIGHT

B. Write five phrases with »meet«.

MEET THE DEMAND
DEADLINE

10 p

TERMS!
CONTRACT

C. Fill in the correct preposition.

1. oppose ... TO
2. comment ... ON
3. graduate ... FROM
4. rely ... ON
5. insist ... ON
6. spend money ... ON
7. typical ... OF
8. absent ... FROM
9. Thank you for your letter ... OF / DATED 12 May 2008.
10. I'm grateful ... TO

REGULATIONS
INSTRUCTIONS
TERMS

10 p

AGREEMENT
PAYMENT
NEGOTIATIONS
DELIVERY

D. Explain the following expressions in English.

5 p

1. e.g. FOR EXAMPLE
2. i.e. THAT IS
3. ibid. in the same place / same document
4. perks BENEFITS
5. AOB ANY OTHER BUSINESS

E. Synonyms – find another expression for:

8 p

1. in connection with IN RELATION TO
2. postpone PUT OFF
3. cancel CALL OFF
4. shipment DELIVERY
5. reply ANSWER
6. additional information EXTRA INFO
7. to connect with PUT YOU THROUGH
8. reduce the prices LOWER THE PRICES

F. Put the following words in its correct place in the passage below.

10 p

~~commute~~ ~~salary~~ ~~prospects~~ ~~promotion~~ ~~retire~~ ~~pension~~ ~~ambitious~~ ~~perks~~
~~increments~~ ~~commission~~

Job satisfaction is important but I have a wife and a baby so I have to think about money, too. If a job interests me, I need to know what SALARY.....¹ it offers and also whether there are regular annual increases, called INCREMENTS². I want to know if I will receive a PENSION³ when I RETIRE⁴ at the age of 65 or 70. If the job is selling a product, I ask if I'll receive a percentage of the value of what I sell, called COMMISSION⁵. It is also important to know if there are extra advantages, like free meals or transport, or the free use of a car. These are called PERKS...⁶ or fringe benefits. Are the future PROSPECTS good? For example, is there a good chance of

PROMOTION⁸ to a better job, with more money and responsibility? Is the job near my home? If it isn't, I'll have to COMMUTE⁹ every day and this can be expensive. I am very keen to be successful. I am very AMBITIOUS¹⁰. I don't want to stay in the same job all my life.

G Translate.

5 p

1. Kakšno povprečje ocen imaš? WHAT IS THE AVERAGE
2. Kje so prostori vašega podjetja? WHERE ARE THE PREMISES OF YOUR COMPANY.
3. Potrdite pisno, prosim. CONFIRM IN WRITING.
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5. Predsedujoči je prešel na tekoče zadeve. CHAIRMAN MOVED TO MATTERS ARISING
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7. Rok za oddajo poročila se izteče v torek. THE DEADLINE FOR
8. Rad bo rezerviral dve enoposteljni sobi na ime Martin Clarks. I WOULD LIKE TO MAKE
9. Kličem vas, da prestavim konferenco. I AM CALLING TO POSTPONE THE CONFERENCE.
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10 p

D Negate the sentences using negative prefixes.

1. When did Slovenia become IN dependent?
2. Don't be so IM patient. You'll get your money back soon.
3. He's the most IRresponsible person I've ever met.
4. Our supplies are IN sufficient. We have to make a new order.
5. Have you learnt the list of IRregular verbs yet?
6. The reasoning was extremely ILlogical.

6 p

J.

10 p

- a) Hvala za vaše gostoljubje v času mojega obiska pri vas.
- b) Pišem vam, da se opravičim za zamudo, ki je nastala zaradi mojih študijskih obveznosti.
- c) Prosim, potrdite prisotnost pisno.
- d) Prosim, če mi pošljete vaš zadnji katalog in cenik.
- e) V zvezi z našim telefonskim pogovorom vam sporočam, da bomo poskrbeli za prevoz gospoda Browna od letališča do hotela.

a) Thank you for your hospitality during my visit to you
don with you

b) I am writing to apologise for the delay due to
my study commitments.

c) Please confirm the attendance in writing.

d) Please send me your latest catalog and price list,
recent

e) In connection with our tel. conversation we
inform you that we will arrange a transfer for
Mr B. from the airport to the hotel.