

# Section 2

## Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

**A** job occupation work employment profession

- 1 People in the medical \_\_\_\_\_ work long hours.
- 2 In order to get a(n) \_\_\_\_\_ as a computer analyst, you need a degree in computer science.
- 3 Betty has been out of \_\_\_\_\_ since January.
- 4 \_\_\_\_\_ agencies help people find work in their field.
- 5 I was asked to write my present \_\_\_\_\_ on the application form.

**B** task course duty

- 1 They were set the \_\_\_\_\_ of cleaning the room after the meeting.
- 2 It is a nurse's \_\_\_\_\_ to make the patients feel comfortable.
- 3 Her marks are quite high, so she can choose between a medical or a law \_\_\_\_\_ at university.

**C** employer employee colleague assistant clerk officer attendant

- 1 The shop \_\_\_\_\_ helped me choose a jumper that suited me.
- 2 The car park \_\_\_\_\_ is responsible for parking customers' cars.
- 3 All \_\_\_\_\_ are expected to be at work by 8.30. Our \_\_\_\_\_ insists on it.
- 4 Jill worked as a(n) \_\_\_\_\_ for a law firm before entering politics.
- 5 All my \_\_\_\_\_ at the office are friendly.
- 6 Bob is a senior \_\_\_\_\_ in the armed forces.

**D** party crew staff

- 1 A member of a political \_\_\_\_\_ gave a speech in the town centre last night.
- 2 The teaching \_\_\_\_\_ at our school have formed a basketball team.
- 3 The search \_\_\_\_\_ had no luck in finding the missing child.
- 4 The ship's \_\_\_\_\_ served drinks as the ship set sail.

**E** aim goal intention challenge success ambition

- 1 The Maths problem was a(n) \_\_\_\_\_ and took me over an hour to solve.
- 2 The \_\_\_\_\_ of environmental organisations is to stop environmental destruction.

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- 3 People with \_\_\_\_\_ will always try to achieve their \_\_\_\_\_.
- 4 Their first album was a great \_\_\_\_\_ and sold two million copies worldwide.
- 5 I have no \_\_\_\_\_ of changing my plans for tonight.

**F** achieve fulfil cope deal face succeed

- 1 John \_\_\_\_\_ in convincing his boss to give him the day off.
- 2 He doesn't \_\_\_\_\_ with crisis situations very well.
- 3 Despite his health problems, Joe \_\_\_\_\_ his ambition to play in the local football team.
- 4 The Johnstons are \_\_\_\_\_ financial difficulties after Mrs Johnston lost her job.
- 5 Kim put a lot of work into her project and \_\_\_\_\_ excellent results.
- 6 During his career as a teacher, he has \_\_\_\_\_ with students from different backgrounds.

**G** manage run operate undertake

- 1 You have to read the instructions carefully before you \_\_\_\_\_ the photocopying machine.
- 2 Brett couldn't find experienced staff so he \_\_\_\_\_ his business on his own for a few months.
- 3 Kate was supposed to \_\_\_\_\_ the training of the new staff.
- 4 The company is \_\_\_\_\_ by two people who share the responsibilities.

**H** skills qualities qualifications experience

- 1 To get the job you must have three years' \_\_\_\_\_ in telecommunications and the necessary \_\_\_\_\_, one of which is a university degree.
- 2 Leadership \_\_\_\_\_ are required by a Prime Minister, as well as communication \_\_\_\_\_.
- 3 Learning to windsurf was a fantastic \_\_\_\_\_!

## Derivatives

**A** Look at the sentences below. What part of speech (verb, noun, adjective or adverb) is each of the words in bold type?

My sister is a **careful** driver.

He **cares** about his dog.

The students listened to their teacher **carefully**.

The assistant handled the goods with **care**.

I'm **terribly** sorry for my rude behaviour.

The weather was **terrible** last weekend.

Each part of speech has a different function in the sentence.

**VERBS:** describe actions, events, feelings or situations.

(e.g. The two patterns **differ** from each other.)

**NOUNS:** refer to people, animals, things, actions, situations or ideas.

(e.g. There is a **difference** between the two patterns.)

**ADJECTIVES:** describe the qualities of nouns.

(e.g. This pattern is **different** from that one.)

**ADVERBS:** describe verbs, adjectives, other adverbs, phrases or whole sentences.

(e.g. The two patterns have been **differently** designed.)

A lot of English words can be used as **roots** for the formation of other words, which are called **derivatives**.

Most **adverbs**, for instance, are formed by adding the ending **-ly** to the **root adjective**.

*careful* → *carefully*      *terrible* → *terribly*      *different* → *differently*

**B Choose the correct word A, B or C to complete the following sentences.**

- The zoo's main \_\_\_\_\_ are the pandas.  
A attractively      B attractive      C attraction
- The teacher was \_\_\_\_\_ with the student because he didn't do his homework.  
A anger      B angry      C angrily
- Before I set off on my journey, my father told me to drive \_\_\_\_\_.  
A safe      B safety      C safely
- What's the \_\_\_\_\_ between *increase* and *decrease*?  
A difference      B differently      C different
- I hired a \_\_\_\_\_ to take pictures at my wedding.  
A photographer      B photography      C photographic
- Despite his age, he leads an \_\_\_\_\_ life.  
A activity      B acting      C active
- She completed the project \_\_\_\_\_ and was promoted.  
A success      B successfully      C successful

**C Read the sentences below and decide what part of speech is missing. Then, complete the sentences with the correct form of the words in capitals.**

- I love sitting on my new sofa. It's so (Part of speech: \_\_\_\_\_) \_\_\_\_\_.
- She chose light-coloured furniture to (Part of speech: \_\_\_\_\_) \_\_\_\_\_ up her dull flat.
- It's certainly (Part of speech: \_\_\_\_\_) \_\_\_\_\_ to drive at high speed.
- August is a (Part of speech: \_\_\_\_\_) \_\_\_\_\_ month in our city, as everyone is away on holiday.

COMFORT

BRIGHT

DANGER

PEACE

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- 5 The (Part of speech: \_\_\_\_\_ ) \_\_\_\_\_ held up the bank and stole £200 000.
- 6 Nobody could find the (Part of speech: \_\_\_\_\_ ) \_\_\_\_\_ to the difficult Maths problem.
- 7 Even though they had financial difficulties, they were (Part of speech: \_\_\_\_\_ ) \_\_\_\_\_ married.
- 8 I feel very (Part of speech: \_\_\_\_\_ ) \_\_\_\_\_ today. I think I'll have some coffee.

ROB

SOLVE

HAPPY

SLEEP

### Examination Practice

**A** Read the text below and decide which answer A, B, C or D best fits each space.

#### FINDING EMPLOYMENT

My first (1) \_\_\_\_\_ was as a sales (2) \_\_\_\_\_ at a large department store. I wanted to work part-time, because I was still studying (3) \_\_\_\_\_ university and I was only (4) \_\_\_\_\_ to work a few nights a week.

I came (5) \_\_\_\_\_ the advertisement in the local newspaper. I remember the interview as though (6) \_\_\_\_\_ were yesterday. The personnel manager sat behind a large desk. He asked me various questions which surprised me because all I wanted was to work in sales. An hour later, I was told that I had got the job and was given a contract to go (7) \_\_\_\_\_. I was to be trained for ten days before I took my post. Also, as a member of (8) \_\_\_\_\_, I was entitled to some benefits, including discounts.



When I eventually started, I was responsible (9) \_\_\_\_\_ the toy section. I really enjoyed it there and I loved demonstrating the different toys. I was surprised at how friendly my (10) \_\_\_\_\_ were, too. They made working there fun even when we had to (11) \_\_\_\_\_ customers who (12) \_\_\_\_\_ on our nerves. On the whole, working there was a great experience which I will never forget.

1	A occupation	B job	C work	D employment
2	A employee	B attendant	C officer	D assistant
3	A in	B on	C at	D for
4	A excellent	B able	C proud	D experienced
5	A across	B into	C on	D round
6	A it	B I	C that	D there
7	A on	B over	C ahead	D with
8	A staff	B crew	C team	D party
9	A of	B at	C with	D for
10	A assistants	B staff	C colleagues	D employees
11	A control	B deal with	C manage	D cooperate
12	A came	B went	C got	D were

**B Complete the text below with the correct form of the words in capitals.**

**AN UNUSUAL OUTING**

Last week I made a (1) \_\_\_\_\_ to my cousin Alex, offering to take him to an (2) \_\_\_\_\_ park. He was very excited because it was his (3) \_\_\_\_\_ place. However, from the moment I picked him up, he was very (4) \_\_\_\_\_, which surprised me since his behaviour was (5) \_\_\_\_\_ very different. At one point, while waiting to get on a ride, he disappeared. (6) \_\_\_\_\_, the manager, who was very (7) \_\_\_\_\_, found him an hour later amongst a crowd. Apparently, Alex had seen a famous basketball player and wanted his autograph. He (8) \_\_\_\_\_ to me immediately but I was so (9) \_\_\_\_\_ at him that we left. It was then that I made the (10) \_\_\_\_\_ never to take Alex out again.

- SUGGEST
- AMUSE
- FAVOUR
- NOISE
- NORMAL
- LUCK
- HELP
- APOLOGY
- ANGER
- DECIDE