

Working with words

Complete these sentences with words from the list.

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

- 1 Your new home page is really easy for customers to use. It's **user-friendly**.
- 2 How **up-to-date** is this information? It seems to be for last month.
- 3 I think it is wise to pay more and get **high-quality** goods. Cheap goods never last as long.
- 4 The new supermarket is very easy to get to from my house. It's really **handy** for me.
- 5 These figures don't seem to be **accurate**. I've found at least two mistakes.
- 6 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.
- 7 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.

- 8 Apps on our phones enable **f**.
- 9 Consultants help **a**.
- 10 Call centres make it easier **a**.
- 11 Search engines **let c**.
- 12 Using a laptop **allows b**.
- 13 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*

- 14 My previous job was much **more stressful** than my present one. I feel much more relaxed now.
- 15 This new printer isn't nearly as **fast** as the old one. You have to wait ages for the pages to come out.
- 16 I'm sure you miss Sonia. How is your new assistant getting on? Is she as **friendly** as Sonia?
- 17 They say the tax system is going to be simple, but it seems **more complicated** than ever to me.
- 18 My commute to work is even **longer** now that they've closed the road.
- 19 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*.

- 20 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!
- 21 The new software is **almost** / *slightly* as complicated as the previous version. They haven't improved it much at all.
- 22 Working on your own is **almost** / *far* less enjoyable than working in a good team.
- 23 We certainly work a **great** / *lot* more like a team since she took over.
- 24 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

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

Result _____ / 30
marks

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Douglas P. Barnard



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Table of Contents Answers For Progress Test Intermediate 4 Unit

1. Understanding the eBook Answers For Progress Test Intermediate 4 Unit
 - The Rise of Digital Reading Answers For Progress Test Intermediate 4 Unit
 - Advantages of eBooks Over Traditional Books
2. Identifying Answers For Progress Test Intermediate 4 Unit
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Answers For Progress Test Intermediate 4 Unit
 - User-Friendly Interface
4. Exploring eBook Recommendations from Answers For Progress Test Intermediate 4 Unit
 - Personalized Recommendations
 - Answers For Progress Test Intermediate 4 Unit User Reviews and Ratings
 - Answers For Progress Test Intermediate 4 Unit and Bestseller Lists
5. Accessing Answers For Progress Test Intermediate 4 Unit Free and Paid eBooks

- Answers For Progress Test Intermediate 4 Unit Public Domain eBooks
- Answers For Progress Test Intermediate 4 Unit eBook Subscription Services
- Answers For Progress Test Intermediate 4 Unit Budget-Friendly Options
- 6. Navigating Answers For Progress Test Intermediate 4 Unit eBook Formats
 - ePub, PDF, MOBI, and More
 - Answers For Progress Test Intermediate 4 Unit Compatibility with Devices
 - Answers For Progress Test Intermediate 4 Unit Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Answers For Progress Test Intermediate 4 Unit
 - Highlighting and Note-Taking Answers For Progress Test Intermediate 4 Unit
 - Interactive Elements Answers For Progress Test Intermediate 4 Unit
- 8. Staying Engaged with Answers For Progress Test Intermediate 4 Unit
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Answers For Progress Test Intermediate 4 Unit
- 9. Balancing eBooks and Physical Books Answers For Progress Test Intermediate 4 Unit
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Answers For Progress Test Intermediate 4 Unit
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Answers For Progress Test Intermediate 4 Unit
 - Setting Reading Goals Answers For Progress Test Intermediate 4 Unit
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Answers For Progress Test Intermediate 4 Unit
 - Fact-Checking eBook Content of Answers For Progress Test Intermediate 4 Unit
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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