

YOUR SEMESTER NIGHTMARE NR. 2

Your second favourite: (2p)

Computer Skills in the Office

To be (0) in the business market, it is vital for a company to keep up with all the latest technological (25) Nowadays it is (26) accepted that running a company without computers, in particular, is virtually (27) This is why businesses are so keen to hire the best people available for their technology departments.

Apart from the needs of the technology department, it is important that almost all employees have some degree of (28) with personal or desktop computers, even if this involves no more than the (29) of a basic computer course. Like all new things, however, most people will only become (30) with using computers after practical experience.

Thanks to computers, today's businesses are run and managed with far less (31) than companies could hope to achieve in the past. For example, computers enable the (32) of huge amounts of information and greatly speed up the (33) of documents and reports.

In short, although the average businessperson has no need to be a technology expert, they are unlikely to get very far without at least a basic (34) of computers.

SUCCESS
DEVELOP
WIDE
POSSIBLE

FAMILIAR

COMPLETE
COMFORT

DIFFICULT
ORGANISE
PREPARE

KNOW

Your number one favourite: (4p)

The food people eat today is not as good as it used to be. (eat)

People do.....they used to.

She looks just like she did two years ago. (same)

She looks exactly.....four years ago.

I'm not sure it's worth waiting for the rest of the group. (point)

There'sthe rest of the group.

It is important that we reach Milan tomorrow morning. (arrive)

We really.....tomorrow morning.

If I were you, I wouldn't buy an expensive camera. (worth)

In my opinion,.....expensive camera.

I was told that advanced booking wasn't necessary. (worry)

I was told.....booking in advance.

It isn't easy for her to make friends. (difficulty)

She..... friends.

You'd better get an aspirin if you've got headache. (you)

I think.....you've got headache.

You couldn't get in without showing ID before, but now you can. (show)

You.....ID to get in anymore.

They will make you pay if your luggage is overweight. (will)

You.....any overweight luggage.

Fill in the gap with the appropriate preposition: (2p)

- 1 She applied *to* the manager the post of editor of the magazine.
- 2 He is crazy all kinds of fast cars.
- 3 I wouldn't bet it being warm tomorrow.
- 4 The manager of the bank had to account all the money that was missing.
- 5 I didn't realise there would be a charge using this telephone.
- 6 The police announced that they were going to charge someone the murder of the priest.
- 7 Nobody seems to care what is happening in the world today.
- 8 James' mother told him to take care himself during the journey.
- 9 Mark was very clever figuring out how machines worked.
- 10 It was very clever you to remember to bring an umbrella.
- 11 If you apply now, you're assured getting a place on the course.
- 12 You can't compare Elvis Presley Michael Jackson. Elvis is the king.
- 13 Compared winters in Moscow, this isn't really cold at all.

What are your plans for the following year?(1p) (100+w)

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- Computers are half the price they were a few years ago. (as)
- Computers used.....they are now.
- Getting fit will take longer than you think. (get)
- You won't be able to.....you think.
- She couldn't concentrate on the story because of the noise. (so)
- It.....concentrate on the story.
- The ads were so long that they took up more than the actual programme. (such)
- They were.....they took up more time than the actual programme.
- He didn't succeed in reaching the top. (reach)
- He.....the top.
- You'd better not go out today if you've got a cold. (stay)
- I think.....if you've got a cold.
- They will make you pay if your luggage is overweight. (will)

You.....any overweight luggage.

It's easy for Sarah to speak in public. (difficulty)

Sam has.....public.

I'm not sure it's worth waiting for the rest of the group. (point)

There'sthe rest of the group.

They will ask to see your passport at the airport. (show)

You.....passport at the airport.

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