

## Unit 3

### Lesson 9:

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<i>chemist</i>	<i>concerned</i>	<i>consumer</i>	<i>decompose</i>	<i>degradable</i>
<i>experimenting</i>	<i>issue</i>	<i>landfill</i>	<i>material</i>	<i>patent</i>
<i>plant</i>	<i>polyethylene</i>	<i>production</i>	<i>roughly</i>	<i>solution</i>

### Lesson 10:

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<i>chairperson</i>	<i>commend</i>	<i>courteous</i>	<i>dozen</i>	<i>extremely</i>
<i>file</i>	<i>financial</i>	<i>management</i>	<i>manner</i>	<i>pioneer</i>
<i>rare</i>	<i>receptionist</i>	<i>request</i>	<i>schedule</i>	<i>trace</i>

### Lesson 11:

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<i>ability</i>	<i>adventure</i>	<i>avoid</i>	<i>belief</i>	<i>decide</i>
<i>identify</i>	<i>impression</i>	<i>limitation</i>	<i>opinion</i>	<i>opportunity</i>
<i>pride</i>	<i>situation</i>	<i>strength</i>	<i>value</i>	<i>weakness</i>

### Lesson 12:

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<i>according to</i>	<i>accreditation</i>	<i>attendant</i>	<i>board</i>	<i>client</i>
<i>communication</i>	<i>extended</i>	<i>guarantee</i>	<i>hospitality</i>	<i>imply</i>
<i>minimum</i>	<i>period</i>	<i>reporting</i>	<i>responsibility</i>	<i>tourism</i>

### Unit Review:

### Crossword Puzzle

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Vocabulary	Definitions	Lesson 9
<b>chemist</b>	<p><i>n.</i> a scientist who studies substances and how they interact with one another</p> <ul style="list-style-type: none"> <li>• <b>Chemists</b> in the research department are working on a new insect repellent.</li> </ul> <p><i>Also n.</i> chemistry; <i>adj.</i> chemical</p>	
<b>concerned</b>	<p><i>adj.</i> worried about; interested in</p> <ul style="list-style-type: none"> <li>• Parents and teachers are <b>concerned</b> about the quality of children's education.</li> </ul> <p><i>Also n.</i> concern; <i>v.</i> concern</p>	
<b>consumer</b>	<p><i>n.</i> the buyer or user of a product or service</p> <ul style="list-style-type: none"> <li>• We asked <b>consumers</b> to fill out a short survey so that we could learn more about the people who buy our products and how we can better serve them.</li> </ul> <p><i>Also n.</i> consumerism, consumable, consumption; <i>v.</i> consume</p>	
<b>decompose</b>	<p><i>v.</i> to decay or rot; break down</p> <ul style="list-style-type: none"> <li>• It takes one million years for a glass bottle to <b>decompose</b> in the environment.</li> </ul> <p><i>Also n.</i> decomposition</p>	
<b>degradable</b>	<p><i>adj.</i> capable of decomposing</p> <ul style="list-style-type: none"> <li>• Paper products buried in garbage sites are <b>degradable</b> and will disappear over time.</li> </ul> <p><i>Also v.</i> degrade</p>	
<b>experimenting</b>	<p><i>n.</i> scientific testing of new ideas and practices</p> <ul style="list-style-type: none"> <li>• Animal rights activists believe that <b>experimenting</b> on animals to test new drugs is cruel and should be stopped.</li> </ul> <p><i>Also n.</i> experiment, experimentation; <i>v.</i> experiment; <i>adj.</i> experimental; <i>adv.</i> experimentally</p>	

<b>issue</b>	<p><i>v.</i> to give something out officially or publicly</p> <ul style="list-style-type: none"> <li>• The government will not <b>issue</b> a driver's licence to someone under sixteen.</li> </ul> <p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. a particular edition of something, such as a magazine or stamps</li> <li>2. a problem; an important topic</li> </ol> <ul style="list-style-type: none"> <li>• 1. The new <b>issue</b> of the magazine is full of articles about fitness. 2. It was not an <b>issue</b> for the children to play on her lawn.</li> </ul>
<b>landfill</b>	<p><i>n.</i> where garbage is buried</p> <ul style="list-style-type: none"> <li>• Most people wouldn't want a <b>landfill</b> in their neighbourhood.</li> </ul>
<b>material</b>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. a substance that things can be made from</li> <li>2. information such as facts, notes, research</li> </ol> <ul style="list-style-type: none"> <li>• 1. Oil is the raw <b>material</b> from which plastics are made. 2. Laurie has gathered a lot of interesting <b>material</b> for her book.</li> </ul> <p><i>Also n.</i> materialism; <i>v.</i> materialize; <i>adj.</i> material; <i>adv.</i> materially</p>
<b>patent</b>	<p><i>n.</i> exclusive rights granted by the government to an inventor to make or sell an invention; an official document describing such rights</p> <ul style="list-style-type: none"> <li>• He applied for a <b>patent</b> on the humane mousetrap he invented.</li> </ul> <p><i>Also v.</i> patent</p>
<b>plant</b>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. factory</li> <li>2. living thing growing in the earth</li> </ol> <ul style="list-style-type: none"> <li>• 1. The new car <b>plant</b> provided many jobs in the community. 2. I have many different types of <b>plants</b> in my garden.</li> </ul> <p><i>Also n.</i> planter; <i>v.</i> plant</p>
<b>polyethylene</b>	<p><i>n.</i> a strong, thin plastic material used for bags</p> <ul style="list-style-type: none"> <li>• China banned the use of <b>polyethylene</b> grocery bags to reduce pollution.</li> </ul>
<b>production</b>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. making, manufacturing or growing something</li> <li>2. output; what is produced</li> <li>3. a play or musical show</li> </ol> <ul style="list-style-type: none"> <li>• 1. Our company specializes in the <b>production</b> of plastic cutlery. 2. Alberta has increased oil <b>production</b> since the development of the oil sands. 3. The school's spring <b>production</b> was the musical <i>Grease</i>.</li> </ul> <p><i>Also n.</i> product, producer, productivity; <i>v.</i> produce; <i>adj.</i> productive; <i>adv.</i> productively</p>

<b>roughly</b>	<p><i>adv.</i> 1. approximately 2. forcefully or violently</p> <ul style="list-style-type: none"> <li>• 1. The construction site was <b>roughly</b> 60,000 square metres in size.</li> <li>2. The boy was told not to play so <b>roughly</b> with his little brother.</li> </ul> <p><i>Also n.</i> roughness; <i>adj.</i> rough</p>
<b>solution</b>	<p><i>n.</i> 1. the answer to a problem 2. a solid product dissolved into a liquid</p> <ul style="list-style-type: none"> <li>• 1. The <b>solution</b> to the ant problem was to call an exterminator.</li> <li>2. Mark makes his own environmentally friendly cleaning <b>solutions</b>.</li> </ul> <p><i>Also n.</i> solubility; <i>v.</i> solve, dissolve; <i>adj.</i> soluble</p>

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**A/ Matching Meanings****Lesson 9**

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*Match a vocabulary word to the following meanings. Use the circled letters to solve the mystery sentence below.*

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<b>landfill</b>	<b>solution</b>	<b>production</b>	<b>degradable</b>	<b>issued</b>
<b>concerned</b>	<b>chemist</b>	<b>material</b>	<b>experimenting</b>	<b>consumers</b>

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- decomposable
- person who studies substances and the way they interact
- testing
- purchasers
- worried
- manufacturing
- answer to a problem
- granted, given
- substance
- area for burying waste

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Mystery Sentence:

A good employee should \_\_\_\_\_.

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Score /10

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**B/ Using the Right Word****Lesson 9**

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*Replace the underlined word(s) with a vocabulary word that has a similar meaning. Put the correct answer in the space provided. Use each word once.*

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<b>chemist</b>	<b>decomposes</b>	<b>roughly</b>	<b>plant</b>	<b>consumers</b>
<b>polyethylene</b>	<b>patent</b>	<b>experimenting</b>	<b>issued</b>	<b>solution</b>

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1. A **document indicating his rights to his invention** protected John from having his idea copied. 1. \_\_\_\_\_
  2. The police officer **officially presented** a speeding ticket to the driver who was driving too fast. 2. \_\_\_\_\_
  3. It is unfortunate that grocery bags made from **a strong, thin plastic material** are not degradable when buried. 3. \_\_\_\_\_
  4. Marie Curie, a famous **scientist who experimented with chemical reactions**, won two Nobel Prizes. 4. \_\_\_\_\_
  5. In some cities, yard waste is collected and taken to a special composting site, where it quickly **breaks down into simpler substances** and produces a rich soil called humus. 5. \_\_\_\_\_
  6. The **industrial building** in which rubber tires used to be produced has been converted into expensive lofts and condominiums. 6. \_\_\_\_\_
  7. Advertising is aimed at **people who buy products and services**. 7. \_\_\_\_\_
  8. **Close to** 30 million people live in Canada. 8. \_\_\_\_\_
  9. The Research and Development Department is constantly **conducting tests** to improve the company's products and to create better ones. 9. \_\_\_\_\_
  10. The scientists were unable to find a **suitable answer** to the problem. 10. \_\_\_\_\_
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Score /10



*A prefix is an element at the beginning of a word. The prefix “poly” means many.*

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1. **Polyethylene** is a plastic made up of many simple molecules chained together. (A molecule is the smallest amount of a chemical substance that can exist by itself.)
  2. A **polytechnical** school teaches many technical subjects and skills.
  3. A **polygon** is a geometric figure (shape) with many angles and sides (e.g., triangle, octagon).
  4. A **polyglot** can read and write in many languages.
  5. A **polygraph** (lie detector) works by measuring many responses of the body (pulse, breathing rate, blood pressure).
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*Fill in the blanks below using the words polyethylene, polytechnical, polygon, polyglot and polygraph.*

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1. Our local community college is a \_\_\_\_\_ institution because it offers a wide variety of technology courses and teaches many skilled trades.
  2. The \_\_\_\_\_ had no difficulty getting a job as an interpreter with the United Nations.
  3. The accused man offered to take a \_\_\_\_\_ test to prove he was telling the truth.
  4. A pentagon, which has five sides, is a \_\_\_\_\_.
  5. Although \_\_\_\_\_ grocery bags are convenient to use, they are a cause of pollution and are being banned in some cities.
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Score /5



*Read the passage below and answer the questions that follow in complete sentences.*

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## The Garbage Bag



Source

Garbage day before the invention of garbage bags

### **Inventors: Harry Wasylyk, Larry Hanson, Frank Plomp**

Until the end of the Second World War, garbage day always meant lots of noise, as millions of metal garbage cans were emptied and thrown back down.

Enter Winnipeg inventor Harry Wasylyk, who began **experimenting** with a new **material** called **polyethylene**. Wasylyk made his first plastic bags in his kitchen and supplied them to the Winnipeg General Hospital to line their garbage cans. His business grew, and he quickly moved **production** from his kitchen to a manufacturing **plant**. Around the same time, Larry Hanson, an employee at a Union Carbide factory, began to make garbage bags to use around the factory. Union Carbide knew a great idea when it saw one. The company bought Wasylyk's business and began producing garbage bags on a large scale. Another Canadian, Frank Plomp of Toronto, was also working on the same idea in the 1950s. He sold his garbage bags to hospitals and offices. Three inventors working on the same idea at **roughly** the same time, and all of them Canadian!

Scientists and **consumers** are now **concerned** about all the plastic garbage bags that are ending up as **landfill**. It may take more than a thousand years for some plastics to **decompose**! Part of the **solution** may come from another Canadian invention: In 1971, University of Toronto **chemist** Dr. James Guillet developed a plastic that decomposes when left in direct sunlight. Guillet's **degradable** plastic was the one millionth Canadian **patent issued**! Now someone just has to figure out how to make plastic decompose when buried!

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Adapted from [Cool Canada](http://www.collectionscanada.gc.ca/cool/002027-2005-e.html), Library and Archives Canada  
<http://www.collectionscanada.gc.ca/cool/002027-2005-e.html>

**1. Who is credited with inventing plastic garbage bags?**

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**2. Where were the first polyethylene garbage bags produced?**

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**3. What company bought Wasylyk's business and began producing garbage bags on a large scale?**

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**4. What two other Canadian inventors experimented with making garbage bags from polyethylene around the same time?**

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**5. What important contribution did Dr. James Guillet make to the development of plastic?**

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Score /10

Total Score /45

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Vocabulary	Definitions	Lesson 10
<b>chairperson</b> (sometimes shortened to <b>chair</b> )	<p><i>n.</i> the person in charge of a meeting, committee, organization or board</p> <ul style="list-style-type: none"> <li>• The <b>chairperson</b> opened the meeting by welcoming all those present.</li> </ul> <p><i>Also n.</i> chairman, chairwoman; <i>v.</i> chair</p>	
<b>commend</b>	<p><i>v.</i> to praise or congratulate</p> <ul style="list-style-type: none"> <li>• The supervisor <b>commended</b> the employees in his department for their efforts in increasing production.</li> </ul> <p><i>Also n.</i> commendation; <i>adj.</i> commendable</p>	
<b>courteous</b>	<p><i>adj.</i> polite</p> <ul style="list-style-type: none"> <li>• He was <b>courteous</b> to the teacher, as he wanted to make a good impression.</li> </ul> <p><i>Also n.</i> courtesy; <i>adv.</i> courteously</p>	
<b>dozen</b>	<p><i>n.</i> twelve items together</p> <ul style="list-style-type: none"> <li>• He bought a <b>dozen</b> donuts to share with everyone at the meeting.</li> </ul>	
<b>extremely</b>	<p><i>adj.</i> very</p> <ul style="list-style-type: none"> <li>• During the recession, the worker found it <b>extremely</b> difficult to find a job.</li> </ul> <p><i>Also n.</i> extreme; <i>adj.</i> extreme</p>	
<b>file</b>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. a collection of papers on one topic or subject, usually placed in a folder and stored in a filing cabinet</li> <li>2. a collection of information stored on a computer</li> <li>3. a tool used to smooth or shape wood, metal or other materials</li> </ol> <ul style="list-style-type: none"> <li>•           <ol style="list-style-type: none"> <li>1. I asked to have my dental <b>file</b> sent to my new dentist.</li> <li>2. My doctor stores patient information in his computer because electronic <b>files</b> take up less room and are easily accessible.</li> <li>3. The plumber used a <b>file</b> to smooth the rough edges after he cut the pipe.</li> </ol> </li> </ul> <p><i>Also v.</i> file</p>	

<b>financial</b>	<p><i>adj.</i> having to do with money</p> <ul style="list-style-type: none"> <li>• My <b>financial</b> situation improved when I was given a promotion and a raise.</li> </ul> <p><i>Also n.</i> finance, finances, financier; <i>v.</i> finance; <i>adv.</i> financially</p>
<b>management</b>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. the employees who direct a business or organization</li> <li>2. the act of running a business</li> </ol> <ul style="list-style-type: none"> <li>•        <ol style="list-style-type: none"> <li>1. The company is under new <b>management</b> and doing very well.</li> <li>2. When he graduates from his course in Hotel <b>Management</b>, he hopes to get a job running a large hotel in a tourist area.</li> </ol> </li> </ul> <p><i>Also n.</i> manager; <i>v.</i> manage; <i>adj.</i> managerial</p>
<b>manner</b>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. the way something is done</li> <li>2. way of speaking and behaving in a particular situation</li> </ol> <ul style="list-style-type: none"> <li>•        <ol style="list-style-type: none"> <li>1. Melanie is learning how to take minutes in the correct <b>manner</b>.</li> <li>2. Dr. Smith's patients appreciate his gentle, relaxed bedside <b>manner</b>.</li> </ol> </li> </ul>
<b>pioneer</b>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. the first or one of the first to travel to or settle in an unexplored area</li> <li>2. a person who is the first to work in a field of study or make a discovery</li> </ol> <ul style="list-style-type: none"> <li>•        <ol style="list-style-type: none"> <li>1. Many <b>pioneers</b> left their homes in England and Germany and came to the Great Lakes region of Canada to make new homes.</li> <li>2. Marc Garneau earned the title of Canadian space <b>pioneer</b> as the first Canadian to fly on a NASA mission to space.</li> </ol> </li> </ul>
<b>rare</b>	<p><i>adj.</i></p> <ol style="list-style-type: none"> <li>1. uncommon, scarce</li> <li>2. meat that is not cooked for very long and is still red</li> </ol> <ul style="list-style-type: none"> <li>•        <ol style="list-style-type: none"> <li>1. It is <b>rare</b> to find an employee who is willing to work every weekend.</li> <li>2. The waitress asked if I would like my steak <b>rare</b> or well done.</li> </ol> </li> </ul> <p><i>Also n.</i> rarity; <i>adv.</i> rarely</p>
<b>receptionist</b>	<p><i>n.</i></p> <p>an employee who greets visitors, answers the phone and makes appointments</p> <ul style="list-style-type: none"> <li>• I would like to be a <b>receptionist</b> because I really enjoy meeting new people and talking on the phone.</li> </ul> <p><i>Also n.</i> reception</p>

<b>request</b>	<p>v. to ask for something</p> <ul style="list-style-type: none"> <li>• The insurance company <b>requested</b> the injured worker's medical files.</li> </ul> <p><i>Also n. request</i></p>
<b>schedule</b>	<p><i>n.</i> timetable</p> <ul style="list-style-type: none"> <li>• The <b>schedule</b> confirms that the train leaves at 5:00 a.m. and will arrive at its destination at 6:00 p.m.</li> </ul> <p>v. to arrange for something to happen at a particular time</p> <ul style="list-style-type: none"> <li>• I told the dentist I would call next week to <b>schedule</b> an appointment.</li> </ul> <p><i>Also n. scheduler; adj. scheduled</i></p>
<b>trace</b>	<p>v.</p> <ol style="list-style-type: none"> <li>1. to find or track down</li> <li>2. to copy a drawing or pattern</li> </ol> <ul style="list-style-type: none"> <li>• <ol style="list-style-type: none"> <li>1. Their family tree <b>traced</b> their ancestors back to the 18<sup>th</sup> century.</li> <li>2. The children love to <b>trace</b> their favourite storybook pictures.</li> </ol> </li> </ul> <p><i>Also n. tracing, trace; adj. traceable</i></p>

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**A/ Matching Meanings****Lesson 10**

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*Match each vocabulary word with its meaning. Write the correct letters on the lines provided.*

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- |     |     |                     |    |   |
|-----|-----|---------------------|----|---|
| 1.  | ___ | <b>receptionist</b> | a) | a timetable showing dates and deadlines           |
| 2.  | ___ | <b>management</b>   | b) | searched for and found                            |
| 3.  | ___ | <b>commend</b>      | c) | asked for   |
| 4.  | ___ | <b>requested</b>    | d) | referring to money                                |
| 5.  | ___ | <b>file</b>         | e) | to praise   |
| 6.  | ___ | <b>schedule</b>     | f) | people in control of a company                    |
| 7.  | ___ | <b>traced</b>       | g) | not in great supply                               |
| 8.  | ___ | <b>financial</b>    | h) | a collection of information on a particular topic |
| 9.  | ___ | <b>chairperson</b>  | i) | an employee who answers the phone                 |
| 10. | ___ | <b>rare</b>         | j) | someone who leads a meeting                       |
- 

Score /10

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**B/ Using the Right Word****Lesson 10**

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*Read the text and fill in the blanks using the vocabulary words listed below. Use each word once.*

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<b>commended</b>	<b>schedule</b>	<b>financial</b>	<b>manner</b>	<b>extremely</b>
<b>courteous</b>	<b>management</b>	<b>receptionist</b>	<b>request</b>	<b>files</b>

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Kate enjoys working with people, so she applied for a job as a (1)\_\_\_\_\_ at a local dental clinic. Fortunately for Kate, the dentist who owned the clinic liked her résumé and phoned her to (2)\_\_\_\_\_ that she come to an interview. At the interview he told Kate he liked her cheerful personality and positive attitude. He pointed out that it would be important for her to always be (3)\_\_\_\_\_ friendly and (4)\_\_\_\_\_ because she would be the first person a client met when coming to the clinic. He also told her she should have a pleasant telephone (5)\_\_\_\_\_ because a major part of her job would be to (6)\_\_\_\_\_ dental appointments over the telephone. He questioned her about her math ability because she would be involved in billing and sending (7)\_\_\_\_\_ claims to insurance companies. Another important responsibility would be the organization and management of clients' dental (8)\_\_\_\_\_.

Kate was very excited about the position. She liked the variety of tasks she would have to perform. This job was more than answering the telephone; she would be responsible for the (9)\_\_\_\_\_ of the office!

The dentist (10)\_\_\_\_\_ Kate for an excellent interview and offered her the position.

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Score /10

*Select the letters that correspond to the best match(es) in each case. There may be more than one correct answer.*

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1. What is an example of something that could be **requested**?  
a) storm  
b) file  
c) promotion  
d) illness
  2. What is an example of something that is **rare**?  
a) diamond  
b) bald eagles  
c) computers  
d) meat
  3. What is an example of something that can be **traced**?  
a) family tree  
b) sketch  
c) phone call  
d) criticism
  4. What is an example of something you would **commend**?  
a) winning a scholarship  
b) being late for work  
c) failing a test  
d) getting a promotion
  5. What would not be considered a **financial** activity?  
a) investing in the stock market  
b) opening a bank account  
c) volunteering at a local school  
d) taking out a mortgage
  6. Which of the following would have a **chairperson**?  
a) a school board  
b) a committee  
c) a company  
d) a kindergarten class
  7. In which of the following would you find a **file**?  
a) computer  
b) beauty salon  
c) office  
d) hardware store
  8. Which of the following would likely hire a **receptionist**?  
a) a warehouse  
b) a lawyer's office  
c) a hospital  
d) a small gift shop
  9. Which items could be **scheduled**?  
a) appointments  
b) classes  
c) TV programs  
d) rehearsals
  10. Which of the following could be considered a **pioneer**?  
a) a medical scientist  
b) a traveler in space  
c) a settler  
d) a recent immigrant
- 

Score /10



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## D/ Analyzing and Comparing Words

## Lesson 10

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*An analogy is a comparison between two things that are alike, opposite or related in some way. Complete the analogies using the vocabulary words listed below. The first one is done for you.*

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<b>dozen</b>	<b>commend</b>	<b>request</b>	<b>chairperson</b>	<b>rare</b>
<b>management</b>	<b>financial</b>	<b>pioneer</b>	<b>receptionist</b>	<b>file</b>

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1. *restaurant* is to *hostess* as **office** is to \_\_\_\_\_
  2. *two* is to *pair* as **twelve** is to \_\_\_\_\_
  3. *scold* is to *praise* as **criticize** is to \_\_\_\_\_
  4. *actor* is to *directors* as **worker** is to \_\_\_\_\_
  5. *generous* is to *greedy* as **plentiful** is to \_\_\_\_\_
  6. *make* is to *create* as **ask** is to \_\_\_\_\_
  7. *country* is to *Prime Minister* as **committee** is to \_\_\_\_\_
  8. *space* is to *astronaut* as **wilderness** is to \_\_\_\_\_
  9. *money* is to *wallet* as **papers** are to \_\_\_\_\_
  10. *laws* are to *legal* as **money** is to \_\_\_\_\_
- 

Score /10

*Read the letter below and answer the questions that follow in complete sentences.*

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516 West Crescent  
Winnipeg, Manitoba R1M 3L0

Wednesday, December 19

George Hanna, Office Manager  
ABC Accounting Limited  
123 Tasteful Avenue  
Winnipeg, Manitoba R1P 0P1

Dear Mr. Hanna:

I wish to **commend** your **receptionist**, Nancy Carver, for the excellent **manner** in which she handled my problem yesterday. I came to your office to pick up **financial** documents in advance of a **management** meeting **scheduled** for later in the afternoon. I was told that the **file** would be available at the reception desk any time after 11:00 a.m.

I arrived at your office at 11:30 a.m. and **requested** the documents. I was **extremely** upset to discover that the documents had not been left at reception as promised. Ms. Carver remained **courteous** and friendly. She made half a **dozen** telephone calls on my behalf, not giving up until she had **traced** the missing documents. Thanks to Ms. Carver, I arrived at my meeting on time and was ready to do business.

Such professionalism is **rare** nowadays. Ms. Carver is an asset to your organization and is part of the reason I look forward to doing business with you again in the future.

Sincerely,

David Day  
**Chairperson**  
**Pioneer** Land Development Company

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**1. Which sentence tells you the purpose of the letter?**

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**2. Where is Mr. Day’s development company located?**

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**3. Why is Nancy Carver an asset to ABC Accounting?**

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**4. Would you say this letter is a “good news” letter or a “bad news” letter?**

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**5. How does Mr. Day end the letter on a positive note?**

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Score /10

Total Score /50

Vocabulary	Definitions	Lesson 11
<b>ability</b>	<p><i>n.</i> skill or talent</p> <ul style="list-style-type: none"> <li>Tom’s most outstanding <b>abilities</b> are his excellent computer skills and his talent for managing time-sensitive projects.</li> </ul> <p><i>Also adj.</i> able; <i>adv.</i> ably</p>	
<b>adventure</b>	<p><i>n.</i> an exciting or remarkable experience</p> <ul style="list-style-type: none"> <li>Travelling through the desert on a camel to see the pyramids was the <b>adventure</b> of a lifetime.</li> </ul> <p><i>Also n.</i> adventurer; <i>adj.</i> adventurous</p>	
<b>avoid</b>	<p><i>v.</i> to stay away from something or someone</p> <ul style="list-style-type: none"> <li>I <b>avoid</b> cooking because I’m not very good at it.</li> </ul> <p><i>Also n.</i> avoidance; <i>adj.</i> avoidable</p>	
<b>belief</b>	<p><i>n.</i> firm opinion</p> <ul style="list-style-type: none"> <li>It’s my <b>belief</b> that computers have not reduced the amount of work that I do everyday.</li> </ul> <p><i>Also v.</i> believe; <i>adj.</i> believable; <i>adv.</i> believably</p>	
<b>decide</b>	<p><i>v.</i> to make a choice after thinking something over carefully</p> <ul style="list-style-type: none"> <li>In order for this relationship to work, we have to <b>decide</b> how we are going to divide up the housework.</li> </ul> <p><i>Also n.</i> decision, decider</p>	
<b>identify</b>	<p><i>v.</i> to recognize or name something or someone</p> <ul style="list-style-type: none"> <li>I failed biology because I wasn’t able to <b>identify</b> all the parts of the body.</li> </ul> <p><i>Also n.</i> identification; <i>adj.</i> identifiable; <i>adv.</i> identifiably</p>	
<b>impression</b>	<p><i>n.</i> an idea or opinion of someone or something</p> <ul style="list-style-type: none"> <li>She dressed in a neat, black business suit and arrived ten minutes early to make a good <b>impression</b> on her interviewer.</li> </ul> <p><i>Also v.</i> impress; <i>adj.</i> impressive, impressionable; <i>adv.</i> impressively</p>	

<b>limitation</b>	<p><i>n.</i> restriction</p> <ul style="list-style-type: none"> <li>There are no <b>limitations</b> on the gym membership; you can access all facilities.</li> </ul> <p><i>Also n.</i> limit; <i>v.</i> limit; <i>adj.</i> limited</p>
<b>opinion</b>	<p><i>n.</i> a thought or judgment about something or someone that isn't always based on knowledge or proof</p> <ul style="list-style-type: none"> <li>In my <b>opinion</b>, you don't have any right to complain about the food if you didn't pay for it.</li> </ul> <p><i>Also adj.</i> opinionated</p>
<b>opportunity</b>	<p><i>n.</i> a favourable situation or good chance</p> <ul style="list-style-type: none"> <li>Participating in an exchange program was a wonderful <b>opportunity</b> for Jessica to make new friends and see how people live in another country.</li> </ul> <p><i>Also n.</i> opportunist; <i>adj.</i> opportune; <i>adv.</i> opportunely</p>
<b>pride</b>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>satisfaction from doing something well</li> <li>personal sense of dignity, value, self-respect</li> <li>self-importance, conceit, arrogance</li> </ol> <ul style="list-style-type: none"> <li>1. It is good to take <b>pride</b> in your work and always do your best.</li> <li>2. Amy's <b>pride</b> was hurt when she didn't get the job she wanted, but she kept looking for an even better opportunity.</li> <li>3. Her <b>pride</b> prevented her from admitting when she was wrong.</li> </ul> <p><i>Also adj.</i> proud; <i>adv.</i> proudly</p>
<b>situation</b>	<p><i>n.</i> events or conditions happening together</p> <ul style="list-style-type: none"> <li>The Canadian Forces handled the refugee <b>situation</b> with compassion and professionalism.</li> </ul>
<b>strength</b>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>something someone is good at</li> <li>physical energy to do a particular activity or withstand something</li> </ol> <ul style="list-style-type: none"> <li>1. Kendra's <b>strengths</b> include a willingness to learn and a positive attitude.</li> <li>2. It takes <b>strength</b> to lift a 50 kilogram box.</li> </ul> <p><i>Also adj.</i> strong; <i>adv.</i> strongly</p>

<p><b>value</b></p>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. a thing that is important to a person; a belief or principle</li> <li>2. the amount something is worth</li> </ol> <ul style="list-style-type: none"> <li>• 1. Two key <b>values</b> of many Canadian companies are giving back to their communities and being environmentally friendly.</li> <li>2. The <b>value</b> of the item for the gift exchange must not exceed \$10.</li> </ul> <p><i>Also v. value; adj. valuable, valued</i></p>
<p><b>weakness</b></p>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. personal shortcoming or flaw</li> <li>2. lack of strength</li> </ol> <ul style="list-style-type: none"> <li>• 1. Gary believes that he has two <b>weaknesses</b>: he doesn't write as well as he would like and he doesn't know how to use a computer.</li> <li>2. A serious illness is often followed by a period of <b>weakness</b> and tiredness.</li> </ul> <p><i>Also adj. weak; adv. weakly</i></p>



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**B/ Using the Right Word****Lesson 11**

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*Replace the underlined word(s) with a vocabulary word that has a similar meaning. Put the correct answer in the space provided. Use each word once.*

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<b>strengths</b>	<b>pride</b>	<b>situation</b>	<b>adventure</b>	<b>avoid</b>
<b>opinion</b>	<b>value</b>	<b>opportunity</b>	<b>belief</b>	<b>identify</b>

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1. When writing a résumé, always remember to emphasize **the things that you do well**. 1. \_\_\_\_\_
  2. His jungle safari in Kenya proved to be the **most exciting experience** of his life. 2. \_\_\_\_\_
  3. I am trying to **stay away from** anyone with a cold because I don't want to get sick when I am on vacation 3. \_\_\_\_\_
  4. The cashier was asked if she could **recognize and point out** the robbery suspect in the police line-up. 4. \_\_\_\_\_
  5. My **personal judgment** on smoking is that it is unhealthy, costly and a serious waste of time. 5. \_\_\_\_\_
  6. The new recreation centre has made positive changes to the social **events and conditions** in our community. 6. \_\_\_\_\_
  7. Being recognized for doing a good job gives you a sense of **satisfaction** in the work you do. 7. \_\_\_\_\_
  8. Her coach's **confidence** in her helped the athlete stick with her training after she lost the race. 8. \_\_\_\_\_
  9. We should be ready to make use of any **favourable situation to do something** that luck might bring our way. 9. \_\_\_\_\_
  10. The qualities that I **treasure** most are honesty and unselfishness. 10. \_\_\_\_\_
- 

Score /10





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**D/ Analyzing and Comparing Words****Lesson 11**

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*The words in each section below have similar meanings but are used slightly differently. Choose the word that best applies in each sentence and write it in the space provided.*

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**opinions****values****beliefs**

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1. a. The traditional \_\_\_\_\_ of education include strict discipline and respect for teachers.
  - b. The faithful prophet refused to give up his religious \_\_\_\_\_ to save himself from death.
  - c. The doctor wrote a letter to the newspaper expressing his \_\_\_\_\_ about prohibiting smoking in public places.
- 

**opinion****attitude**

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2. a. Everyone has a different \_\_\_\_\_ about how to bring up children.
  - b. No matter what setback she encounters, she always looks on the bright side and has a positive \_\_\_\_\_.
- 

**weakness****limitation**

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3. a. The \_\_\_\_\_ in his character was his extreme love of money.
  - b. His lack of education was a \_\_\_\_\_ that blocked his promotion to supervisor.
- 

*The word "pride" can have three different meanings. It can be a synonym for satisfaction, self-respect or self-importance. In the sentences below, replace the word "pride" with the correct synonym.*

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4. a. Our school is always kept clean and in good repair. We are fortunate to have a janitor who takes (pride) \_\_\_\_\_ in his work.
  - b. Too much (pride) \_\_\_\_\_ is not a good quality to have.
  - c. Dressing appropriately for work is important to his sense of (pride) \_\_\_\_\_.
- 

Score /10

*Read the article below and answer the questions that follow in complete sentences.*

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### **Will the Real “You” Please Step Forward?**

Did you ever notice how some people can bounce right back, even if they've been turned down for a job they wanted? They have a positive attitude, and that means they're more likely to succeed the next time. Being yourself is the best way to get jobs you really like. But who are you? Do you have a good **opinion** of your own **abilities**? Your attitude has as much to do with finding and keeping a job as your skills and knowledge.

#### **Positive Attitude Tips**

Attitude is your choice - think positive! Here are some tips to a positive attitude:

- Think about life as an **adventure** filled with exciting unknowns.
- Look for the best in every **situation**. Where is the plus? Is there **opportunity** here?
- **Decide** what you want in life and stay true to your **values** and **beliefs**.
- **Avoid** using ‘quick fixes’ as solutions to problems.
- Know your **strengths** and remind yourself of them every day.
- **Identify** your **weaknesses**, and see them as **limitations** rather than flaws.
- Build on your strengths and find ways to reduce your limitations.
- Learn from your mistakes. Plan a different way to handle the situation next time.
- Speak up for yourself and put your **pride** into words.
- Say what you feel.
- Always try to speak the truth.

**Be proud of who you are.**

#### **Quick Tip:**

Here are six steps to effective networking, whether it is a quick chat or a planned meeting:

- Be on time - your contact has set aside some of his/her time to talk to you and help you out.
- Be tidy and organized, and make a good **impression**.
- Keep your visits short and to the point. Be prepared with questions.
- Appear enthusiastic about the information your contact is sharing.
- Never ask your contact to do your job search for you.
- Look at the meeting as an opportunity to gather information rather than as a job interview.

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Adapted from Service Canada Website: <http://publications.gc.ca/site/eng/308283/publication.html>

For more information, please visit: <http://www.youth.gc.ca/eng/home.shtml>

**1. Why is it important to be on time when you are meeting a networking contact?**

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**2. When it comes to finding and keeping a job, what is just as important as skills and knowledge?**

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**3. What is one thing you should avoid if you want to have a positive attitude?**

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**4. How do you know that you have learned from your mistakes?**

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**5. Why is it important to know your strengths?**

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Score /10

Total Score /50

Vocabulary	Definitions <span style="float: right;">Lesson 12</span>
<b>according to</b>	<p><i>adv.</i> as stated by or in; in a manner corresponding to</p> <ul style="list-style-type: none"> <li>• <b>According to</b> Evelyn, they are leaving for Cuba on Sunday.</li> </ul> <p><i>Also n.</i> accordance, accord; <i>v.</i> accord</p>
<b>accreditation</b>	<p><i>n.</i> official recognition usually related to education; certification</p> <ul style="list-style-type: none"> <li>• The medical school received <b>accreditation</b> from the government for its new paramedic program.</li> </ul> <p><i>Also v.</i> accredit</p>
<b>attendant</b>	<p><i>n.</i> someone whose job is to wait on and help visitors or customers</p> <ul style="list-style-type: none"> <li>• The <b>attendant</b> at the gas station was friendly and served me quickly.</li> </ul> <p><i>Also n.</i> attendance; <i>v.</i> attend</p>
<b>board</b>	<p><i>v.</i></p> <ol style="list-style-type: none"> <li>1. to get on a plane, ship or train</li> <li>2. to pay for living quarters and meals</li> </ol> <ul style="list-style-type: none"> <li>•                <ol style="list-style-type: none"> <li>1. Jennifer waited at the airport gate to <b>board</b> her plane.</li> <li>2. When I travel, I <b>board</b> with local families because it helps me to learn the language and customs of that country.</li> </ol> </li> </ul> <p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. a thin, rectangular piece of wood or other material on which information is posted or written</li> <li>2. a group of people who organize and direct a company or organization</li> </ol> <ul style="list-style-type: none"> <li>•                <ol style="list-style-type: none"> <li>1. The teacher told her students to check the <b>board</b> for their next assignment.</li> <li>2. All members had experience sitting on a <b>board</b> of directors.</li> </ol> </li> </ul>
<b>client</b>	<p><i>n.</i> customer</p> <ul style="list-style-type: none"> <li>• The <b>client</b> asked her hairdresser to try cutting her hair in a different style.</li> </ul> <p><i>Also n.</i> clientele</p>
<b>communication</b>	<p><i>n.</i> exchange of information through speech, writing, signals or behaviour</p> <ul style="list-style-type: none"> <li>• Clear <b>communication</b> is the key to a healthy relationship.</li> </ul> <p><i>Also n.</i> communicator; <i>v.</i> communicate; <i>adj.</i> communicative</p>

<b>extended</b>	<p><i>adj.</i> lasting longer than is normal or typical</p> <ul style="list-style-type: none"> <li>• Most retailers have <b>extended</b> hours at Christmas.</li> </ul> <p><i>Also n.</i> extension; <i>v.</i> extend</p>
<b>guarantee</b>	<p><i>n.</i> a promise that something will be performed in a specified manner; usually a written promise by a business to repair or exchange a faulty product</p> <ul style="list-style-type: none"> <li>• The face cream I bought came with a 60-day <b>guarantee</b> that I would see a difference in my skin or the company would give my money back.</li> </ul> <p><i>Also n.</i> guarantor; <i>v.</i> guarantee</p>
<b>hospitality</b>	<p><i>n.</i> friendly, generous and welcoming behaviour towards guests and visitors</p> <ul style="list-style-type: none"> <li>• Friendly service and excellent food were key to the wonderful <b>hospitality</b> we received at the bed and breakfast where we stayed in Nova Scotia.</li> </ul> <p><i>Also adj.</i> hospitable; <i>adv.</i> hospitably</p>
<b>imply</b>	<p><i>v.</i> suggest or hint</p> <ul style="list-style-type: none"> <li>• She hoped her smile would <b>imply</b> that she thought the joke was funny.</li> </ul> <p><i>Also n.</i> implication; <i>adj.</i> implied</p>
<b>minimum</b>	<p><i>adj.</i> relating to the smallest amount or number possible</p> <ul style="list-style-type: none"> <li>• Although credit card companies allow you to make <b>minimum</b> payments, you should try to pay as much of the monthly balance as possible.</li> </ul> <p><i>Also n.</i> minimum; <i>v.</i> minimize; <i>adj.</i> minimal; <i>adv.</i> minimally</p>
<b>period</b>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. a length of time</li> <li>2. a specific historical time frame</li> <li>3. the divisions of time in a hockey or other game</li> </ol> <ul style="list-style-type: none"> <li>• <ol style="list-style-type: none"> <li>1. The school day was divided into five 40-minute <b>periods</b>.</li> <li>2. The Stone Age was a very interesting <b>period</b> in time.</li> <li>3. There were two <b>periods</b> left in the hockey game and the score was 2 to 1.</li> </ol> </li> </ul> <p><i>Also adj.</i> periodic; <i>adv.</i> periodically</p>

<p><b>reporting</b></p>	<p><i>adj.</i> to which an employee reports or is responsible</p> <ul style="list-style-type: none"> <li>• When Joe works in the field, he calls his <b>reporting</b> office to find out where he is supposed to go next.</li> </ul> <p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. giving information about something that has happened</li> <li>2. finding out facts and telling people about them through the media</li> </ol> <ul style="list-style-type: none"> <li>•        <ol style="list-style-type: none"> <li>1. <b>Reporting</b> that he had been in an accident with the company car was difficult for Steve, but he had to do it.</li> <li>2. <b>Reporting</b> on the Olympic Games was an interesting assignment for the sportswriter.</li> </ol> </li> </ul> <p><i>Also n.</i> report, reporter; <i>v.</i> report; <i>adv.</i> reportedly</p>
<p><b>responsibility</b></p>	<p><i>n.</i></p> <ol style="list-style-type: none"> <li>1. control and authority over something and the duty to take care of it</li> <li>2. blame</li> </ol> <ul style="list-style-type: none"> <li>•        <ol style="list-style-type: none"> <li>1. When his boss goes on holidays, Pablo will take <b>responsibility</b> for setting up the shipping schedule and making sure everything runs smoothly.</li> <li>2. He claimed <b>responsibility</b> for breaking the lamp.</li> </ol> </li> </ul> <p><i>Also adj.</i> responsible; <i>adv.</i> responsibly</p>
<p><b>tourism</b></p>	<p><i>n.</i> the business of travel and travel services</p> <ul style="list-style-type: none"> <li>• Fascinated by the <b>tourism</b> industry, Nagmana finished school and accepted a position as a travel agent.</li> </ul> <p><i>Also n.</i> tour, tourist; <i>v.</i> tour</p>

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**A/ Matching Meanings****Lesson 12**

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*Match the vocabulary words below to their meanings.*

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<b>guarantee</b>	<b>hospitality</b>	<b>responsibility</b>	<b>minimum</b>	<b>reporting</b>
<b>accreditation</b>	<b>implying</b>	<b>attendant</b>	<b>communication</b>	<b>client</b>

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1. hinting at something; not saying it directly \_\_\_\_\_
  2. describing current events on television \_\_\_\_\_
  3. the smallest amount possible \_\_\_\_\_
  4. friendliness and generosity towards guests \_\_\_\_\_
  5. someone hired to serve or wait on you \_\_\_\_\_
  6. an approval stating that something has met a certain level of standards \_\_\_\_\_
  7. the act of sharing information \_\_\_\_\_
  8. a customer \_\_\_\_\_
  9. a promise \_\_\_\_\_
  10. a duty to look after something or someone \_\_\_\_\_
- 

Score /10



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**B/ Using the Right Word****Lesson 12**

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*Fill in the blanks using the vocabulary words listed below. Use each word once.*

---

<b>board</b>	<b>period</b>	<b>extended</b>	<b>hospitality</b>	<b>guaranteed</b>
<b>reported</b>	<b>tourism</b>	<b>according to</b>	<b>responsibility</b>	<b>communication</b>

---

1. During the \_\_\_\_\_ of time between 1880 and 1885 the Canadian Pacific Railway was built.
2. The railway \_\_\_\_\_ from Callander, Ontario across the Prairies and the Rocky Mountains to the Pacific Ocean.
3. The Canadian Pacific Railway Company was given total \_\_\_\_\_ for building and operating the railroad.
4. \_\_\_\_\_ its contract, the Canadian Pacific Company would get all the profits from operating the railroad.
5. The Canadian government also \_\_\_\_\_ that no other railway would be constructed to the West for 20 years.
6. On November 7, 1885, newspapers \_\_\_\_\_ that the last spike had been hammered in and the railway had been completed.
7. The Canadian Pacific Railway vastly improved transportation and \_\_\_\_\_ between Eastern Canada and British Columbia.
8. Settlers could \_\_\_\_\_ a train to travel to the West.
9. Although early trains did not offer the \_\_\_\_\_ of our modern trains, they were more comfortable than riding in a stagecoach or wagon across rough trails.
10. Nowadays, deluxe train trips through the Rocky Mountains in restored passenger cars are a Western Canada \_\_\_\_\_ attraction.

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Score /10

*Select the letters that correspond to the correct answer(s) to the questions below. There may be more than one correct answer for each question.*

---

1. Who would have **clients**?  
a) lawyer  
b) baker  
c) dog walker  
d) accountant
  2. What establishment might hire an **attendant**?  
a) VIA Rail  
b) a parking lot  
c) a car rental agency  
d) a hotel
  3. Which words mean the same as **implied**?  
a) accused  
b) hinted  
c) suggested  
d) stated directly
  4. What is the opposite of **minimum**?  
a) the least possible  
b) the smallest  
c) the greatest  
d) maximum
  5. Which jobs would involve **reporting** information?  
a) news broadcaster  
b) policeman  
c) journalist  
d) teacher
  6. Which of the following can be divided into **periods**?  
a) history  
b) soccer match  
c) school timetable  
d) hockey game
  7. Which establishments belong to the **hospitality** industry?  
a) hotels  
b) restaurants  
c) bed and breakfasts  
d) prisons
  8. Which purchases would likely come with a **guarantee**?  
a) refrigerator  
b) automobile  
c) hot water heater  
d) concert tickets
  9. Which organization might require government **accreditation** to operate?  
a) a bank  
b) a flower shop  
c) a school  
d) a daycare centre
  10. Which of the following would be involved in **tourism**?  
a) airports  
b) travel agents  
c) governments  
d) hotels
- 

Score /10

*Many words have multiple meanings. Three words with more than one meaning in this lesson are **board**, **period** and **responsibility**. Read the meanings of each word.*

---

**board:**

1. *v.* to get on a plane, ship or train
2. *v.* to stay in a private home or school and pay for living quarters and meals
3. *n.* a flat, thin, rectangular piece of wood or other material on which messages, schedules or other information is posted or written
4. *n.* a group of people who organize and direct a company or organization

**period:**

1. *n.* a length of time
2. *n.* a specific historical time frame
3. *n.* the divisions of time in a hockey or other game

**responsibility:**

1. *n.* control and authority over something and the duty to take care of it
  2. *n.* blame
- 

*Fill in the blanks in the sentences below with the words **board**, **period** or **responsibility**.*

---

1. Tom looked at the schedule \_\_\_\_\_ to see when the next train was due.
  2. The Prime Minister's \_\_\_\_\_ is to run the country.
  3. Karen decided to \_\_\_\_\_ at her friend's house rather than get her own apartment.
  4. During this \_\_\_\_\_ in my life, I am very eager to learn new skills.
  5. If you \_\_\_\_\_ in the university residence, you pay for a room and three meals per day.
  6. He refuses to accept \_\_\_\_\_ for causing the accident.
  7. You will be checked by security before you \_\_\_\_\_ the plane.
  8. My first \_\_\_\_\_ every day is math class.
  9. The Prehistoric Age was a \_\_\_\_\_ of time when dinosaurs roamed the earth.
  10. The \_\_\_\_\_ of directors at the local hospital is trying to attract more doctors to this city.
- 

Score /10

*Read the job profile below and answer the questions that follow in complete sentences.*

---

## **Service Attendants**

**Workplace:**

On board the trains

**Reporting office:**

Halifax, Montréal, Toronto (Etobicoke), Winnipeg or Vancouver

**Days and hours of work:**

Various: days, nights, evenings, weekends and statutory holidays

**Description**

You must offer great customer service to VIA **clients** throughout their journey. Your **responsibilities** include helping passengers **board** the train and carry their luggage, serving drinks and meals, preparing rooms in the sleeper car and performing cleaning duties.

You must be able to work on call **according to periods** of availability (spare board). This **implies** that we cannot **guarantee** a **minimum** number of working hours. Moreover, each selected candidate must follow a five-week training program successfully.

**Minimal qualifications**

- Fluently bilingual (English and French)
- Must have high school diploma; **accreditation** from a **tourism** and **hospitality** program is an asset
- Minimum of two years experience in the hotel, restaurant or airline industry
- Excellent oral **communication** skills
- Excellent customer service skills
- High energy level
- Must be able to lift up to 18 kg
- Must be flexible with days and hours of work, be available to work on weekends and statutory holidays and be able to be away from home for **extended** periods of time

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Adapted from VIA Rail website: <http://www.viarail.ca/en/about-via-rail/careers/typical-careers-via/service-attendant>

**1. What hours of work are being offered?**

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**2. What education is required for this job?**

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**3. What terms are used in the advertisement to refer to people who use the VIA trains?**

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**4. List four responsibilities of service attendants.**

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**5. In which languages must a service attendant on VIA trains be able to communicate?**

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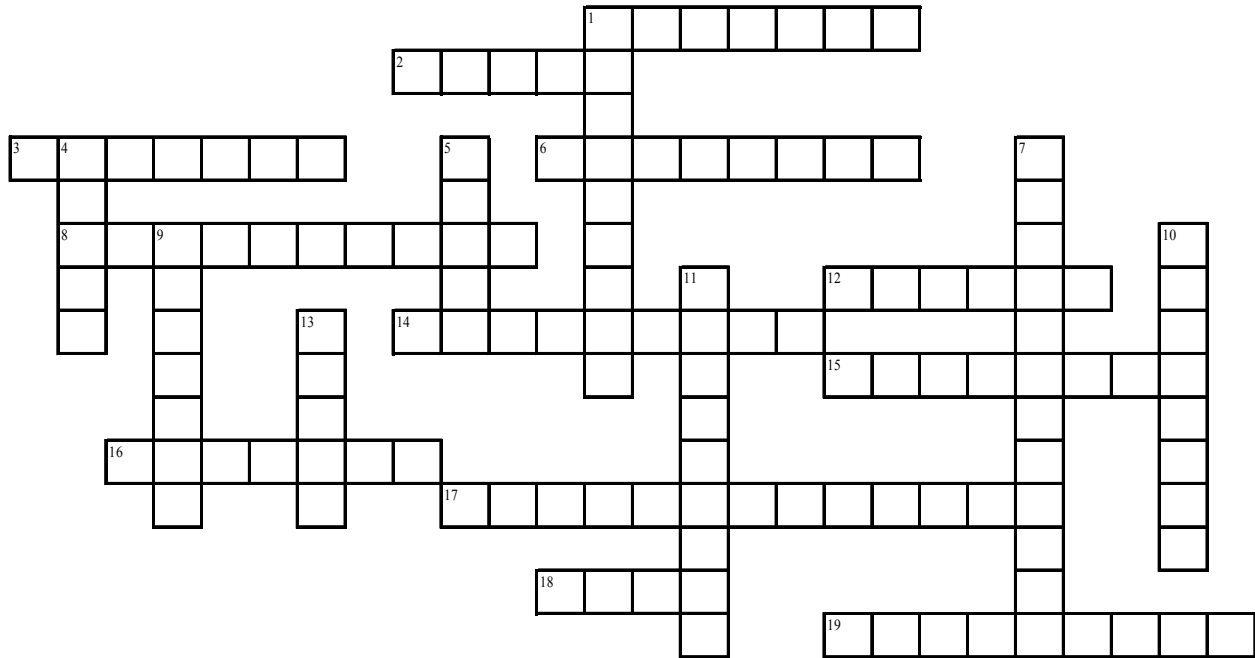
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Score /10

Total Score /50

## Vocabulary Review: Unit 3

Complete the crossword puzzle using vocabulary words from the lessons in this unit.



### ACROSS

1. approximately
2. to give something out officially
3. antonym of “maximum”
6. person who buys or uses a product or service
8. process of making something
12. principles and beliefs a person thinks are important
14. exciting experience or journey
15. answer to a problem
16. to praise or congratulate
17. exchange of information
18. papers in a folder
19. synonym for “polite”

### DOWN

1. giving information about something that has happened
4. to suggest something without actually saying it
5. to stay away from something or someone
7. employee who greets visitors and answers the telephone
9. someone’s personal view of something or someone
10. synonym for “recognize”
11. promise that the quality of something is very good
13. twelve items

# Unit 3 Word List

**These are the vocabulary words from Unit 3. The number beside each word indicates the lesson in which it was studied.**

1. ability (11)
2. according to (12)
3. accreditation (12)
4. adventure (11)
5. attendant (12)
6. avoid (11)
7. belief (11)
8. board (12)
9. chairperson (10)
10. chemist (9)
11. client (12)
12. commend (10)
13. communication (12)
14. concerned (9)
15. consumer (9)
16. courteous (10)
17. decide (11)
18. decompose (9)
19. degradable (9)
20. dozen (10)
21. experimenting (9)
22. extended (12)
23. extremely (10)
24. file (10)
25. financial (10)
26. guarantee (12)
27. hospitality (12)
28. identify (11)
29. imply (12)
30. impression (11)
31. issue (9)
32. landfill (9)
33. limitation (11)
34. management (10)
35. manner (10)
36. material (9)
37. minimum (12)
38. opinion (11)
39. opportunity (11)
40. patent (9)
41. period (12)
42. pioneer (10)
43. plant (9)
44. polyethylene (9)
45. pride (11)
46. production (9)
47. rare (10)
48. receptionist (10)
49. reporting (12)
50. request (10)
51. responsibility (12)
52. roughly (9)
53. schedule (10)
54. situation (11)
55. solution (9)
56. strength (11)
57. tourism (12)
58. trace (10)
59. value (11)
60. weakness (11)