

Unit 1 Careers

TOEIC® Vocabulary Builder

Complete each sentence by writing in the correct word from the wordlist.
You may have to change the form of the word.

- 1 The most immediate benefit of using a computer-based training program is that it is easily accessible to all employees.
- 2 Before you send in your _____ as part of your job application, double-check it to be absolutely sure that it doesn't contain any spelling mistakes.
- 3 With most employees reaching the age of _____ at 65, an increasing number are discovering that they don't have sufficient savings to live comfortably once they have stopped working.
- 4 I'm afraid that Mr. Walters has a very busy _____ for the next two weeks and he will not be available until the end of the month.
- 5 The business leaders who get the best results from their _____ tend to be those who recognize and reward their employees for their contributions.
- 6 Kaltech Enterprises has announced that it has submitted a _____ for the contract to build the new container terminal at Williamsport.
- 7 Holding on to the best employees has always been a top priority for managers. But to provide your employees with competitive levels of _____, you need to know what salaries your competitors are paying.
- 8 One of the _____ of the new report reveals that 80% of young people between the ages of 14 and 25 spend between two and three hours every day on the internet.
- 9 A new book by Dr. Hans Martins shows how important it is for managers to learn how to effectively manage their teams and develop a real sense of _____.
- 10 As computer technology becomes more and more critical in the workplace, employees are having to continuously upgrade their IT _____.
- 11 Deciding which candidate is the right one for the job means knowing that the person you eventually _____ will make a positive contribution to your organization.
- 12 Mrs. Greer, a junior administrator, sent her manager an email in which she complained about the behavior of two _____ who share her office.
- 13 Kim Lee has had a long and successful career in accounting and currently holds a position as a senior _____ at Porterhouse Consultants.

benefit (n)
bid (n)
colleague (n)
compensation (n)
executive (n)
findings (n)
to hire (v)
leadership (n)
résumé (n)
retirement (n)
schedule (n)
skill (n)
staff (n)