

Exercise 29

collaborate · cooperate · communicate

WORD BANK

cooperation	collaborate	communicatio n	communicate	cooperate	collaboration
cooperatively	cooperative	miscommunic ate	communicativ e	collaborative	collaborativel y

- All parties were urged to _____ fully with the independent inquiry and to provide complete access to their records.
- The report recommended a more _____ approach to policymaking, involving all relevant stakeholders from the outset.
- The scheme relies on a network of _____ local businesses that share resources and refer clients to one another.
- The _____ between the engineering and design teams produced results that neither could have achieved independently.
- The two universities agreed to _____ on a joint research project focusing on urban sustainability.
- The teams worked _____, pooling their expertise to resolve the technical fault within a matter of hours.
- The departments worked _____ to ensure the transition caused minimal disruption to daily operations.
- She was naturally _____, able to articulate complex ideas clearly to a wide range of audiences.
- International _____ on climate change remains hampered by competing national interests and short-term political pressures.
- A breakdown in _____ between the two divisions was identified as the primary cause of the repeated delays.
- Leaders who fail to _____ their vision clearly are unlikely to inspire genuine commitment from their teams.
- It is surprisingly easy to _____ intentions in writing, where tone and emphasis can be easily misread.

Exercise 30

qualify · manage · organise

WORD BANK

manage	unmanageable	overqualified	management	disqualify	mismanage
qualify	organise	organisation	disorganised	manageable	qualified
qualification					

- The office was chaotic and _____, making it almost impossible to locate important documents quickly.
- The _____ has expanded significantly since its founding, now employing over three hundred people.
- Effective _____ of public resources is a fundamental obligation of any elected government.
- Despite the considerable challenges, she managed to _____ the project to a successful conclusion.
- She studied for two years in order to _____ as a chartered accountant.
- Only _____ candidates with at least three years of relevant experience will be considered for the position.
- A recognised _____ in data analysis is now considered essential for many roles in the public sector.
- The athlete was _____ from the competition after failing a routine drugs test.
- Breaking the workload into smaller tasks made it feel far more _____ for the team.
- She felt _____ for the role, having led far larger teams in considerably more complex environments.
- It took several months to _____ the vast archive of documents into a coherent and searchable system.
- The situation quickly became _____ once the key personnel responsible for coordination were removed.

Exercise 31

advocate · dedicate · promote

WORD BANK

advocacy	promotion	undedicated	promotional	promotional	promoter
advocating	demote	dedication	promote	undedicated	dedicated
dedicate	advocate				

- The tribunal ruled that it was unlawful to _____ an employee solely on the grounds of age.
- The company launched a major campaign to _____ its new range of sustainable packaging solutions.
- The organisation's _____ work on behalf of displaced communities has earned it international recognition.
- She was thrilled to accept the offer of _____ to the position of regional director.
- The professor spent her career _____ for greater investment in early childhood education.
- He decided to _____ the book to his late mentor, whose guidance had shaped his entire career.
- The _____ materials were distributed widely ahead of the product launch.
- Poorly motivated and _____ staff are often a symptom of deeper management failures.
- He proved to be a tireless _____ of young talent, mentoring dozens of emerging artists throughout his career.
- Her _____ to the cause was evident in the extraordinary number of hours she gave voluntarily.
- She chose to _____ publicly for a reform of the sentencing guidelines.
- She ran a _____ team of volunteers who gave up their weekends throughout the campaign.

Exercise 32
avoid · reveal · resolve

WORD BANK

resolution	avoidance	revelation	unresolved	concealment	unavoidably
reveal	resolve	irresolvable	unavoidable	revealing	resolved
avoid					

- Several key issues remained entirely _____ at the end of the first round of negotiations.
- The _____ that senior officials had been aware of the problem for months caused widespread public outrage.
- Once the misunderstanding had been clarified, both parties felt _____ and agreed to move forward.
- Both sides expressed a genuine willingness to _____ the dispute through mediation rather than litigation.
- The passing of the _____ was greeted with considerable relief by both parties after months of difficult talks.
- The deliberate _____ of the risk assessment data was considered a serious breach of professional ethics.
- A degree of disruption during any major organisational transition is ultimately _____.
- The data presented a highly _____ picture of just how unevenly the benefits of growth had been distributed.
- The negotiations were _____ delayed by a series of procedural disputes that consumed the first two days.
- The investigation was expected to _____ the full extent of the financial irregularities within the institution.
- Tax _____ on this scale represents a serious threat to the government's ability to fund essential public services.
- The report recommended several practical measures to help employees _____ burnout during periods of high pressure.

Answer Key

Exercise 29 collaborate · cooperate · communicate		
1. cooperate	2. collaborative	3. cooperative
4. collaboration	5. collaborate	6. cooperatively
7. collaboratively	8. communicative	9. cooperation
10. communication	11. communicate	12. miscommunicate

Exercise 30 qualify · manage · organise		
1. disorganised	2. organisation	3. management
4. manage	5. qualify	6. qualified
7. qualification	8. disqualified	9. manageable
10. overqualified	11. organise	12. unmanageable

Exercise 31 advocate · dedicate · promote		
1. demote	2. promote	3. advocacy
4. promotion	5. advocating	6. dedicate
7. promotional	8. undedicated	9. promoter
10. dedication	11. advocate	12. dedicated

Exercise 32 avoid · reveal · resolve		
1. unresolved	2. revelation	3. resolved
4. resolve	5. resolution	6. concealment
7. unavoidable	8. revealing	9. unavoidably
10. reveal	11. avoidance	12. avoid