

1. abbreviate	(v.) to make a word or phrase shorter by using only the first letters of each word "Chief Executive Officer" is _____ed as "CEO".	12. hold back	to stop someone or something developing or doing as well as they should If you _____ someone or something _____, you stop him, her, or it from coming or moving forward: She felt that having children would _____ her _____. Sandbags will _____ the flood waters _____ for a while.
2. abridgment	(n.) the act of making a book, play, or piece of writing shorter by removing some details or information The books are _____s of well-known classics.	13. inviting	(adj.) encouraging you to feel welcome or attracted The room looked cosy (comfortable) and _____.
3. biweekly	(adv.) happening or appearing every two weeks or twice a week The magazine is published _____.	14. off chance	hoping that something may be possible, although it is not likely I applied for the job on the _____ that they might like me, but I didn't seriously expect to get it
4. clash	(n.) a fight or argument between people There were violent _____s between the police and demonstrators in the city center.	15. pass around	to offer something to each person in a group of people The managing editor _____ed the copy _____ to get feedback.
5. .coherent	(adj.) holding or sticking together; making a logical whole; comprehensible, meaningful When she calmed down, she was more _____ (= able to speak clearly and be understood).	16. presiding	(adj.) in charge of a formal meeting, ceremony, or trial The role of the _____ officer is to manage meetings.
6. counteroffer	(n.) a rejection of the original offer and the simultaneous making of a new offer When they realized that he was about to quit, they made a _____, which he politely rejected.	17. presumably	(adv.) probably; used to say what you think is the likely situation They can _____ afford to buy a bigger apartment _____ he just forgot to send the letter.
7. disperse	(v.) to spread across or move away over a large area, or to make something do this When the rain came down the crowds started to _____. It took several hours for the crowd to _____.	18. prop against	to support something physically, often by leaning it against something else or putting something under it I _____ed my bike (up) _____ the wall.
8. eloquent	(adj.) using language to express ideas or opinions clearly and well, so that they have a strong effect on others When required, he could be an _____ speaker, but preferred talking to small groups.	19. put in an offer	to say officially that you would like to buy something, especially a house, at a particular price They were asking €180,000 for the apartment, so I _____ of €170,000.
9. enthuse	(v.) to express excitement about something or great interest in it He was _____ing over a wonderful restaurant he'd been to. He was passionately interested in classical music but failed to _____ his children (with it).	20. reassure	(v.) to comfort someone and stop them from worrying I was nervous on my first day at college, but I was _____ed to see some friendly faces.
10. excerpt	(n.) a short part taken from a speech, book, film, etc. An _____ from her new thriller will appear in this weekend's magazine.	21. run late	to arrive and/or leave later than the time that is expected The buses are _____ing _____.
11. faction	(n.) a group within a larger group, especially one with slightly different ideas from the main group The president's advisers represent every _____ of his party.	22. stare into	to look for a long time with the eyes wide open, especially when surprised, frightened, or thinking Chuck sat quietly for hours _____ing _____ the distance, thinking of what might have been.

23. succinct	(adj.) said in a clear and short way; expressing what needs to be said without unnecessary words Keep your letter _____ and to the point
24. symposium	(n.) an occasion at which people who have great knowledge of a particular subject meet in order to discuss a matter of interest Experts gathered for an international _____ on Internet addiction.
25. take part in	to be involved in something with other people Most of the board members _____ the discussions.
26. to start with	at the beginning, or as the first of several things We only knew two people in Montreal _____, but we soon made friends. _____, we need better computers - then we need more training.
27. uphold	(v.) to support; to defend or keep a principle or law, or to say that a decision that has already been made, especially a legal one, is correct As a police officer you are expected to _____ the law whether you agree with it or not