

1. adapt	(v.) to change your ideas or behavior to make them suitable for a new situation It took me a while to ___ to the new job.	14. past due	(adj.) past the date on which a payment should have been made: Severe cash flow problems meant we had several ___ bills which we couldn't pay.
2. administer	(v.) to control the operation or arrangement of something: The economy has been badly _____ed by the present government	15. popularize	(v.) to make something become popular It was Pavarotti in the 1980s who really _____ed opera.
3. clerical	(adj.) relating to work done in an office, dealing with files, records, etc. The apparent drop in profitability was blamed on a _____ error which involved some double counting.	16. proponent	(n.) a person who speaks publicly in support of a particular idea or plan of action He is one of the leading _____s of capital punishment
4. condense	(v.) to reduce something, such as a speech or piece of writing, in length I _____ed ten pages of comments into/to two.	17. put forward	to suggest an idea for consideration: He _____ a clear, logical argument
5. default	(n.) a failure to do something, such as pay a debt, that you legally have to do Any _____ on your mortgage payments may mean you will lose your house.	18. scrub	(v.) to rub something hard in order to clean it, especially using a stiff brush, soap, and water He _____ed the old saucepan clean, and it looked as good as new.
6. errand	(n.) a short journey either to take a message or to take or collect something I'll meet you at six, I've got some _____s to do/run first	19. seal	(n.) an official mark on a document, sometimes made with wax, that shows that it is legal or has been officially approved (v.) to close a letter or parcel by sticking the edges together The lawyer stamped the certificate with her _____.
7. extend an invitation	to invite We would like to _____ to join us for the inaugural meeting of the.	20. site inspection	In-person on-site review and evaluation of a venue or location for an event _____ its an activity which is perform to control the production in project requirements & standard.
8. follow up on	to discover more about something or to take further action connected with it Brocchini failed to _____ leads pointing to any other suspects.	21. strew	(v.) to spread things in an untidy way over a surface, or to be spread in an untidy way over a surface Her clothes lay _____ on the floor.
9. head up	to lead or control a group, part of a company, etc. He _____ a Miami-based legal team.	22. take initiative	make decisions without being told what to do Don't be afraid to _____ the _____ and say what you think.
10. impending	(adj.) used to refer to an event, usually something unpleasant or unwanted, that is going to happen soon The player announced his _____ retirement from international football.	23. telecommute	(v.) to work for an organization from your home and communicate with the main office and customers, etc. by phone or email: Allowing staff to _____ can give small firms a valuable competitive advantage.
11. in alphabetical order	arranged in the same order as the letters of the alphabet The names are published _____.	24. throw one's effort into	to spend a lot of time or effort doing something Tom _____ this new job.
12. in luck	experiencing a surprisingly good situation "Do you have any tickets for tonight's game?" "You're _____ - we have two left."		
13. officiate	(v.) to be in charge of or to lead a ceremony or other public event A priest _____ed at the wedding.		