

1. against all the odds	despite the difficulties ____ _ _ _ , he recovered.	14. preliminary	(adj.) coming before a more important action or event, especially introducing or preparing for it We've decided to change the design based on our _____ findings.
2. apprentice	(n.) someone who has agreed to work for a skilled person for a particular period of time and often for low payment, in order to learn that person's skills Most of the work was done by _____.s.	15. replenish	(v.) to fill something up again Food stocks were _____ed by/with imports from abroad.
3. computer literate	(adj.) able to use computers effectively Candidates must be _____ and proficient in MS Office.	16. screening	(n.) selecting the ideas with the greatest potential for further review Employment _____ does not always extend to temporary staff.
4. credential	(n.) the abilities and experience that make someone suitable for a particular job or activity, or proof of someone's abilities and experience All the candidates had excellent academic _____s.	17. simplicity	(n.) the fact that something is easy to understand or do: The advantage of the plan is its _____.
5. excel	(v.) to be extremely good at something Rebecca always _____ed in languages at school.	18. stellar	(adj.) of an extremely high standard The company has a _____ reputation for its treatment of its workers.
6. increment	(n.) one of a series of increases You will receive annual salary/pay _____s every September.	19. sternly	(adv.) strictly "This kind of behaviour is not acceptable," said the teacher _____.
7. lag	(v.) to move slowly or fall behind He's _____ing behind - I think we'd better wait for him to catch us up.	20. workstation	(n.) an area in a place of business where one person works at a computer, or the computer itself A _____ is a special computer designed for technical or scientific applications.
8. lay out	to arrange something on a flat surface We _____ the pieces of the dress pattern _____ on the floor.	21. zealous	(adj.) enthusiastic and eager a _____ supporter of the government's policies
9. make a commitment to	promise that you will do sth or support sth We will set an example to the rest of the public sector and business by _____ing _____ _ buy recycled goods.		
10. make a point of	to take care in doing something; make a special effort She always _____s _____ _ inviting all her staff to briefing meetings.		
11. mindful	(adj.) careful not to forget about something: _____ of the poor road conditions, she reduced her speed to 30 mph.		
12. overqualified	(adj.) having more skills than are needed to do a job The problem with employing people who are _____ for the job is that they often don't stay in it for long.		
13. pertaining to	to relate to or have a connection with something The Commission also deals with issues _____ _ the current broadcast rights agreements.		