

1. acquaintance	(n.) a person that you have met but do not know well a business _____	15. personal effects	(n.) things you own that you often carry with you, such as keys or clothing After she had identified the body of her husband, the police asked her to collect his _____.
2. ambiance	(n.) mood, feeling; general atmosphere Despite being a busy city, Dublin has the _____ of a country town.	16. propel	(v.) to push or move something somewhere, often with a lot of force The Kon-Tiki sailed across the Pacific Ocean _____ed by wind power.
3. aspiration	(n.) something that you hope to achieve I've never had any political _____s.	17. recline	(v.) to lean or lie back with the upper part of your body in a nearly horizontal position He _____ed his head against/on my shoulder.
4. business contact	When someone says they have a _____, they mean they either work with someone in a specific field/interest, or know someone who does that they have a connection with, such as someone who may provide assistance, mentoring, services, etc.	18. repository	(n.) a place where things are stored and can be found a _____ for nuclear waste
5. copy editor	(n.) _____ their job is the process of reviewing and correcting written material to improve accuracy, readability, and fitness for its purpose, and to ensure that it is free of error, omission, inconsistency, and repetition.	19. seamless	(adj.) happening without any sudden changes, interruption, or difficulty The intention is to achieve a _____ transition with a continuity of management
6. discerning	(adj.) showing good judgment, especially about style and quality a _____ customer	20. sort	(n.) a group of things that are of the same type or that share similar qualities We both like the same _____ of music.
7. draw on	to use information or your knowledge of something to help you do something She had a wealth of experience to _____.	21. supplementary	(adj.) added to something else in order to improve it or complete it Teachers often create _____ materials for their classes.
8. entrust A with B	to give someone a thing or duty for which they are responsible Many people had _____ed the company _____ money they intended to use in retirement	22. trivial	(adj.) having little value or importance: Sexual harassment in the workplace is not a _____ matter.
9. have one's hands full	to be very busy I'd love to help but I _____ got _____ organizing the school play.	23. typewriter	(n.) a machine with keys that you press to produce letters and numbers on paper He still uses an old _____.
10. in anticipation of	in preparation for something happening She's even decorated the spare room _____ your visit	24. writing pad	(n.) a number of pieces of paper that have been fastened together along one side, used for writing or drawing on I have a _____ and pencil for taking notes.
11. in the light of	because of _____ recent incidents, we are asking our customers to take particular care of their personal belongings.	25. written consent	a document giving permission We need _____ before we can publish the photograph.
12. make an outside call	a telephone line or telephone call which is to or from someone who is not inside a particular building or organization Dial '9' before the number when _____ing _____s.		
13. obsess about	you think about sb or sth all the time She used to _____ her weight		
14. on edge	nervous and not relaxed Is something wrong? You seem a bit _____ this morning.		