**ENG3002 English for Professional Communication**

**Vocabulary List for Online Quiz**

**Date: 2nd Nov, 2023 (Thursday)**

**Time: 14:00 - 14:30**

**Mode: Moodle Online Quiz**

Part B of the Online Quiz is Sentence Cloze, which includes 10 fill-in-the-blanks questions. The answers to the questions will be confined to the 40 words listed in the table below. These are words commonly found in workplace communication, including email messages, personal statements, proposals and reports.

Study the following words before the Quiz. Make sure that you understand their meaning, part of speech, common usage, and spelling.

|  |  |  |  |
| --- | --- | --- | --- |
| Align | Anonymous | Appraisal | Aspire |
| Beneficial | Breach | Bankrupt | Cautious |
| Comply | Compile | Confidential | Contingent |
| Counterfeit | Credential | Credible | Customize |
| Demographic | Diminish | Disclose | Disseminate |
| Downsize | Eligible | Feasible | Fluctuate |
| Lucrative | Mandatory | Niche | Notify |
| Outsource | Pioneer | Proactive | Pursuit |
| Reputable | Scrutinize | Strive | Terminate |
| Trivial | Vacant | Verify | Violate |