**enhance , brush off, broaden , hone, strengthen, gain, excel , enroll in , sign up for, step up , explore**

… strenghten………………………know-how

…hone…………………….necessary skills

…broaden…………………..interpersonal skills

…enroll in……………………….workshops

…step up…………………………in the most crucial areas

…explore…………………………unknown areas

…sign up for……………………..additional course in accounting

…excel……………………others in reporting

Lay greater emphasis on ……………………….

…enhance……………………..accuracy

… brush off………………………rusty / unused skills

…gain………………………….new range of skills

I intend to ……………………..

It is of primary importance for me to …………………….

I am going to put greater stress on……………………….

In the first place my intention is to …………………………………and

With a view to diversify my spectrum of aptitudes I am planning to………………….

**facilitate, ease, increase, make , meet, exceed, achieve, accelerate**

- …make……………………….day – to – day duties

- …facilitate……………………….comprehension of

- …achieve……………………… required level of proficiency

- …increase……………………… my capabilities in……………..

-…meet……………………….imposed goals

- …accelerate……………………….pace of executed tasks

In the first place it will ……………………………….let alone ……………………

Overally all steps taken will…………………………

Thus far I have had issues related to …………………………………participation in …………………….course will ………………………………..as a consequence the quality of my work will ……………………