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

…brush off………………………know-how

…hone…………………….necessary skills

…enhance…………………..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 ……………………….

………………………..accuracy

…strengthen………………………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 ……………………