Match the words to form phrases.

3.	build	200	space
2	improve	to	communication
3	facial	C	expert
4	business	di	one's
5	non-verbal		confidence
6	personal	40	matter
7	powers	f	expression
8	crossed	9	one's reputation
9	body	Fo.	deal
	language	1	of persuasion
10	minor	1	arms

2 Replace the underlined words with words/phrases from the list.

- 1 My mum doesn't know much about computers, she can do the basics like sending an email.
- 2 The key to finding the right job is getting a good education.
- 3 The detective didn't find the suspect's alibi very convincing.
- 4 My watch is not always reliable and it's making me late for appointments.
- 5 The driver was so tired that he had to <u>concentrate</u> on staying awake in order to avoid an accident.
- 6 Everyone <u>rushed</u> to help the old lady when she fell over.
- I found it difficult to <u>interpret</u> if my boss was happy or not when I told him I had found a new job.
- 8 We have many reasons to <u>assume</u> that the girl has been kidnapped.

3 Fill in the correct verb.

- clench bowed wrinkled squint shrugged
 snapped shook drummed scratched licked
- 1 Gary his head while he was thinking of the correct answer.
- 2 Sandra her shoulders and said she didn't remember where she had left her keys.
- 3 The dog jumped up and my face.
- 4 I had to my teeth to prevent myself from saying something rude to my boss.
- 5 Julian had to in order to read since he had forgotten his glasses.
- 6 She her fingers on the table waiting eagerly for the phone to ring.
- 7 We our heads in silence to remember those who died in the war.
- 8 John his fingers to get the waiter's attention.
- 9 She just her head when I asked her if she needed any help with her project.
- 10 He up his nose at the disgusting smell.

4 Fill in:

- A trusts recalls considers thinks
- 1 The teacher Meredith to be his most talented student.
- 2 Helen Hannah to look after her money.
- 3 She Joseph is very kind.
- 4 Jim often having met the Queen in his schooldays.
- B hurt suffered ached pained
- Evie has from asthma for a number of years.
- 2 Tanya fell to the ground and her knee.
- 3 It him to see people begging in the streets.
- 4 He did press-ups until his arms
- C familiar aware known recognised
- 1 His novel was as a literary masterpiece.
- 2 Tom Cruise is a well- actor in most parts of the world.
- 3 I am with most of Shakespeare's work.
- 4 Most people are that smoking can cause cancer.

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