**Lesson 1**

1. **Write out the words according to the explanations:**

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| decade | a period of 10 years |
| trend | a general tendency in the way a situation is changing or developing |
| absence | the lack of something or the fact that it does not exist |
| acquisition | the process by which you gain knowledge or learn a skill |
| attain | to succeed in achieving something after trying for a long time |
| surround | to be all around someone or something on every side |
| curriculum | the subjects that are taught by a school, college etc, or the things that are studied in a particular subject |
| adequate | enough in quantity or of a good enough quality for a particular purpose |
| ensure | to make certain that something will happen properly |
| accelerate | it happens faster than usual or sooner than you expect |
| target | something that you are trying to achieve, such as a total, an amount, or a time |
| guarantee | to promise to do something or to promise that something will happen |
| enlarge | if you … something, or if it…, it increases in size or scale |
| inform | to officially tell someone about something or give them information |

**II. Complete the sentences with the words above:**

1. A good education doesn't guarantee a good job.
2. I've been at the top in television for a decade, you see, Blanche.
3. Ms Leighton will be in charge during my absence.
4. The field was surrounded by trees.
5. The hospital tries to ensure that people are seen quickly.
6. A good way to enlarge your vocabulary is to read a daily newspaper.
7. Please inform us of any change of address as soon as possible.
8. If current trends continue, tourism in the state will increase by 10%.
9. Employers must provide adequate training opportunities.
10. The truck's wheels skidded on the snow as the driver accelerated forward.
11. I set myself a target of learning 20 new words each week.
12. Together with this person, you can attain results far more spectacular than either of you could achieve alone.

**III. Complete the sentences with the words in the box:**

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| stand out get ahead in the absence of be surrounded by inform…of… stay dedicated keep in mind hold the key |

1. He's always been surrounded by people who adore him.
2. That day still stands out as the greatest day in my life.
3. In the absence of any evidence, the police had to let Myers go.
4. She soon found that it wasn't easy to get ahead in the movie business.
5. They always stay dedicated to the conservation of the environment.
6. The bank never informed us of how the money was being invested.
7. Our journeys on the whiteboard suggest that it holds the key to our concepts of beauty.
8. You must always keep the reader in mind when writing a report.