A Read sentences 1–10 and note the part of speech of the word that is missing. Use the abbreviations: noun (n), verb (v), adjective (adj), adverb (adv).

1. The owner of the largest factory in town was a very ........... (adj) member of the town council.

2. John’s skill in quickly and ........... ( ) solving the problem saved his company thousands of dollars and avoided weeks of lost production.

3. The rich businessman made thousands of dollars of ........... ( ) to help medical research each year.

4. The salesman made many promises to try to ........... ( ) the manager to purchase his company’s product.

5. The inspector stared ........... ( ) at the components on the moving belt.

6. An ........... ( ) person always sees the good side of any situation.

7. The fact that Mary graduated from a famous university was a ........... ( ) advantage when she started job hunting.

8. Regular exercise and a good diet can ........... ( ) your health and fitness.

9. We hired a motorcycle ........... ( ) to deliver the package by hand.

10. Can you ........... ( ) ways in which we can improve the work–life balance in our department?

B Note the part of speech for each of the following words. If you aren’t sure, confirm the meaning with a classmate or look in the word list on page 172.

<table>
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<tr>
<th>efficiently</th>
<th>intently</th>
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