

VOCABULARY | English in a government office - Part 2

*REMEMBER: Several responses might be acceptable - choose the **best** one:*

1. Your passport has been _____ (= not valid) for over six months.
a) lacking in validity b) expired c) not beneficial

2. We don't accept this application by mail. You'll have to come to our office _____.
a) personal b) person c) in person

3. I'd like to _____ my appointment. I won't be able to come today.
a) reschedule b) schedule again c) remake

4. If something is _____, it has been deemed "authentic" by a notary public.
a) notarized b) noted c) noteworthy

5. Can we _____ (= postpone this) until next week?
a) put this on b) put this off c) put this under

6. No, it _____ this week.
a) has to do b) has to have done c) has to be done

7. You have to _____ the form at the window.
a) signature b) sign c) signed

8. I'm sorry, but your signatures _____. (= don't look the same)
a) don't match b) there's no match c) not the same

9. Can I please talk to your _____? (= boss)
a) superintendent b) advisor c) supervisor

10. This is a _____ process = This process takes a long time.
a) time-sensitive b) time-consuming c) timely

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ANSWERS:

1) b 2) c 3) a 4) a 5) b 6) c 7) b 8) a 9) c 10) b