Vocabulary Worksheet ANSWER KEY

1. She **diligently** completed each task she was given.
2. He placed the **placard** on the car’s rear-view mirror before locking his car.
3. The marketing **department** is having a holiday party this week.
4. Could you **clarify** the first point please? I don’t understand it completely.
5. The letters were placed in **organized** piles, one for each letter of the alphabet.
6. The letters were organized **alphabetically** from a to z.
7. Public areas are not more **accessible** to people with disabilities.
8. Please **restart** your computer to complete the installation.
9. Can you give me some advice on how to better **manage** my time.
10. I’ll email my report to you as an **attachment.**
11. In his profession he needs the best camera for an award-winning **image.**
12. I **reserve** a special space on my desk for an image of my children.
13. The office will **issue** permits on Tuesday and Thursday mornings.
14. Could you let me know **ASAP** if this is something you would consider?
15. Supervisors **log** employee’s phone numbers into a database.
16. The company will **reassign** the lease to the new owners.
17. The reassignment of job duties requires **assignment** changes.
18. Drivers will experience delays while parts of the road are being **resurfaced**.
19. Anyone with a **handicapped** placard can use the handicapped parking spaces.
20. The theater **attendants** were very helpful in seating everyone quic