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Word	Meaning
Access (verb)	approach or enter a place
Respond (verb)	reply
Deadline (noun)	the latest time or date by which something should be completed
Conference (noun)	A formal meeting of people
Monitor (verb)	observe and check the progress of something
Available (adjective)	able to be used –accessible
Essential (adj)	very important
perspective	view point
Assign (verb)	allocate
Confusion (adj)	disorder
Supervisor (noun)	A person who directs and oversees the work
Encounter (verb)	come across
Back up (verb)	Make a spare copy of data
Go off	To cancell or delay things
Thoroughly	in depth
Promptly (adv)	immediately
Co-ordinat (verb)	harmonize –organize

Appropriate (adj)	suitable
Maintenance (noun)	the process of preserving things

Q:1 Fill in blanks with the suitable word from the box .

conference appropriate maintenance encounter thoroughly

1.
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e gave us to a web site on which to submit our information.

2. I don't think it's thetime or place to discuss things.
3. They attended a about education.
4. Computer Is important to keep it working efficiently.
5. When did you firstthese difficulties?
6. He searched the house

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Q2: Use these words into sentences of your own words.

1. Back up
2. Respond
3. Available
4. Co-ordinate
5. Supervisor
6. Assign

Good luck
English Department