

Complete the text with ONE word that fits into each gap.



To survive in today's business world, it is essential for a company to stay up-to-date with all the (1) _____ technological developments. Nowadays, running a company (2) _____ computers is virtually impossible. Therefore, in order to lead their technology department, businesses (3) _____ hire the best people available.

These employees must be familiar with personal or desktop computers, even if this involves no more (4) _____ completing a basic computer course. Sceptical workers will only become comfortable with computers after they (5) _____ experienced using them in practice for some time.

Computers (6) _____ people to run companies more efficiently and with (7) _____ difficulties than in the past. For example, computers have the capability (8) _____ organising huge amounts of (9) _____ and speed up the preparation of documents and reports.

In short, (10) _____ the average businessman does not have to be a technology expert, they are unlikely to get very far without at (11) _____ a basic knowledge of computer technology.

KEY

To survive in today's business world, it is essential for a company to stay up-to-date with all the **(1) latest/newest/modern/new** technological developments. Nowadays, running a company **(2) without** computers is virtually impossible. Therefore, in order to lead their technology department, businesses **(3) must/should/will** hire the best people available.

These employees must be familiar with personal or desktop computers, even if this involves no more **(4) than** completing a basic computer course. Sceptical workers will only become comfortable with computers after they **(5) have** experienced using them in practice for some time.

Computers **(6) allow/permit** people to run companies more efficiently and with **(7) fewer** difficulties than in the past. For example, computers have the capability **(8) of** organising huge amounts of **(9) data/information** and speed up the preparation of documents and reports.

In short, **(10) although/though/while** the average businessman does not have to be a technology expert, they are unlikely to get very far without at **(11) least** a basic knowledge of computer technology.