

Complete the gaps with the words or phrases in the boxes.

take charge	take advantage of	take back	take offence	take place
	take pride in	take a deep breath	take through	

1. Before answering the interview question, she paused to _____ and focus.
2. Please don't _____ if my comment sounds too direct; I honestly meant no harm.
3. The annual science fair will _____ in the school gym this Friday afternoon.
4. As a skilled chef, Maria always _____ presenting every dish beautifully to her guests.
5. When the team leader fell ill, Sarah had to _____ and organize the project herself.
6. Smart travelers always _____ online discounts when booking flights and hotels in advance.
7. The shop agreed to _____ the shoes because they were the wrong size.
8. Before using the new software, the instructor will _____ each step of the setup process.

Unscramble the letters in bold to create words.

1. During the meeting, Mark **okto ffeocen** when his idea was called unrealistic.
2. Before the lab starts, the instructor will **aekt us thrgohu** each step of the procedure.
3. During the holiday sale, many shoppers **koto ateandagv** fo the lower prices.
4. Many local artists **etka ierdp** ni showing their handmade work at the street market.
5. Before giving her first public talk, Maria stopped to **etka a epde brhate** and calm her nerves.
6. At the store counter, customers can **kate cbka** any item that doesn't match their order.
7. When the project leader resigned suddenly, Sarah had to **akte eachrg** of the entire team.
8. According to the schedule, the science fair will **teak cplea** next Friday in the school gym.