

21 Business qualities 2

Billy Guevara needs some pairs of words to describe employee qualities and performance. Choose from the words on the right a synonym for each word on the left. (See example):

1 tidy <i>neat</i>	clever
2 friendly	timid
3 careful	easy-going
4 intelligent	acceptable
5 shy	self-assured
6 reliable	cautious
7 relaxed	adaptable
8 self-confident	neat
9 flexible	consistent
10 systematic	outstanding
11 satisfactory	dependable
12 excellent	warm

22 Business qualities 3

Billy Guevara also needs some opposites for a questionnaire. Make negatives from the following adjectives using the prefixes UN- (10 examples), IN- (7 examples), DIS- (3 examples), IR- (1 example) or IM- (1 example). (See example):

Adjective	Negative	Adjective	Negative
1 tidy <i>untidy</i>	13 obedient
2 organized	14 reliable
3 accurate	15 predictable
4 systematic	16 friendly
5 sensitive	17 diplomatic
6 patient	18 trustworthy
7 conventional	19 tolerant
8 traditional	20 sincere
9 convincing	21 orthodox
10 responsible	22 honest
11 efficient	23 experienced
12 secure		