

## 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	.....		