

3 Match the positive adjectives with the opposite meaning

difficult-to-use	secure
incorrect	user-friendly
unsafe	accurate
poor-quality	high-quality
useless	efficient
old	up-to-date
time-consuming	handy

4 Write words that match the definitions

- 1 something available to exploit and use -
- 2 timetable of activities -
- 3 news on how something is progressing -
- 4 money spending plan -
- 5 the last day for finishing a piece of work or project -
- 6 working together -
- 7 practical abilities -

5 Complete the email with the correct form of words from task 4

Dear Jan,

I'm afraid it looks like we are not going to be able to meet the next Friday. We've fallen behind because we were not sufficient . We need more with the appropriate skills to be put on the project immediately. Of course, this does mean that we won't be able to stay within our either. I will send you an after our team meeting this afternoon to let you know what is decided.

Very best wishes,

Graham

6 Complete the sentences with the correct verbs

- 1 Hiring a consultant the company look at problems objectively and consider all the possibilities.
- 2 Having a financial advisor me to concentrate on earning the money and not on what to do with it.
- 3 Online banking it so much faster than going to a building and waiting with everyone else.
- 4 Flying business class me get a decent night's sleep and saves the cost of a hotel room.