



Matching Exercise / Business Adjectives

Instructions: Match the adjectives in Column A with the correct definitions in Column B

Column A (Adjectives)	Column B (Definitions)
Friendly	Someone who does tasks well and quickly.
Reliable	Someone who always arrives on time.
Punctual	Someone who works a lot and tries their best.
Hardworking	Someone who plans well and keeps things in order.
Organized	Someone who is nice and easy to talk to.
Efficient	Someone you can trust to do their work well.
Helpful	Someone who likes to help others at work.