

**clutter** (n) – the situation created when you put too many things in one place without any particular order or care

**efficiency** (n) – the ability to work well and obtain good results

**mess** (n) – a situation where things are not in the right place and possibly dirty

**neat** (adj) – everything is in the right place and looking nice

**tidy** (adj) – everything is in the right place

**organize** (verb) – to put things into an order or system

Use the words above to complete the chart. Use the correct form.

Noun	Adjective	Adjective + negative prefix
(1)	(2)	uncluttered
(3)	efficient	(4)
mess	(5)	-
neatness	(6)	-
tidiness	(7)	untidy
organization	organized	(8)

## Complete the sentences

- I have to stay home and clean up this \_\_\_\_\_.  
(clutter / cluttered / uncluttered)
- She's an \_\_\_\_\_ worker; she never submits her reports on time.  
(efficiency / efficient / inefficient)
- My brother made a party yesterday, and today our house is a \_\_\_\_\_.  
(mess / messy)
- When my room is \_\_\_\_\_ room, I feel glad and relaxed.  
(neatness / neat)
- This place has been \_\_\_\_\_ since they fired the maid; they never clean it.  
(tidiness / tidy / untidy)
- Beth is supervising the \_\_\_\_\_ of the table and chairs for the dinner.  
(organization / organized / disorganized)