

A Match the sentence halves to make six tips for being a more successful negotiator.

- 1 Good answers don't always come quickly —
- 2 Sometimes you have to compromise —
- 3 Don't get angry too quickly —
- 4 Don't agree with everyone all the time
- 5 Say when you like an idea —
- 6 Keep the same attitude towards others —

- a) you can't be tough all the time.
- b) or they'll think you're weak.
- c) enthusiastic negotiators are rare!
- d) be consistent.
- e) so don't be too impatient.
- f) try to stay calm.

B Make the adjectives negative by adding the correct prefix from the box. Use a good dictionary to help you.

in- im- ir- un-

1	un	sympathetic
2	patient
3	formal
4	responsible
5	cooperative
6	polite
7	responsive
8	emotional
9	critical
10	consistent

C Complete each sentence with the negative form of one of the adjectives a–c.