

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

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| 1 Good answers don't always come quickly — | a) you can't be tough all the time. |
| 2 Sometimes you have to compromise — | b) or they'll think you're weak. |
| 3 Don't get angry too quickly — | c) enthusiastic negotiators are rare! |
| 4 Don't agree with everyone all the time | d) be consistent. |
| 5 Say when you like an idea — | e) so don't be too impatient. |
| 6 Keep the same attitude towards others — | f) try to stay calm. |

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

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

- 1 It was very*impolite*..... to be late for the meeting and not even apologise.
a) polite b) emotional c) formal
- 2 He prefers meetings where everybody can relax and feel comfortable.
a) patient b) responsive c) formal
- 3 It takes two to tango. They have to try to help and stop being so
a) critical b) cooperative c) credible
- 4 He signed the contract without reading it. What an attitude!
a) responsible b) responsive c) emotional
- 5 She'll criticise you one day and praise you the next. How can anyone be so?
a) patient b) consistent c) emotional
- 6 I think he is too He seems to accept whatever people say without thinking.
a) cooperative b) credible c) critical