Exercise



1. We need a _____ policy than before. (GOOD)
2. The selling in 2007 was _____ in 2006 for our company . (BAD)
3. A polite email to a client is usually _____ when sending an informal email to a colleague. (LONG)
4. A memo is _____ than a company newsletter. (IMPORTANT)
5. BCCing someone is _____ CCing someone. (PRIVATE)
6. Sending a signed contract by bicycle courier is _____ than faxing a signed contract. (OFFICIAL)
7. Typing up the minute of a meeting is _____ than having to write a report. (BORING)
8. People who send very short emails with lots of abbreviations and acronyms are usually _____ people who write out everything in full. (BUSY)

LIVEWORKSHEETS