3 Match the positive adjectives with the opposite meaning

difficult-to-use	secure
incorrect	user-friendly
unsafe	accurate
poor-quality	high-quality
useless	efficient
old	up-to-date
time-consuming	handy

4 Write words that match the definitions

1 something available to exploit and use - ____

2 timetable of activities - ____

3 news on how something is progressing - ____

4 money spending plan - ____

5 the last day for finishing a piece of work or project - ____

6 working together - ____

7 practical abilities - ____

5 Complete the email with the correct form of words from task 4

Dear Jan,

I'm afraid it looks like we are not going to be able to meet the ____ next Friday. We've fallen behind ____ because we were not ____ sufficient ____. We need more ____ with the appropriate skills to be put on the project immediately. Of course, this does mean that we won't be able to stay within our ____ either. I will send you an ____ after our team meeting this afternoon to let you know what is decided.

Very best wishes,

Graham

6 Complete the sentences with the correct verbs

1 Hiring a consultant --- the company look at problems objectively and consider all the possibilities.

2 Having a financial advisor --- me to concentrate on earning the money and not on what to do with it.

3 Online banking --- it so much faster than going to a building and waiting with everyone else.

4 Flying business class --- me get a decent night's sleep and saves the cost of a hotel room.

LIVEWORKSHEETS