

## Working with words

- 1 Read these comments from people talking about their places of work. Match the adjectives from the list to the comments.

fully-equipped   ~~open-plan~~   comfortable   spacious  
old-fashioned   state-of-the-art   futuristic   fun

- 1 'With the old offices everyone was in separate rooms with closed doors. Now you can see everyone.' open-plan
- 2 'The architect must have liked science fiction. The new headquarters looks like a spaceship has just landed!' \_\_\_\_\_
- 3 'Our new factory has the most modern equipment in the world.' \_\_\_\_\_
- 4 'Since we replaced the old computers with laptops, there's so much more room to work in.' \_\_\_\_\_
- 5 'I complained about my chair because I kept getting a sore back. This new one is so much better for sitting in for long periods.' \_\_\_\_\_
- 6 'I have everything I need in my office. A computer, a photocopier, a fax and a coffee machine.' \_\_\_\_\_
- 7 'We have a room for staff with lots of computer games, a pool table and even a trampoline. I believe that adults need to behave like children sometimes.' \_\_\_\_\_
- 8 'We don't have many computers in our office. A lot of work is still done using pens and paper!' \_\_\_\_\_

- 2 Underline the correct words in *italics* to complete the sentences.

- 1 That bright red colour on the walls *isn't exactly* / *is very* relaxing. I was thinking of a light green or something instead.
- 2 It's going to be difficult to change the dates. They're *fairly* / *not very* flexible.
- 3 My flight was 12 hours overnight. I'm *really* / *exactly* tired.
- 4 We've had some *extremely* / *pretty* good ideas so far but I think we can do better. Let's keep brainstorming.
- 5 The negotiations went *fairly* / *extremely* well. We didn't get everything we wanted, but neither did they. I still think we might get what we want in the end, though.
- 6 This new software is *very* / *not very* easy to use. I learnt all the basic functions in less than an hour.
- 7 We're all *not exactly* / *extremely* happy with your performance this year, so I see no need for you to make any changes.