

Business English Adjectives

B1/B2



REAL
Business
English

I. Match the adjectives with their definitions.

- | | |
|--------------------|---|
| 1. tentative | a) clear and easy to understand |
| 2. outdated | b) always behaving or happening in the same way |
| 3. reliable | c) can be trusted to work well |
| 4. straightforward | d) not certain or fixed |
| 5. consistent | e) old and no longer useful |
-
- | | |
|------------------|--|
| 6. insightful | f) new and creative |
| 7. comprehensive | g) doing something well without wasting time |
| 8. efficient | h) showing a deep understanding of something |
| 9. innovative | i) strong and not easily broken |
| 10. robust | j) complete, covering everything |

II. Fill in the blanks with the correct adjective from Step I.

1. John is a very _____ employee — you can always count on him to finish tasks on time.
2. Her sales performance has been _____ all year — she's hit her targets every month without fail, which is why she got promoted.
3. The training manual is _____ and covers all the necessary procedures in detail.
4. The company introduced an _____ product that completely changed the market and set them apart from their competitors.
5. She gave an _____ suggestion during the team meeting. She pointed out a hidden risk in our plan that no one else had noticed.
6. We need a _____ backup system that can keep running even if there's a power outage or technical failure.
7. We only have a _____ plan for now because we're still gathering more data and waiting for final approval from the management team.
8. The process for submitting expenses is pretty _____ — just fill out the form and attach your receipts.
9. We need to find a more _____ way to handle customer support requests during peak hours.
10. Their website looks really _____ — the design is old-fashioned, and it doesn't work well on mobile devices.

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I.

1. d
2. e
3. c
4. a
5. b
6. h
7. j
8. g
9. f
10. i

II.

1. reliable
2. consistent
3. comprehensive
4. innovative
5. insightful
6. robust
7. tentative
8. straightforward
9. efficient
10. outdated

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