

-ED and -ING **Adjectives for Real** **Workplace Communication B2/C1**



REAL
Business
English

I. Complete the sentences using the correct *-ed* or *-ing* form of the words in the box.

overwhelm frustrate relieve concern encourage align invest
press commit

1. The presentation went well, and there were no major issues. I'm _____
it's behind us now. www.realbusinessenglish.com
2. This was her idea originally. She's _____ in seeing this through.
3. The first few days in the role were intense, with a lot of new tools and information. I was
_____ at the beginning, but it's better now.
4. Nothing is broken yet, but the trend we're seeing is _____. I'd rather
address it now than wait until it becomes a bigger problem.
5. The task itself is clear, but the expectations might not be. Before we start, let's make sure
we're _____ on what "done" looks like.
6. There are a lot of things on the list, but *this* issue is more _____.
Everything else can wait until next week.
7. We could move faster if we cut a few corners, but that's not the approach we want to take.
We're _____ to keeping the quality high, even if it takes a little longer.
8. We agreed on the scope last week, but it's already changed twice. It's
_____, especially after we put so much work into the first version.
9. We've made steady progress over the last two weeks. I'm _____ by how
things are shaping up.

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I.

1. relieved
2. invested
3. overwhelmed
4. concerning
5. aligned
6. pressing
7. committed
8. frustrating
9. encouraged

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