



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



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.

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.





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

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