

**Business Writing Genres Comparative Adjectives guessing game**

**Worksheet 1**

**Student A**

*Read the sentences below to your partner without the word in the gap. Can they guess the missing word or words?*

1. Writing an email is \_\_\_\_\_ than writing a letter. (quicker)
2. Sending a postcard is \_\_\_\_\_ than sending a letter. (cheaper)
3. Minutes written in shorthand are \_\_\_\_\_ to read than minutes written in longhand. (more difficult)
4. A message left on your answer machine is \_\_\_\_\_ to ignore than a note stuck on your computer's screen. (easier)
5. The paper you print out a memo on is usually \_\_\_\_\_ than the paper you write a note on (bigger)
6. In my country, sending texts is \_\_\_\_\_ than sending emails (more popular)
7. Using emoticons is \_\_\_\_\_ than using abbreviations and acronyms. (friendlier)
8. Writing an SMS with your thumb is \_\_\_\_\_ than writing an email on a computer keyboard. (slower)
9. Cancelling a meeting by texting someone is \_\_\_\_\_ than cancelling a meeting by leaving an answer on their answer machine. (worse)

*How many of your partner's sentences can you remember? Do you agree with all of them?*

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**Worksheet 1**

**Student B**

*Read the sentences below to your partner without the word in the gap. Can they guess the missing word or words?*

1. A polite email to a client is usually \_\_\_\_\_ than an informal email to a colleague. (longer)
2. An SMS is usually \_\_\_\_\_ than an email. (shorter)
3. Sending a letter is \_\_\_\_\_ than sending an email. (more romantic)
4. A memo is \_\_\_\_\_ than a company newsletter. (more important)
5. BCCing someone is \_\_\_\_\_ than CCing someone (more private).
6. Sending a signed contract by bicycle courier is \_\_\_\_\_ than faxing a signed contract. (more official)
7. Typing up the minute of a meeting is \_\_\_\_\_ than writing a report (more boring)
8. People who send very short emails with lots of abbreviations, acronyms and emoticons are usually \_\_\_\_\_ than people who write out everything in full (busier)
9. A note is \_\_\_\_\_ than a memo (shorter)

*How many of your partner's sentences can you remember? Do you agree with all of them?*

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**Worksheet 2- Comparative adjectives practice**

*Without looking at Worksheet 1, try to fill the gaps in the table below:*

Adjective	Comparative Adjective
Quick	Quicker
Cheap	
Short	
Long	
Slow	
Big	
Difficult	
Boring	
Romantic	
Important	
Private	
Official	
Popular	
Easy	
Busy	
Friendly	
Bad	

*Check your answers on Worksheet 1*

*Match the following rules about forming comparative adjectives with the examples above:*

1. Adjectives ending in -y always change to -ier
2. Other short (one syllable) adjectives are made into comparative adjectives by adding -er
3. Short (one syllable) adjectives ending in just one vowel (a, e, i, o or u) and one consonant (b, c, etc.) double the last consonant (bb, cc etc.) and add -er
4. Longer adjectives are made into comparatives with the word more-
5. A few adjectives are irregular and don't follow any of these rules

*Use these rules to make the comparatives of these adjectives: safe, early, common, hot*

*Check your answers on Worksheet 3*

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**Worksheet 3- Comparative adjectives table**

*Test each other in pairs on the spelling and pronunciation of the comparative adjectives in the table*

Tall	Taller
Small	Smaller
Large	Larger
Fast	Faster
Old	Older
Long	Longer
Short	Shorter
Safe	Safer
High	Higher
Big	Bigger
Hot	Hotter
Wet	Wetter
Sad	Sadder
Thin	Thinner
Early	Earlier
Healthy	Healthier
Sunny	Sunnier
Dirty	Dirtier
Dry	Drier
Hungry	Hungrier
Comfortable	More comfortable
Boring	More boring
Interesting	More interesting
Expensive	More expensive
Dangerous	More dangerous
Popular	More popular
Common	More common
Generous	More generous