

31 Definitions – the language of business

Write the words next to their definitions.

assembly line chief executive costs customers employees
exports investment market forces multi-national profit
research and development salary shareholder shares union

- 1 employees : the people who work for a company.
- 2 _____ : a system in which each worker does one small part of the whole process.
- 3 _____ : pressures which push prices up or down.
- 4 _____ : goods or services which are sold abroad.
- 5 _____ : an owner of shares.
- 6 _____ : the person with most power in the daily running of the company.
- 7 _____ : an organisation of employees, which negotiates with the management.
- 8 _____ : the money made by a company after it has paid its costs.
- 9 _____ : work to improve products or introduce new ones.
- 10 _____ : those who buy from the company.
- 11 _____ : the mechanism by which the ownership of a company is divided between various individuals or institutions.
- 12 _____ : the money which the company spends as part of its operation.
- 13 _____ : the money paid to an employee each month.
- 14 _____ : something which costs a lot of money now, but will bring profit after a time.
- 15 _____ : a very large company which operates in many countries.



The language of business is very dynamic – it changes all the time. For example, when a company sells part of its operation or gets smaller, the modern word is *downsizing*. So watch out for hot new words! Check out

23 Classifications

Put these words into their correct groups. Then complete the name for each group on the right.

Asia balloon copper ferry Indian mango morphine orange
quarter rucksack shark sofa spinach toilet tortoise

- iron, aluminium, copper, zinc
- peach, pear, strawberry,
- Australia, Africa, Europe,
- cellar, attic, hall,
- desk, stool, chest of drawers, _____
- sports bag, suitcase, briefcase, _____
- Atlantic, Pacific, Arctic,
- oil tanker, trawler, cruise ship, _____
- turquoise, violet, magenta,
- microlite, jumbo-jet, helicopter, _____
- penicillin, paracetamol, aspirin, _____
- snake, lizard, dinosaur,
- salmon, trout, tuna,
- half, third, sixteenth
- celery, carrot, courgette,

M E T A L S

F _____

C _____ N _____

_____ S

_____ R I _____

L _____ G

_____ C _____ N

_____ I _____

_____ O _____ U

A _____ C _____

_____ R _____

_____ P T _____

_____ H

F _____ T _____

_____ G _____ B

25 Confusing words 1

These words are very close, either in form or meaning. Underline the correct one in each sentence.

- 1 I used to listen to pop. Now I prefer (classical / classic) music.
- 2 Those tiny cars are very (economic / economical) to run.
- 3 It's a long course, but if you stick with it you'll (eventually / possibly) get a really valuable qualification. So it's worth it.
- 4 The main thing with this filing job is to be (effective / efficient). Get the system right and don't waste time.
- 5 This is an (historic / historical) victory for the Hungarian men's badminton team in their first international competition.
- 6 For heaven's sake do your work on the computer in future. Your handwriting is totally (eligible / illegible).
- 7 What is the (affect / effect) of oxidation on unpainted surfaces?
- 8 The experimenters claim, in their defence, that the animals which they use are treated as (humanely / humanly) as possible.
- 9 Did you have the (opportunity / possibility) to visit the Louvre when you were in Paris?
- 10 In the class we often debate (actual / topical) questions, like the present attitudes to refugees and asylum-seekers.
- 11 When you move to a new country, how long does it take to (adapt / adopt) to the different way of life?
- 12 As the database is used, there is a (continuous / continual) process of up-dating, done automatically by the program.



Check out Test 47 for some more practice with confusing words.

LIVEWORKSHEETS

8 Too many words

Replace the words in bold type in the following sentences with a single word from the box.

apologized	atmosphere	biography	emergency	exhausted
hitchhiking	insomnia	nephew	optimistic	outskirts
regretted	shelter	souvenirs	stamina	surgeon

1 He was a happy person who was always expecting the best to happen (optimistic).

2 He was **very sorry** for () what had happened. He felt that it was his fault.

3 He had great **resistance** to tiredness () and could run for hours without stopping.

4 I sometimes read in the middle of the night, as I suffer from a **serious inability** to sleep ().

5 I've just read a very good **account** of the life () of Fidel Castro.

6 The manager of the hotel **said she was sorry** () for all the problems we had experienced. And she offered a discount!

7 Since the age of about nine, I've always wanted to be a **person** who performs operations at a hospital ().

8 It was a terrible storm and on the bare mountainside there was nowhere to **get out of the bad weather** ().

9 By the way, this is my **brother's son** (), Roger.

10 I was totally **tired and worn out** () after running the London Marathon.

11 Too much carbon dioxide is now entering **the layer of air and gases surrounding the Earth** ().

12 I tried **standing by the road** with my thumb in the air (), but nobody stopped – so I took the bus.

13 Quick! Call an ambulance. This is an **extremely dangerous situation in which we must act fast** ().

14 We met in a cheap hotel, somewhere in the **area of housing a long way from the centre** ().

15 The shop next to the Tower of London sells cheap **things to remind you of your visit** () – well, they look cheap, but actually they're quite expensive!

17

Words beginning
with *in-*

Use the clues to complete the words.

- 1 A guitar, a piano or a flute, for example.
- 2 Not to exclude.
- 3 The money you get from working, investing or whatever.
- 4 Synonym for *hurt* or *damage*.
- 5 It produces goods or services.
- 6 If a disease is ___, you can catch it from someone else.
- 7 To let someone know.
- 8 Rather like *discover*, but more original.
- 9 At the beginning (or a letter standing for a name).
- 10 Not guilty.
- 11 To check thoroughly.
- 12 A formal word for *teach*.
- 13 Say something rude or unpleasant to someone.
- 14 A formal word for *get bigger*.
- 15 To plan or expect to do something.
- 16 To speak when someone else is still speaking.
- 17 A person, not seen as part of society or a group.
- 18 A question and answer session.

I N S T R U M E N T

I N C _____

I N _____ E

I N U _____

I N _____ Y

I N _____ S

I N _____ M

I N _____ N

I N I _____

I N _____ T

I N _____ P

I N S _____

I N _____ L

I N _____ A

I N _____ D

I N _____ P

I N _____ L

I N _____ W

19 Computers

My friend Phil has just bought a computer, and he doesn't know much about it yet. His mistakes are in bold type. Help him by writing the correct technical terms in the spaces.

a virus CDs crash e-mail floppy hard internet keyboard
modem ~~monitor~~ mouse processing scanner surf website

- 1 The colours on the **television** (monitor) are not the same as the printed pages.
- 2 What's the difference between the left click and the right click on the **rat** (mouse) ?
- 3 How many programs can I store on the **hot** (hard) disk?
- 4 Should I make copies of everything on those **little** (small) disks?
- 5 Those **big shiny disks** (CDs) are great! There's so much stuff on them!
- 6 I can't understand all those extra buttons on the **typewriter** (keyboard).
- 7 Computers! They drive you mad sometimes. You've put all your work on them and then they just **stop working** (crash).

8 I use mine mostly for word **producing** (processing) , or whatever you call it.

9 I want to put my old photos onto the computer, so I'm getting one of those **photocopier** (scanner) things.

10 You can get an incredible amount of information on the **netscape** (internet) .

11 When I get connected, I'm going to send lots of **digital letters** (e-mail) to people.

12 I might even make my own **sight** (website) which people can visit to check out my photos and so on.

13 But I am a bit worried about wasting a lot of time **skating** (surfing) .

14 Anyway, I haven't yet got a **thingamajig** (modem) to connect my computer to the phone line.

15 Apparently there's a danger of getting **bacteria** (viruses) from files you download.

35 Connections

The four words in each of these groups have something in common. What are they all connected with?

1 clutch, brake, headlight, wheel

C	A	R
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2 cover, title, chapter, author

O		
---	--	--

3 ward, surgeon, theatre, operation

			P			L
--	--	--	---	--	--	---

4 deposit, cash, loan, cheque

B			
---	--	--	--

5 dial, code, mobile, hold

		L					E
--	--	---	--	--	--	--	---

6 ace, pack, hearts, spades

				S
--	--	--	--	---

7 root, square, divide, fraction

A			
---	--	--	--

8 leaves, branch, trunk, rings

			E
--	--	--	---

9 pupil, iris, contact lens, wink

E		
---	--	--

10 pressure, forecast, change, temperature

			T		R
--	--	--	---	--	---

11 column, editor, section, article

		W			E	
--	--	---	--	--	---	--

12 frame, portrait, landscape, signature

P					G
---	--	--	--	--	---

13 lead, bone, smell, basket

O	
---	--

14 mouse, screen, program, crash

O				T	
---	--	--	--	---	--

15 officer, arrest, station, question

	L	C	
--	---	---	--

16 racket, net, service, love

T  **LIVEWORKSHEETS**