BUSINESS ENGLISH
UNITS 1-8 – VOCABULARY REVISION

I. Match the opposites:

1. TO ENTER	A) TO DECREASE
2. POLITE	B) TO ERASE
3. TO CONFIRM	C) TO CANCEL
4. TO INCREASE	E) RUDE

II. Match the synonyms:

1. POLITE	A) IMPOLITE AND UNFRIENDLY
2. ARRANGEMENT	B) THREE MONTHS
3. FIGURES	C) FORM OF MONEY
4. QUARTER	D) ABOUT/AROUND
5. FRACTION	E) PLAN
6. CURRENCY	F) KIND
7. RUDE	G) OFFICIAL NUMBERS
8. FORECAST	H) PREDICT
9. APPROXIMATELY	I) ONE FIFTH

III. Match the words with the definitions. WRITE THE CORRECT LETTER.

1. to change a meeting time

2. to roughly calculate the value or number of something

3. an arrangement to meet at a particular time

4. the date or time by which something must be finished

5. a book with spaces for a year's days, weeks and months

6. fifteen minutes before the hour

7. fifteen minutes after the hour

8. to let time go by without doing anything

9. before something is scheduled

10. to use time effectively

11. thirty minutes after the hour

12. to cancel

13. to delay

A) a deadline

B) quarter past

C) to decide that a planned event will not take place

D) half past

E) to reschedule a meeting

F) to estimate

G) early

H) to decide that something will happen later than planned

I) to waste time

J) an appointment

K) a diary

L) quarter to

M) to spend time

IV. Mark the odd word out:

1.	TO ERASE	TO ENTER	TO REMOVE	A DIARY
2.	A DEADLINE	A SCHEDULE	A MEETING	TO SCHEDULE
3.	FIRST	TWO	THIRD	SECOND
4.	FIGURES	PERCENT	FRACTION	LOW
5.	TO INCREASE	TO FALL	SALES	TO DOUBLE
6.	RUN OUT OF	SPEND	LACK	BE SHORT OF
7.	USE	WASTE	TAKE	NEED