1. Match the words and the definitions.

To Encompass Both Written And Oral Communication	To be common and used a lot in work and trade.
To Carry Out Negotiations	To be known as the main language for work and trade.
To Be Prevalent In Business	To learn and use Business English very well.
To Be Associated With Commerce	To include talking and writing when sharing ideas.
To Be Recognised As The Language Of Business	To talk and agree about prices or plans in work.
To Master Business English	To have a connection with buying and selling things.

2. Put the correct words in the text.

Why Learn Business English?

Business English is important because it **is recognised as the language of business** worldwide. It helps people **to be associated with commerce** and **to carry out negociations** successfully. This language **encompasses both written and oral communication**, which is necessary in meetings and emails. Today, Business English **is prevalent in business** everywhere, so many want **to master business english** for better jobs and careers.

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