

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 negotiations** 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.