Common business vocabulary.

Warm-up. Business collocations with make and do.

... a comparison

... a complaint

... a job

... a suggestion

... damage

... harm

... your best

... an excuse

... a difference

... someone a favor

... a mess

... a promise

... research

... right/wrong

... a contribution

... a choice

... an experiment

... sense

... business

.... an exception

... an appointment

... progress

... your share

... time

LIVEWORKSHEETS

Discuss.

Which of these factors would motivate you to work harder? Choose your top five and explain your priorities.

bonus	more responsibility	working for a successful company
bigger salary	threat of redundancy	better working environment
commission	hard-working boss	promotion opportunities
praise	supportive colleagues	more time off
important job title	perks	flexible working hours

Some common business words and expressions:

back to square one proactive as of yet downtime

cut to the chase align upskill go the extra mile

between a rock and a hard place

1. put more effort into a task in order to gain even better results that expected
2. this is time when you are not busy working on your main job.
3. showing initiative
4. at the moment
5. teach employees additional competencies or skills
6. start something from the very beginning
7. ensuring that different departments are working towards the same goals
8. no easy way out or a good solution
9. go straight to the point

LIVEWORKSHEETS

back to square one **proactive** **as of yet** **downtime**

cut to the chase **align** **upskill** **go the extra mile**

between a rock and a hard place

1. If you have some _____ this week, please brainstorm some ideas for our next team outing.
2. _____, we have no plans to hire a Social Media Manager.
3. We chose to _____ a junior employee rather than hire someone senior straight away.
4. Let's _____: are you going to finish the report on time, or not?
5. We tried our best to find the right sources and materials for the project, but unfortunately we couldn't find anything relevant, so now we are _____.
6. I would really appreciate it if you could be _____ in attracting new clients, George.
7. Management finds itself _____ after the corruption scandal that has erupted. Either they file for bankruptcy and hope that law enforcement forgets about them, or they stay in business and run the risk of going to jail.
8. If your boss says you need to _____ on something, that usually means a meeting is coming up soon to get everyone on the same page.
9. We always _____ for our customers.

Discuss.

1. For what reasons might you change jobs? How often do you expect to do so in your lifetime? Is changing jobs often a sign of success in your culture?

2. A recent US survey showed children preferred parents to go out and earn money rather than spend more time with them. What does this show, in your opinion?

LIVEWORKSHEETS

3. Would you prefer a male or female boss? Why?

Choose the best alternative for the underlined words and expressions.

1. We need to change the way we deal with customers at work. **m**_____
2. The boss has some problems with the client she wants you to solve. **c**_____
3. I can't find these documents. Yesterday they were here. It's a really confusing situation. **p**_____
4. If somebody steals a joke from Larry David, for example, it's not as funny.
5. A: Josh, could you help with that presentation for tomorrow's meeting?
   B: OK, sure. **c**_____
6. If we change the timeline now, the effects could be extensive. **r**_____
7. Delay and you'll get an advantage. **l**_____
8. Therefore a weak market in the Republic has direct and serious consequences for business and employment. **r**_____
9. Naturally, the procedures must be simplified, uncomplicated and flexible. **s**_____
10. Allow me to explain some of the issues raised in the report. **e**_____ **o**____
11. The confusing thing is that neither the prime minister nor the representatives of the coalition parties are protesting about this, nor are they condemning this damaging and dangerous trend. **p**_____
12. Difficult moment like this represent a real leadership challenge.
13. Could you clarify this section please?
14. The sales figures which followed the company's internal trials proved great, and the drug became the best-selling medicine on the market. **s**_____
15. This is a pretty easy task. **u**_____
16. Let's change the colors in this design. **m**_____
17. Exert maximum advantage with minimum effort. **l**_____

LIVEWORKSHEETS

18. In this debate there have been two elements that have been rather confusing. **p**_____

Discuss the questions:

1. What events have significantly changed your life?
2. What do you think is undoubtedly the best way to make money?
3. Do you think it's important to create wealth, or do you think it's more important to have wonderful experiences?
4. What do you think is the best way to stay out of debt? And what is your advice for people who are in it?
5. Would you be prepared to take a reduction in your salary if you had more time to spend doing what you enjoy? Why/Why not?

LIVEWORKSHEETS