



generate glass
shy' (bushy) a
bushies. 2 thick and
'bushily adv * bush
'bushy' or bushie ('bush
the bush. 2 an unsoph
business (buzns) n 1 a
of services. 3 a

BUSINESS ENGLISH VOCABULARY EXERCISE

(WITH KEYS TO EXERCISES)



Muhammad Basri Wello
Lely Novia

Authors' Biography



Muhammad Basri Wello, Professor in Business English/Business English Communication study program, Faculty of Languages and Literature, Universitas Negeri Makassar (UNM), was born on November 5, 1952, in Maroangin, Enrekang Regency, South Sulawesi. His elementary school was completed in 1964, junior high school in Maroangin in 1967, and SPG in Rappang, Sidrap (1970).

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She earned a Bachelor of Education (S.Pd.) degree in 2006 from English Education, Faculty of Teacher Training and Education, University of Riau. In 2009, she continued her studies at the Masters level at Atma Jaya Catholic University of Indonesia and obtained a Master's degree in Humanities (M.Hum.) in the field of Applied English Linguistics with the thesis title "The Use of Shit in the British National Corpus (BNC)".

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**BUSINESS ENGLISH VOCABULARY EXERCISE
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Desain Sampul : Eri Setiawan

Tata Letak : Via Maria Ulfah

ISBN : 978-623-487-137-1

Diterbitkan oleh : **EUREKA MEDIA AKSARA, AGUSTUS 2022**
ANGGOTA IKAPI JAWA TENGAH
NO. 225/JTE/2021

Redaksi :
Jalan Banjaran, Desa Banjaran RT 20 RW 10 Kecamatan Bojongsari Kabupaten
Purbalingga Telp. 0858-5343-1992

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Cetakan Pertama : 2022

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INTRODUCTION

Learning vocabulary is a particularly important part of learning business English. Since business terms are unique, their meanings are not easy to guess. Therefore, to help students to develop their business English vocabulary, they need special materials which are particularly designed to meet their needs.

This book is designed for those who want to practice their business English vocabulary through various exercises. The book is for low intermediate or intermediate students and can be used by students for self-study at home, or by English teachers as supplementary teaching materials, or for a classroom teaching handbook. This book is a revision of the previous one entitled BUSINESS ENGLISH VOCABULARY FOR BUSINESS ENGLISH STUDENTS. The revision is changes to some exercises. The revision is also included the keys to exercises which are provided at the back to make it easier for the users, both teachers, and students in dealing with the exercises through the pages. Still another addition to this book is the list of American and British Business English terms.

Since the world of business vocabulary is too much to cover, this book includes general business terms only with some particular terms in certain business activities.

Since the emphasis of the book is to help students to master the business terms and jargon, the exercises provided are designed in such a way that learners would be immediately familiar with the most frequently used terms in the world of business. Therefore, students are provided with various kinds of exercises such as word and phrase definitions, associations, antonyms, two-word partnership constructions, sentence completion, multiple-choice questions, and others.

The authors hope that those revisions made to this book will make it much more helpful and beneficial for those who would like to learn and teach Business English vocabulary. The authors also realize that in spite of the revision made this book does not yet of course satisfy everyone who may use it. Accordingly, critics, as well as suggestions for improvement and completion, are suggested and warmly welcome.

Makassar August, 2022.
MBW/LN

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UNIT

1

UNDERSTANDING WORDS AND PHRASES

A. Choose the Indonesian meaning of the underlined words and phrases

1. Many countries are dependent on international trade
 - a. tergantung
 - b. bergantung
 - c. bebas
2. Labor costs are lower in other countries.
 - a. biaya umum
 - b. biaya personil
 - c. biaya tenaga kerja
3. The home market has already saturated and we have some competitors.
 - a. ramai
 - b. sepi
 - c. jenuh
4. Our business can only expand by selling our products abroad.
 - a. berkembang
 - b. tumbuh
 - c. meningkat
5. If we maintain our home market, we can't expand anymore.
 - a. mempertahankan
 - b. memperbaiki
 - c. meningkatkan
6. We always rely on imported goods.
 - a. percaya
 - b. tergantung
 - c. memilih
7. Could you settle the payment sometime next week?
 - a. menempatkan
 - b. menunda
 - c. menyelesaikan

UNIT

2

SENTENCE COMPLETION

Choose the word which best completes the sentence.

1. I am ... to inform you that your father died a few minutes ago.
a. sorry b. regret c. apologize
2. I only paid \$3 for this shirt. It was a real
a. sale b. bargain c. cheap
3. I always try to ... something every month for my holidays.
a. spend b. save c. spare
4. I don't have a job. I am
a. employed b. employer c. unemployed
5. My work's got worse and worse. Unless I ... I'll fail my exams.
a. improve b. get well c. increase
6. If you work for someone, then you are
a. an employer b. an employee c. unemployed
7. I'm afraid there is no ... of seeing the General Manager today.
a. chance b. wish c. use
8. He's always telling me what to do. He's so
a. cruel b. bossy c. helpful
9. She wants to get to the top before she is thirty. She's very
a. intelligent b. capable c. ambitious
10. Jones always arrives on time. He is so
a. punctual b. diligent c. careful
11. I was very ... for all the advice she gave me.
a. in debt b. pleased c. grateful
12. When you buy something, you are usually given a
a. recipe b. receipt c. bill
13. Most bank will ... people money to buy a house.
a. give b. lend c. borrow
14. Some people feel very nervous when they have to ... a speech.
a. make b. do c. perform
15. Would you ... this letter to Post Office, please?
a. send b. bring c. take

UNIT

3

WORD ASSOCIATIONS

A. **Underline the word on the right which is not associated with the word on the left.**

1. HOTEL	reservation, room rate, book, broker, confirmation
2. TELEPHONE	switch, dial, receiver, call tone, tune
3. OFFICE	screen, typewriter, computer, facsimile, file
4. PLACES TO LIVE	bungalow, boat, tent, castle, dorm, flats, palace
5. TOOLS	screws, spanners, hammers, lawn mower, saw
6. BATHROOM	towel, soap, shower, bathtub, mirror, scissors
7. CONTAINERS	carton, can, box, bag, crate, gallon, jar, sack
8. RESTAURANT	menu, desserts, appetizer, main course, laundry
9. EMOTIONS	angry, pleased, surprised, worried, busy, ashamed
10. AIRPORT	taxi, check-in, security, gate, baggage claim, customs
11. METAL	iron, silver, glass, copper, lead, tin, gold
12. PRISON	cell, warden, sentence, bars, penalty, court
13. NEWSPAPER	column, circulation, chapter, tabloid, article
14. CAMERA	tripod, lens, speed, flash, negative, shutter
15. BANK TELLER	check, customer, to debit, to transfer, to deliver

B. **Match the jobs in the box with the words associated with each one.**

Example:

chalk, homework, eraser, whiteboard	TEACHER
-------------------------------------	---------

1. make-up, costume, script, props
2. computer, shorthand, telephone, filing cabinet
3. drill, denture, filling, mouth mirror
4. easel, canvas, palette, studio
5. stethoscope, surgery, prescription
6. pipe, spanner, tap
7. orchestra, concert hall, score, baton
8. barn, tractor, manure, plough

UNIT

4

WORD FORMS

A. The words in this list are all verbs. What are the noun forms? Write them in the second column.

Example: inform (v) information (n)

Verb	Noun
1. classify	
2. deliver	
3. sell	
4. choose	
5. insure	
6. enquire	
7. sign	
8. analyze	
9. agree	
10. improve	
11. lend	
12. produce	
13. promote	
14. propose	
15. calculate	
16. endorse	

B. Rewrite the sentences below using *nouns* instead of *verbs*.

Example: We guarantee **to deliver** in 10 days.

We guarantee *the delivery* in 10 days.

1. How are these papers classified?

What's the _____.

2. Did we sell more than 1.000 this week?

Did we make _____.

3. It's important to choose correctly.

It's important to make _____.

UNIT

5

WORD PARTNERSHIP

A. Match each verb on the left with a noun on the right to form a common partnership.

Verbs	Nouns	Common Partnerships
1. fire	A. a meeting	1.
2. address	B. a check	2.
3. place	C. an invoice	3.
4. pay	D. companies	4.
5. dispatch	E. an agreement	5.
6. reduce	F. an asset	6.
7. reach	G. an employee	7.
8. cash	H. a tax	8.
9. consider	I. disputes	9.
10. keep	J. an order	10.
11. express	K. a record	11.
12. settle	L. costs	12.
13. merge	M. goods	13.
14. appreciate	N. thanks	14.
15. depreciate	O. a proposal	15.

B. Join one word on the left with one on the right to form a two-word partnership.

First Word	Second Word	Two-word Partnerships
1. word	A. service	1.
2. civil	B. margin	2.
3. trade	C. rate	3.
4. cash	D. policy	4.
5. profit	E. exchange	5.
6. stock	F. reduction	6.
7. exchange	G. processor	7.
8. income	H. card	8.
9. insurance	I. union	9.

UNIT

6

OPPOSITES

A. Match the word in *italics* with their opposites in the box on the right. The first one has been done for you as an example.

A	B
1. The opposite of <i>open</i> is close .	A. buy
2. The opposite of <i>profit</i> is _____.	B. cancel
3. The opposite of <i>rise</i> is _____.	C. close
4. The opposite of <i>assets</i> is _____.	D. debtor
5. The opposite of <i>creditor</i> is _____.	E. fail
6. The opposite of <i>succeed</i> is _____.	F. fall
7. The opposite of <i>send</i> is _____.	G. fire
8. The opposite of <i>hire</i> is _____.	H. lend
9. The opposite of <i>sell</i> is _____.	I. liability
10. The opposite of <i>grow</i> is _____.	J. loss
11. The opposite of <i>borrow</i> is _____.	K. receive
12. The opposite of <i>confirm</i> is _____.	L. shrink

B. Complete these sentences using the words from exercise A. Use one word from each pair of opposites.

- I'm afraid I'll have to _____ our meeting: something unexpected has happened in the factory.
- Could you _____ this fax to Brown Brothers, please?
- We _____ early on Saturday.
- A well-known name is an important _____ for a company to have.
- We will have to _____ money from the bank to continue in business.
- His boss said she would _____ him if he did not improve his performance.

UNIT

7

ABBREVIATIONS

A. Test your business abbreviations. What do the following stand for? Check the ones you don't know in the dictionary. The first one has been done for you as an example.

1. VIP	very important person
2. IOU	
3. IT	
4. HQ	
5. b & b	
6. P & L	
7. AGM	
8. AOB	
9. asap	
10. CEO	
11. MD	
12. CV	
13. EU	
14. GDP	
15. O & M	
16. PC	
17. PR	
18. PLC	
19. R & D	
20. VAT	
21. L/C	
22. p.a.	
23. C.A.D	
24. HRD	
25. C.W.O.	
26. ETA	
27. EFT	

UNIT

8

VERBS AND AUXILIARY VERBS

A. Use the past form of the verbs in the box to complete the sentences.

1. do	In the past we _____ more business with the Japanese than now.
2. grow	The company _____ very rapidly in its first five years.
3. become	We _____ a public company in 2000.
4. cut	We _____ our advertising budget because of the recession.
5. lose	They _____ the contract because of a lower bid.
6. run	Susan _____ the company from her home.
7. win	Last month we _____ an important order from the Government.
8. make	Last year our Taiwan branch _____ a small profit.
9. rise	Profits _____ due to an improved management strategy.
10. fall	Our profits _____ last month, but things are much healthier now.

UNIT

9

PHRASAL VERBS

A. Phrasal Verbs 1

Complete the sentences on the left with the phrasal verbs in the right column. You will have to change the form of some verbs to make the grammar of the sentence correct. The first one has been done for you as an example.

Sentences to complete	Phrasal Verbs
1. She <u>handed-over</u> responsibility to her assistant.	A. <i>break down</i> = to stop functioning
2. Sales have _____ since we reduced the price to £9.99.	B. <i>bring out</i> = to produce something new
3. Sales are falling, costs are raising; the company is _____ disaster.	C. <i>call off</i> = to cancel
4. After the disagreement the workers _____ in protest.	D. <i>get through</i> = to contact on the phone
5. _____ the check _____ to 'Smith and Company'.	E. <i>go into</i> = to enter or start
6. I can _____ \$25 _____ the price and that's my final offer.	F. <i>handed-over</i> = to give control to someone else
7. I've called several times, but I can't _____ to him.	G. <i>head for</i> = to go in the direction
8. I'm afraid I'll have to _____ our meeting until tomorrow; we've had a problem in the factory.	H. <i>hold on</i> = to wait
9. If you can _____ for a minute, I'll check if he's free.	I. <i>make out</i> = to write an official document
10. Management and unions have reached agreement and the strikes has been _____.	J. <i>put off</i> = change to a later date

UNIT 10

COMMON NOUNS AND ADJECTIVES IN BUSINESS

A. Nouns

There are 16 words connected with the business in the box below. Use them to complete the sentences.

A. agenda	E. production	I. consortium	M. job
B. ease	F. venue	J. image	N. rate
C. structure	G. buyer	K. range	O. figure
D. quotation	H. fee	L. record	P. vacancy

- We advertised a _____ in the local press.
- We have changed the _____ for the conference.
- We have a short _____ on our current premises.
- He is looking for a _____ in the computer industry.
- They're spending a lot of advertising money to improve the company's _____.
- The _____ in the accounts for heating is very high.
- We charge a small _____ for our services.
- A _____ of French and British companies is planning to construct the new aircraft.
- She is the shoe _____ for a London department store.
- After two hour we were still discussing the first item on the _____.
- His _____ was much lower than all the other.
- The _____ of absenteeism always increases in fine weather.
- Their _____ of products is too narrow.
- We are hoping to speed up _____ by installing new machinery.
- The paper gives a diagram of the company's organizational _____.
- The chairman signed the minutes as a true _____ of the lastmeeting.

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Muhammad Basri Wello, Professor in Business English/Business English Communication study program, Faculty of Languages and Literature, Universitas Negeri Makassar (UNM), was born on November 5, 1952, in Maroangin, Enrekang Regency, South Sulawesi. His elementary school was completed in 1964, junior high school in Maroangin in 1967, and SPG in Rappang, Sidrap (1970).

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Lely Novia, lecturer in the Business English/Business English Communication study program, Faculty of Languages and Literature, State University of Makassar, was born on November 5 in Tangerang, West Java. She completed her elementary school at SDN Cipayung 04 Pagi – East Jakarta in 1995, junior high school at SLTPN 222 Ceger – East Jakarta in 1998, and senior high school at SMUN 39 Cijantung – East Jakarta in 2001.

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