

Business Vocabulary Exercises

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The exercises below can be used by language teachers and schools provided that they are made freely available to their own students only. Any other use requires written permission.

Please note:

- (i) All of the vocabulary items used in these exercises have been selected from the 5 levels in the graded business vocabulary list that is available from the above website.*
- (ii) There are 15 vocabulary items and 12 incomplete sentences in each of the graded exercises.*
- (iii) Several of the sentences within each exercise take the form of questions that should lead to open conversation with learners.*
- (iv) At the end of each exercise learners are asked to write their own example sentences for the 3 vocabulary items that have not been used.*

The exercises are designed to

- widen vocabulary knowledge*
- promote conversations &*
- develop writing skills*

Sentence writing gives trainers the opportunity to

- identify errors*
- improve grammar & style*

Business Vocabulary Exercises

Level 1 Test 1

- Fill in the missing words in the sentences below using 12 of the vocabulary items in *italics*.
- Then try to write your own sentences for the 3 remaining words.

interview
borrow
pay
expensive
plan

vehicle
progress
telephone
income
accountant

staff
import
bank
calendar
overdraft

1. All of the at the hotel were polite and helpful.
2. Why has the cost of calls fallen so much recently?
3. This country has made a lot of economic in the last few years and most of the people now enjoy a very good standard of living.
4. The thieves made their getaway in a stolen
5. I'm sorry but it's impossible to meet you until next Friday because my is absolutely full of appointments.
6. He will need to show his business to the bank manager in order to get a loan.
7. People on a higher usually have to pay more tax.
8. Business class tickets are always much more than regular flights.
9. A lot of people looking for employment need to attend more than one before they find a job.
10. Sales were very good last year and all of the staff were given a increase to reward their hard work.
11. The limit on my bank account is 500 pounds.
12. Do you think it is safe to give your details to people over the Internet?

Business Vocabulary Exercises

Level 2 Test 1

- Fill in the missing words in the sentences below using 12 of the vocabulary items in *italics*. (using plurals of nouns or different forms of verbs – if necessary)
- Then try to write your own sentences for the 3 remaining words.

retirement
contribution
relationship
renewal
monopoly

sample
homeowner
economic forecast
overheads
responsible

inventory
resignation
payroll
rent
stationery

1. There are currently 260 full-time staff on the
2. Is the human resources department for anything else apart from the hiring and firing of employees?
3. Many of the employees have contracts that come up for every two years.
4. Would you expect the percentage of with mortgage arrears to increase sharply during periods of high unemployment?
5. Are there any advantages in paying to a landlord rather than having a mortgage?
6. Does the between the union and the management play a significant role in the economic fortunes of larger companies?
7. Why do companies who are launching new products often give away a lot of free to potential customers?
8. According to the latest the rate of inflation is expected to increase to 3.5% at the beginning of next year.
9. Is the government raising the age of simply in order to save money on pension payments?
10. Any that people make to charity is usually tax deductible .
11. A company that has no real competitors is said to have a To what extent do you think that governments should control successful companies such as Microsoft when they start to dominate a particular market?
12. Our sales manager was made a very good offer from abroad last week and has just handed in his with three months notice.

Business Vocabulary Exercises

Level 3 Test 1

- Fill in the missing words in the sentences below using 12 of the vocabulary items in *italics*. (using plurals of nouns or different forms of verbs – if necessary)
- Then try to write your own sentences for the 3 remaining words.

coin

merger

loss leader

age discrimination

career ladder

sick leave

conclude

lifeline

graduate

gambling

collection agency

merchandising

expiry

breakthrough

outlay

1. Some minor concessions from the management finally led to a in the negotiations and the union calling off the threatened strike action.
2. Is there any real difference between speculating on the stock exchange and on the result of a football match?
3. A takes place when two or more companies agree to work together and become one larger company.
4. It was only possible to the deal after lengthy discussions – and a very expensive meal in a fancy restaurant.
5. The firm's accountant has just come out of hospital and will be absent from work on for another two weeks.
6. The company had been struggling for years until it was thrown a by a large distributor who negotiated an exclusive deal on their products in the USA.
7. Marrying the owner's daughter certainly helped him to climb several rungs up the
8. Are older people with a large amount of valuable experience justified in saying that is likely to stop them from getting a new job?
9. Supermarkets often sell a small number of products as in order to help sell other goods with higher margins to their customers.
10. The date on my credit card is November 2008 .
11. What kind of initial can you expect to have if you decide to buy one of the more successful franchise businesses?
12. We always seem to have a small amount of long-term debts that have been put in the hands of a as a last resort.

Business Vocabulary Exercises

Level 4 Test 1

- Fill in the missing words in the sentences below using 12 of the vocabulary items in *italics*. (using plurals of nouns or different forms of verbs – if necessary)
- Then try to write your own sentences for the 3 remaining words.

scam
clock in
slash
cease
auditor

liability
comply
speculate
redundant
scarce

counterfeit
compulsory
terminate
downmarket
bribe

1. Sales reps often offer their customers sweeteners in order to seal a deal – but at what stage does a sweetener become a ?
2. The company had been making substantial losses for several years and was finally forced to trading when it was unable to make repayments on its bank loan..
3. Accusations concerning illegal payments to suppliers are currently being investigated by the company's internal
4. Are goods that are in supply usually more expensive?
5. Should it be for people to stop working at a certain age?
6. What length of sentence would you expect to be given to someone who had been found guilty of swindling the public out of three million pounds in an insurance ?
7. What are the likely consequences for business owners who fail to with regulations concerning areas such as health and safety or tax?
8. What are the advantages and disadvantages of having to at work ?
9. Are goods from countries such as China a serious threat to jobs in more developed countries?
10. Under what circumstances might a company decide to prices on a particular stock item or complete product range?
11. Rental agreements for industrial properties should always include a clause which states that the tenants have legal for any damage that they cause.
12. Why would you expect an employee who has been made to have better future employment prospects than someone who has been sacked ?

Business Vocabulary Exercises

Level 5 Test 1

- Fill in the missing words in the sentences below using 12 of the vocabulary items in *italics*. (*using plurals of nouns or different forms of verbs – if necessary*)
- Then try to write your own sentences for the 3 remaining words.

recompense
viable
ground floor
above board
threshold

grant
glass ceiling
summons
undercut
gimmick

infringe
defective
plug
nosedive
backlog

1. Guests on talk shows often use the opportunity to their latest book, film or album.
2. Is it true that the so-called prevents a lot of capable women from climbing the career ladder?
3. How much of a do you normally have to contend with when you come back from your holidays?
4. Why might a government make large available to companies who relocate to economically depressed areas?
5. Is it necessary to have a business plan in order to get a loan from the bank manager?
6. YouTube is currently being threatened with legal action by a number of companies who want huge amounts of compensation. They claim that YouTube's videos copyright.
7. Honest and legal business dealings can be described as
8. Can you think of any advertising that have been very successful at helping companies to sell their products ?
9. Joining a new business with plenty of growth potential is known as a opportunity.
10. One of the financial managers was accused of embezzling company funds and has just received a to appear in court next month.
11. Sales have taken a since our main competitor slashed prices and offered customers interest-free credit.
12. Do you think that the for starting to pay tax in your country is at a reasonable level? Does the overall system reward people who work hard – or just make them pay unfairly large amounts of money to the government?