

Common business English phrases 1



12



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1 (explain a process) She explains a process when she trains staff.



2



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5



6



Common business English phrases answers

2 have too many responsibilities

I have too many responsibilities when I have to meet deadlines, do presentations and pay bills.

3 take a risk

I take a risk when I invest money.

4 sign a contract

I sign a contract when I start a business.

5 provide information

The guide provides information to the travellers

6 get fired

He got fired by a nasty boss.

7 meet a deadline

I stay up late when I have to meet a deadline

8 request a quote

We request a quote before we order new products.

9 scan a barcode

10 load a truck

They load a truck for delivery.

11 do statistical analysis

Every company needs someone who can do statistical analysis.

12 attend a training session

All new staff have to attend training sessions.