Common business English phrases 1

1. request a quote
2. sign a contract
3. scan a barcode
4. meet a deadline
5. provide information
6. do statistical analysis
7. explain a process
8. get fired
9. take a risk
10. load a truck
11. have too many responsibilities
12. attend a training session
Common business English phrases answers

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

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)
I scan a barcode to check the contents of a package.

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.