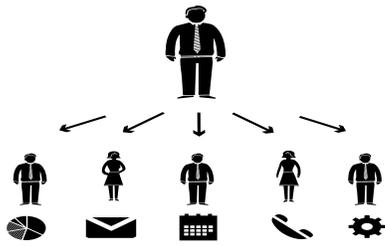


# Elements of business vocabulary



13 \_\_\_\_\_



1 \_\_\_\_\_



12 \_\_\_\_\_



2 \_\_\_\_\_



11 \_\_\_\_\_



3 \_\_\_\_\_



10 \_\_\_\_\_



4 \_\_\_\_\_



9 \_\_\_\_\_



7 \_\_\_\_\_



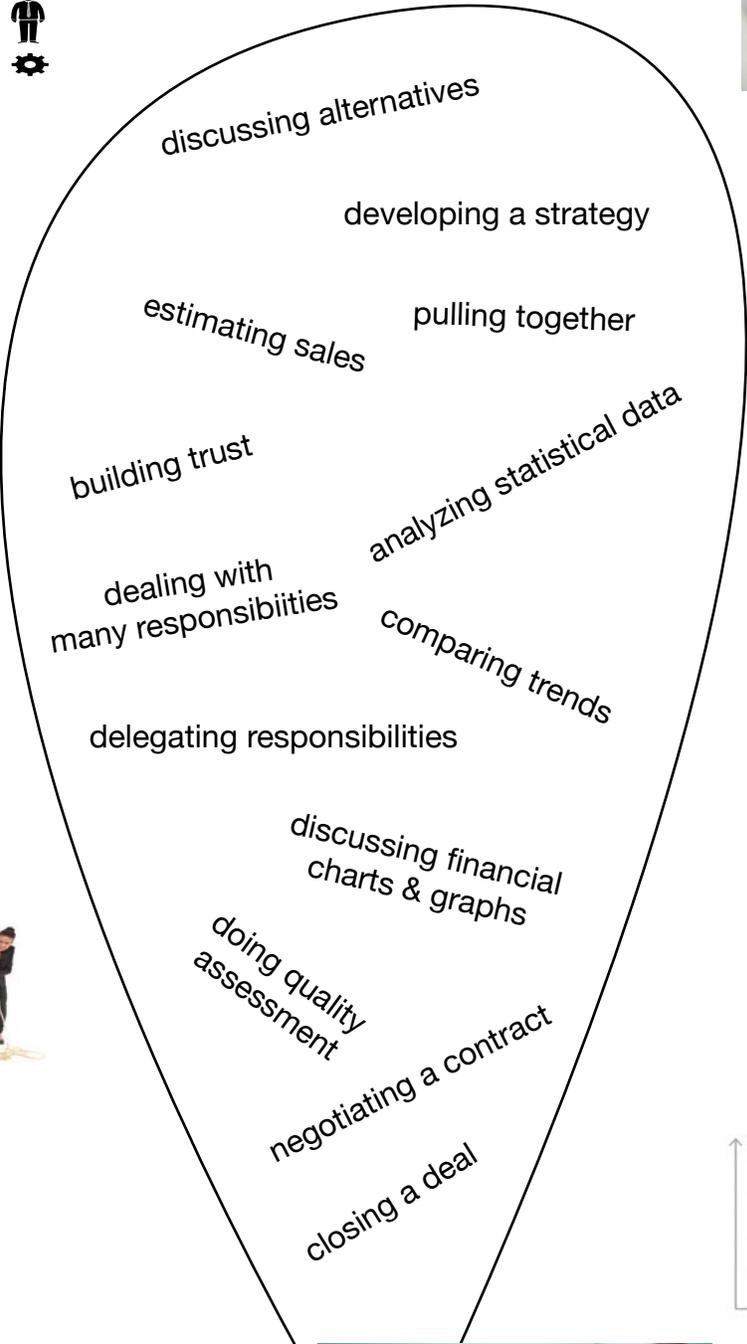
5 \_\_\_\_\_



8 \_\_\_\_\_



6 \_\_\_\_\_



## Discussion questions

- 1 Give an example of when you discuss alternatives in your daily life.
- 2 What kinds of responsibilities do you deal with?
- 3 Does anyone in your family delegate responsibilities. Who and what responsibilities?
- 4 Can you estimate sales for an upcoming product ( new iPhones , electric cars etc.) ?
- 5 When do you and your friends pull together?
- 6 What kind of data do you like or dislike analyzing? Explain.
- 7 Have you developed a strategy for you career path or future life? If not, would you like too?

## Script

### Number 1

It is important to analyze statistical data, in order to make informed decisions.

Analyzing statistical data enables you to make informed decisions.

### Number 2

When closing a deal, it is important to be clear and concise.

Closing a deal is a huge responsibility and requires a lot of trust.

### Number 3.

When discussing alternatives, it is important to consider all options.

Discussing alternatives is a great way to develop a business plan.

### Number 4

Doing quality assessment is necessary, to ensure high quality products, and services.

Doing quality assessment is essential in order to maintain a high standard of work.

### Number 5

Estimating sales can help you properly forecast inventory needs.

Estimating sales is a difficult task, but it is important when planning for the future.

### Number 6

Discussing financial charts and graphs will allow you to understand the financial health of a company.

Discussing financial charts and graphs is a great way to compare trends.

### Number 7

Comparing trends is important in order to see how a company is performing over time.

Comparing trends is a great way to estimate sales.

### Number 8

When negotiating a contract, you have to try to get the best terms possible.

Negotiating a contract is a huge responsibility and requires a lot of trust.

### Number 9

. Dealing with many responsibilities can be challenging, but it is important to prioritize and stay organized.

Dealing with many responsibilities is a difficult task, but it is an important skill, if you want to be a leader.

### Number 10

Pulling together as a team is important if you want to achieve success.

Pulling together is a great way to get through hard times.

### Number 11

Building trust will help a company create a positive and productive work environment.

Building trust can be quite challenging, and doesn't happen overnight.

### Number 12

Developing a strategy is important in order to achieve desired results.

Developing a strategy is important when you start a new project.

### Number 13

You need to delegate responsibilities so that you can efficiently utilize resources.

I think that delegating responsibilities, is a great way, to show that you are organized.

## Answers

- 1 analyzing statistical data
- 2 closing a deal
- 3 discussing alternatives
- 4 doing quality assessment
- 5 estimating sales
- 6 discussing financial charts and graphs
- 7 comparing trends
- 8 negotiating a contract
- 9 dealing with many responsibilities
- 10 pulling together
- 11 building trust
- 12 developing a strategy
- 13 delegating responsibilities

## Possible answers to discussion questions

1. When deciding what to eat for dinner
2. Paying bills, doing laundry, grocery shopping
3. My mom delegates responsibilities to my dad and sister- she cooks, they clean
4. No, but I can do research on it and make an educated guess
5. When we are planning a party or event
6. I like analyzing data that is relevant to me and my interests. I dislike analyzing data that is not relevant to me or my interests.
7. Yes, I have developed a strategy for my future life. I want to be a flight attendant.
8. When I was trying to convince my parents to let me go to a concert