

# Common business English phrases 1



12



11



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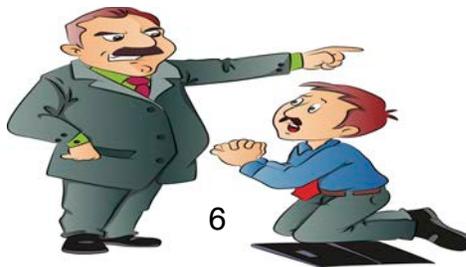
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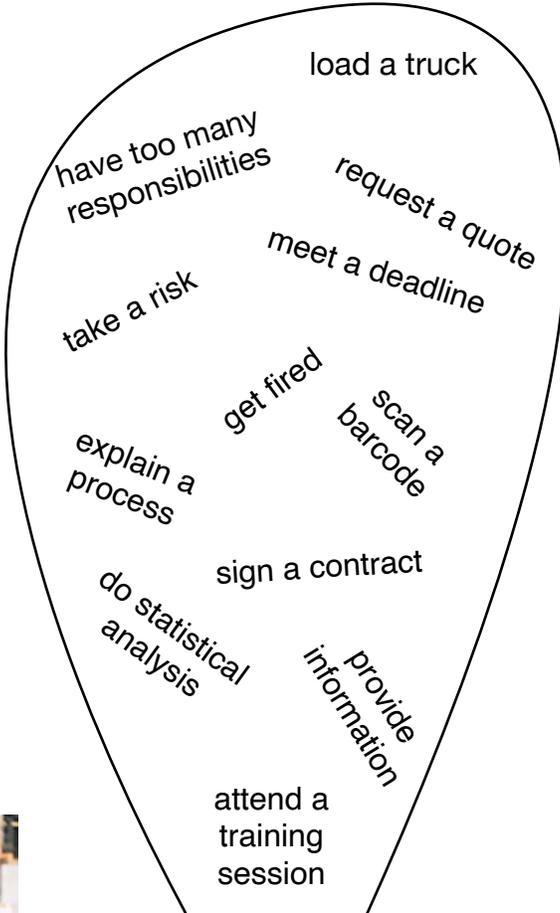
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Answer the questions.

1 When do you have to meet deadlines? How do you feel?

2 Do you have too many responsibilities? Explain.

3 When do you provide information?

4 Have you ever attended a training session? About what?

5 Do you like taking risks? Why/why not?

## 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.