



Business collocations worksheet

Look at the words above and choose the BEST collocation below for each word.

do

make

get

take

*action*

Write 5 sentences using some of the collocations you made above.

**Example:** I *take action* when I have a serious problem.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

# Answers

do

make

get

take

business  
a job  
classes  
overtime  
work

a good salary  
an appointment  
a lot of money  
changes  
a profit  
a complaint

business  
a bonus  
a job  
qualifications  
a good salary  
a lot of money  
an email  
work  
complaints  
experience

business  
action  
classes  
profits  
promotion  
a complaint  
risks

I am very happy when people want to **do business** with me.

They **get a lot of business** when they have promotions, sales and reward plans .

I **got a bonus** when I brought in some new clients.

Apple is **taking a lot of business** from its competitors with it's wonderful new products.

I have to **do a good job** with this project if I want a promotion.

I am studying hard in order to **get a good job**.

I **do a lot of work** on the weekends.

Our company **gets a lot of work** in January.

Ok we've finally finished the report. We can **take a break!**

If you want to become a teacher, you have to study and **get the right qualifications**.

You need to **get some experience** if you want to get the best jobs.

You can **make a good salary** if you become a computer programmer.

I need to **get a good salary** so I can buy a house.

Sales are down! We need to **take action** now!

I **made an appointment** to see the client tomorrow.

We can **make a lot of money** if we increase prices.

We are **getting a lot of money** from returning customers.

I just **got an email** from human resources about my promotion.

I am a student and I am **taking classes** online during the pandemic.

I am a teacher and I am **doing my classes** online during the pandemic.

I really have to **make changes** to this company or we will go out of business.

Many workers at Amazon were **doing overtime** during the holidays.

Ok everyone! If we work hard this year, we will **make a big profit**.

They are **taking the profits** and giving their employees a bonus.

He **got a promotion** to be a supervisor.

She didn't **take the promotion** because she didn't want to work too hard.

The customer **made a complaint** because of the late delivery.

We **took the complaint** to the manager for a response.

He's lazy. He **gets lots of complaints** about his work.

You need to **take risks** if you want to be successful.