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Worksheet: 50 Essential Business and Office English Words

Name: _____ Date: _____

Intended Reader: Intermediate English Student

Instructions

Use the vocabulary list provided in the main article ("50 Essential Words for Business and the Office") to complete the following three sections. This worksheet tests your comprehension of key business and office English.

Section 1: Vocabulary Matching

Match the word on the left with its correct definition on the right. Write the corresponding letter (A-J) next to the number.

Word	Answer	Definition
1. Colleague ()	A.	A plan of action designed to achieve an overall aim.
2. Deadline ()	B.	To voluntarily leave a job or office.
3. Profit ()	C.	A person you work with.
4. Budget ()	D.	To officially agree to or accept something.
5. Strategy ()	E.	The physical parts of a computer.
6. Invoice ()	F.	The latest time or date by which something must be completed.
7. Hardware ()	G.	Financial gain; money earned after expenses.
8. Approve ()	H.	An organized collection of data.
9. Database ()	I.	A list of goods/services provided with the sum due (a bill).
10. Resign ()	J.	An estimate of income and expenditure for a set period.

Section 2: Fill-in-the-Blank

Choose the best word from the box to complete each sentence. Use each word only once.

Delegate Project Revenue Communicate Clarify
Promotion Manager Customer Marketing Presentation

11. Before we can start, the needs to give final approval.
12. It's important to clearly with your team to avoid misunderstandings.
13. We are working on a new software development that will take six months to complete.
14. The total amount of money the company earns from sales is called .
15. If you don't understand the instructions, please ask the speaker to the points.
16. She worked very hard and earned a to the Head of Department.
17. The team is responsible for social media campaigns and advertising.
18. Since the task is small, I will it to an intern.
19. The company's goal is to keep every satisfied with the product.
20. I have prepared a series of slides for the this afternoon.

Section 3: True or False

Read each statement and determine if it is True (T) or False (F) based on the vocabulary definitions.

21. Training is the action of leaving a job to find a new one. (T/F)
22. A Spreadsheet is a program used for organizing and analyzing data in rows and columns. (T/F)
23. If you Collaborate, it means you are working alone on a task. (T/F)
24. A Receipt is the formal document you send to ask for payment (a bill). (T/F)
25. To Negotiate means to discuss something in an attempt to reach an agreement. (T/F)

ANSWER KEY

Section 1: Vocabulary Matching Answers

Word	Answer	Definition
1. Colleague	(C)	C. A person you work with.
2. Deadline	(F)	F. The latest time or date by which something must be completed.
3. Profit	(G)	G. Financial gain; money earned after expenses.
4. Budget	(J)	J. An estimate of income and expenditure for a set period.
5. Strategy	(A)	A. A plan of action designed to achieve an overall aim.
6. Invoice	(I)	I. A list of goods/services provided with the sum due (a bill).
7. Hardware	(E)	E. The physical parts of a computer.
8. Approve	(D)	D. To officially agree to or accept something.
9. Database	(H)	H. An organized collection of data.
10. Resign	(B)	B. To voluntarily leave a job or office.

Section 2: Fill-in-the-Blank Answers

11. Before we can start, the Manager needs to give final approval.
12. It's important to Communicate clearly with your team to avoid misunderstandings.
13. We are working on a new software development Project that will take six months to complete.
14. The total amount of money the company earns from sales is called Revenue.
15. If you don't understand the instructions, please ask the speaker to Clarify the points.
16. She worked very hard and earned a Promotion to the Head of Department.
17. The Marketing team is responsible for social media campaigns and advertising.
18. Since the task is small, I will Delegate it to an intern.
19. The company's goal is to keep every Customer satisfied with the product.
20. I have prepared a series of slides for the Presentation this afternoon.

Section 3: True or False Answers

21. Training is the action of leaving a job to find a new one. (F) (Training is learning new skills; Resign is leaving a job.)
22. A Spreadsheet is a program used for organizing and analyzing data in rows and columns. (T)
23. If you Collaborate, it means you are working alone on a task. (F) (Collaborate means to work together.)
24. A Receipt is the formal document you send to ask for payment (a bill). (F) (A Receipt is proof of payment; an Invoice is the request for payment.)
25. To Negotiate means to discuss something in an attempt to reach an agreement. (T)