

Business English

Choose the sentence in each pair that is written in Business English.

- _____ 1. A What do they bring to the table?
B What does that company offer to the team?
- _____ 2. A I wrote it down in the meeting notes.
B I captured that in the minutes.
- _____ 3. A That document is due at the end of the month.
B The deliverable is due at the end of the month.
- _____ 4. A Tell me how much money we made.
B Give me the bottom line.
- _____ 5. A We all benefit from this situation.
B This is a win-win situation.
- _____ 6. A When is this project due?
B What's the deadline for this project?
- _____ 7. A Ryan is off today.
B Ryan is on PTO.
- _____ 8. A George needs to get to know more people.
B George needs to network more.



Skills For Business English Student Level 2

Lei Huang



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