

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

David Baud



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Developing Courses in English for Specific Purposes H. Basturkmen, 2015-12-11 Presented in two parts this book firstly introduces core considerations in ESP course development drawing on examples from a wide range of ESP and EAP courses Secondly four case studies show how experienced ESP teachers and course developers went about developing courses to meet the needs of their particular learners

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reasons why a student is not doing well at school

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Distributive Education Instructional Materials Ohio State University. Center for Vocational and Technical Education,1972 **Business and Office Education from AIM 1967-1971** United States. Office of Education,1972

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