

# 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

**Lely Novia, Yunitari**  
**Mustikawati, Ananta Vidya**



## **Skills For Business English Student Level 2:**

*Speaking for Business Activity* Lely Novia, Yunitari Mustikawati, Ananta Vidya, *Speaking for Business Activity* is a comprehensive guidebook that equips professionals with the essential skills to communicate effectively in various business settings. Whether you're presenting to clients, leading meetings, negotiating deals, or networking with industry peers, this book provides practical insights and strategies to help you communicate with confidence and leave a lasting impact. Inside you'll find techniques to overcome public speaking anxiety, strategies for crafting compelling messages, and tips for using body language and storytelling to engage your audience. With practical exercises and real-life examples, this book empowers you to adapt your communication style to different business contexts, enhancing your ability to succeed in all your business activities. If you're ready to take your communication skills to the next level, *Speaking for Business Activity* is your go-to resource for becoming a persuasive and influential speaker in the business world. *English for Everyone Business English Level 2*

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