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## BUSINESS VOCABULARY

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In this week's Teacher's Corner, we highlight vocabulary that students can use in the workplace to sound more dynamic and professional. Students will learn this vocabulary through a matching exercise and then practice the vocabulary through a sentence completion exercise.

### LEVEL

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Intermediate to Advanced

### LANGUAGE FOCUS

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Reading (primary focus); Speaking (secondary focus)

### GOALS

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Students will learn and review business related vocabulary through the following:

- A vocabulary and definition matching exercise
- A sentence completion exercise

### MATERIALS

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- Teacher: computer, projector
- Students: notebook, pencil, paper

### PREPARATION

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1. Read through all the materials carefully.
2. Print copies of the business vocabulary infographics in "Appendix 1: Business Infographics Blanks" and the word cards in "Appendix 2: Business Vocabulary Word Cards." Print enough copies for each pair or small group of students to have a set.
3. Cut out the business vocabulary cards from Appendix 1 and the word cards from Appendix 2.
4. Print one copy of the activity in "Appendix 3: Business Vocabulary Sentence Completion" for each student in the class (Answers to the activities are included in Appendices 4 and 5.).

## PART ONE: VOCABULARY GUESSING

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1. Begin the class by placing the students into pairs or small groups.
2. Next, give each pair or group a set of the Business Vocabulary Infographics in Appendix 1.
3. Provide the students a few minutes to look at the cards. During this time, encourage the students to guess the words based on the pictures and definitions on the cards.
4. Next, provide each group with a set of the Business Vocabulary Word Cards in Appendix 2.
5. Have the students match the vocabulary word cards to the correct vocabulary infographic.
  - a. **Note:** Encourage the students to use the parts of speech and example sentences on the infographic cards to help them match the cards.
6. After the students have matched the words, have the groups turn to another group and compare their answers. If the groups have different answers, have them work together as a large group to agree on an answer.
7. Once the pairs or small groups have compared answers with one another, bring the class together as a large group and review the answers as a class.

## PART TWO: SENTENCE COMPLETION

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1. Have the students put away the cards from Part One of the activity.
2. Next, give each student a copy of the sentence completion activity in Appendix 3.
3. Provide students time to fill in the blanks of the activity with the correct vocabulary words.
4. Once students have completed the activity, have them compare answers with their partner(s) from Part One of the activity. If the pairs or small groups have different answers, have them work together as a large group to agree on an answer.
5. Once the students have compared answers in their pairs or small groups, bring the class together as a large group to review the answers as a class.
  - a. To encourage additional reading and speaking practice, have students volunteer to read sentences aloud during the review.

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To find these business infographics and many others, be sure to check out the [American English Facebook page!](#)

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**APPENDIX 1: BUSINESS VOCABULARY INFOGRAPHICS\***

**Vocabulary Job Interviews and Resumes**

[Redacted]

(verb)

to have success in completing something



I \_\_\_\_\_ my goal of being the number one salesperson on our team.

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**Vocabulary Job Interviews and Resumes**

[Redacted]

(verb)

to help or support; to make it easier to do something



The physical therapist \_\_\_\_\_ me with my ankle problem until I was better.

\*A physical therapist uses exercise, massage, or other natural methods to treat injuries.

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**Vocabulary Job Interviews and Resumes**

[Redacted]

(verb)

to give professional advice about something and to receive a payment for doing so



I do some \_\_\_\_\_ for several companies. They ask for my advice on business strategies.

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**Vocabulary Job Interviews and Resumes**

[Redacted]

(verb)

to make something new or original



I \_\_\_\_\_ design for the company's new office building.

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**Vocabulary** Job Interviews and Resumes

(verb)

to guide, or set the course for people or things



At my previous job, I \_\_\_\_\_ a staff of twenty employees.

**Vocabulary** Job Interviews and Resumes

(verb)

to prepare something written for publication by correcting the mistakes and suggesting changes

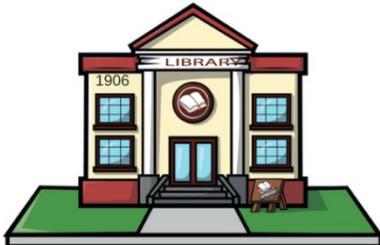


My colleagues and I \_\_\_\_\_ each other's work to make sure our communication is clear and correct.

**Vocabulary** Job Interviews and Resumes

(verb)

to create or start something; usually with the intent to have it last a long time\*



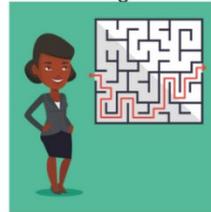
The library was \_\_\_\_\_ by the city in 1906.

\*This is just one definition of "establish."

**Vocabulary** Job Interviews and Resumes

(verb)

to influence, direct, or control something's course



She \_\_\_\_\_ her company through a challenging time. She helped make decisions that led the company to success.

**Vocabulary** Job Interviews and Resumes

[Redacted]

(verb)  
to control, direct, or be responsible for something



Our secretary  
communications for the office.

**Vocabulary** Job Interviews and Resumes

[Redacted]

(verb)  
to see, know and say (or name) what something or who someone is



The computer programmer was about to  
problem with the software. the

\* *Software* refers to the programs that run on a computer.

**APPENDIX 2: BUSINESS VOCABULARY WORD CARDS**

Accomplish	Assist
Consult	Create
Direct	Edit

Establish	Guide
Handle	Identify

### APPENDIX 3: BUSINESS VOCABULARY SENTENCE COMPLETION

Fill in the blanks below with the following words:

**edit   consult   assist   create   identify**  
**guide   direct   accomplish   handle   establish**

1. When students succeed, teachers \_\_\_\_\_ their goal.
2. My teacher likes to \_\_\_\_\_ students to the correct answer, not tell them directly.  
She helps us to discover things on our own.
3. I always ask someone to \_\_\_\_\_ my work and check for mistakes. I want everything to be correct.
4. Our boss will \_\_\_\_\_ us at our next meeting. He'll tell us exactly what to do
5. I have so much to do! I'm not sure I can \_\_\_\_\_ all of these tasks.
6. How do you \_\_\_\_\_ others when they need help?
7. Can I ask your advice? I need to \_\_\_\_\_ with an expert.
8. We'd like to \_\_\_\_\_ a new school in our community. We hope to start a school that will last for many years!
9. Painting, drawing, taking photos – there are so many ways to \_\_\_\_\_ beautiful images.
10. We were able to \_\_\_\_\_ the problem. After we knew what it was, we could find a solution.

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**APPENDIX 4: BUSINESS VOCABULARY INFOGRAPHICS – ANSWER KEY**

**Vocabulary** Job Interviews and Resumes

**accomplish**

(verb) /ə'kʌmpɪʃ /  
to have success in completing something



I **accomplished** my goal of being the number one salesperson on our team.

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**Vocabulary** Job Interviews and Resumes

**assist**

(verb) /ə'sɪst /  
to help or support; to make it easier to do something



The physical therapist **assisted** me with my ankle problem until I was better.

\*A physical therapist uses exercise, massage, or other natural methods to treat injuries.

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**Vocabulary** Job Interviews and Resumes

**consult**

(verb) /'kɒn'sʌlt /  
to give professional advice about something and to receive a payment for doing so



I do some **consulting** for several companies. They ask for my advice on business strategies.

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**Vocabulary** Job Interviews and Resumes

**create**

(verb) /'kri:'est /  
to make something new or original



I **created** a design for the company's new office building.

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**Vocabulary** Job Interviews and Resumes

**direct**

(verb) /dɪ-'rekt/

to guide, or set the course for people or things



At my previous job, I **directed** a staff of twenty employees.

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**Vocabulary** Job Interviews and Resumes

**edit**

(verb) /'edɪt/

to prepare something written for publication by correcting the mistakes and suggesting changes



My colleagues and I **edit** each other's work to make sure our communication is clear and correct.

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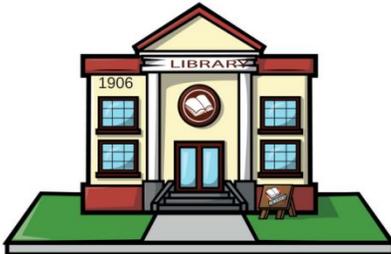
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**Vocabulary** Job Interviews and Resumes

**establish**

(verb) /'ɪ'stæblɪʃ/

to create or start something; usually with the intent to have it last a long time\*



The library was **established** by the city in 1906.

\*This is just one definition of "establish."

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**Vocabulary** Job Interviews and Resumes

**guide**

(verb) /'ɡaɪd/

to influence, direct, or control something's course



She **guided** her company through a challenging time. She helped make decisions that led the company to success.

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**Vocabulary** Job Interviews and Resumes

**handle**

(verb) /'hændəl/

to control, direct, or be responsible for something


 Our secretary **handles** communications for the office.

**Vocabulary** Job Interviews and Resumes

**identify**

(verb) /'aɪ'dentə,faɪ/

to see, know and say (or name) what something or who someone is


 The computer programmer was about to **identify** the problem with the software.\*

\* Software refers to the programs that run on a computer.

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**APPENDIX 5: BUSINESS VOCABULARY SENTENCE COMPLETION – ANSWER KEY**

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Fill in the blanks below with the following words:

**edit   consult   assist   create   identify**  
**guide   direct   accomplish   handle   establish**

1. When students succeed, teachers achieve their goal.
2. My teacher likes to guide students to the correct answer, not tell them directly. She helps us to discover things on our own.
3. I always ask someone to edit my work and check for mistakes. I want everything to be correct.
4. Our boss will direct us at our next meeting. He'll tell us exactly what to do
5. I have so much to do! I'm not sure I can accomplish all of these tasks.
6. How do you assist others when they need help?
7. Can I ask your advice? I need to consult with an expert.
8. We'd like to establish a new school in our community. We hope to start a school that will last for many years!
9. Painting, drawing, taking photos – there are so many ways to create beautiful images.
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