

BUSINESS CHOICES

manager
caretaker
director
supervisor

report
dossier
file
reference

letter
phone
e-mail
fax

business
company
firm
factory

bill
invoice
receipt
demand

meeting
conference
appointment
date

submit
transmit
pass on
accept

postpone
attend
delay
cancel

plant
factory
office
building

R & D
I T
M D
Accounts

Marketing
Sales
Purchasing
Directing

increasing
getting up
going up
rising

order
buy
purchase
sell

foreman
sales rep
secretary
accountant

return
lend
pay
borrow

tax
duty
charges
fine

promotion
advertising
publicity
announce

negotiation
arbitration
discussion
agreement

client
customer
buyer
seller

primary
secondary
service
provide

hire
promote
take on
employ

lower
limit
reduce
decrease

wages
salary
income
commission

sack
fire
demote
dismiss

TEACHERS NOTES

AIM	To expand and develop lexical items used for business
LEVEL	Upper-intermediate / Advanced
TIME	1 hour

PROCEDURE

- Introduce idea of exercise by writing an example on the board:

orange
banana
elephant
apple

Ask students which one is different and why?

- Hand-out worksheet and explain to students that this exercise works in the same way. Students work on their own or in pairs depending on their level.
- When they have finished or can do no more, put the students in larger groups of 3/4/5 people to compare and discuss their differences.
- Teacher feedback and correction
- FOLLOW-UP (optional) The next lesson, ask one student to come to the front and sit facing the rest of the class. On a flashcard show one of the words (but the student at the front must not be able to see) and ask the other students to explain the word so that he/she will guess it. Do 2 or 3 more words, then change the student at the front and continue.