

Dictionary skills: Business

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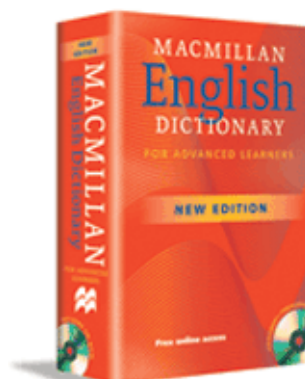
Level: Pre-intermediate to advanced

Age: 16+

Time needed: 45–60 minutes

Subject: Dictionary skills / vocabulary development

Summary: These worksheets are designed for use with the *Macmillan English Dictionary for Advanced Learners (MED 2)* to give learners practice in using the dictionary to check meaning and for vocabulary development.



Exercise 1: Compounds

The answers to these will not be found under the entries for the nouns themselves but in the associated compound words found immediately after each entry. For example, the entry for *sale* gives definitions for different uses of the word as well as expressions containing the word *sale*. Compounds beginning with *sales* can be found after the entry for *sale*, e.g. *sales force*, *salesman*, *sales tax* and so on.

Exercise 2: What's the job?

This exercise could be done as pair work, with the learners working out the answers through a process of elimination and then checking their answers in the dictionary. Tell your learners it may be easier if they start with the definitions rather than the words.

Exercise 3: Verb + noun collocations

Some of the answers can be checked by looking up the verbs in bold but in all cases the answers can be found by looking up the nouns (e.g. *contract*).

Exercise 4: Expressions with prepositions

This could be done as a pair or small group exercise. Listen to their suggested answers but do not correct any mistakes. Allow them to check their answers in the dictionary. They may need some brief guidance as to where to look for the answers. These are shown in bold type as part of the entry for the key word in each case (e.g. *on the agenda*, *on business* and so on). Note that the key word may precede the preposition (e.g. *delay*) or follow it (e.g. *agenda*).

Exercise 5: Business idioms

Before you ask your learners to do this exercise, highlight which word is underlined in each idiom and ask them what type of word it is. Note that the verbs are not underlined as the idioms and their definitions will not be found under the entries for the verbs, except in the case of *break* and *deliver*, where the examples may be found under the entries for those verbs.

Exercise 6: Phrasal verbs

Ask learners to work in pairs or small groups to discuss the possible answers. Then ask them to check in the dictionary. Note that all of these phrasal verbs can be found under the entries for the verbs and not under the entry for *back*.

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1 Compounds

Find the nouns that go with these other nouns to match the definitions.

Example: sales _____ – *someone whose job is to travel to different places and sell the products or services of a particular company* (sales representative)

1. profit _____ – *the difference between how much money you get when you sell something and how much it costs you to buy or make it*
2. price _____ – *a situation in which businesses compete to attract customers by lowering prices*
3. market _____ – *the percentage of the total amount of sales of a particular product that a company has*
4. market _____ – *the process of collecting information about what products people like to buy*
5. business _____ – *a document giving details of a company's plans for the future*
6. corporation _____ – *a tax that companies pay as a percentage of their profits*
7. job _____ – *a list of all the things someone must do in their job*
8. cash _____ – *the rate at which a business takes in money through sales and pays it out for the things it needs to continue operating*

2 What's the job?

Match the jobs with the definitions.

- | | |
|----------------------------------|---|
| 1. An auditor ... | a. ...is responsible for employing and training people. |
| 2. An accountant ... | b. ...buys and sells shares in companies for other people. |
| 3. A cashier ... | c. ...is responsible for the planning, execution and closing of a specific project. |
| 4. A stockbroker ... | d. ...prepares financial records for a company or person. |
| 5. A personal assistant (PA) ... | e. ...officially examines the financial records of a company to see that they are accurate. |
| 6. A consultant ... | f. ...receives or gives money in a shop, bank... etc. |
| 7. A human resources manager ... | g. ...helps a manager by writing business letters, organizing meetings... etc. |
| 8. A project manager ... | h. ...is an expert whose job is to give help and advice on a particular subject. |

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3 Verb + noun collocations

Complete the sentences using the nouns in the list. Note that some of these may be in the plural.

sale	meeting	offer	price
tender	contract	version	money

1. They have **awarded** the _____ for building the hospital to a Dutch company.
2. I have had to **borrow** _____ from my family.
3. They **charge** the same _____ in all their restaurants.
4. European leaders **attended** a _____ on air pollution.
5. The company announced it would **launch** a new _____ of its software in January.
6. We hope to **increase** _____ this year to £50 million.
7. We've **accepted** an _____ of £250,000.
8. The company has **invited** international _____ for the project.

4 Expressions with prepositions

Fill the gaps in these sentences using prepositions. Check your answers in the dictionary.

1. There are a number of points _____ **the agenda** for today's meeting.
2. The boss is away _____ **business**.
3. The court found that the company was _____ **breach of contract**.
4. I don't like buying things _____ **credit**.
5. Please excuse my **delay** _____ replying.
6. Your pay is **dependent** _____ your work experience.
7. He claimed they had **discriminated** _____ him because of his nationality.
8. He was **dismissed** _____ gross misconduct.

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5 Business idioms

Match these idioms with their meanings. Then check your answers by looking up the underlined words in the dictionary.

1. in short supply
 2. to be in demand
 3. to sell like hot cakes
 4. across the board
 5. break even
 6. deliver the goods
 7. heads will roll
 8. throw cold water on something
- a. *involving everyone or everything in a place or situation*
 - b. *say or do something that spoils someone's plans*
 - c. *to do something you have promised to do or are expected to do*
 - d. *to neither make a profit nor lose money*
 - e. *to be wanted by a lot of people*
 - f. *people will lose their jobs*
 - g. *available only in small quantities, so that there is not enough*
 - h. *to be sold very quickly in large quantities*

6 Phrasal verbs with *back*

Fill the gaps using the correct form of these verbs to complete the sentences:

fall	put	cut	set
stand	give	get	ring

1. Dissatisfied customers will be able to _____ their money back.
2. We are trying to _____ back on the amount we spend on advertising.
3. Can you ask him to _____ me back when he gets home?
4. We need to _____ back and think carefully about the situation.
5. The company had to _____ back all the money customers had paid.
6. Profits _____ back slightly last month.
7. The meeting has been _____ back until Friday.
8. The spending cuts have _____ the research project back several years.

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KEY

1 Compounds

1. margin
2. war
3. share
4. research
5. plan
6. tax
7. description
8. flow

2 What's the job?

1. e
2. d
3. f
4. b
5. g
6. h
7. a
8. c

3 Verb + noun collocations

1. contract
2. money
3. prices
4. meeting
5. version
6. sales
7. offer
8. tenders

4 Expressions with prepositions

1. on
2. on
3. in
4. on
5. in
6. on
7. against
8. for

5 Business idioms

1. g
2. e
3. h
4. a
5. d
6. c
7. f
8. b

6 Phrasal verbs with *back*

1. get
2. cut
3. ring
4. stand
5. give
6. fell
7. put
8. set