



# BUSINESS

## Words that you should be familiar with and know how to use in a sentence.

Before you study the vocabulary below, match these columns and see how many you can “guess” correctly.

Business costs that are related to the day-to-day running of the business	Turnover
Helpful information to say what can be done to improve the business	Dress code
A person who starts a business and is willing to take a risk to make money	Overheads
A company's income from sales	Feedback
One of the offices or groups that form part of a large business	Entrepreneur
Rules specifying the type of clothing to be worn by company employees	Branch

Headquarters	Turnover	Revenue	Balance sheet
Business plan	Invoice	Profit	Profitability
Overheads	Estimate	Budget	Forecast
Organize	Minutes	Agenda	Office jargon
Recruitment	HR	Start-up	Dress code
Entrepreneur	R&D	Freelance	Outsourcing
Branding	Brand	Expand	Expansion
Competitor	Asset	Strategy	Supply chain
Consultant	Consult	Feedback	Consulting
Shareholder	Branch	Deadline	Diversify
Coworking	After-sales service		Shared workspace
Commercial	Market Research		Public Relations

## Business Idioms & Phrases

1. **Learn the ropes** - To learn how to do a job or activity.
2. **Call it a day** - Stop a particular activity for the rest of the day.
3. **Ballpark figure** - An approximate figure or quantity.
4. **Cut corners** - Do something in the easiest or least expensive way.
5. **The ball is in your court** - It is up to you to make the next move.
6. **Back to the drawing board** - Time to start all over again.
7. **On the same page** - Understand and agree with someone.
8. **No-brainer** - Something that is very simple to do or to understand.

## Teacher's Key

A company's income from sales.	Turnover
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