

### **Business English Vocabulary- Ask & Tell Speaking Game**

*Choose one of the lines below and ask a question about that thing and/or using that word, e.g. a personal question about quarrels or an opinion question about negotiations. Then flip a coin to decide if you can ask the question to anyone else (= heads) or if you have to answer your own question (= tails, meaning "tell"). People can then ask more questions if they like, but you don't have to answer those questions extra if you don't want to.*

#### **Suggested questions**

Could you... (if you had to/if you wanted to)?  
Do you... a lot/too much?  
Do you have any experience of...?  
Do you think...?  
Has any of your friends...?  
Have you ever had trouble with...?  
Have you ever...?  
How do you feel about...?  
How many... can you/do you...?  
How many times...?  
How much do you spend on...?  
How would you describe...?  
What do you do in order to...?  
What do you do in/when/with...?  
What do you think about...?  
What happened the last time that you...?  
What kind of...?  
What makes you...?  
What would you do/say if...?  
When did you last...?  
Does... ever...?  
Would you say that you are... (or...)?  
Would you say that your company is... (or...)?  
Would you... if...?

*Without looking at the first worksheet, change the word on the Business Vocabulary Word Formation Presentation/Practice page into at least one other form, e.g. change a verb into an adjective or a noun into a noun describing a person. Most words there can be changed into at least two or three other forms, and other answers not on the first worksheet are often also possible.*

*Check your answers with the first page. Many other answers are possible, so if you wrote something different check it with your teacher.*

**Suggested business topics to ask questions about**

absence/absent/absenteeism  
accuse/accusation  
argue/argument/quarrel/row/(resolving) conflicts/conflict (resolution)  
audit/auditor  
backbiter/backbiting/backstabber/backstabbing/gossip/rumour/office politics  
bail out  
bankrupt/bankruptcy  
bluffing/calling someone's bluff  
borrow/borrower/lend/lending/owe  
brand loyalty/customer loyalty/loyal customer  
(toilet/fag/lunch) break  
bully/bullying  
(in)competence/(in)competent  
compete/competition/competitor/(un)competitive practices  
complain/complaint  
comply/compliance  
(lack of) confidence  
CSR (= corporate social responsibility)  
(meet/miss/extend) deadlines/deadline extensions  
debt/in the red  
delay/put off/late/lateness  
delete/junk/throw away  
demote/demotion  
direct boss/line manager  
disagree/disagreement  
discriminate/discrimination (e.g. sexism, racism and ageism)  
(in)efficient/(in)efficiency/time management  
entrepreneur/entrepreneurial  
equal opportunities  
fire someone/sack someone/give the sack to someone/get the sack/get fired  
fraud (e.g. insider trading)/fraudster  
go over your (direct) boss's head/go over someone's head  
hacker/hacking  
headhunting/headhunter  
ignore/pay (no) attention  
in-box/to-do list  
law/lawyer  
leader/(natural) leadership (skills)/management (skills)  
leak  
(sick) leave  
lose money  
malware/virus  
(bad) morale  
motivate/(de)motivated/motivation  
negotiate/negotiating skills/(good/tough) negotiator/playing hardball  
(dis)organised/(dis)organisation

pay rise  
perks (of the job)  
(un)productive/(un)productivity  
promote/promotion  
(bad) publicity/PR (= public relations)  
quality/quality control (problems)  
quit (= leave your job)  
ramble/waffle (= speak too long and/or go off topic)/waffler  
(new) recruit/recruitment  
redundancy/be made redundant/downsize someone/be downsized  
(bad) relations/(bad) relationship  
retire/(early) retirement  
(bend the/break the) rules/regulations  
scandal  
skilled/skills  
social media  
stock/shares/stockholders/shareholders/stock market  
stress/stressed/stressful  
sue someone  
train/trainer/training  
(labor) union/trade union/industrial action (e.g. strikes)  
waste (money/time)/time waster/time wasting  
whistleblower/whistleblowing

**Business vocabulary word formation presentation/practice**

absent  
accuse  
argue  
audit  
backbiting  
backstabber  
bankrupt  
borrower  
loyal  
bullying  
competent  
competition  
complain  
compliance  
extend  
late  
demotion  
disagree  
discriminate  
efficient  
entrepreneur/entrepreneurial  
fire  
fraud  
hacking  
headhunting  
law  
leader  
motivated  
negotiating  
organised  
productive  
promote  
public  
waffle  
recruit  
redundant  
downsize  
relations  
retire  
skilled  
stock  
share  
stress  
train  
waste  
whistleblowing