

Business English Words and Expressions that can and cannot be shortened in English

Part A

Without looking at Part B, can you think of any other way of saying the things below in English, for example shorter and/ or more informal words and expressions?

A part-time job

A memorandum

An overhead projector

an office building

inflation

correspondence

cash register

a dollar

information

direct mail

TV advertisements

Labour strike

Part B

Match these words and expressions with the ones above

price rises

ads

an OHP

a McJob

junk mail

an office block

strike

the till

an office block

mail

info

a memo

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Part C

None of these words can be shortened in English — please write them out in full

The woman accused her boss of sexu___ hara_____

I bought a seco_____ han_____ car from a local car dealer

Infla_____ has reached a record high of 23%

Please evacuate the buil_____ at once

I had to find a part _____ to pay for my studies

Unless they specifically ask for a handwritten one, it is better to send a type_____ letter with your CV.

He's a white collar _____

Multi task_____ saves time but increases confusion!

Mass pro_____ goods are good for the consumer and bad for the worker who makes them.

Luckily, every worker is also a consumer.