



English

a bit of Business English



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Money

Write the words from the panel under correct pictures

Saf
e



1 _____



2 _____



3 _____



4. _____



5 _____



6 _____

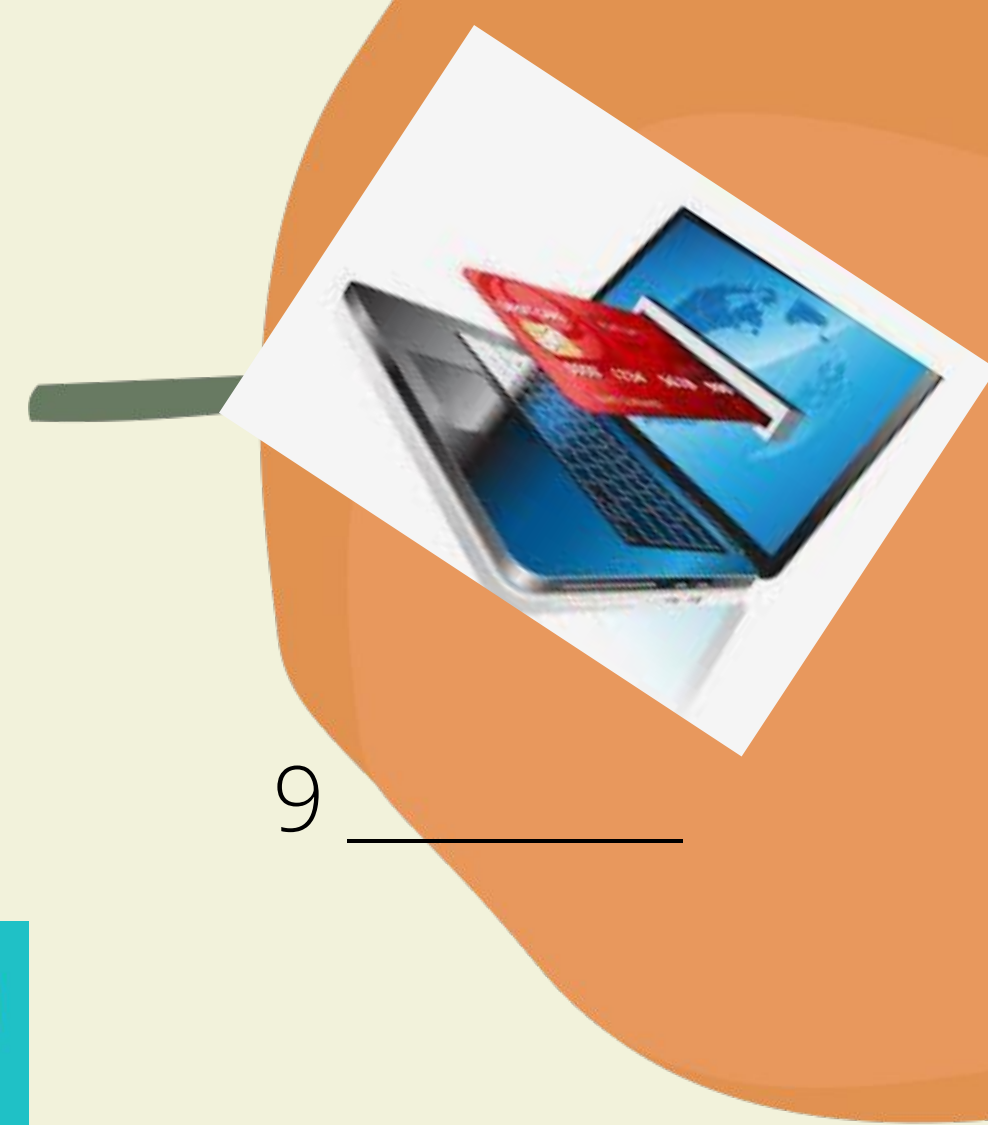




7 _____



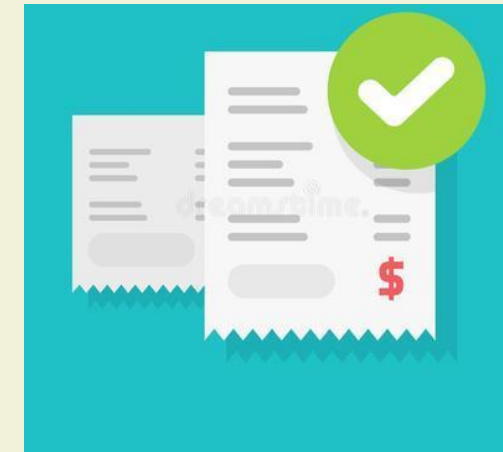
8 _____



9 _____



10 _____



11 _____



currency credit card receipt till bank cash
machine/ATM wallet withdraw money online banking
mobile banking debit cards safe



Pay and conditions

Write the words from the panel under the correct definitions

The amount of money paid per week or month

wage_____



1 Additional pay for extra hours worked._____



2. A fixed, regular payment every month, often expressed as an annual sum



3. An increase in pay _____





4. Extras given to employees in addition to their usual pay_____



5 .Money added to person's wages as a reward for good performance_____

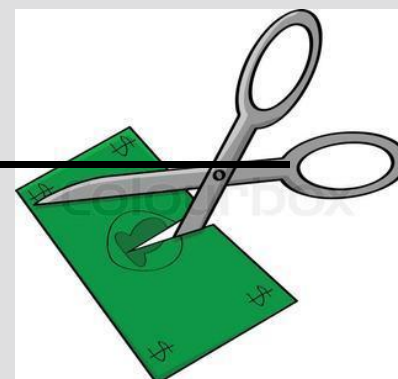
6 .Paid time off work granted by employers_____



7. The amount of money paid per hour_____



8. A reduction in pay. _____



THE PANEL



a bonus salary
annual leave a pay cut
hourly rate overtime
a pay rise benefit ~~wage~~



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Rewrite the sentences, putting the words in the correct order

is calm Sarah always . Sarah is awlays calm_____

1 very Ian hardworking seems _____

2. polite Kay are Jack really and _____

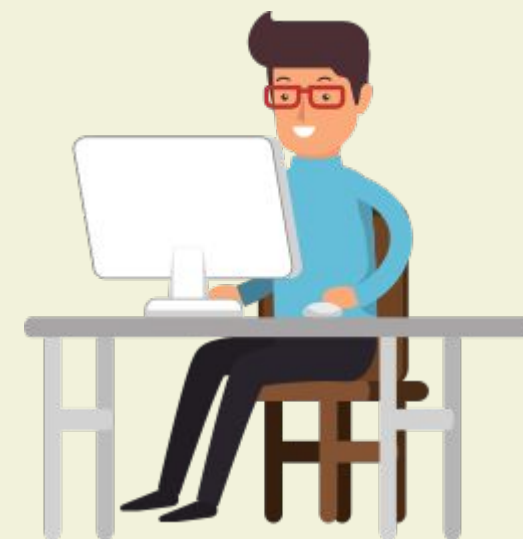
3. is Ben bossy very _____

4. always Diane dressed well looks_____

5. impatient really is Alex_____

6 boss is creative a Lenny _____

7 very Jo organized seems _____



See you soon
bye



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Stuck in traffic in a traffic jam

**Dan, I'll be home late. I am
stuck in traffic**



**"There is no point in
driving to the centre
during rush hour. You
will be stuck in traffic"**

Note: rush hour=time of the day with the busiest traffic, when
many

people are travelling to or from work

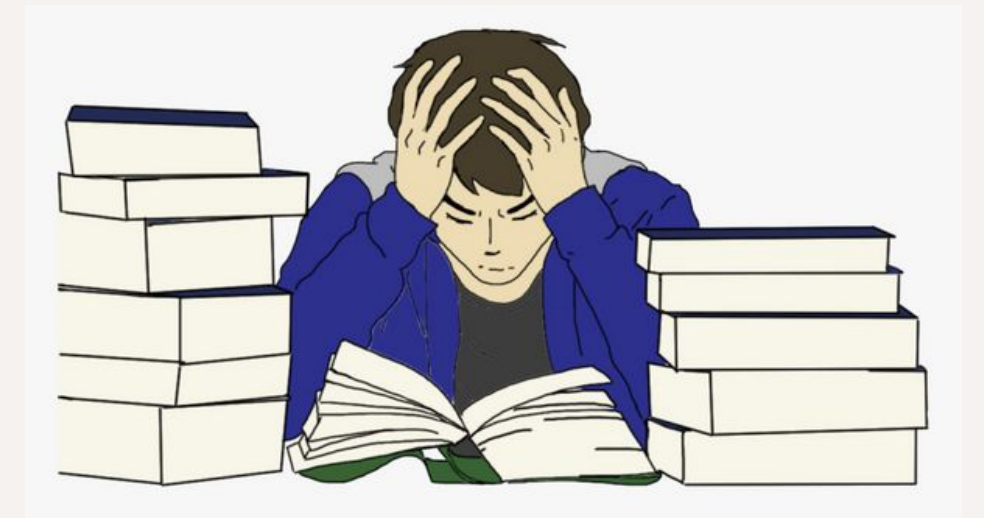
Under a lot of pressure

feeling stressed



"I'm under a lot of pressure this month. I have to finish the project by Friday"

" Students are under a lot of pressure at exam time"



It slipped my mind

I forgot



A: "Did you mail my letter?"

B: Oh, it slipped my mind. I'll do it tomorrow."

" I was supposed to meet Fred last night, but I forgot. It slipped my mind"