

LESSON 2

8 **import** **export** **commodity** **lucrative**

Name a commodity that most countries in this part of the world have to import from other regions. ... is a commodity that ...

What do you think your country's most lucrative export is? I think my country's ...

market **domestic** **global**

Which country in the world do you reckon has the biggest domestic car market? I reckon ... has the biggest ...

And which car manufacturer do you think has the highest global sales? I think ... has ...

businessman **businesswoman**

businessperson **entrepreneur**

When we use the words "businessman", "businesswoman", or "businessperson", we usually mean a business owner or a company executive who makes important business decisions.

We use the word "entrepreneur" to describe a businessperson who starts their own business and accepts the risks that this involves.

What kind of businessperson is an entrepreneur? An entrepreneur is a businessperson who starts their own business and accepts the risks that this involves

application**documentation****cover letter****CV = curriculum vitae**

When we submit a job application, what documentation do we usually send?

When ..., we usually send our CV together with a cover letter

agenda**ensure****issue****focus****circulate****item**

For a meeting at work, why is it useful to have an agenda?

For ..., it's useful ... to ensure that everything is discussed in a logical order, that important issues are not forgotten, and that people stay focused

Why is an agenda normally circulated to people a few days before a meeting takes place?

An agenda is ... so that everyone can think about the items on the agenda, ask for other items to be added if necessary etc.

public sector**private sector**

Do you personally believe it's better to build a career in the public sector or the private sector?

I personally believe ...

Why?

economy**growth**

Name a country that's experiencing a rapid growth in its economy at the moment.

... is a country that's experiencing ...

correspond

correspondence

Which of the following two job titles corresponds more closely to CEO:
general manager or managing director?

The job title that ...
is managing director

In what situation might a business choose to correspond by sending a
letter rather than an email?

A business ... when the
correspondence needs to
appear very formal or official

health and safety

workforce

statutory

meet an obligation

In this country, is there a statutory obligation for businesses to maintain
good standards of health and safety for their workforce?

Yes, in this
country, there's ...

And if workers feel their employer isn't meeting their obligations in this
area, what can they do?

If workers ..., they can ...

break even

**When we say that a business breaks even, we mean that its income is
just enough to cover its costs, and it avoids making a loss.**

How would you feel if your new business broke even in its first year of
trading?

I'd feel ... if my new business ...

economic

economical

The word "economic" means "related to money or the economy". For example, we can say "That country has severe economic problems". The word "economical", on the other hand, means "providing good value" or "requiring less money than usual". For example, we can say "The car cost quite a lot to buy, but it's very economical to run".

What's the difference between the words "economic" and "economical"?

The difference ...
"related to money or the economy",
whereas "economical" means "providing
good value" or "requiring less money than usual"

Give me an example of "economic", please.

The government's new
economic policy seems to be working

And now give me an example of "economical", please.

He keeps his central heating on all the
time because he believes it's more economical

full-time

part-time

contract

terminate

When talking about jobs, people sometimes confuse the adjectives "full-time" and "permanent", and the adjectives "part-time" and "temporary".

The difference is that "full-time" and "part-time" indicate the number of hours a person works each week, whereas "permanent" and "temporary" tell us whether an employee's contract terminates after a certain period or not. If you work 16 hours a week, you have a part-time job; if your contract only lasts for two months, you have a temporary job.

12 Do the adjectives "full-time" and "part-time" have the same meaning as the adjectives "permanent" and "temporary"?

No, the adjectives ... don't have ...

What's the difference, then?

The difference is that "full-time" and "part-time" indicate the number of hours a person works each week, whereas "permanent" and "temporary" tell us whether an employee's contract terminates after a certain period or not

terminology

term

in ... terms

clarify

Is it hard for someone who doesn't work in business to understand business terminology?

Yes, it's hard for ...

If you were speaking to a computer expert and they used a term you weren't sure about, would you ask them to clarify the meaning of the term or would you ignore it?

If I were speaking ...
and they used ..., I'd ...

In economic terms, which country in the world do you think is the healthiest?

In economic terms, I think ...

Do you always ensure that you read all the terms of every contract you sign?

Yes, ... ~ No, ...

Why or why not?

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department

consumer

customer services

sales

marketing

call centre

Which departments of a company have the most direct contact with consumers?

The sales, customer services,
and marketing departments have ...

And in a large business, like a bank for example, which of those three departments is most likely to be based in a call centre?

In a ..., the
customer services department ...

out of work

job security

Do you believe that your current government has a good strategy for helping people who are out of work? Yes, ... ~ No, ...

If a person's main concern were job security, would you suggest that they looked for work in the public sector or the private sector?

If a person's ..., I'd suggest that they looked ...

chair

chairperson

chairman

chairwoman

principal

participate

participant

In a formal meeting such as a board meeting, there is a person who is called the chair. The principal duties of the chair are to manage the meeting, to organize decisions and votes, to make sure participants don't interrupt one another or argue, and to ensure that the meeting focuses on the agenda and progresses smoothly.

Instead of "chair", we can use the names "chairperson", "chairman" or "chairwoman".

14 In a board meeting, what are the principal duties of the chair?

In a board meeting, the principal ...
are to manage the meeting, to organize
decisions and votes, to make sure participants don't
interrupt one another or argue, and to ensure that the
meeting focuses on the agenda and progresses smoothly

What other names can we use instead of "chair"? Other names
we can use instead of "chair" are
"chairperson", "chairman" or "chairwoman"

In your opinion, is it important when chairing a meeting to ensure that everyone participates more or less equally? Yes, in my opinion, it's ...
~ No, in my opinion, it isn't ...

priority

prioritize

task

If someone's main priority in life is their career, do you think they're less likely to have a happy private life?

Yes, ... ~ No, ...

Why or why not?

Why should we always spend a few minutes prioritizing our tasks before we start work each day?

We should ... so that urgent or important tasks get done first