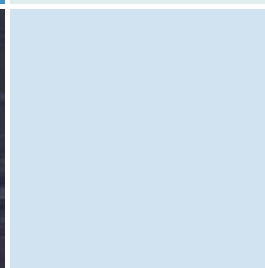
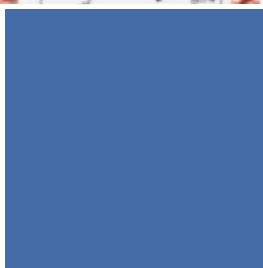
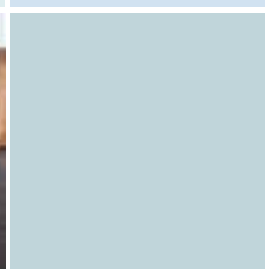
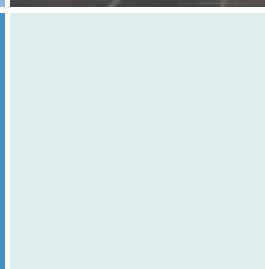
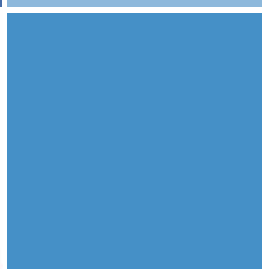
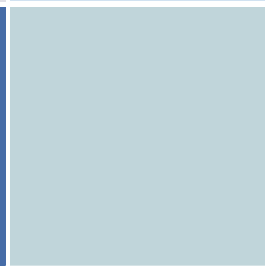
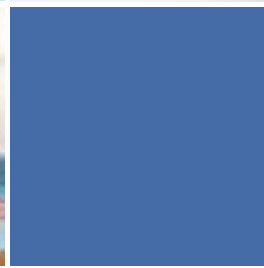
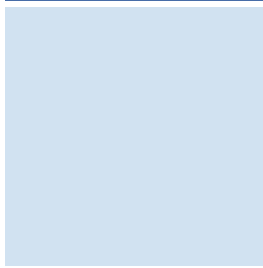




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# Business English

Book 1



Learn 250 useful business English words and expressions.

This book for intermediate to advanced-level students will really improve your knowledge of business English!

# WELCOME TO THE BUSINESS ENGLISH BOOKLET

This booklet will teach you the words and expressions you need to do business in English.

- Learn over 500 useful business English words and expressions.
- Over 30 articles on up-to-date business topics.
- All the latest news on business trends and business leaders.
- Learn more than 100 useful business idioms and phrasal verbs.



## There are five key features to this booklet:

1

### Key language

The language in these booklets has been carefully selected so you'll only learn the most important words and expressions.

2

### Images

The photos and illustrations will help you understand the business idioms and phrasal verbs by creating an association between the images and the language.

3

### Up-to-date articles

The up-to-date articles with audio files on a variety of interesting business topics will improve your reading and listening skills, and show you how the language is used in context.

4

### Definitions

The English-language definitions of the key terms and expressions will help you to start thinking in English.

5

### Exercises

The exercises on the business topics will check your comprehension of the main topics, and test your understanding of any new language or vocabulary. whole range of typical situations.

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# GRAPHS, CHARTS & IMAGES

Listen and complete the sentences (1 to 14) with the words you hear.

**1**

**Flow chart**

"The flow chart will give you an idea of the company \_\_\_\_\_ and hierarchy."

**2**

**Pie chart**

"The pie chart shows that 30% of the \_\_\_\_\_ are overweight."

**3**

**Bar chart / bar graph**

"The bar graph compares house prices last year with house prices \_\_\_\_\_ year."

**4**

**Table**

"The table has information on flight times to and \_\_\_\_\_ the USA."

**5**

**Diagram**

"The diagram shows how the water cycle \_\_\_\_\_."

**6**

**Line graph / line chart**

"This line graph shows how the population has grown \_\_\_\_\_ last year."

**7**

**Floor plan**

"The floor plan shows the \_\_\_\_\_ of the second floor."

**8**

**Dotted line**

"The dotted line \_\_\_\_\_ share price movement in the UK."

**9**

**Broken line**

"The broken line shows the number of people who \_\_\_\_\_ a car."

**10**

**Solid line**

"The solid line represents increases in house \_\_\_\_\_ in the south of the country."

**11**

**Vertical axis**

"The vertical axis shows the distances in \_\_\_\_\_."

**12**

**Horizontal axis**

"The horizontal axis has the \_\_\_\_\_ of the year on it."

**13**

**Venn diagram**

"The overlapping \_\_\_\_\_ on the Venn diagram show how sales are affected by all three things: product, place and price."

**14**

**Slide**

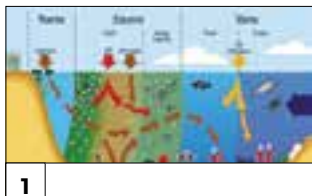
"This slide shows a picture of what the building might look like in the \_\_\_\_\_."

# GRAPHS, CHARTS & IMAGES

Answers at the back

## 1 Descriptions

Write the correct name under each picture.



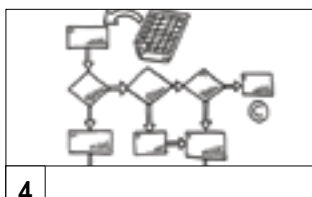
1



2



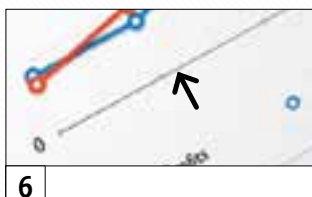
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4



5



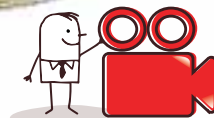
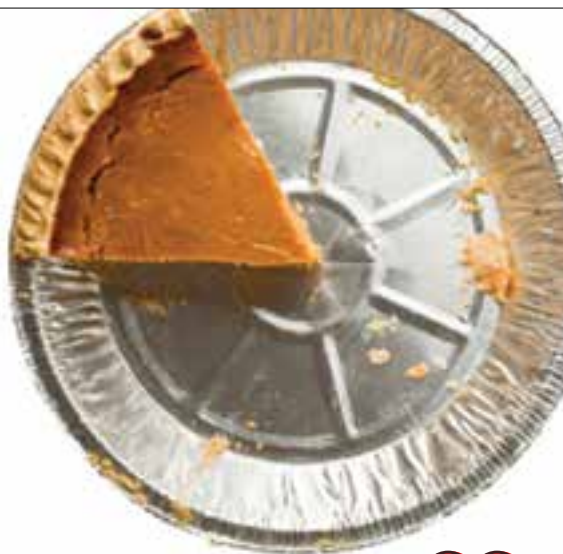
6



7



8



## 2 Graph description matching

Match the sentence beginnings (1 to 9) to the endings (a-i).

1. The graph shows the results of...
2. The flow chart will give you...
3. The pie chart shows that 30%...
4. The bar graph compares share prices last year...
5. The table has information...
6. The diagram shows what the building...
7. This line graph shows how our sales have...
8. The floor plan shows the layout of...
9. The dotted line...
  - a. ...an idea of what's been going on.
  - b. ...represents house price movement in the UK.
  - c. ...will look like when it's completed.
  - d. ...with share prices this year.
  - e. ...our sales figures for the past 10 years.
  - f. ...increased over the past few months.
  - g. ...of our staff come to work by train.

- h. ...the third floor.
- i. ...on bus times to and from the Manchester.

## 3 Vocabulary drill

Answer the questions with full answers. Invent where necessary.

- What does the X axis show?
- What did the bar graph compare?
- What information was there on the table?
- What does the Y axis show?
- What did the dotted line represent?
- What does the flow chart show?
- What did the broken line represent?
- What does the pie chart show?
- What did the diagram explain?
- What do the line graphs show?
- What did the solid line represent?
- What does the Venn diagram show?
- What was the picture on the slide of?
- What's the floor plan for?

## 4 Video

Watch a video on pie charts. Search YouTube for "Pie Charts for Math Nerds".

### First viewing

What types of pies are mentioned in the video?

### Second viewing

Watch the video again. Then, answer the questions.

1. What percentage of sugar is used to make the apple pie?
2. How much is the flour worth in the pie?
3. According to a survey by NPR, what percentage of people in America like cherry pie?
4. How do you find the circumference of the pie?
5. What kind of diagram shows that "not all pies are tarts, but all tarts are a type of pie"?

### 5 Extension

Quickly sketch out 6 different graphs, charts or images. Describe them to someone, explaining what each one represents. See if they can draw the graphs, etc. from your descriptions.