



ENGLISH | MARC HUCKLE | @ [www.intercambioidiomasonline.com](http://www.intercambioidiomasonline.com)

# Intercambio Idiomas Online

BUSINESS VOCABULARY

## Nouns:

- Annual leave – I have three days annual leave left this year.
- Application – I have already handed in my application to APPF.
- Benefits – The job has many cool benefits on offer.
- Bonus – I get a bonus twice a year if sales go well.
- Boss – My boss seems like a fantastic motivator.
- Business plan – We have a well figured out business plan
- Colleagues - I get on with all of my Colleagues.
- CV – I have an impressive CV.
- Feedback – The company gave us some interesting Feedback.
- Human Resources – I work in the human resources department.
- Leverage – Large companies have quite a lot of leverage.
- Market research – We ought to get a lot of market research done before we launch.
- Marketing – I studied marketing at university.
- Notice – I am going to hand in my notice to the line manager.
- Pay rise – I think I deserve a pay rise.
- Payroll – We have a lot of teachers on pay roll.
- Recruitment – The recruitment process is long and drawn out.
- Salary – The salary is what appeals to me.
- Skill set – I have a desirable skill set.
- Staff – It is hard to keep track of so many staff.
- Start-up – We have an idea for a new start-up.
- Strength – My greatest strength is my determination.
- Training – Training is an essential part of becoming good at the job.
- Weakness – My greatest weakness is my lack of patience.

## Verbs and phrases:

- Accomplish something- manage to do something
- Apply for - try to get
- Acquire - obtain
- Authorise - give permission to someone
- Buy in – invest in
- Buy out – purchase all of something
- Delegate a task - assign a job to someone
- Do the grunt work – do the dirty work
- Get a promotion – obtain a better position
- Fire - sack
- Guide someone – assist someone
- Interview – ask questions to see if suitable
- Make a strategy - plan
- Make contacts - network
- Manage - organise
- Make redundant- make surplus to requirements
- Offer a job – give a work opportunity
- Pool people's skills – share abilities
- Reach your potential - do the best you can
- Recruit someone - hire someone
- Reject an opportunity – turn down an opportunity
- Research - investigate
- Resign - quit
- Retire – become a pensioner
- Strike – protest against something
- Structure - arrange
- Succeed in doing something - achieve something
- Take on - hire
- Take over - assume control
- Take umbrage to something- take offense to something
- Take for granted - not value enough
- Talk shop – discuss work
- Think outside the box – be dynamic

