



Malcolm Shuttleworth

**Business English - photocopyables
for busy teachers**

Part I: Exercises

Reihe Fremdsprachen

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How to use the worksheets

1. Vocabulary sheets

German/English vocabulary sheets

(N.B. I always use vocabulary sheets as homework. This gives the students the opportunity to work alone, to use the vocabulary again and it also gives the teacher the chance to correct things like spelling, sentence structure and the use of words.)

Hand out the worksheet and give the students the chance to fill in as many of the German words as possible. Set the students the homework task of describing the English words and completing the gap text. Try to explain to them the difference between a definition and an example. *(Many students who are first introduced to these sheets will not write a definition, but simply use the words to build a sentence.)* The idea of these German/English sheets is for students to practice describing words they do not know.

One word - two meanings

Ask the students to fill out the chart as far as possible. Then complete the chart, making sure to explain any unknown or new words. Use the section second of the sheet as homework. The idea of these sheets is to broaden the students' vocabulary.

Specialised vocabulary sheets

These sheets can be used as homework sheets or as introductory sheets for the particular subjects.

2. Warm-up sheets & icebreakers

The heading itself is self-explanatory. Many of these sheets have a humorous touch and can be used to break the ice with new classes or to relax the group and improve the atmosphere at the start of the lessons. The bottom half of the 'new words in English' sheets should be folded over so that the students cannot see the answers.

3. Grammar sheets

All these sheets are intended to be used as refresher or recapping sheets for students with some basic knowledge of the subject.

4. Pair work/group work

The most important thing when working with these sheets is to get the right constellation of pairs/groups. Mixing levels is always a good idea and putting together students who don't particularly get on with each other can sometimes work well.

5. Class discussions

It is extremely important when holding class discussions not to let the stronger and more confident students take over proceeding. It is also important to coax the quieter students into contributing their opinions. When using the 'my views' 'my life' and 'politics & me' sheets, simply photocopy the sheet, cut out the slips and ask the students to fill them in. Encourage all the students to ask follow-up questions when someone reads out what they have written. You will find that some of the views are only briefly discussed while others are dwelt upon for a long time.

6. 10-minute multi-choice worksheets

The multi-choice worksheets can be used in various ways: as warm-up sheets, as introductory sheets for particular subjects, as fillers, as ice-breakers or as games (one point for each correct answer.)

Very special thanks to Sandrine Leroyer for proofreading.

1.1 Vocabulary sheet A

List 1 - Write down the German equivalent of any of the words you know. When you have completed the list, write down a short definition of the words, as in the example.

English	German	Definition
<i>changes</i>	<i>Änderungen</i>	<i>alterations, making something different</i>
advice		
immediate boss		
cost-cutting		
financial		
crisis		
position		
measures		
Personnel Department		
(to) look for		

Use the words above in the correct form to complete the following text.

There have been many _____ in our company because of the _____ crisis. The company has taken a lot of _____. Many of the employees are now only working a 35-hour week. My _____ told me last week that he is _____ another _____. The _____ is trying to help the people through the _____. They offer help and _____ to anyone who needs it.

List 2 - Write down the German equivalent of any of the words you know. When you have completed the list, write down a short definition of the words, as in the example.

English	German	Definition
<i>medical insurance</i>	<i>Krankenversicherung</i>	<i>protection against risk of illness</i>
company car		
performance-related		
gross		
perks		
job satisfaction		
bonus		
maternity leave		
percent		
salary		

Use the words above in the correct form to complete the following text.

There are a lot of _____ in my job. I get free _____ and a _____. Once a year we are paid a _____ - _____. This is usually about 85 _____ of our _____ monthly _____. Last year I took eight months _____ when my daughter was born. But the best thing about my job is the _____.

1.1 Vocabulary sheet B

List 1 - Write down the German equivalent of any of the words you know. When you have completed the list, write down a short definition of the words, as in the example.

English	German	Definition
<i>in charge of</i>	<i>etwas leiten</i>	<i>to be responsible for something</i>
department		
recession		
order		
salary		
staff		
(to) cancel		
invoice		
turnover		
contract		

Use the words above in the correct form to complete the following text.

My _____ is _____ the financial affairs of the company. We pay _____ to the _____, issue _____ to the customers and manage the cash flow. During this _____ the company's _____ has gone down by about 35%, we are receiving fewer _____ from the customers and many _____ have been _____.

List 2 - Write down the German equivalent of any of the words you know. When you have completed the list write down a short definition of the words, as in the example.

English	German	Definition
<i>colleague</i>	<i>Kollege</i>	<i>someone you work with</i>
team player		
team spirit		
(to) collaborate		
(to) get along		
supportive		
open		
appreciative		
atmosphere		
support		

Use the words above in the correct form to complete the following text.

There is a very good _____ in our office. My _____ are all friendly, _____ and _____. We _____ very well together. There is a good _____ and we all _____ well together. All my colleagues are _____, they don't just work for themselves. Our boss is _____ of good work and _____ us if we need help.

1.1 Vocabulary sheet C

List 1 - Write down the German equivalent of any of the words you know. When you have completed the list, write down a short definition of the words, as in the example.

English	German	Definition
(to) advertise	inserieren	to make an announcement (about a job)
short list		
candidate		
choice		
interview		
employee		
post		
internally		
vacancy		
second interview		

Use the words above in the correct form to complete the following text.

When my company is looking for a new _____ they first _____ the _____
_____. A _____ of _____ is made and _____ are held. Usually
the best two or three are asked to come back for a _____, then the final _____
is made and the _____ is filled.

List 2 - Write down the German equivalent of any of the words you know. When you have completed the list, write down a short definition of the words, as in the example.

English	German	Definition
market research	Marktforschung	the study of what people want to buy
distributor		
brand		
the market		
(to) launch		
marketing strategy		
(to) introduce		
(to) develop		
the general public		
advertising campaign		

Use the words above in the correct form to complete the following text.

My company _____ about six new _____ onto _____ every year. The company
spends a lot of money on _____ to see what _____ want. A _____
_____ is _____ with our _____ and the project is _____, usually
accompanied by a well thought out _____.

1.1 Vocabulary sheet D

List 1 - insurance Write down the German equivalent of any of the words you know. When you have completed the list, write down a short definition of the words, as in the example.

English	German	Definition
<i>a risk</i>	<i>Risiko</i>	<i>danger, threat of injury</i>
a claim		
premiums		
(to) assess		
liability		
(to) mature		
application		
valid		
policy		
(to) submit		

Use the words above in the correct form to complete the following text.

I work for a large insurance company. Most of our clients take out _____ against the _____ of death or injury. First an _____ is _____. This is _____ by our staff and the monthly _____ are worked out. If a client makes _____ we have to ascertain if it is _____. Sometimes our clients have to admit _____ if a claim is made against them. Some customers receive money when their policies _____.

List 2 - accounting Write down the German equivalent of any of the words you know. When you have completed the list write down a short definition of the words, as in the example.

English	German	Definition
<i>transaction</i>	<i>Transaktion</i>	<i>a business deal, an agreement</i>
(to) enter		
reminder		
payroll		
balance sheet		
in the red		
expenses		
overdue		
a dispute		
(to) write off		

Use the words above in the correct form to complete the following text.

I work in the Accounts Department. I handle all the business _____ and the day to day activities of the company. I pay the employees' business _____, settle _____ and send _____ for unpaid or _____ bills. I also look after the _____. All these things must be _____ into a _____. Sometimes we have to _____ debts if a company goes bankrupt. This can sometimes lead to our company being _____ at the bank.