

### Business vocabulary same or different pairwork - Student A

Read out the words in bold to your partner **without showing your worksheets to each other**. Try to decide if the two words have (basically) the same meaning (SAME) or (very) different meanings (DIFF). Then read out the example sentences and see if you change your minds. They are the same kind of word each time (e.g. two nouns) and the meanings might be different for different parts of speech.

1. You can buy bananas in the 100 yen shop. It's a **bargain!**
2. You shouldn't invest more than half your money in **stocks**.
3. All the **staff** got a bigger Xmas bonus last year.
4. Harry Potter remembered the **spell** and turned him into a frog.
5. The huge bonuses of **bankers** are even more controversial this year.
6. It's nearly time for our **yearly** office party.
7. Please have a look at the **agenda** for today's meeting.
8. Please put up a **sign** in the kitchen reminding people to recycle.
9. I thought the meeting would take all day, but it took **just two hours**.
10. I've been getting an **engaged tone** for nearly an hour. Maybe he's left the phone off the hook.

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### Business vocabulary same or different pairwork - Student B

Read out the words in bold to your partner **without showing your worksheets to each other**. Try to decide if the two words have (basically) the same meaning (SAME) or (very) different meanings (DIFF). Then read out the example sentences and see if you change your minds. They are the same kind of word each time (e.g. two nouns) and the meanings might be different for different parts of speech.

1. I bought this for half price in a **sale**
2. I sold my **shares** in Toyota just before all the trouble started
3. The CEO sends a personal message to all new **employees**
4. The most difficult thing about English is the **spelling**
5. In the UK you don't need a degree to become a **bank clerk**, but nowadays you are unlikely to climb as high as a bank manager
6. We're really busy at the moment because the **Annual** General Meeting is next week
7. Just a moment, I'll have a look in my **diary** and see when I'm free
8. Please put your **signature** here, here and here
9. The flight took **exactly two hours**, just as it said on the ticket
10. A **busy signal** could just mean that he is trying to phone you at exactly the same time

*Now work together to guess which pairs of words below have basically the same in meaning and which have (completely) different ones. This time, the words are sometimes different kinds (e.g. a noun and a verb)*

answer phone/ answering machine

appoint/ appointment

appointment/ arrangement

building/ office building

buy/ purchase

challenge/ do your best

claim/ complaint

clip/ paperclip

cover letter/ letter of application

dash/ hyphen

depart/ department

department/ department store

dismiss/ fire/ sack

employment agency/ recruitment agency

England/ UK/ GB

excellent company/ blue chip company

expenditure/ spending

firm/ business/ company/ corporation/ PLC/ enterprise

freephone number/ toll-free number

free gift/ service

freshman/ new recruit

full time/ permanent

headquarters/ HQ/ head office

holiday/ day off

in debt/ in the red

lift/ elevator

lorry/ truck

magic/ magic marker

mail/ email

memo/ memorandum

memo/ note

mobile phone/ cell phone

moral/ morale

native/ native speaker

nine one one/ nine eleven

note/ notebook

office worker/ businessman

period/ full stop

post/ mailbox

punch/ hole punch

reverse the charges/ collect call

salaryman/ office worker

seal/ sticker

service/ special offer

share/ market share

shop/ store

stamp/ date stamp

tenant/ to rent

vinyl bag / plastic bag

wide/ large