

## **Business Present Perfect Things in Common**

### **Business Result Pre-Intermediate Unit 5**

*Try to find things that you have both done at work or in your studies this week:*

#### **Suggested topics**

- Busy/ Stressful
- Commuting
- Complain and respond to complaints
- Conversations
- Documents (reports, contracts, memos, emails, forms, letters, XL document, attachment, etc)
- Foreign...
- Meetings
- Negotiations
- Overtime
- Presentations
- Sign...
- Socialising
- Teleconferences and videoconferences
- Telephone and answering machine
- Use English/ a computer/ ...

*Do the same thing with things about your whole working life*

#### **Suggestions**

- Application
- Bonus
- Conference/ Trade fair
- CV (= Résumé)
- Holiday/ Leave
- Hours
- Interview
- Lose...
- Office with...
- Promotion – Demotion
- Rejection
- Shortlist
- Subsidized...
- Technology
- Test/ Trial...
- Training
- Transfer

*What tense did you use in the two discussions above? Why is that tense suitable?*

*What words can go together with these words to make compound nouns and other collocations?*

Leave  
Hours  
Interview  
Subsidized

Holiday  
Application  
Training