

Business synonyms

Part One: 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.

-----fold, cover or cut-----

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.

Check as a class.

Together guess which pairs of words below have the same meaning and which have different meanings.

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	

Check as a class.