

Business English

Vocabulary & Phrasal Verbs • Lesson 1 • Level A1

Beginner

Name: _____

Date: _____

Score: _____ / 50

Part A: Vocabulary List

Study these 18 common business words and phrasal verbs. Learn the meaning and the example sentence.

Word / Phrase	Part of Speech	Meaning	Example Sentence
office	noun	the place where you work	<i>I go to the office every day.</i>
meeting	noun	when people come together to talk about work	<i>We have a meeting at 9 o'clock.</i>
email	noun	a message you send on a computer	<i>Please send me an email.</i>
boss	noun	the person who is in charge	<i>My boss is very helpful.</i>
colleague	noun	a person you work with	<i>My colleague works in the next office.</i>
company	noun	a business or organisation	<i>She works for a big company.</i>
job	noun	the work you do to earn money	<i>I have a new job.</i>
desk	noun	the table where you work	<i>My desk is near the window.</i>
work	verb	to do your job	<i>I work from Monday to Friday.</i>
start	verb	to begin	<i>I start work at 8 a.m.</i>
finish	verb	to end / to complete	<i>I finish work at 5 p.m.</i>
send	verb	to give something to someone (e.g. an email)	<i>Can you send this report, please?</i>
call	verb	to telephone someone	<i>I will call you this afternoon.</i>
meet	verb	to see someone for a talk	<i>I meet my team every Monday.</i>

Word / Phrase	Part of Speech	Meaning	Example Sentence
log in	phrasal verb	to enter your name and password on a computer	<i>Log in to your computer first.</i>
log out	phrasal verb	to close your computer session	<i>Please log out before you leave.</i>
set up	phrasal verb	to arrange or organise something	<i>Can you set up a meeting for Friday?</i>
pick up	phrasal verb	to answer the phone	<i>Please pick up the phone.</i>

Name: _____

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Score: _____ / 20

Exercise 1: Multiple Choice (10 points)

Choose the correct word or phrase (a, b, or c) to complete each sentence.

1. I check my _____ every morning for new messages.

- a) desk b) email c) meeting

2. The _____ starts at 10 a.m. Please be on time.

- a) job b) boss c) meeting

3. She works in a big _____ in the city centre.

- a) company b) colleague c) send

4. Please _____ the phone. It is ringing!

- a) log out b) pick up c) set up

5. My _____ helped me with the report.

- a) desk b) meeting c) colleague

6. I _____ work at 8 o'clock every morning.

- a) finish b) start c) send

7. Can you _____ a meeting for next Monday?

- a) set up b) log in c) call

8. He is my _____. He tells me what to do.

- a) office b) boss c) email

9. Please _____ this document to the manager.

- a) meet b) work c) send

10. You need a password to _____ to the system.

- a) log in b) finish c) log out

Exercise 2: Matching (10 points)

Match each word or phrase in Column A with its meaning in Column B. Write the correct letter in the box.

Column A	Column B
1. office [____]	A. to telephone someone
2. colleague [____]	B. to end or complete something
3. log out [____]	C. the work you do to earn money
4. boss [____]	D. to give something to someone

5. send [____]	E. a person you work with
6. finish [____]	F. to close your computer session
7. meeting [____]	G. when people come together to talk
8. set up [____]	H. the person who is in charge
9. job [____]	I. the place where you work
10. call [____]	J. to arrange or organise something

Name: _____

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Exercise 3: Put the Words in Order (10 points)

Put the words in the correct order to make a sentence. Write the full sentence on the line.

1. every / I / day / go / to / the / office

2. 9 / at / starts / the / meeting / o'clock

3. email / send / please / an / me

4. I / 5 p.m. / work / finish / at

5. helpful / very / my / is / boss

6. up / can / meeting / you / a / set / ?

7. in / log / please / first / your / computer / to

8. the / up / pick / phone / please

9. company / works / big / for / a / she

10. do / what / you / for / job / do / a / ?

Exercise 4: Gap Fill (10 points)

Complete each sentence with the correct word from the box. Use each word once.

colleague log out meeting send desk boss call start company set up

1. I sit at my _____ and read my emails.

2. Please _____ an email to the client today.

3. My _____ told me about the new project.

4. Can you _____ the phone? I am busy.

5. I _____ work at 9 a.m. every day.

6. Please _____ before you leave the office.

7. She works for a big _____ in Dublin.

8. My _____ and I have lunch together every Friday.

9. Can you _____ a meeting for next week?

10. The _____ is at 3 p.m. in room 2.

Name: _____ _____	Date: _____	Score: _____ / 10
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Exercise 5: Word Sort (10 points)

Write each word from the box in the correct column: Noun, Verb, or Phrasal Verb.

office work log in meeting send set up job finish pick up email call log out boss
meet desk start company colleague

NOUN	VERB	PHRASAL VERB
_____ —	_____ —	_____ —
_____ —	_____ —	_____ —
_____ —	_____ —	_____ —
_____ —	_____ —	_____ —
_____ —	_____ —	_____ —
_____ —	_____ —	_____ —
_____ —	_____ —	_____ —
_____ —	_____ —	_____ —
_____ —	_____ —	_____ —

ANSWER KEY – TEACHER COPY

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Exercise 1: Multiple Choice

1. b) email	2. c) meeting
3. a) company	4. b) pick up
5. c) colleague	6. b) start
7. a) set up	8. b) boss
9. c) send	10. a) log in

Exercise 2: Matching

1. I – office = the place where you work	2. E – colleague = a person you work with
3. F – log out = to close your computer session	4. H – boss = the person who is in charge
5. D – send = to give something to someone	6. B – finish = to end or complete something
7. G – meeting = when people come together to talk	8. J – set up = to arrange or organise something
9. C – job = the work you do to earn money	10. A – call = to telephone someone

Exercise 3: Word Order

1. I go to the office every day.	2. The meeting starts at 9 o'clock.
3. Please send me an email.	4. I finish work at 5 p.m.
5. My boss is very helpful.	6. Can you set up a meeting?
7. Please log in to your computer first.	8. Please pick up the phone.
9. She works for a big company.	10. What job do you do?

Exercise 4: Gap Fill

1. desk	2. send
3. boss	4. call
5. start	6. log out
7. company	8. colleague
9. set up	10. meeting

Exercise 5: Word Sort

NOUN (8)	VERB (6)	PHRASAL VERB (4)
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office, meeting, email, boss, job, desk, company, colleague	work, send, call, meet, start, finish	log in, log out, set up, pick up
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Answer Key – Business English A1 Lesson 1 | Teacher use only