

Business English

Vocabulary • Lesson 2 • Level A1

Beginner

Name: _____

Date: _____

Score: _____ / 70

Word List – Study these words before you start.

Use your vocabulary sheet or audio to study these words before you do the exercises.

salary	contract	customer	product
price	order	receipt	break
uniform	signature	shift	department
buy	sell	pay	sign
open	close	wear	arrive

Name: _____

Date: _____

Score: _____ / 20

Exercise 1: True or False (10 points)

Read each sentence. Write T (True) or F (False) on the line.

1. A salary is the money you earn from your job. _____
2. A receipt is a document you sign before you start a new job. _____
3. A customer is a person who buys something from a shop. _____
4. A shift is a short rest during the working day. _____
5. A product is something a company makes or sells. _____
6. A uniform is the special clothes you wear for work. _____
7. To arrive means to leave a place. _____
8. A price is the amount of money you pay for something. _____
9. A department is a section of a company. _____
10. To sell means to get something by paying money for it. _____

Exercise 2: Multiple Choice (10 points)

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

1. My _____ is €2,500 per month.
a) receipt b) salary c) break
2. Can I have a _____, please? I need it for my records.
a) shift b) signature c) receipt
3. I _____ at the office at 8:30 every morning.
a) open b) wear c) arrive
4. We _____ the shop at 9 a.m. and _____ at 6 p.m.
a) open / close b) buy / sell c) pay / sign
5. Please _____ the contract here, at the bottom of the page.
a) wear b) sign c) close
6. I work the morning _____ from 6 a.m. to 2 p.m.
a) break b) order c) shift

7. All staff must _____ a blue uniform in this shop.

- a) sell b) wear c) pay

8. A _____ is a person who buys products or services.

- a) department b) customer c) contract

9. We have a new _____ – it is a coffee machine for offices.

- a) product b) price c) uniform

10. I need to _____ for my lunch. Do you take cards?

- a) open b) arrive c) pay

Name: _____ _____	Date: _____	Score: _____ / 20
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Exercise 3: Matching (10 points)

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

Column A	Column B
1. contract [___]	A. the amount of money you pay for something
2. break [___]	B. a request to buy or receive something
3. sell [___]	C. your name written in your own special way
4. order [___]	D. to get something by paying money for it
5. salary [___]	E. the money you earn from your job
6. signature [___]	F. a section of a company
7. department [___]	G. the special clothes you wear for work
8. buy [___]	H. a short rest during the working day
9. price [___]	I. to give something to someone for money
10. uniform [___]	J. a written agreement between two people

Exercise 4: Gap Fill (10 points)

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

order receipt close contract department salary product shift buy signature

1. I work in the sales _____. My office is on the second floor.
2. Please write your _____ at the bottom of the form.
3. I work the night _____, from 10 p.m. to 6 a.m.
4. Can I have a _____? I want to check that the price is correct.
5. I need to _____ some new pens for the office.
6. We will _____ the shop at 5 p.m. today. Please finish on time.
7. Our new _____ is a small, light laptop for students.
8. My _____ is paid into my bank account on the 28th of each month.

9. Please read the _____ carefully before you sign it.

10. We have a new _____ from a customer for 500 units.

Name: _____

Date: _____

Score: _____ / 20

Exercise 5: 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 / my / month / salary / into / bank / paid / is / account / my

2. the / do / you / take / cards / ? / shop

3. please / your / contract / sign / the / at / bottom / of

4. morning / I / office / at / arrive / the / 8:30 / every

5. the / shop / we / open / at / 9 / a.m.

6. sell / company / products / new / our / does / what / ?

7. uniform / must / all / a / wear / staff / blue

8. my / I / break / at / take / 1 / p.m.

9. price / of / what / the / is / product / this / ?

10. customer / wants / a / to / new / speak / manager / the / to

Exercise 6: Word Sort (10 points)

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

salary buy contract sell customer pay product sign price open order close receipt
wear break arrive uniform shift signature department

NOUN	VERB
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name: _____

Date: _____

Score: _____ / 10

Exercise 7: Complete the Conversation (10 points)

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

receipt salary uniform break order department price shift contract customer

1. A: Excuse me, what is the _____ of this laptop?

B: It is €499.

2. A: Can I have a _____, please?

B: Of course. Here you are.

3. A: What time does your _____ start?

B: I start at 7 a.m. and finish at 3 p.m.

4. A: Where is the IT _____?

B: It is on the third floor.

5. A: Is this your first day? Do you have your _____ yet?

B: Yes, I have it here. I will sign it today.

6. A: There is a _____ on the phone. She wants to make an _____ for 200 units.

B: OK, I will speak to her now.

7. A: What time is your _____? I am hungry!

B: We can stop at 1 p.m.

8. A: Do I need to wear a _____ in this job?

B: Yes, all staff wear a white shirt and black trousers.

9. A: Is your _____ paid weekly or monthly?

B: It is paid on the last Friday of every month.

ANSWER KEY – TEACHER COPY

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Exercise 1: True or False

1. T	2. F – a receipt shows you paid
3. T	4. F – a shift is a work period; a break is a rest
5. T	6. T
7. F – to arrive means to get to a place	8. T
9. T	10. F – to sell means to give something for money

Exercise 2: Multiple Choice

1. b) salary	2. c) receipt
3. c) arrive	4. a) open / close
5. b) sign	6. c) shift
7. b) wear	8. b) customer
9. a) product	10. c) pay

Exercise 3: Matching

1. J	2. H
3. I	4. B
5. E	6. C
7. F	8. D
9. A	10. G

Exercise 4: Gap Fill

1. department	2. signature
3. shift	4. receipt
5. buy	6. close
7. product	8. salary
9. contract	10. order

Exercise 5: Word Order

1. My salary is paid into my bank account every month.	2. Does the shop take cards?
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3. Please sign the contract at the bottom.	4. I arrive at the office every morning at 8:30.
5. We open the shop at 9 a.m.	6. What new products does our company sell?
7. All staff must wear a blue uniform.	8. I take my break at 1 p.m.
9. What is the price of this product?	10. A customer wants to speak to the manager.

Exercise 6: Word Sort

NOUN (12)	VERB (8)
salary, contract, customer, product, price, order, receipt, break, uniform, signature, shift, department	buy, sell, pay, sign, open, close, wear, arrive

Exercise 7: Complete the Conversation

1. price	2. receipt
3. shift	4. department
5. contract	6. customer / order
7. break	8. uniform
9. salary	