

Business English

Vocabulary & Phrasal Verbs • Lesson 1 • Level B1

Intermediate

Name: _____

Date: _____

Score: _____ / 50

Part A: Vocabulary List

Study these 22 business words and phrasal verbs. Pay attention to the part of speech and the example sentence.

Word / Phrase	Part of Speech	Meaning	Example Sentence
deadline	noun	the date or time by which something must be finished	<i>We need to meet the deadline or we will lose the client.</i>
budget	noun	the amount of money available for a project	<i>The marketing budget has been reduced this year.</i>
client	noun	a person or company that pays for a service	<i>We have a meeting with our most important client tomorrow.</i>
contract	noun	a written legal agreement between two people or companies	<i>Please read the contract carefully before you sign it.</i>
department	noun	a section of a company (e.g. sales, marketing, HR)	<i>The IT department is responsible for all computer systems.</i>
agenda	noun	a list of topics to discuss in a meeting	<i>Can you send the agenda before the meeting, please?</i>
profit	noun	money a company makes after paying all costs	<i>The company made a large profit last year.</i>
report	noun	a formal written document about a topic or project	<i>I need to submit my monthly report by Friday.</i>
target	noun	a goal or result you want to achieve	<i>Our sales target for this quarter is €50,000.</i>
invoice	noun	a document asking for payment for work done	<i>Please send the invoice to the accounts department.</i>

Word / Phrase	Part of Speech	Meaning	Example Sentence
negotiate	verb	to discuss something in order to reach an agreement	<i>We need to negotiate the terms of the contract.</i>
present	verb	to show or explain something formally to a group	<i>She will present the new strategy to the board next week.</i>
delegate	verb	to give a task or responsibility to someone else	<i>A good manager knows how to delegate effectively.</i>
approve	verb	to officially agree to something	<i>The board needs to approve the new budget.</i>
estimate	verb	to calculate the approximate cost or time of something	<i>Can you estimate how long the project will take?</i>
submit	verb	to send or give something officially (e.g. a report or form)	<i>All applications must be submitted by the end of the month.</i>
follow up	phrasal verb	to check on something after an earlier conversation or action	<i>I will follow up with the client after the meeting.</i>
draw up	phrasal verb	to write or prepare a formal document	<i>The legal team will draw up the contract this week.</i>
take on	phrasal verb	to accept new work or responsibility	<i>We are taking on three new members of staff next month.</i>
put forward	phrasal verb	to suggest an idea or proposal	<i>She put forward an excellent idea in the meeting.</i>
back up	phrasal verb	to support someone or their idea, or to save a copy of data	<i>Always back up your files at the end of the day.</i>
carry out	phrasal verb	to complete a task or piece of work	<i>The team carried out a full review of the project.</i>

Name: _____ _____	Date: _____	Score: _____ / 20
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Exercise 1: Multiple Choice (10 points)

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

1. The project _____ is next Friday, so we need to work quickly.
a) agenda b) deadline c) invoice

2. She is going to _____ the new marketing plan to the board tomorrow.
a) submit b) delegate c) present

3. We sent the _____ to the client and are waiting for payment.
a) invoice b) profit c) target

4. The manager decided to _____ some tasks to junior members of the team.
a) estimate b) delegate c) approve

5. Can you _____ the cost of the new equipment before the meeting?
a) negotiate b) carry out c) estimate

6. The board will _____ the budget at the meeting on Thursday.
a) approve b) follow up c) draw up

7. We always send an _____ before the meeting so everyone is prepared.
a) invoice b) agenda c) contract

8. The two companies need to _____ the terms of the deal before signing.
a) submit b) negotiate c) back up

9. Our sales _____ for next year is a 20% increase.
a) report b) budget c) target

10. Please _____ your report to the HR department by Monday morning.
a) submit b) carry out c) put forward

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. profit [____]	A. to check on something after an earlier action
2. carry out [____]	B. a section of a company
3. contract [____]	C. to accept new work or responsibility
4. put forward [____]	D. money made after paying all costs

5. department [____]	E. to suggest an idea or proposal
6. back up [____]	F. to write or prepare a formal document
7. client [____]	G. a person or company that pays for a service
8. draw up [____]	H. to support someone or save a copy of data
9. take on [____]	I. to complete a task or piece of work
10. follow up [____]	J. a written legal agreement

Name: _____

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Score: _____ / 20

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. the / need / we / to / deadline / meet / project

2. up / will / the / legal / team / contract / draw

3. the / to / board / she / strategy / present / will / new / the

4. please / report / the / to / submit / department / HR

5. after / I / client / the / will / meeting / up / the / follow

6. the / approve / needs / board / budget / to / the

7. the / carried / team / review / a / out / full

8. idea / forward / she / excellent / an / put

9. new / are / staff / taking / we / on / three / of / members

10. files / always / end / back / your / up / the / of / at / day / the

Exercise 4: Gap Fill (10 points)

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

negotiate budget invoice delegate agenda carry out contract target report take on

1. We need to _____ the price with the supplier before we sign.

2. The _____ for the new office has been set at €10,000.

3. Please send us a _____ for the work you completed last month.

4. A good manager should _____ tasks to build the team's skills.

5. Could you send me the meeting _____ so I can prepare?

6. The research team will _____ a full review of the data.

7. Both companies signed the _____ at the end of the meeting.

8. Our _____ is to increase sales by 15% this quarter.

9. I need to write a _____ on the results of the campaign.

10. We are going to _____ five new engineers next year.

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

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

deadline negotiate follow up budget present draw up contract approve back up profit
delegate carry out agenda submit invoice put forward estimate take on

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

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Exercise 1: Multiple Choice

1. b) deadline	2. c) present
3. a) invoice	4. b) delegate
5. c) estimate	6. a) approve
7. b) agenda	8. b) negotiate
9. c) target	10. a) submit

Exercise 2: Matching

1. D – profit = money made after paying all costs	2. I – carry out = to complete a task or piece of work
3. J – contract = a written legal agreement	4. E – put forward = to suggest an idea or proposal
5. B – department = a section of a company	6. H – back up = to support someone or save a copy of data
7. G – client = a person or company that pays for a service	8. F – draw up = to write or prepare a formal document
9. C – take on = to accept new work or responsibility	10. A – follow up = to check on something after an earlier action

Exercise 3: Word Order

1. We need to meet the project deadline.	2. The legal team will draw up the contract.
3. She will present the new strategy to the board.	4. Please submit the report to the HR department.
5. I will follow up with the client after the meeting.	6. The board needs to approve the budget.
7. The team carried out a full review.	8. She put forward an excellent idea.
9. We are taking on three new members of staff.	10. Always back up your files at the end of the day.

Exercise 4: Gap Fill

1. negotiate	2. budget
3. invoice	4. delegate
5. agenda	6. carry out
7. contract	8. target
9. report	10. take on

Exercise 5: Word Sort

NOUN (6)	VERB (6)	PHRASAL VERB (6)
deadline, budget, contract, agenda, profit, invoice	negotiate, present, delegate, approve, estimate, submit	follow up, draw up, take on, put forward, back up, carry out

Answer Key – Business English B1 Lesson 1 | Teacher use only