

# Prefixes Part II: Business Terms

Difficulty Level: ★ ★ ★ ★ ★

Put the following words in the correct prefix table:

spell, negotiate, schedule, proper, polite, connect, approve,  
professional, examine, trust, organized, communication, formal, operate,  
possible, worker, ordinate

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UN	IM	DIS
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## Quiz:

Place the correct prefix in front of the root of the word to complete the sentence.

- 1.) Can you please double-check the contracts and make sure you didn't \_\_\_\_\_ (spell) any of the clients names?
- 2.) We will have to \_\_\_\_\_ (schedule) for sometime next week due to insufficient funds.
- 3.) We have to \_\_\_\_\_ (negotiate) your contract in the new year. You are eligible for a pay increase, but how much depends on several factors.

- 4.) We have an \_\_\_\_\_ (formal) golf meeting with our clients this Saturday morning.
- 5.) The way he handled the contract was very \_\_\_\_\_ (professional).
- 6.) For a CEO he has a very good relationship with his \_\_\_\_\_ (workers).
- 7.) It's very important to \_\_\_\_\_ (operate) well with our overseas branches and clients.
- 8.) I would love to \_\_\_\_\_ (connect) with you sometime next week to finalize your order.
- 9.) We need to \_\_\_\_\_ (examine) why our overseas sales keep shrinking.
- 10.) It was very \_\_\_\_\_ (polite) of him to keep us waiting for such a long time.

### Match:

Match the words from column 1 with the best-suited answer from column 2.

Column 1	Column 2
1.) insufficient	a.) qualified
2.) eligible	b.) not enough
3.) shrinking	c.) customer/buyer
4.) finalize	d.) ensure accuracy
5.) clients	e.) discuss terms
6.) double-check	f.) complete

Column 1	Column 2
7.) negotiate	g.) getting smaller

## Daily Expressions, Phrasal Verbs & Idioms:

1.) **"Call off"**: To cancel an appointment or agreement.

*"Let's **call off** the meeting until we know for certain that everyone will be able to attend."*

2.) **"Friendly bet"**: Is a bet where there is no serious wager or impact on anyone's life. It is usually just to prove whether someone is right or wrong on an issue.

*"I'm certain Donald Trump will win the election" "Would you like to make a **friendly bet** that she won't?"*