

65 Word families: revision/extension I

Units 61–64 explored word families. Units 65–66 revise and extend this language area with an alphabetical list of business words. Note that adverbs (*commerce – commercially, direct – directly – indirectly, etc*) are not included.

ABLE

be able (v)
ability (n)
inability (n)
able (adj)
unable (adj)

ACCEPT

accept (v)
acceptance (n)
acceptable (adj)
unacceptable (adj)

ACHIEVE

achieve (v)
achievement (n)
unachievable (adj)
achievable (adj)

ACT

act (v)
activate (v)
action (n)
activity (n)
active (adj)
inactive (adj)

ADD

add (v)
addition (n)
additional (adj)

ADVISE

advise (v)
advice (n)
adviser (n)
advisable (adj)
unadvisable (adj)

AGREE

agree (v)
disagree (v)
agreement (n)
disagreement (n)
agreeable (adj)
disagreeable (adj)

ANALYZE

analyze (v)
analysis (n)
analyst (n)
analytical (adj)

APPLY

apply (v)
application (n)
applicant (n)
applicable (adj)

ASSIST

assist (v)
assistance (n)
assistant (n)

ATTRACT

attract (v)
attraction (n)
attractive (adj)

AVAILABLE

be available (v)
availability (n)
available (adj)
unavailable (adj)

BENEFIT

benefit (v)
benefit (n)
beneficial (adj)

BUDGET

budget (v)
budget (n)

COMMERCE

commercialize (v)
commerce (n)
commercial (adj)
uncommercial (adj)

COMPETE

compete (v)
competition (n)
competitor (n)
competitive (adj)
uncompetitive (adj)

DECIDE

decide (v)
decision (n)
indecision (n)
decisive (adj)
indecisive (adj)

DELIVER

deliver (v)
delivery (n)

DIFFER

differ (v)
difference (n)
different (adj)

DIRECT

direct (v)
direction (n)
director (n)
direct (adj)
indirect (adj)

DISTRIBUTE

distribute (v)
distribution (n)
distributor (n)

ECONOMY

economize (v)
economy (n)
economist (n)
economics (n)
economic (adj)
economical (adj)

EFFICIENT

be efficient (v)
efficiency (n)
inefficiency (n)
efficient (adj)
inefficient (adj)

EMPLOY

employ (v)
employment (n)
unemployment (n)
employer (n)
employee (n)
employed (adj)
unemployed (adj)

EXPENSE

expense (n)
expenses (n)
expenditure (n)
expensive (adj)
inexpensive (adj)

EXPLAIN

explain (v)
explanation (n)
explanatory (adj)

EXPORT

export (v)
export (n)
exporter (n)

EXTEND

extend (v)
extent (n)
extension (n)
extensive (adj)

FINANCE

finance (v)
finance (n)
financier (n)
financial (adj)

GROW

grow (v)
growth (n)

Exercises

65 WORD FAMILIES: REVISION/EXTENSION I

65.1 Complete each sentence with the correct form of the word in capital letters at the end.

- 1 It's an interesting offer, but our _____ to respond is limited by our lack of resources. (ABLE)
- 2 Yes, we'll begin production on _____ of a firm order from you. But we also need a payment guarantee in the form of a letter of credit from your bank. (ACCEPT)
- 3 We have an excellent team and I'm sure we can _____ the results we want. (ACHIEVE)
- 4 Taking the company from a small family firm to a listing on the Frankfurt Stock Exchange was a great _____. (ACHIEVE)
- 5 Our main business _____ is customs clearing, shipping and forwarding. (ACT)
- 6 If you want to extend the warranty to two years, there is a small _____ cost. (ADD)
- 7 Can I give you some _____? Don't burn your bridges. You may meet the same people in a different context in a few years' time. (ADVISE)
- 8 It's always _____ to check with your boss first before you take a decision that could have serious consequences for the business. (ADVISE)
- 9 Is everyone in _____ with this decision? Good, then let's move on to the next item on the agenda. (AGREE)
- 10 It was an interesting presentation. The speaker gave an _____ of the impact of internet piracy on the publishing industry. (ANALYZE)
- 11 He works for UBS as a financial _____. His speciality is the government bond market. (ANALYZE)
- 12 The job looked interesting so I filled out the online _____ form. Now I'm waiting to hear from them. (APPLY)
- 13 In order to _____ candidates with the right skills and experience we will have to offer a good salary with good working conditions. (ATTRACT)
- 14 I'm sorry – my computer is showing that the model number you want is _____. I think it's been replaced with model number KX4000. (AVAILABLE)
- 15 Low-paid workers will _____ from the new law that raises the minimum wage. (BENEFIT)
- 16 What is the total size of our marketing _____? (BUDGET)
- 17 We didn't _____ for the increased raw material costs. (BUDGET)
- 18 Yes, we have a working prototype. The challenge now is to _____ it on a larger scale. (COMMERCE)
- 19 We can give you a high-quality, customized product at a _____ price. But we need a minimum order of 10,000 pieces before we can go ahead. (COMPETE)
- 20 _____ in this industry is very strong. It's a real battle to gain every single point of market share. (COMPETE)

65.2 Continue as before.

- 1 I need some time to think about this. Can I give you my _____ on Monday? (DECIDE)
- 2 We're out of stock right now, but I'm expecting another _____ on Monday. (DELIVER)
- 3 Sorry, you'll never convince me. We'll have to agree to _____. (DIFFER)
- 4 She's a _____ of the company. She owns around 12% of the shares and sits on the Board. (DIRECT)
- 5 We have our own _____ network. We supply local agents who sell directly to the end-user. (DISTRIBUTE)
- 6 I studied _____ at university. (ECONOMY)
- 7 As a student, I just need a small car – something reliable and _____. (ECONOMY)
- 8 The truth is that our production process is very _____. There are too many defects and there's too much waste. (EFFICIENT)
- 9 Our investment in new technology is aimed at improving _____ across the whole organization. (EFFICIENT)
- 10 I lost my job in January and I've been _____ for around three months. (EMPLOY)
- 11 I'm an _____ of the company, but most of the people I work with are independent freelancers who just work on individual projects. (EMPLOY)
- 12 I keep all my taxi receipts and meal receipts when I travel abroad. I can claim them back as _____. (EXPENSE)
- 13 We have to import all our raw materials at great _____. (EXPENSE)
- 14 I'll send you an _____ document that gives the background to the project. (EXPLAIN)
- 15 I agree with you to some _____, but there are one or two issues I'm still not sure about. (EXTEND)
- 16 The bank has agreed to _____ our credit line. (EXTEND)
- 17 How are we going to _____ this project? (FINANCE)
- 18 Immigration is by far the biggest factor in population _____. (GROW)