

# Business Terms 1

An important part of preparing your presentation is to decide precisely what topics you are going to discuss and what words you are likely to need to discuss them.

## TASK 1

Complete the following statements with information which is relevant to your work or company, by first filling in the gaps and then highlighting the most suitable positive or negative adjective or adding one of your own.

1. The ..... market in ..... is  
EXPANDING / BUOYANT / FLAT / SATURATED.
2. Sales of ..... in ..... are  
BOOMING / SLUGGISH / STATIC / DECLINING.
3. Business in ..... is  
THRIVING / BRISK / SLOW / SLACK.
4. The ..... economy is  
STRONG / SOUND / STABLE / WEAK.
5. The ..... figures for ..... are  
EXCELLENT / ENCOURAGING / DISAPPOINTING / DISASTROUS.
6. The demand for ..... in ..... is  
ENORMOUS / CONSIDERABLE / GROWING / NEGLIGIBLE.
7. The service we get from ..... is  
FIRST-CLASS / REASONABLE / UNSATISFACTORY / POOR.
8. Our ..... supplier's prices are  
UNBEATABLE / COMPETITIVE / REASONABLE / EXCESSIVE.

## TASK 2

Now find three adjectives above which could have these words in front of them:

fairly	.....	.....	.....
virtually	.....	.....	.....
extremely	.....	.....	.....
absolutely	.....	.....	.....

# Business Terms 2

Presenting is not just about giving information, but also about commenting on it. You need adjectives to comment on the main themes of your presentation.

## TASK 1

Complete the following statements with information which is relevant to your work or company, by first filling in the gaps and then highlighting the most suitable positive or negative adjective or adding one of your own.

1. The future for ..... is looking  
BRIGHT / PROMISING / UNCERTAIN / BLEAK.
2. The terms ..... are offering us are  
GENEROUS / ATTRACTIVE / FAIR / UNACCEPTABLE.
3. The opportunities for ..... in ..... are  
EXCELLENT / GOOD / LIMITED / NON-EXISTENT.
4. The risks we face if we ..... are  
NEGLIGIBLE / MINOR / SUBSTANTIAL / ENORMOUS.
5. Our negotiations with ..... were  
SUCCESSFUL / PRODUCTIVE / INCONCLUSIVE / FRUITLESS.
6. The increase / decrease in ..... has been  
DRAMATIC / RAPID / STEADY / GRADUAL.
7. The costs involved in ..... will be  
INSIGNIFICANT / MODEST / CONSIDERABLE / PROHIBITIVE.
8. .... products are  
UNBEATABLE / UNCOMPETITIVE / UNPROFITABLE / UNMARKETABLE.

## TASK 2

Now find three adjectives above which could have these words in front of them:

very	.....	.....	.....
relatively	.....	.....	.....
highly	.....	.....	.....
totally	.....	.....	.....