

Business vocabulary ask and tell speaking game with business vocabulary word formation practice

Choose one of the lines below and ask a question about that thing and/ or using that word, e.g. a personal question about quarrels or an opinion question about negotiations. Then flip a coin to decide if you can ask the question to anyone else (= heads) or if you have to answer your own question (= tails, meaning "tell"). The people listening can then ask more questions if they like, but those questions can be (politely) rejected if you like.

Suggested questions

Could you... (if you had to/ if you wanted to)?
Do you... a lot/ too much?
Do you have any experience of...?
Do you think...?
Has any of your friends...?
Have you ever had trouble with...?
Have you ever...?
How do you feel about...?
How many... can you/ do you...?
How many times...?
How much do you spend on...?
How would you describe...?
What do you do in order to...?
What do you do in/ when/ with...?
What do you think about...?
What happened the last time that you...?
What kind of...?
What makes you...?
What would you do/ say if...?
When did you last...?
Does... ever...?
Would you say that you are... (or...)?
Would you say that your company is... (or...)?
Would you... if...?

Without looking at the first worksheet, change the word on the Business Vocabulary Word Formation Presentation/ Practice page into at least one other form, e.g. change a verb into an adjective or a noun into a noun describing a person. Most words there can be changed into at least two or three other forms, and other answers not on the first worksheet are often also possible.

Check your answers with the first page. Many other forms of the words are possible, so please check if you wrote something different.

Suggested business topics to ask questions about

absence/ absent/ absenteeism
 argue/ argument/ quarrel/ row/ (resolving) conflicts/ conflict (resolution)
 audit/ auditor
 backbiter/ backbiting/ backstabber/ backstabbing/ gossip/ rumour/ office politics
 bail out
 bluffing/ calling someone's bluff
 brand loyalty/ customer loyalty/ loyal customer
 bully/ bullying
 compete/ competition/ competitor/ (un)competitive practices
 complain/ complaint
 (lack of) confidence
 (meet/ miss/ extend) deadlines/ deadline extensions
 delay/ put off/ late/ lateness
 demote/ demotion
 disagree/ disagreement
 discriminate/ discrimination (e.g. sexism, racism and ageism)
 (in)efficient/ (in)efficiency/ time management
 equal opportunities
 fire someone/ sack someone/ give the sack to someone/ get the sack/ get fired
 fraud (e.g. insider trading)/ fraudster
 go over your (direct) boss's head/ go over someone's head
 hacker/ hacking
 ignore/ pay (no) attention
 law/ lawyer
 leader/ (natural) leadership (skills)/ management (skills)
 leak
 lose money
 (bad) morale
 negotiate/ negotiating skills/ (good/ tough) negotiator/
 (dis)organised/ (dis)organisation
 perks (of the job)
 promote/ promotion
 quality/ quality control (problems)
 ramble/ waffle (= speak too long and/ or go off topic)/ waffler
 (new) recruit/ recruitment
 redundancy/ be made redundant/ downsize someone/ be downsized
 (bad) relations/ (bad) relationship
 (bend the/ break the) rules/ regulations
 skilled/ skills
 stock/ shares/ stockholders/ shareholders/ stock market
 stress/ stressed/ stressful
 train/ trainer/ training
 (labor) union/ trade union/ industrial action (e.g. strikes)
 waste (money/ time)/ time waster/ time wasting

accuse/ accusation
 bankrupt/ bankruptcy
 borrow/ borrower/ lend/ lending/ owe
 (toilet/ fag/ lunch) break
 (in)competence/ (in)competent
 comply/ compliance
 CSR (= corporate social responsibility)
 debt/ in the red
 delete/ junk/ throw away
 direct boss/ line manager
 entrepreneur/ entrepreneurial
 headhunting/ headhunter
 in-box/ to-do list
 (sick) leave
 malware/ virus
 motivate/ (de)motivated/ motivation
 playing hardball
 pay rise
 (un)productive/ (un)productivity
 (bad) publicity/ PR (= public relations)
 quit (= leave your job)
 retire/ (early) retirement
 scandal
 social media
 sue someone
 whistleblower/ whistleblowing

Business vocabulary word formation presentation/ practice

absent
accuse
argue
audit
backbiting
backstabber
bankrupt
borrower
loyal
bullying
competent
competition
complain
compliance
extend
late
demotion
disagree
discriminate
efficient
entrepreneur/ entrepreneurial
fire
fraud
hacking
headhunting
law
leader
motivated
negotiating
organised
productive
promote
public
waffle
recruit
redundant
downsize
relations
retire
skilled
stock
share
stress
train
waste
whistleblowing