

Business English that can and cannot be shortened

Business English words that can be shortened

Without looking at Part B below, try to write other way of saying the things below in English, for example shorter and/ or more informal words and expressions.

- a cash register
- a dollar
- a memorandum
- advertisements
- an office building
- an overhead projector
- correspondence
- direct mail
- inflation
- information

Mixed answers

Match these words and expressions with the ones above

- a buck
- a memo
- ads adverts
- an office block
- an OHP
- info
- junk mail
- mail
- price rises
- the till

Business English words that can't be shortened

None of these words can be shortened in English, so write them out in full

- Infla_____ has reached a record high of 23%
- Please evacuate the buil_____ at once
- I bought a seco_____ han_____ car from a local car dealer
- I had to find a part _____ to pay for my studies
- He's a white collar _____
- Multi task _____ saves time but increases confusion!
- Mass pro_____ goods are good for the consumer and bad for the worker who makes them. Luckily, every worker is also a consumer.
- The woman accused her boss of sexu____ hara_____