

Grammar 101: Collocation "Business English"

On this page you can find a few short lists of collocations to give you more of an idea about them. Many good learner's dictionaries show collocations associated with specific words. There are also dictionaries of collocations, though these are more difficult to find.



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English
at Work

Business English

annual turnover
bear in mind
break off negotiations
cease trading
chair a meeting
close a deal
close a meeting

come to the point
dismiss an offer
draw a conclusion
draw your attention to
launch a new product
lay off staff
go bankrupt
go into partnership
make a loss
make a profit
market forces
sales figures
take on staff

EXERCISE 1: Choose the letter of the correct answer.

1. To preside over a business gathering is to
 - a. close a meeting
 - b. chair a meeting

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- b. go berserk
 - c. go into partnership
5. To join forces with another company is to
 - a. go for gold
 - b. go bankrupt
 - c. go into partnership
6. To get a sale is to
 - a. close one's door
 - b. close a meeting
 - c. close a deal
7. To fire an employee is to
 - a. lay off staff
 - b. cease trading
 - c. take on staff

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