

Business English Vocabulary (1)

Abbreviations: v = verb, n = noun, adj = adjective, adv = adverb, idm = idiom, phr v = phrasal verb

acquire (v) /ə'kwaiə/ buy or purchase something

: My company has acquired a new building.

: We acquired the raw materials at low prices.

acquisition (n) /,ækwi'ziʃn/ buying an asset or object

: We are excited about the acquisition of the new headquarter.

: We faced many problems during the process of acquisition.

admit (v) /əd'mɪt/ to agree that something is true, right, or valid

: We admitted our mistakes.

: You have to admit that she is right.

avoid (v) /ə'vɔɪd/ keep away from doing something

: We avoid using low quality materials in our products.

: You should avoid drinking alcohol during business hours.

board of directors (n) /bɔ:rd/-/əv/-/daɪ'rektəz/ a group of people who are elected by the shareholders to manage the affairs of the company

: The Board of Directors decided to hold their annual meeting behind closed doors.

: The new proposal was rejected by the board of directors.

budget (n) /'bʌdʒɪt/ the amount of money that you have available to spend for a particular purpose

: The company is planning to reduce the budget for training programs.

: We need a higher budget for the new project.

budget (v) /'bʌdʒɪt/ to provide a certain amount of money for a particular purpose

: Our department has budgeted \$250,000 for the new system.

: You need to learn how to budget if you don't want to be in the red.

capital (n) /'kæpɪtl/ money, funds

: You don't need to have much capital to start your own business.

: We need to attract foreign capital to grow our economy.

collaborate (v) /kə'læbəreɪt/ work together, co-operate

: The manager collaborated with the design team on the new project.

: Two countries are collaborating to develop better trading systems.

collaboration (n) /kə,læbə'reɪʃn/ when you work with another person or group to produce something

: We created our training materials in collaboration with teachers.

: The production of the engine is the result of the collaboration between two companies.