

Business English Vocabulary (4)

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

invest (v) /ɪn'vest/ put money into

: We invested heavily in Japanese stocks.

: I am interested in investing in Artificial Intelligence Technology.

investment (n) /ɪn'vestmənt/ the action of investing money

: We need foreign investment to expand our business.

: Education is the best investment for your future.

invoice (n) /ɪn'vɔɪs/ bill, receipt, charges, check

: I received an invoice for \$ 125:00.

: We will send you an invoice for the total cost.

launch /lɔ:ntʃ/ (n) the action of introducing a new product or service

: Many people attended the official launch of the Young Entrepreneurs Groups.

: We will soon announce the launch of our new website.

launch: (v) /lɔ:ntʃ/ introduce a new product or service

: The company is going to launch three new mobile phones.

: The company has already launched its latest collection of winter wear for women and men.

margin (n) /'mɑ:rdʒɪn/ the difference between the cost and the selling price of goods

: The margin on our products is between 40% to 70%.

: The company produces many low-cost products with high-profit margins.

merge (v) /mɜ:rdʒ/ combine, unite

: Both companies plan to merge in April.

: The two departments merged last month.

merger (n) /'mɜ:rdʒər/ combination, union

: What are the advantages of mergers?

: This mega-merger will create the largest insurance company in the U.S.

minutes (n) /'mɪnɪts/ a summary of what is said at a meeting

: Have you seen the minutes of our Monday meeting?

: Ask John to take the minutes of the meeting.

objective (n) /əb'dʒektɪv/ aim, purpose, target

: What are your business objectives?

: The primary objective is to improve quality.

obtain (v) /əb'teɪn/ get, gain

: Further information can be obtained from the head office.

: How can I obtain an import license?

outsource (v) /'aʊtsɔ:s/ to ask someone from outside the company to do the work or supply goods for your company

: Some businesses outsource to cheaper locations to reduce costs.

: Thirty percent of my company's manufacturing is outsourced.

overhead (n) /'əʊvəhed/ regular money spent on (electricity, rent, water, phone, salaries, etc.) to keep your business running

: High overheads reduced our profits.

: We have to reduce our overheads to remain profitable.