

Exercise1: Business English Grammar: Phrasal verbs in Business English.

Fill in the blank with the correct response:

1. We _____ up with a new structure. = We developed/created a new structure
Came Brought gave
2. We have to _____ out (= develop) a better way to communicate with our customers.
Figure come give
3. They cut _____ (= eliminated) the middleman and started providing this service themselves.
Off up out
4. Tom found a way to _____ (= bypass/eliminate) this problem.
get down get around get up
5. Please _____ on. = Please continue.
Give get go
6. We need to _____ (= examine/review) these reports before 3:00 PM.
go through get around give off
7. We need to _____ (= schedule/arrange) an interview for Friday.
set up take off save up
8. The meeting has been _____ off (= cancelled).
Made talked called
9. The president has called _____ (= requested) sweeping changes in the way we do business.

Up

for

around

10. I knew they'd _____ to our way of thinking. = I knew that they would eventually accept our way of thinking.

get up

come around

feel out

Exercise2: Match these accounting terms with the definitions below, and then use five of them to label the drawings:

current or circulating or floating assets

fixed or capital or permanent assets

intangible assets

liquid or available assets

net assets

net current assets or working capital

wasting assets

1. are anything that can quickly be turned into cash.
2. are the excess of current assets (such as cash, inventories, debtors) over current liabilities (creditors, overdrafts, etc.).
3.are those which are gradually exhausted (used up in production and cannot be replaced.)
4. are those which will be consumed or turned into cash in the ordinary course of business.
5. are those whose value can only be quantified or turned into cash with difficulty, such as goodwill, patents, copyrights and trade marks.
6. or shareholders' equity, on a business's balance sheet, is assets minus liabilities (which is generally equal to fixed assets plus the difference between current assets and current liabilities).

7. such as land, buildings and machines, cannot be sold or turned into cash, as they are required for making and selling the firm's products.

Exercise3: Match the words (1-6) with the definitions (A-F).

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|-------------------------|---|
| 1 source documents | A a purchase, sale, or payment. |
| 2 _ transaction | B a receipt for a credit card purchase. |
| 3 – credit card slip | C a file containing employee's salary information. |
| 4 - purchase invoice | D a document requesting payment for a purchase. |
| 5 - payroll master file | E a computer program that organizes financial data. |
| 6 _ accounting software | F documents from various financial transactions. |

Exercise4: Fill in the blanks with the correct words and phrases

accounts payable fixed assets sum inventory debt

- 1 The company records most purchases in
- 2 Companies with too much can't get loans.
- 3 is getting low. Fill out a new purchase order.
- 4 Add those figures. Then tell me what theis.
- 5 The company has a lot of, including a new warehouse.