

Business English Vocabulary- Ask & Tell Speaking Game

Choose one of the lines below and ask a question about that thing and/or using that word, e.g. a personal questions about quarrels or an opinion question about negotiations. Then flip a coin to decide if you can ask the question to anyone else (= heads) or if you have to answer your own question (= tails, meaning "tell"). People can then ask more questions if they like, but you don't have to answer those questions extra if you don't want to.

Suggested questions

Could you... (if you had to/if you wanted to)?
Do you... a lot/too much?
Do you have any experience of...?
Do you think...?
Has any of your friends...?
Have you ever had trouble with...?
Have you ever...?
How do you feel about...?
How many... can you/do you...?
How many times...?
How much do you spend on...?
How would you describe...?
What do you do in order to...?
What do you do in/when/with...?
What do you think about...?
What happened the last time that you...?
What kind of...?
What makes you...?
What would you do/say if...?
When did you last...?
Does... ever...?
Would you say that you are... (or...)?
Would you say that your company is... (or...)?
Would you... if...?

Without looking at the first worksheet, change the word on the Business Vocabulary Word Formation Presentation/Practice page into at least one other form, e.g. change a verb into an adjective or a noun into a noun describing a person. Most words there can be changed into at least two or three other forms, and other answers not on the first worksheet are often also possible.

Check your answers with the first page. Many other answers are possible, so if you wrote something different check it with your teacher.

Suggested business topics to ask questions about

absence/absent/absenteeism
accuse/accusation
argue/argument/quarrel/row/(resolving) conflicts/conflict (resolution)
audit/auditor
backbiter/backbiting/backstabber/backstabbing/gossip/rumour/office politics
bail out
bankrupt/bankruptcy
bluffing/calling someone's bluff
borrow/borrower/lend/lending/owe
brand loyalty/customer loyalty/loyal customer
(toilet/fag/lunch) break
bully/bullying
(in)competence/(in)competent
compete/competition/competitor/(un)competitive practices
complain/complaint
comply/compliance
(lack of) confidence
CSR (= corporate social responsibility)
(meet/miss/extend) deadlines/deadline extensions
debt/in the red
delay/put off/late/lateness
delete/junk/throw away
demote/demotion
direct boss/line manager
disagree/disagreement
discriminate/discrimination (e.g. sexism, racism and ageism)
(in)efficient/(in)efficiency/time management
entrepreneur/entrepreneurial
equal opportunities
fire someone/sack someone/give the sack to someone/get the sack/get fired
fraud (e.g. insider trading)/fraudster
go over your (direct) boss's head/go over someone's head
hacker/hacking
headhunting/headhunter
ignore/pay (no) attention
in-box/to-do list
law/lawyer
leader/(natural) leadership (skills)/management (skills)
leak
(sick) leave
lose money
malware/virus
(bad) morale
motivate/(de)motivated/motivation
negotiate/negotiating skills/(good/tough) negotiator/playing hardball
(dis)organised/(dis)organisation

pay rise
perks (of the job)
(un)productive/(un)productivity
promote/promotion
(bad) publicity/PR (= public relations)
quality/quality control (problems)
quit (= leave your job)
ramble/waffle (= speak too long and/or go off topic)/waffler
(new) recruit/recruitment
redundancy/be made redundant/downsize someone/be downsized
(bad) relations/(bad) relationship
retire/(early) retirement
(bend the/break the) rules/regulations
scandal
skilled/skills
social media
stock/shares/stockholders/shareholders/stock market
stress/stressed/stressful
sue someone
train/trainer/training
(labor) union/trade union/industrial action (e.g. strikes)
waste (money/time)/time waster/time wasting
whistleblower/whistleblowing

Business vocabulary word formation presentation/practice

absent
accuse
argue
audit
backbiting
backstabber
bankrupt
borrower
loyal
bullying
competent
competition
complain
compliance
extend
late
demotion
disagree
discriminate
efficient
entrepreneur/entrepreneurial
fire
fraud
hacking
headhunting
law
leader
motivated
negotiating
organised
productive
promote
public
waffle
recruit
redundant
downsize
relations
retire
skilled
stock
share
stress
train
waste
whistleblowing