

Introduction

Welcome to the English for Business Professionals worksheet! This worksheet is designed to help you practice your business English skills and prepare for real-life professional situations. In this worksheet, you will find a variety of activities and questions to help you improve your vocabulary, grammar, and communication skills.

Vocabulary Building

Match the following business-related words with their definitions:

1. Marketing strategy
2. Financial report
3. Performance review
4. Retail management
5. Corporate settings

Definitions:

1. a) A plan to promote and sell a product or service
2. b) A document that provides an overview of a company's financial performance
3. c) A regular evaluation of an employee's job performance
4. d) The process of managing a retail business
5. e) The environment and culture of a large company or organization

Listening Comprehension

Listen to the following audio recording and answer the questions:

Audio Recording: A business meeting discussing a new marketing strategy

1. What is the main topic of the meeting?
2. Who is leading the meeting?
3. What is the goal of the new marketing strategy?

Writing Practice

Write a short email to a colleague about a upcoming meeting:

- Use a formal greeting and sign-off
- Include the date, time, and location of the meeting
- Mention the purpose of the meeting

Grammar Practice

Complete the following sentences with the correct form of the verb in parentheses:

1. By the end of the year, the company _____ (to increase) its sales by 20%.
2. The marketing team _____ (to launch) a new campaign next month.
3. The employee _____ (to receive) a performance review every six months.

Role-Play

Practice a job interview with a partner:

- Take turns asking and answering questions
- Use business-related vocabulary and grammar
- Discuss your qualifications and experience

Reading Comprehension

Read the following article and answer the questions:

Article: A company's annual report

1. What is the company's main product or service?
2. What were the company's sales figures for the past year?
3. What are the company's goals for the upcoming year?

Presentation Practice

Prepare a short presentation on a business-related topic:

- Use visual aids and props
- Practice your presentation with a partner or in front of the class
- Focus on your pronunciation and body language

Case Study

Read the following case study and answer the questions:

Case Study: A company is facing a financial crisis

1. What are the main causes of the financial crisis?
2. What steps can the company take to resolve the crisis?
3. What are the potential consequences of the crisis?

Conclusion

Congratulations on completing the English for Business Professionals worksheet! We hope you found the activities and questions helpful in improving your business English skills. Remember to practice regularly and seek feedback from others to continue improving your skills.