NAME:	
DATE:	
TOPIC:	Important Business Vocabulary
LEVEL:	B1 / B2

## MATCH THE WORDS ON THE LEFT WITH THE EXPLANATIONS ON THE RIGHT. WRITE YOUR ANSWERS IN THE BOX AT THE BOTTOM OF THE PAGE.

1) public limited company (plc)	a) the manager of the whole company
2) acknowledgement	b) to tell someone about something good
3) limited company (Ltd)	c) a reduction in price for a large order
4) retailer	d) the customer has to pay all the transportation costs
5) Chief Executive Officer (CEO)	e) a report of exactly what was said at a meeting
6) minutes	f) the total sales of a company
7) quantity discount	g) a British company quoted at the stock exchange
8) ex works (EXW)	h) process of counting all items in the warehouse etc.
9) to recommend	i) a message to confirm something
10) value-added tax	j) an office that checks imports and exports
11) to negotiate	k) to put something with a letter
12) turnover	I) quick inspection used in quality assurance
13) spot check	m) a company that sells directly to consumers
14) to complain	n) another company in the same line of business
15) stocktaking	o) it is normally 19% in Germany
16) customs	p) the customer must pay before he receives the goods
17) cost, insurance, freight (CIF)	q) a British company form equivalent to GmbH
18) cash with order (CWO)	r) to discuss prices or terms of a contract
19) competitor	s) the supplier pays for transportation to a certain point
20) to enclose	t) to say that something is not OK

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20