Business English toolkit: register, numbers, meetings and negotiating

BEC Business English · Vocabulary in context

Word	Example
contraction /kən'trækʃn/	"We'll" is a **contraction** of "we will". "We'll" "we will"
phrasal verb /'freɪzl vɜ:b/	"Put off" is a **phrasal verb** that means "postpone". "Put off" "postpone"
decimal point /'desɪml pɔɪnt/	Say the **decimal point** in 2.5 as "point": two point five. 2.5 "point" two point five
peak /pi:k/	Sales reached a **peak** in May and then fell. 5
level off /'levl ɒf/	After a fast rise, prices began to **level off**.
fluctuate /'flʌktʃueɪt/	Our orders **fluctuate** from month to month.
agenda /ə'dʒendə/	The first item on the **agenda** is the new budget.
negotiate /nɪ'gəʊʃɪeɪt/	We need to **negotiate** a lower price with the supplier.
conditional offer /kən'dɪʃənl 'ɒfə/	"If you order more, we could lower the price" is a **conditional offer**. "If you order more, we could lower the price"

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