

Business English pronunciation exercises

1 Pronunciation

Try pronouncing all these words. If you can't remember, or you aren't sure, check on the audio again. If they're difficult to say, repeat them over and over again until they're easier to pronounce. Remember to stress the correct part of the word. This is marked in **bold** in the phonetic example.

- | | |
|-----------------------------------|--|
| 1 Data / deɪ .tə / | 9 Discount / dɪs .kaʊnt / |
| 2 Money / mʌ .ni: / | 10 Schedule / ske .dʒu:l / or / fe .dʒu:l / |
| 3 Quote / kwəʊt / | 11 Product / prɒ .dʌkt / |
| 4 Colleague / kɒ .li:g / | 12 Guarantee / gæ.rən. ti : / |
| 5 Area / eə .ri:.ə / | 13 Business / bɪz .nɪs / businesses / bɪz .nɪ.sɪz / |
| 6 Finance / fai .næns / | 14 Percentage / pə. sen .tɪdʒ / percent / pə. sent / |
| 7 Director / daɪ .rek.tə / | 15 Supplier / sə. plai .ə / |
| 8 Company / kʌm .pə.ni: / | 16 Project / prɒ .dʒekt / |

2 Word completion

Complete the words in these sentences. Then, say the sentences out loud with the correct pronunciation. If you aren't sure of anything, listen to the audio again. [answers below]

- I've worked at this **com**_____ for over 20 years!
- This isn't really our **ar**_____ of expertise.
- We offered them a 10% **dis**_____ if they agreed to sign the contract today.
- She's the financial **dir**_____.
- They sent us the new production **sche**_____.
- She works in the **fin**_____ department.
- This product comes with a 12-month **guar**_____.
- We're developing a new **prod**_____.
- Sales have increased by 25 **per**_____ this year.
- We started work on a new **proj**_____.
- We've been studying the **da**_____ to find some patterns.
- We need to send the client the **qu**_____.
- This company is one of our main **sup**_____. [plural form]
- I went out for a drink with a work **col**_____.
- We made a lot of **mo**_____ last year.
- We deal with several **busi**_____ in the local area. [plural form]

3 Questions with the key words

Answer **any** of these questions with a friend or teacher. Respond with full answers. If you do it alone, say the answers out loud to practise pronouncing the words in sentences. For any personal questions, or ones you don't know the answer to, simply invent information! 😊

- What data do you have stored on databases in your company?
- What personal data do you share on your social media pages?
- How much money would you need to live without working?
- Which bank (or banks) do you keep your money in?
- What quotes has your company sent out lately?
- What quotes have you received recently?
- Which colleagues do you socialise with sometimes?
- Who are some of your favourite colleagues at work?

- What area of business do you work in?
- What's your area of expertise?
- Why is it important to learn about finance and financial management?
- Who is the director at your company?
- Would you like to be a director one day? Why? Why not?
- Which company would you like to work for? Why?
- What do you like about the company where you work?
- What discounts have you received lately?
- What's your work schedule looking like for next week?
- What products or services does your company sell?
- What product guarantees do you have right now?
- Which guarantees have you used in the past in order to get a product repaired?
- What businesses are there in your local area?
- What percent did sales increase by last year in your company?
- Who are some of the suppliers for your company?
- What goods do these suppliers send to your company?
- What project are you working on right now?
- What projects have you worked on in the past?

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Answers

1 Pronunciation

Students' own answers.

2 Word completion

1. company; 2. area; 3. discount; 4. director; 5. schedule; 6. finance; 7. guarantee; 8. product; 9. percent; 10. project; 11. data; 12. quote; 13. suppliers; 14. colleague; 15. money; 16. businesses

3 Questions

Students' own answers.