

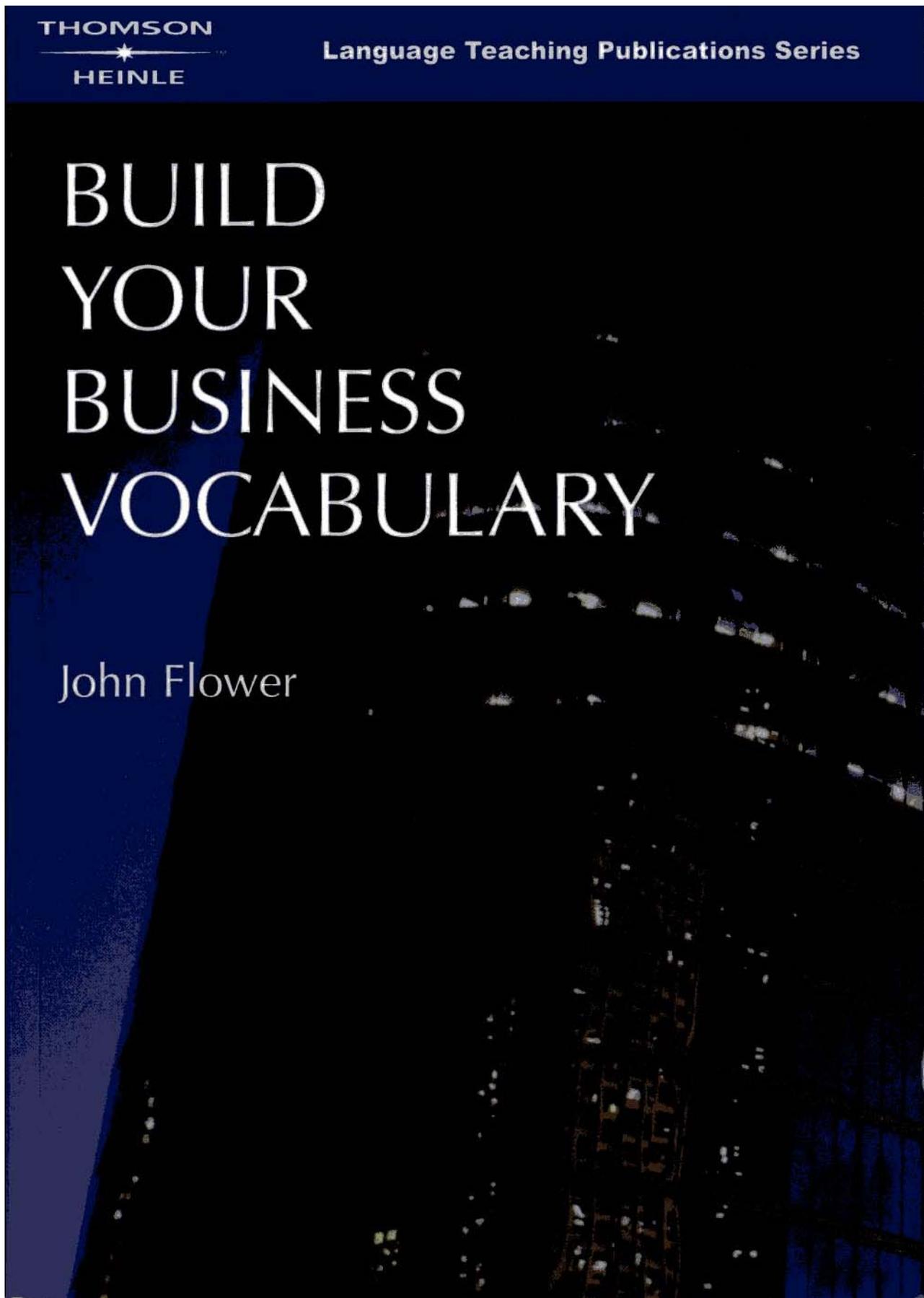
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Language Teaching Publications Series

# BUILD YOUR BUSINESS VOCABULARY

John Flower



# Building your business vocabulary efficiently

So you plan to build your vocabulary! Learning vocabulary is a very important part of learning English. If you make a grammar mistake, it may be “wrong” but very often people will understand you anyway. But if you don’t know the exact word that you need, it is very frustrating for you, and the person you are talking to. Good business English means having a big vocabulary!

There are better and worse ways to build your vocabulary and this book will help you to build your vocabulary quickly and effectively.

You will find it is best to work:

- systematically
- regularly
- personally

Don’t just make lists of all the new words you meet – plan and choose. Think of areas **you** are interested in; look for things **you** can’t say in English, then fill those gaps in **your** vocabulary.

Think about the kind of vocabulary you need. What about social English? The language of business letters? Reading in special areas such as public relations or international trade? Building your business vocabulary is a big job – you can help yourself by choosing the things that are most use to you and learning those first.

You can also use things you meet every day at work as a source of useful language. Look at the letters received in your office, read any company literature which is written in English. Use the English around you to improve your English!

Don’t just learn words; you also need to know how to use them. Which words does a word often combine with? This book will help you to learn more words, but also how to use the words you know more effectively. That is an important part of building your vocabulary.

Don’t use your dictionary only when you have a problem. It is an important resource. It can help you in lots of different ways. There are tips all through this book to help you use your dictionary effectively.

Don’t just make lists of new words; organise them. Again, there are tips to help you to learn and remember more of what you study.

# **Build Your Business Vocabulary**

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