



**IBG**

Integral Business Glossary





## **INTEGRAL BUSINESS GLOSSARY**

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IBG

GRAMMAR, VOCABULARY AND PHONETIC FOR BUSINESS STUDENTS

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# Integral Business Glossary

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## INTRODUCTION

When I got the idea of creating a glossary for International Negotiators I firstly thought of definitions plus pronunciation, along with some grammar topics where these terms would be integrated. That is why I decided to call this book Integrated Business Glossary (IBG). Nevertheless, creating a book is quite hard and demanding, specially when you do not know how to start off.

I still vividly remember when I dropped by Rubén Dario Muñoz house and started telling him about my idea. He instantly offered me some of his own, some of which shaped this book to such an extent that it became even more integrated and easy to digest.

That's how we started working, putting our ideas together, mixing them up, streamlining previous ones, enhancing every single detail, reinforcing not only grammar but phonetics but the searching of the most important economic aspects from the Guest Countries in each unit.

We dedicated lots of time, but above all, we devoted all our love to these pages hoping that students of International Business will get a complete material for learning the most pivotal aspects of their field of study.

**José Julián Bonilla Acosta**

## ACKNOWLEDGMENTS

We would like to thank Sara Viren, a charming American woman, who unselfishly helped us out with all the corrections.



## PREFACE

**IBG (Integrated Business Glossary)** offers a combination of pivotal components for learning business-oriented vocabulary. The aim of this book is to offer reinforcement to upper-intermediate students of English in the Business field. It contains 18 units where learners will find:

**Grammar structures**, which involve integration of business words with important grammar topics such as: Present Continuous, Simple Present, Future (be going to and will), Present Perfect, Past Perfect, Comparatives & Superlatives, among others

**Pronunciation of the vocabulary**, which offers a written pronunciation key, very close to the real spoken one.

**Definition of the vocabulary.** This is provided from English into Spanish. Most of the terms are described with more than one definition so the users will have the opportunity of learning about the possible combinations.

**Guest Countries.** They will appear at the end of each unit, highlighting the most relevant business aspects such as their economy, main crops, trade agreements, abroad cooperations and the like.

Speaking and Writing Topics: each unit will hold a speaking topic related with the situations presented, as well as a Writing Topic in order to assure that all the language skills will be involved

This is a coursebook in a trainer-led programme of study, so your trainer will tell you how to use it. However, you can use it on your own for independent study. Glance at every unit since all of them are core parts of this book. Most of the exercises are clearly meant to be done by a group, therefore it enhances communication. Nevertheless, you may find other exercises quite feasible and rewarding to do on your own.

If you are interested in more detailed information about grammar issues, this book will provide you with **practical websites** for further enrichment. A single unit studied in its entirety, should take about one study day (about six hours) to get through. Prior to the exercises section, there is accurate explanation that will furnish a basis for your own input.



**Universidad del Magdalena**







# Negocios Internacionales



# Unit 1

## THE BIG DRAGON

### SOME MORE COMPLEX WAYS TO SEE THE VERB TO BE

**The verb to be is usually preceded by nouns as subjects.** Examples: *Timetable* (1), *tax* (2), *target* (3), *recovery* (4). Examples:

- **Timetable** is something we have to follow in order to succeed in any project.
- **Taxes** are really high in this part of the city.
- Our **target group** is the elderly. Don't forget that.

**Followed by count and non-count nouns:** The main difference between count and non-count nouns is whether or not the things they refer to can be counted. **Count:** Jobs, *posts* (5), *assignments* (6), *tasks* (7) and **non-count nouns:** Work, homework, employment. However, some of them can be both, count and non-count nouns: *assessment* (8) *performance* (9), *consultancy* (10) crime, noise. Examples:

- These are some of the **assignments** no one wants to do.
- There is too much **work** to do this week, and I'm already exhausted.
- There are so many **jobs** to choose from that I don't know which one to pick.

For more information on NOUNS, Check these web pages out.

<http://www.paulnoll.com/Books/Clear-English/English-plurals-1.html>  
<http://web2.uvcs.uvic.ca/elc/StudyZone/330/grammar/count.htm>

**Followed by past participles as adjectives:** Damaged, *stained* (11), ruined, broken, torn.

- The *ATM* (12) is damaged, so I can't *withdraw* (13) any cash from it.
- Our *warehouses* (14) are ruined. We must get some money to repair them.

- This brochure (15 ) is torn. Let ´s get a better one.

For more information on this topic, check these **web pages** out.

<http://funeasyenglish.com/american-english-grammar-past-participle-adjective.htm>

<http://www.grammar-quizzes.com/passive4.html>

<http://funeasyenglish.com/american-english-grammar-past-participle-adjective.htm>

## PASSIVE VOICE IN PRESENT

In **passive voice**, the verb to be is followed by the **past participles** of the verbs.

See –saw –**seen** /Write –wrote – **written** /use- used –**used** /invite –invited - **invited**

Forecast (16), bail out (17), advertise (18), achieve (19), made, done. Examples:

- Most of the ups and downs of the stock market **are forecasted** in this office.
- Every time he gets into trouble with the law, he ´s **bailed** out by his father.
- Our brand **is advertised** in most of the country ´s magazines.
- I ´m **done** here. I don´t want to know anything about this business anymore.

For more information on this topic check out:

<http://www.ego4u.com/en/cram-up/grammar/passive/exercises?simple-present>

<http://www.slideshare.net/olmeda/passive-voice-1176644>

**Preceded by an adjective or relative clauses**, e.g.: Who, whom, which, Why, that, etc. An *adjective clause* is a dependent clause that modifies a noun. It is possible to combine the following two sentences to form one sentence containing an adjective clause:

- The children are going to visit the museum. They are on the bus.
- The children, **who are on the bus**, are going to visit the museum. | **Adjective clause**
- I ´m a person who is **reliable** (20), self-confident and who loves working as part of a team.
- This is a new product which isn´t **suitable** (21) for kids under five.



For more information on this topic check:

<http://web2.uvcs.uvic.ca/elc/studyzone/410/grammar/adj.htm>  
<http://www.ego4u.com/en/cram-up/grammar/relative-clauses>

**LET'S WORK:**

**Match the words with the definitions, and then label them as verbs, nouns, adjectives or adverbs**

- |                     |  |
|---------------------|--|
| 1. Abroad (22)      | a. a substance or product that can be traded, bought, sold and used to make other product. |
| 2. Ailing (23)      | b. a day or a time by which something must be done.  |
| 3. Afford (24)      | c. The result obtained by two or more amounts added together and then divided.             |
| 4. Amount (25)      | d. Experiencing difficulty and problems. Weak economically.                                |
| 5. Average (26)     | e. A plan which involves how much you'll need and you will spend.                          |
| 6. Budget (27)      | f. In or to a foreign country or countries.  |
| 7. Commodities (28) | g. To be or not to be able to buy or do something.   |
| 8. Deadline (29)    | h. A collection of something that cannot be counted.                                       |

**PART TWO**

**Complete the blank spaces with words from the previous matching exercise**

1. Trading with our neighbors is \_\_\_\_\_ because of the restraints applied by Chavez and Correa.
2. She misses her colleagues. They are \_\_\_\_\_
3. The \_\_\_\_\_ is on Sunday the 14<sup>th</sup> of May. No other date is accepted.
4. A lot of \_\_\_\_\_ are used in the manufacturing of our best product.
5. We really can't \_\_\_\_\_ launching that advertisement this month.
6. The \_\_\_\_\_ number of students who are accepted by the university is high.
7. This \_\_\_\_\_ is not right at all. Expenditure is almost double.
8. What's the \_\_\_\_\_ of money you need to start your own business.

**WRITING EXERCISE:**

Write twelve lines or 50 to 60 words: Would you be a good manager, entrepreneur (30)? Explain why?