

<p>Grammar: Mixed Vocabulary: Business Skill(s): Reading / Writing Activities: Definitions / Word ordering Level: Intermediate (Young Adult/Adult)</p>	<p>Business English - general</p>
<p>1. What do the following abbreviations stand for?</p> <p>a) AOB b) AGM c) IPO d) PLC e) JSC f) SME g) LLC f) CEO</p> <p>2. Provide the definitions for the following words and phrases:</p> <p>a) collateral b) intangible assets c) instalment d) minutes f) liability g) joint venture h) subsidy i) shareholder meeting</p> <p>3. Put the words in the right order to make sentences:</p> <p>a) meet go details person and over perhaps could we in the </p> <p>b) you've first this meeting come for is here the a time </p> <p>c) upgrade like I correctly like you you understand if would to </p> <p>d) we about visit person if company the how in </p> <p>f) think couple to like of I'd over this a days </p> <p>g) again time once you and today thank the for taking come to us visit </p> <p>h) can we'll we on you to soon get as as back that </p>	<p>Notes:</p>

i) moment come promise back you I in right to a we'll

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