

Matching Exercise: Business Terms

General English Terms

1	Fix	A	Procure
2	Buy	B	Communicate
3	Go up	C	Dispatch
4	Start	D	Initiate
5	Talk	E	Acquire
6	Finish	F	Require
7	Set up	G	Verify
8	Use	H	Request
9	Deal with	I	Address
10	Call	J	Complete
11	Ask for	K	Utilize
12	Go down	L	Demonstrate
13	Check	M	Repair
14	Give out	N	Discover
15	Keep	O	Contact
16	Need	P	Consider
17	Show	Q	Establish
18	Get	R	Increase
19	Put off	S	Decrease
20	Put together	T	Postpone
21	Make better	U	Assemble
22	Find out	V	Distribute
23	Think about	W	Improve
24	Help	X	Retain
25	Send	Y	Assist

Answer Key

1	Fix	M	Repair
2	Buy	A	Procure
3	Go up	R	Increase
4	Start	D	Initiate
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23	Think about	P	Consider
24	Help	Y	Assist
25	Send	C	Dispatch

Explanation of Selected Terms

1. **Help → Assist:** "Assist" conveys a more formal and professional tone compared to "help."
2. **Buy → Procure:** "Procure" is often used in a business context to indicate the process of obtaining supplies or goods.
3. **Talk → Communicate:** "Communicate" is more formal and encompasses a wider range of interactions than "talk."
4. **Send → Dispatch:** "Dispatch" implies a more organized and formal method of sending items or information.
5. **Start → Initiate:** "Initiate" suggests a deliberate and formal beginning of an action or process.
6. **Get → Acquire:** "Acquire" indicates a formal process of obtaining something, often used in business and finance.
7. **Need → Require:** "Require" is a more formal term that indicates necessity.
8. **Check → Verify:** "Verify" implies a thorough and formal confirmation process.
9. **Ask for → Request:** "Request" is more polite and formal than "ask for."
10. **Deal with → Address:** "Address" is more formal and professional, often used in problem-solving contexts.
11. **Finish → Complete:** "Complete" is a more formal term for concluding a task.
12. **Use → Utilize:** "Utilize" is more formal and suggests making effective use of something.
13. **Show → Demonstrate:** "Demonstrate" implies a thorough and formal display or explanation.
14. **Fix → Repair:** "Repair" is more formal and is often used in technical or professional contexts.
15. **Find out → Discover:** "Discover" implies a formal process of uncovering information.
16. **Call → Contact:** "Contact" is more formal and can refer to various methods of communication.
17. **Think about → Consider:** "Consider" suggests a formal and thoughtful process of deliberation.

18. **Set up → Establish:** "Establish" is a more formal term used for setting up organizations or systems.
19. **Go up → Increase:** "Increase" is a formal term used in finance and business to describe growth.
20. **Go down → Decrease:** "Decrease" is a formal term used to describe a reduction.
21. **Put off → Postpone:** "Postpone" is more formal and is often used in scheduling.
22. **Put together → Assemble:** "Assemble" is used in a business context to describe gathering or building something.
23. **Give out → Distribute:** "Distribute" is more formal and suggests an organized method of giving out items.
24. **Make better → Improve:** "Improve" is a formal term used to describe enhancement.
25. **Keep → Retain:** "Retain" is more formal and suggests maintaining possession or control.