

48 Special areas – 6 Insurance

Choose the best alternative to complete each sentence.

1. Insurance companies can be considered as professional takers.
a. life b. risk c. chance d. misfortune
2. Some of the language in insurance is incomprehensible to most ordinary people.
a. premiums b. policies c. rates d. invoices
3. The company will the policy-holder against loss of or damage to the insured vehicle.
a. identify b. respect c. indemnify d. engage
4. Insurance companies like you to your claim as soon as possible.
a. process b. submit c. assure d. proceed
5. Go to an insurance and see if you can get a better deal.
a. regent b. agent c. speculator d. merchant
6. In these inflationary times it is important to keep the value of your policy closely to the value of your property.
a. adapted b. linked c. indicated d. dependent
7. My insurance company offers a wide of coverage.
a. selection b. branch c. rank d. standard
8. His insurance company had told him not to admit , even though it was clearly his fault.
a. legality b. likelihood c. liability d. crime
9. My endowment policy will when I'm sixty-five.
a. ripen b. mature c. flourish d. break
10. Natural insurance is obligatory in areas prone to floods, earthquakes, and hurricanes.
a. damage b. chaos c. catastrophe d. disaster
11. The money that the insured party must pay on any claim is called a
a. deduction b. debit c. debt d. deductible
12. The insurance will be if you omit any relevant information.
a. void b. valid c. invaluable d. priceless
13. You're allowed 30 days' period for the payment of the renewal premium.
a. grace b. favor c. way d. permission
14. Make sure all this equipment is insured accidental damage.
a. over b. against c. with d. from

49 Expressions with 'take'

Complete each sentence with the correct form of 'take' and a word from the list below. Use each word once only.

call	down	on	seriously
chair	further	out	steps
charge	home	over	notes
consideration	off	risk	

1. You should an additional policy covering you against accidental damage.
2. We had to extra staff during the holiday season.
3. When all the transportation costs have been into, we have in fact made a loss.
4. Sales really after the product had been mentioned on television.
5. A good sales rep can over \$1000 a week.
6. If my phone rings, could you the for me?
7. We must to see that we don't lose our market share as a result of this increased competition.
8. If the boss is sick, who'll the at the meeting?
9. He didn't seem to the threat of unemployment very
10. Don't this, Steve. I'm just thinking aloud.
11. In 1988 we were by a large multi-national company.
12. If the account is not settled within seven days, we shall be obliged to the matter
13. Mrs Jenkins has been appointed to of our Florida branch.
14. I'm not sure if there is a market for this kind of product but you don't get anywhere without a now and again.
15. While the guest speaker delivered her speech, the audience

Notice once again how important word partnerships are. Underline all the expressions using 'take' and other words.

50 Business Jargon

Understanding the jargon of business English is very important. Use the following common phrases to complete the sentences, using the correct verb form where necessary:

- | | | | |
|----|----------------------|----|-----------------------|
| 6 | number-crunching | 8 | break even |
| 12 | take a nose dive | 14 | through the grapevine |
| 1 | sell like hotcakes | 13 | go belly-up |
| 13 | fall by the wayside | 11 | politically correct |
| 4 | head-to-head | 5 | a niche |
| 7 | market globalization | 9 | go public |
| 2 | word-of-mouth | 10 | on the cutting edge |

1. The new multi-media computer failed in Europe, but is in the Asian market.
2. We don't bother advertising heavily in the media since most of our business comes from advertising.
3. RHF Enterprises had incredible success in the 80's until they just last year.
4. The new 2-door sports coupe is designed to go with the competition's existing model of similar design.
5. Our chain of fitness centers has carved out in the fast-track executive market that previously had not existed.
6. Before we bring this product onto the market we need to do some more to be sure our calculations are accurate.
7. We should think about our overseas competitors now since the tendency in today's business environment is toward
8. They abandoned the company after two years of just, without showing profit nor loss.
9. The business is currently a privately-owned enterprise but they're considering and selling shares.
10. Our electronic products are always innovative and of today's technology.
11. In order not to offend any individuals or groups we should try to be in our advertising.
12. Stocks yesterday afternoon, falling 40 points to 3,648.
13. Inevitably many new products in the rush for profits.
14. They had heard that he was thinking of leaving.

51 Confusing words – 2

Choose the correct word for each sentence.

1. I'll ask my broker for **advice/ advise** on investment.
2. He first spoke **briefly/shortly** about the agenda for the day.
3. She hopes to get a **chair/seat** on the board.
4. We **check/control** each new consignment very carefully.
5. Expensive hotels often supply their guests with **complimentary/ complementary** champagne.
6. Do these cars **confirm/conform** to the new safety regulations?
7. You shouldn't read **confident/confidential** documents!
8. Normally, she's a very **conscientious/conscious** worker.
9. The unions criticized the government's **economic/economical** policy.
10. If you pay too much tax you get a **discount/refund**.
11. Lawyers here only get their **fee/wages** if they win the case.
12. The **income/salary** from the investment is \$52,000 a year.
13. In order to understand the potential of a product, much marketing **research/investigation** is necessary.
14. There's a lot of **competition/competence** in this industry.
15. The secretary took **notes/notices** of what was said at the meeting.
16. The **overtake/takeover** bid from Jenkins came as a complete surprise.
17. Please send me your latest catalog and **price/prize** list.
18. We've increased **produce/productivity** by 10% in this factory.

Now see if you can write a new, correct sentence using the incorrect word from each of these sentences. This will help you to remember how to use the words you have seen.
