

Business vocabulary in IELTS listening and reading

First of all without any help, work together to fill as many gaps below with things related to business, work and economics that you both agree with/ all agree with.

Checking/ Clarifying phrases

We (really/ still) don't understand _____.

Commenting on the question phrases

_____ is a (very/ quite/ slightly) difficult topic.

Giving (strong and weak) opinions phrases

It seems (fairly/ very/ extremely) obvious to us that _____.

We're (absolutely/ almost) certain that _____.

From what we've heard (from friends/ on the news/....), _____.

Recommendations language

We would(n't necessarily/ personally/ probably/ strongly) recommend _____.

The authorities (really/ probably) should (consider/ think about) _____.

Agreeing with statements phrases

Strongly agreeing with ideas/ statements phrases

We (completely/ totally/ wholeheartedly) agree that/ with _____.

Weakly agreeing with ideas/ statements phrases

We can (probably) accept _____.

_____ seems to make (some) sense.

_____ sounds like it could (possibly/ conceivably) _____.

Disagreeing with ideas/ statements phrases

Strongly disagreeing with ideas/ statements phrases

We (really) don't agree with _____ (at all).

Weakly disagreeing with ideas/ statements phrases

We (partly/ partially) agree with _____, but _____.

We can see why (some/ many/ most/ almost all) people think that _____,

but _____.

Supporting your arguments phrases

Giving reasons/ Giving logical arguments phrases

The (chief/ main/ principal/ only) reason why we oppose _____ is _____.

_____ is (almost certainly/ probably/ mainly) because (of) _____.

_____ is (almost always/ usually/ often) caused by _____.

_____ would have (positive/ negative/ mixed) effects on _____.

Personal experience phrases

In our (personal/ limited/ own/ own personal) experience, _____.

We have (always/ generally) found that _____.

Other people's experiences/ Explaining the sources of your knowledge phrases

We saw a programme on _____ (just the other day/ a while ago/...) in which _____.

(Almost/ Virtually/ Absolutely) everyone we know _____.

Giving examples phrases

(Probably/ Almost certainly) the best example of _____ is _____.

Talking about importance phrases

_____ is (absolutely) vital/ essential/ crucial (for/ in order to _____).

_____ is (incredibly/ very/ fairly/ not so/ not very/ not at all) important (if you want to _____).

Speculating phrases

_____ is (absolutely/ almost) certain to happen.

_____ is (extremely/ very/ fairly) likely to occur.

_____ could (possibly/ conceivably) take place.

Generalising (about people in your country, etc) phrases

The (vast) majority of _____.

A (very/ fairly) large number of _____.

(Very/ Extremely) few _____.

Looking at both sides phrases

One (potential/ likely/ great/ possible) benefit of _____ is _____.

Comparing and contrasting phrases

The (biggest/ main/ only/ sole) difference between _____ and _____ is _____.

_____ is (far/ considerably/ slightly) more _____ than _____.

Talking about how many/ how much/ to what extent phrases

(Far/ A few) too many _____.

Talking about trends/ changes phrases

_____ has (recently) improved (a large amount/ considerably/ slightly).

Ask about any sentences above which you can't understand, couldn't complete, etc.

Without looking above, choose topics from below and share your opinions on, experience of, things you have learnt about them, discussing as long as you like then choosing another.

Business vocabulary from IELTS Listening tests

From IELTS 17

- (re)training (apprenticeships, work placements, internships, etc)
- responsibilities/ role/ job description
- time management/ organisational skills (prioritising, scheduling, deadlines, multi-tasking, etc)
- communication skills/ social skills (networking, teleconferencing, etc)
- staff turnover – staff retention/ staff loyalty
- recruitment/ (attracting/ choosing) applicants/ applications (CV, references, interviews)
- shifts/ shift work (night shifts, etc)
- working conditions/ rewarding staff
- customers/ consumers (customer loyalty, consumerism, etc)
- market research (customer feedback, etc)
- recognising staff achievement/ rewarding good staff

From IELTS 16

- supply chain/ logistics (components, etc)
- (refurbishment of) business premises (warehouse, office, head office, etc)
- R&D/ research and development
- meeting rooms/ boardroom
- specialising
- salaries/ (minimum) wages
- health and safety (work-related accidents, etc)
- promotion/ going up the career ladder
- perks of the job/ job benefits (childcare, subsidised staff canteen, paid leave, etc)

From IELTS 15

- reception/ receptionists

From older books

- human resources (department/ managers)
- bullying (in the workplace)
- hierarchy/ hierarchical organisations
- conflict at work
- admin/ paperwork/ administrators/ clerks/ clerical jobs
- stress at work/ high pressure work environments
- absenteeism
- chief executives/ CEOs
- (missing/ reaching) targets
- business strategy
- collaborating with co-workers/ working with colleagues/ teamwork/ team building
- (senior/ top) management (training course/ styles)/ leadership skills (delegating, etc)
- launching new products/ new services
- B2B/ (targeting) the business market
- B2C/ (targeting) the consumer market
- marketing (TV commercials, etc)
- creativity/ innovation/ pioneers/ pioneering/ entrepreneurs/ entrepreneurship
- finance (profits/ profitability, etc)
- competition/ competitors

- M&A/ mergers and takeovers
- product lifecycles/ lifespans (pollution, waste, etc)
- project teams
- flexible working (flexitime, remote working/ telecommuting, etc)
- efficiency/ productivity
- manufacturing/ factories
- the service sector
- IP/ intellectual property (copyright, patents, etc)
- self-employment
- company culture/ corporate values/ ethical business
- (online/ face-to-face/ board) meetings
- group emails/ memos
- job security/ permanent employment/ a job for life – temps/ temporary workers
- (reducing/ cutting) costs/ overheads
- economies of scale
- flexibility
- expertise
- parent companies/ the head office – subsidiaries/ branches
- retailers (department stores, etc)
- real estate/ property

Business vocabulary from IELTS Reading tests

From IELTS 17

- economic growth/ GDP
- industrialisation
- (corporate/ income) tax
- (corporate/ personal) debt
- wealth/ wealthy people
- hard work/ industriousness
- monopolies
- labour migration

From IELTS 16

- automation/ AI/ algorithms
- disruption
- retirement/ pensions
- unemployment
- redundancies/ downsizing

From IELTS 15

- corruption (bribery, etc)
- regulations/ red tape/ bureaucracy
- shareholders/ shareholding/ stock trading
- suing companies