

BUSINESS ENGLISH

These units are intended for German-speaking students who wish to improve their command of Business English. They are the result of my teaching at various universities, consultancies or companies. All units are freely available for study but copyright.

Abbreviations used are: **e.g.** = *exempli gratia* (Latin), for example, for instance, and **i.e.** = *id est* (Latin), that is, that means. German translations are usually in brackets.

Solutions for the translation exercise of Unit 5

- 1 Could you please take the minutes?
- 2 Has everybody got and read the minutes of the last meeting?
- 3 I am in favour, but we also have to include it in the contract.
- 4 We should have a secret ballot for this takeover, the point is very important.
- 5 Peter will join us later on in the meeting.

Unit 6: Something Different – Homophones and Opposites

There are many different types of words in a language, some of them are **homophones**, **synonyms**, **antonyms** and **opposites**. The more of them you know the better, and it may avoid misunderstandings or increase your **powers of expression** (Ausdrucksfähigkeit).

A *homophone* is a word which is pronounced like another word but with a different **meaning** (Bedeutung) or **spelling** (Schreibweise), and I have included my own list of homophones below. There are altogether at least 445 of them in the English language.

A *synonym* is a word or phrase with the same meaning as another in the same language, though perhaps with a different style, grammar or technical use, such as **slay** (abschlachten) and **kill** (töten). An *antonym* is a word that is opposite in meaning to another: *old* versus *young* versus *new*.

Homophones:

ad – add	air – heir	aisle – I'll – isle	aloud – allowed
axel – axle	bad – bed	bail – bale	bare - bear

be – bee	blue – blew	brows – browse	buoy – boy
buy – bye	calf – carve	card – cart	ceiling – sealing
check – cheque cord - chord	clog – clock	coat – code	court – caught –
dad – dead	dear – deer	die – dye	doe - dough
eight – ate	eye – I – Ay	eyebrows – I browse	fair – fare
flower – flour	flu – flew	four – for	hard - heart
hear – here	kettle – cattle	knew – new	lead - led
letter – latter	loan – lone	mail – male	meat – met
muscles – mussels	niece – Nice	night – knight	not - knot
Oh – owe	our – hour	pat – pet	peer - pier
porn – pawn	peace – piece	red – read	reign – rain
right – write	said – sad	sail – sale	sails – sales
salary – celery	sea – see – (Holy) See		seamen – semen
sell – cell	site – sight – side	sore – saw	soul – sole
spelt – spelled	steak – stake	storey – story	sun – son
sum – some	tail – tale	tie – Thai	U – you
Wales – whales	wail – whale	war – wore	watt - what
wave - waive	way – weigh	weather – whether	weight – wait
where – wear	would – wood	whole – hole	wholly – holy
x – eggs	y - why		

Opposites:

accelerate – decelerate	accept – refuse, reject
admit – deny	amateur - professional
approximate – exact	attack - defend

basic – sophisticated

blunt – sharp

complicate – simplify

deep – shallow

difficult – simple, easy

external – internal

failure – success

find – lose

full – empty

hard – soft

high – low

increase – decrease

long – short

lower – higher/raise

mean – generous

optional – compulsory, mandatory **part-time** – full-time

permanent – temporary

present – absent

rise – fall

thin – thick

up – down

weaken – strengthen

young – old

black – white

complete – partial

construct – demolish

deposit - withdraw

expensive - cheap

fail – succeed

fast – slow

forbid – permit, allow

gentle - rough

heavy - light

impose - lift

lengthen - shorten

loud – soft

marked – slight

new – old, used

positive – negative

public – private

start – finish, end

tight - loose

weak - strong

worsen - improve