**Vocabulary Exercise: Fill in the Blanks**

*Instructions: Fill in the blanks with the appropriate business English vocabulary word or phrase from the vocabulary handout. Choose the word or phrase that best fits each sentence.*

1. During the \_\_\_\_\_\_\_\_\_\_, both parties aim to achieve a mutually beneficial outcome.
2. The sales team used their \_\_\_\_\_\_\_\_\_\_ to negotiate a better deal with the supplier.
3. In order to reach an agreement, both sides had to make \_\_\_\_\_\_\_\_\_\_.
4. The presenter provided a clear \_\_\_\_\_\_\_\_\_\_ of the main topics to be covered.
5. Don't forget to highlight the \_\_\_\_\_\_\_\_\_\_ of your proposal during the presentation.
6. The use of \_\_\_\_\_\_\_\_\_\_ can help make a presentation more engaging and visually appealing.
7. The candidate's \_\_\_\_\_\_\_\_\_\_ matched the requirements of the job.
8. The interviewer asked the candidate about their specific \_\_\_\_\_\_\_\_\_\_ that are relevant to the position.
9. The job application requested \_\_\_\_\_\_\_\_\_\_ from previous employers.
10. Please check the email \_\_\_\_\_\_\_\_\_\_ for the document I sent you.
11. If you have any questions, feel free to \_\_\_\_\_\_\_\_\_\_ the email to me.
12. I will \_\_\_\_\_\_\_\_\_\_ to your message as soon as possible.
13. The marketing team needs to \_\_\_\_\_\_\_\_\_\_ and come up with innovative ideas.
14. Be careful not to \_\_\_\_\_\_\_\_\_\_ when it comes to following regulations and quality standards.
15. The company is currently operating \_\_\_\_\_\_\_\_\_\_ and needs to improve its financial situation.

Answers:

negotiation, bargaining power, compromises, outline, key points, visuals, qualifications,

skills, references, attachment, forward, reply, think outside the box, cut corners, in the red