

Lesson
16

Business Banter

Vocabulary

All the words in this lesson may be associated with the world of business.

authorize (AW thuh RYZ) V. to give power to or authority for *(I authorize you to sign all payroll checks in my absence.)*

compensation (KAHM puhn SAY shuhn) N. something paid out for services rendered *(Men and women should receive equal compensation for equal work.)*

consultant (kuhn SUHL tuhnt) N. one who gives professional or technical advice *(Our firm hired a consultant to help us computerize our production department.)*

correspondence (KOR i SPAHN duhns) N. letters or the exchange of letters *(In certain businesses, frequent correspondence with customers is vital.)*

courier (KUR ee ur) N. a speedy messenger *(We hired a courier to deliver the documents to city hall by noon.)*

credentials (kri DEN shuhlz) N. written testimonials or other proof of qualifications *(Before hiring new employees, be sure to verify their credentials.)*

disclose (di SKLOHZ) V. to make known; to uncover *(The time has come to disclose the particulars of our new product to the press and public.)*

diversify (di VUR suh FY) V. to give variety to; to invest in various markets or products *(If our company is to compete in today's economy, we must diversify.)*

expend (ik SPEND) V. to spend or use up *(Do not expend your energies on useless ventures; concentrate on those that are profitable!)*

financier (FIN uhn SEER) N. one who manages large sums of money or investments; a financial expert *(That financier controls the assets of three major corporations.)*

forum (FOR uhm) N. a public meeting or a meeting place for public discussion *(The electric company is holding an open forum on the proposed nuclear plant.)*

hoax (hohks) N. a fraud or deception *(The previously announced product line was all a hoax to confuse the competition.)*

incorporate (in KOR puh RAYT) V. to form into a particular type of business organization—a corporation—that has specific legal rights *(Ariel's photography business has grown, so she is going to incorporate.)*

incorporation (in KOR puh RAY shuhn) N. the act of being legally formed into a corporation *(The owners talked with a lawyer about the need for incorporation.)*

legitimate (luh JIT uh mit) ADJ. lawful; valid *(When the papers were all signed, the new corporation was a legitimate business firm.)*

lucrative (LOO kruh tiv) ADJ. yielding gain or producing wealth *(What is the most lucrative business career at this time?)*

merger (MUR jur) N. a combining of two or more companies *(Often a merger will allow two smaller companies more capital to work with.)*

priority (pry OR i tee) N. rating by importance or necessity *(Standard business procedure is to give top priority to the best customers.)*

punctual (PUHNGK choo uhl) ADJ. on time *(The first rule for new employees who want to be promoted is to be punctual.)*

speculate (SPEK yuh LAYT) V. to take a business risk; to buy or sell expecting to profit from future price changes *(Never speculate with money you cannot afford to lose.)*