

Computer vocabulary



Money expressions – translated

- To deposit - *faire un depot*
- To save up - *economiser, epargner*
- Withdraw – *retirer*
- To lend money - *preter de l'argent*
- To borrow money - *emprunter de l'argent.*
- Mortgage – *pret hypothecaire*

Practice:

1. I hope _____ to buy a new car.
2. I need to take out a _____ to be able to buy my dream house.
3. If you have time can you _____ some money from the bank on your way home.
4. Dad, can you _____ me £10?
5. Dad can I _____ £10.

Report writing – some useful expressions

- 1) **To draft** (To produce the first version of the report.)
- 2) **To edit** (To scrutinise the report in terms of content, accuracy, spelling and grammar.)
- 3) **To review** (More general and could just involve assessing the recommendations in the report.)
- 4) **To proof** (The final check for accuracy and any errors in terms of spelling and grammar.)
- 5) **To sign off the report.** (To give formal approval to the report.)

I don't understand!

Sometimes, however hard you try, you cannot understand what your colleague is saying! Here are some expressions to help you.

Polite

- I have lost the thread of your point, do you mind repeating it?
- Could you repeat your point please?
- I am not sure I get what you are saying here?
- Is it possible you could restate your position?

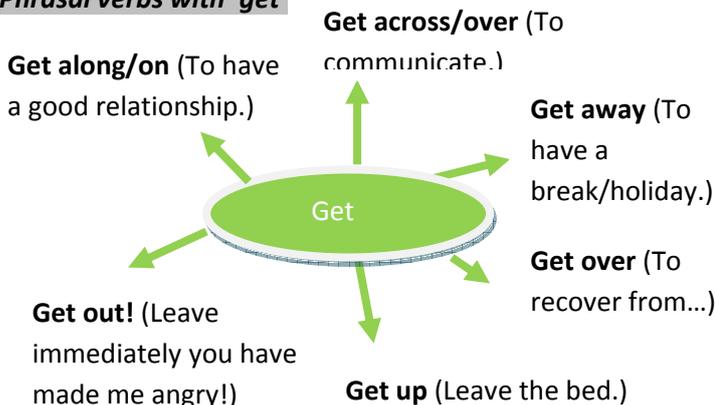
Direct

- What are you trying to say?
- I don't understand you.
- I am confused could you say that again?
- Let's start again from the beginning.
- Could you speak more simply?

Rude

- I have not got a clue what you have said!
- I haven't got the foggiest what you have said!
- Are you speaking English?
- You are talking absolute rubbish!
- You are not making any sense!
- You are rambling!
- I am still in the dark!

Phrasal verbs with 'get'



Coming soon in the May edition – The Economy (Part 2) and polite ways to say 'no' in business.