

Stationery and Office Supplies



Saying hello

- Hi. (*quite informal*)
- Hello. (*formal or informal*)
- How do you do? (*formal*)
- Nice to meet you. (*formal*)
- How is it going? (*informal*)
- How's tricks. (*informal*)
- Watcha! (*very informal*)
- Yo! (*very informal*)
- What's up? (*informal*)
- How are things? (*informal*)
- Haven't seen you in ages. (*informal after a long time*)
- Great to see you again. (*informal after a long time*)

Business Jargon – Idioms connected to communication

- That is the last straw!** That is the final event, in a series of irritating events and now I am angry.
- In a nutshell.** To clearly summarise the main points of an idea.
- To get it straight from the horse's mouth.** To get information from the person who is most involved with the issue.
- To beat about the bush.** To not get to the main point of what you are trying to say.
- To keep someone in the loop.** To keep someone informed of developments.
- To hear it on the grapevine.** To find out information through an informal conversation (over lunch for example).
- To get the wrong end of the stick.** To misinterpret what the other person is saying.
- Out of touch.** To not be up-to-date with the latest news/information.
- Hot of the press.** Information that has only just been announced/released.

The economy explained (Part 1)

- Inflation** - *An increase in the price of goods.*
- Interest rates** - *The proportion/percentage of a loan the borrower (debtor) has to pay back to the lender (creditor).*
- Economic growth** - *An increase in the market value of goods and services produced by an economy over time.*
- Recession** - *Two consecutive quarters (six months) of negative economic growth.*
- Debt** - *A general term describing money/assets owed by a borrower (debtor) to a lender (creditor).*
- Economic stagnation** - *Limited or zero economic growth which typically follows a period of high growth.*
- Economic stability** - *A period of relative calm following fluctuating economic performance.*
- Economic boom** - *A dramatic period of economic growth.*