



MARIA L. ENGLISH
TEACHING SYSTEM
LEARN HAVING FUN!

BUSINESS ENGLISH: MERCHANDISE, PURCHASES, SALES, SUPPLIERS

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INTRODUCTION TO BUSINESS ENGLISH VOCABULARY
AND GRAMMAR RELATED TO MERCHANDISE,
PURCHASES, SALES, AND SUPPLIERS.

- EXAMPLE VOCABULARY: PRODUCT, MERCHANDISE, INVENTORY, SUPPLIER, PURCHASE ORDER, NEGOTIATION, SALES, CONTRACT, DISCOUNT, ETC.
- EXAMPLE GRAMMAR: "THE SUPPLIER OFFERS A WIDE RANGE OF PRODUCTS." OR "NEGOTIATING THE TERMS OF THE CONTRACT WAS CHALLENGING."



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TYPES OF MERCHANDISE AND PRODUCTS:

- EXAMPLE: ELECTRONICS, CLOTHING, HOUSEHOLD APPLIANCES, FOOD AND BEVERAGES, OFFICE SUPPLIES, ETC.
- RELATED VOCABULARY AND PHRASES: "WE SPECIALISE IN SELLING HIGH-QUALITY ELECTRONICS." OR "OUR CLOTHING LINE INCLUDES TRENDY DESIGNS FOR TEENS."



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THE PROCESS OF PURCHASING MERCHANDISE AND
NEGOTIATING PRICES:

- EXAMPLE: "WE NEED TO PURCHASE NEW OFFICE FURNITURE FOR OUR EXPANDING TEAM." OR "NEGOTIATING WITH THE SUPPLIER HELPED US SECURE A BETTER PRICE FOR THE PRODUCTS."



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SALES AND MARKETING VOCABULARY AND PHRASES:

- EXAMPLE VOCABULARY: PROMOTION, TARGET AUDIENCE, ADVERTISING, MARKET RESEARCH, BRANDING, ETC.
- EXAMPLE PHRASES: "OUR SALES TEAM EXCEEDED THE MONTHLY TARGETS." OR "WE NEED TO DEVELOP AN EFFECTIVE MARKETING STRATEGY TO INCREASE BRAND AWARENESS."



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INTERACTING WITH SUPPLIERS AND DISCUSSING TERMS AND CONDITIONS:

- EXAMPLE: "WE CONTACTED SEVERAL SUPPLIERS TO INQUIRE ABOUT THEIR PRICING AND DELIVERY OPTIONS." OR "WE NEED TO CLARIFY THE PAYMENT TERMS BEFORE FINALIZING THE AGREEMENT."



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GRAMMAR RULES RELATED TO EXPRESSING QUANTITIES, PRICES, AND DISCOUNTS:

- EXAMPLE: "THE CUSTOMER ORDERED 50 UNITS OF THE PRODUCT." OR "WE OFFER A 10% DISCOUNT ON BULK PURCHASES."



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WRITING EFFECTIVE EMAILS FOR ORDERING
MERCHANDISE AND DEALING WITH SUPPLIERS:

- EXAMPLE: "DEAR SUPPLIER, I AM WRITING TO
PLACE AN ORDER FOR 100 UNITS OF PRODUCT X.
PLEASE PROVIDE THE TOTAL COST, INCLUDING
ANY APPLICABLE DISCOUNTS..."



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BUSINESS ENGLISH IDIOMS AND EXPRESSIONS RELATED TO COMMERCE AND TRADE:

- EXAMPLE: "LET'S **STRIKE A DEAL** THAT BENEFITS BOTH PARTIES." OR "WE NEED TO KEEP AN **EYE ON** THE BOTTOM LINE TO ENSURE PROFITABILITY."



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REVIEW AND RECAP OF THE TOPICS COVERED:

1. INVENTORY
2. SUPPLIER
3. PURCHASE ORDER
4. NEGOTIATION
5. SALES
6. PROCUREMENT
7. GOODS
8. PRICE
9. CONTRACT
10. DISCOUNT

- A) THE ACTION OF BUYING GOODS OR SERVICES.
- B) A PERSON OR COMPANY THAT SELLS GOODS OR SERVICES.
- C) A DOCUMENT REQUESTING THE DELIVERY OF GOODS OR SERVICES.
- D) DISCUSSING TERMS AND CONDITIONS TO REACH AN AGREEMENT.
- E) THE TOTAL VALUE OF GOODS AVAILABLE FOR SALE.
- F) A PERSON OR COMPANY THAT PROVIDES GOODS OR SERVICES.
- G) ITEMS THAT ARE PRODUCED OR MANUFACTURED TO BE SOLD.
- H) THE AMOUNT OF MONEY CHARGED FOR A PRODUCT OR SERVICE.
- I) REDUCTION IN PRICE FOR A PRODUCT OR SERVICE.
- J) AN AGREEMENT BETWEEN PARTIES THAT SPECIFIES TERMS AND CONDITIONS.

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RANGE, SUPPLIER, PROCURING, PRICE, NEGOTIATING, INVENTORY, PURCHASE ORDER, DISCOUNT, . SALES, . CONTRACT

1. OUR COMPANY HAS A WIDE _____ OF PRODUCTS, RANGING FROM ELECTRONICS TO CLOTHING.
2. THE _____ AGREED TO DELIVER THE GOODS WITHIN TWO WEEKS.
3. WE ARE IN THE PROCESS OF _____ NEW SUPPLIERS FOR OUR UPCOMING PROJECT.
4. THE _____ OF THE PRODUCT WAS REASONABLE, CONSIDERING ITS QUALITY.
5. AFTER _____ WITH THE SUPPLIER, WE MANAGED TO SECURE A 10% DISCOUNT.
6. THE _____ TEAM IS RESPONSIBLE FOR MANAGING THE STOCK LEVELS.
7. COULD YOU PLEASE SEND US A _____ FOR 100 UNITS OF THE PRODUCT?
8. THE CUSTOMER REQUESTED A _____ ON THEIR BULK PURCHASE.
9. OUR SALES REPRESENTATIVES ARE TRAINED IN EFFECTIVE _____ TECHNIQUES.
10. THE _____ SPECIFIES THE TERMS AND CONDITIONS OF THE AGREEMENT.