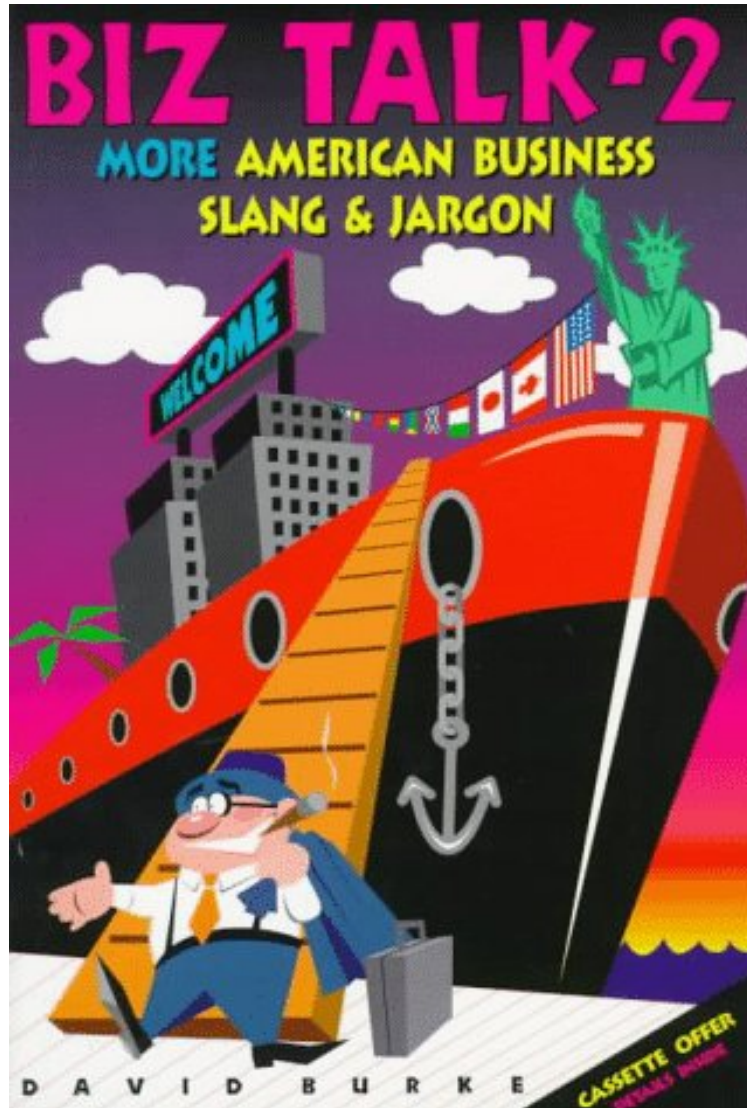


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## Biz Talk - 2: More American Business Slang Jargon

David Burke

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Biz Talk 2 is the second book in the Biz Talk series. It is essential for anyone doing business in the United States! Chapters include: General Business slang and jargon International Trade Slang and Jargon Common Initials Used in International Trade Bureaucratese Political Slang and Jargon Management Slang More Computer Slang

Excerpt. Reprinted by permission. All rights reserved. Preface Biz Talk 2 is an entertaining step-by-step approach to more of the actual spoken language used in American business and international trade. Many of these business terms have found their way into the home, movies, books, magazines, televisions, and day to day life. Biz Talk 2 is a companion volume to Biz Talk 1 and presents additional popular slang and jargon used in the general office, the computer world (essential terms for today's information age), international trade (plus commonly used initials), bureaucracy, management, politics, and more. This easy-to-use textbook/workbook is divided into five parts: Dialogue: Approximately twenty new slang terms and expressions (indicated in boldface) are presented as they may be heard in an actual conversation. A translation of the dialogue in standard English is always given on the opposite page followed by an important phonetic version of the dialogue as it would actually be spoken by an American. This page will prove instructive to any non-native since, as previously demonstrated, Americans tend to rely heavily on contractions and shortcuts in pronunciation. Note: On occasion, some of the words used in Biz Talk 1 will be repeated here due to their frequent usage. Vocabulary: This section spotlights all of the slang words and expressions that were used in the dialogue and offers two examples of usage for each entry, including synonyms, antonyms, and special notes. Practice the Vocabulary: These word games include all of the new terms and idioms previously learned and will help you to test yourself on your comprehension. (The pages providing the answers to all the drills are indicated at the beginning of this section.) Dictation (Test your oral comprehension): Using an optional audio cassette (see coupon on back page), the student will hear a paragraph containing many of the idioms from the opening dialogues. The paragraph will be read as it would actually be heard in a conversation, using frequently contractions and reductions. Biz Talk 2 will guide the reader through some of the most popular slang terms, jargon, and expressions used today in American business and international trade. Any business reader, from the twenty-year veteran of the English language, to the beginning student, is sure to find the following terms informative, helpful, and perhaps, even essential. David Burke Author