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| **BUSINESS CORRESPONDENCE** | **REPORT WRITING** |
| Confidential (adj), confidentiality (n)  Enclose(v), enclosure(n)  Hesitate(v)  Request(v, n)  İn compliance with  On short notice  To wish somebody well  To date (v)  To correspond fully to  Acknowledgement (n)  Order (v,n)  Request (v, n)  Abide by something (v)  Aforementioned (adj)  Anticipate (v)  Response (n)  Acceptance (n)  Purchase (n)  Commend (v)  Comprehensive (adj)  İnquiry (n)  Merchandise (n)  Overseas (adj, adv)  Supplier (n) | Assess (v), assessment (n)  Suitable(adj), suitability(n)  Commission (n)  Facilities (n)  Catering (n)  Charity (n)  Raise funds (v)  Refreshments (n)  Permission (n)  Arrangements (n)  Proportion (n)  Claim (v)  Compile (v), compiled from (adj)  Advisable (adj)  Approval, disapproval (adj)  İllustrate (v)  Emphasize (v)  Demonstrate (v)  Ssupervisor (n)  pull one’s weight (idiom)  property (n)  retirement (n)  residents (n)(pl) |

**MDB 3032**

**TARGET VOCABULARY LIST FOR THE FINAL EXAM**

**\*Students are also responsible for the target vocabulary of the first midterm exam.**