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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.**