

### 8.3 Grammar

#### Prepositions

**drop off** /ˌdrɒp ˈɒf/ phrasal verb [transitive] to take something to a place and not stay there long: *Is it OK if I drop the documents off later?*

**jet-lagged** /ˈdʒetˌlægd/ adjective feeling tired and sometimes confused after a long flight.

**pitch** /pɪtʃ/ noun [count] an oral proposal designed to persuade someone to buy your product or support you.

### 8.4 Speaking

#### Negotiations – diplomacy

**consensus** /kənˈsensəs/ noun [uncount] an opinion that all members of a group agree with.

**implication** /ˌɪmplɪˈkeɪʃ(ə)n/ noun [count usually plural] a possible effect or result: *We need to consider the financial implications.*

**quit** /kwɪt/ verb [intransitive or transitive] to leave a job or project: *She quit after only six months in the job.*

### 8.5 Writing

#### Requests and reminders

**disregard** /ˌdɪsrɪˈɡɑː(r)d/ verb [transitive] to pay no attention to something.

**extend** /ɪkˈstend/ verb [transitive] FORMAL to agree to lend someone money or give them credit.

**factoring** /ˈfæktərɪŋ/ noun [uncount] selling a company's receivable invoices in order to obtain funds more quickly.

**outstanding** /aʊtˈstændɪŋ/ adjective an amount of money that is outstanding has not yet been paid.

**overdue** /ˌəʊvə(r)ˈdjuː/ adjective if a payment is overdue, it should have been paid before now.

**oversight** /ˌəʊvə(r)ˈsaɪt/ noun [count] something you do not think of which causes problems later.

**settle** /ˈset(ə)l/ verb [transitive] to pay all the money you owe someone: *He has thirty days to settle his bill.*

### 8.6 Case study

#### Jeddah Royal Beach Resort

**armoury** /ˈɑː(r)məri/ noun [usually singular] a set of skills, equipment or powers that is available for someone if they need it.

**loyalty** /ˈlɔɪəlti/ noun [uncount] continued use of the products or services of a particular business: *A high level of brand loyalty.*

**uncollectible** /ˌʌŋkəˈlektəb(ə)l/ noun [count] a bad debt which cannot be recovered.

**vulgar** /ˈvʌlgə(r)/ adjective someone who is rude, unpleasant, and offensive.

**word of mouth** /ˌwɜː(r)d əv ˈmaʊθ/ expression information communicated by people speaking informally to each other.