

# Collocations

A collocation is two or more words that often go together. These combinations just sound "right" to native English speakers, who use them all the time. On the other hand, other combinations may be unnatural and just sound "wrong". One of the biggest problems with collocation is its arbitrary nature: **there is no "rule" or reason** that it is "in regard to" and not "on regard to"—it just is. Look at these examples:

Natural English	Unnatural English
the fast train fast food	the quick train quick food
a quick shower a quick meal	a fast shower a fast meal

## I- Business English Collocations

Business English collocations are common combinations of words used when speaking about business in English. Collocations can be understood as words that usually go together. For example, in English we do business, not make business. That business English collocation can make all the difference if you are trying to do business around the world. When decisions concern a lot of money, it's important to get the phrase right.

Here are common business English collocations used in various business operations:

### 1- The Verb 'To Do'+

When you **do** something, you take some action or perform an activity or task. **Do** is often used instead of a more specific verb, to talk about a common action involving a particular thing. For example you can say 'do your teeth' instead of 'brush your teeth'. *COBUILD Advanced English Dictionary*.

**Do accounts:** keep a financial record.

**Do business:** If two people or companies **do business with** each other, one sells goods or services to the other.

**Do a deal:** to arrange or settle; conclude (a transaction).

**Do a due diligence:** Reasonable steps taken by a person to avoid committing a tort or offence.

**Do paperwork:** Do the routine part of a job which involves writing or dealing with letters, reports, and records.

**Do research:** Conduct or carry out a research.

## 2- The Verb 'To Make'+

**Make an appointment:** Schedule a meeting with someone.

**Make a calculation:** To make an estimation of something, evaluate.

**Make cutbacks:** To reduce the expenses of a business or government.

**Make a deal:** To successfully achieve or negotiate a deal or agreement, especially regarding an acceptable price or exchange for something.

**Make an investment:** The use of money to get a profit or to make a business activity successful.

**Make a loan:** Give someone a loan.

**Make money:** To earn money.

**Make a profit:** To make money from business.

## 3- The Verb 'To Manage'

**Manage a business or factory:** To handle or direct with a degree of skill: such as: to exercise executive, administrative, and supervisory direction.

**Manage expectations:** Seek to prevent disappointment by establishing in advance what can realistically be achieved or delivered by a project, undertaking, course of action, etc.

**Manage a project or a team:** To control resources and lead people to achieve common objectives.

## 4- The Noun 'Deal'

**Cut a deal:** Make an agreement, make a business deal.

**Close a deal:** To formally conclude bargaining; to bring negotiating to an end by reaching an agreement.

**Work on a deal:** Drive a hard bargain.

## 5- The Noun 'Contract'

**Write/draw up a contract:** To prepare, to create, to design, to produce a contract.

**Sign a contract:** Contract signing means that the parties signing the document agree to the terms in it and their contractual duties and obligations.

**Negotiate a contract:** To arrange or settle by discussion and mutual agreement.

**Offer someone a contract:** To offer someone a job.

## II- Science & technology-related collocations

To cover all the collocations we need a dictionary, and as we already said, there is no rule for collocations; you just have to learn them as they are. So in order to learn the biggest possible number of collocations, I invite you to do the following exercises, but first, here is a list of some common science & technology-related collocations:

**An electric shock:** a sudden jolt of electricity through the body.

**Conserve battery:** save battery power.

**Return something to the manufacturer:** send back to the place that made the product.

**Heavy machinery:** big machines.

**A faulty product:** a product which is not working correctly.

**State of the art technology:** the latest/ newest technology.

**A powerful engine:** which we can find in sports cars for example.

**Domestic appliances:** household machines.

**Safety equipment/ device:** things or machines used to protect people.

**A leading scientist:** the best scientist.

**Out of order:** stopped working (lifts/ vending machines).

**Break down:** stop working (car/ washing machine).

**Mechanical problem:** a problem with the machine.

**Exercise 1:** Match the verbs in column A with phrases in column B

A	B
1. To link in 2. To transfer 3. To retrieve 4. To access 5. To subscribe 6. To socialize 7. To store	a. With other internet users b. To a global computer network c. To a special interest group d. Information from database e. Information from one computer file to another f. Information in a database g. Information in a file

**Exercise 2:** Match the words in A with those in B to make appropriate collocations

A	B
1- Remote 2- Genetic 3- Telephone 4- Internet 5- Atomic 6- Online 7- DVD	a. Engineering b. Piracy c. Shopping d. Control e. Addiction f. Booth g. Bomb