

Twenty-two really useful verbs to use at work!

Please note that the words grouped together are similar but not synonyms.



To invite: I will *invite* him to the meeting.

To delegate: I want to *delegate* this project to you.

To reflect, consider, contemplate: I need to *consider* the options before making a decision.

To review, evaluate: I will *review* the report before making a decision.

To compromise: We need to *compromise* to move forward on this issue.

To challenge, disagree: I *challenge* that perspective.

To contribute: Thankyou, you *contributed* a great deal to the meeting.

To coordinate, organise: Can you *organise* the meeting for next Thursday?

To supervise, manage: I *manage* a small team in the Accounts department.

To improve: My objective is to *improve* customer service levels.

To advise, guide, support: He is new to this role, so you need to *support* him.

To develop, design, create: I have *developed* a new approach to this problem.

Preposition Corner – verbs used with ‘for’

- He apologised for being late. You can also ‘apologise to someone’.
- I applied for the job but I didn’t get it.
- How do you ask for a coffee in Polish?
- She spent many years caring for her aged parents.
- I can’t go out tonight because I have to prepare for my interview tomorrow

Idioms of money

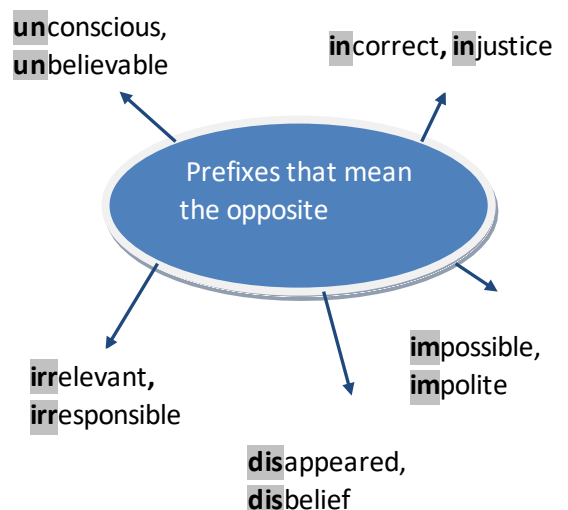


- 1) I am broke! I have no money!
- 2) In the black. You are making money, in profit.
- 3) In the red. You are losing money, in debt.
- 4) You burn money! You are spending money at a very fast rate.
- 5) She is loaded! She is very rich!
- 6) Money talks! The most important consideration is the money we will be paid.
- 7) On a shoestring. You have a very small budget.
- 8) To pay an arm and a leg. The item is very expensive.

Practice your work related verbs (more than one verb is possible)

- 1) I have _____ the problem and have _____ a new solution.
- 2) I am happy to _____ you in your first few months in the job.
- 3) I _____ these new guidelines. They are not helpful for the organisation.
- 4) I have _____ a number of teams in my career.
- 5) The results are not good. We need to _____ productivity.
- 6) Let’s not decide today. We need time to _____ before making a decision.

Prefixes that mean the opposite



Get in contact with Toby Higson at toby@tlp.lu to find out more.