



### 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

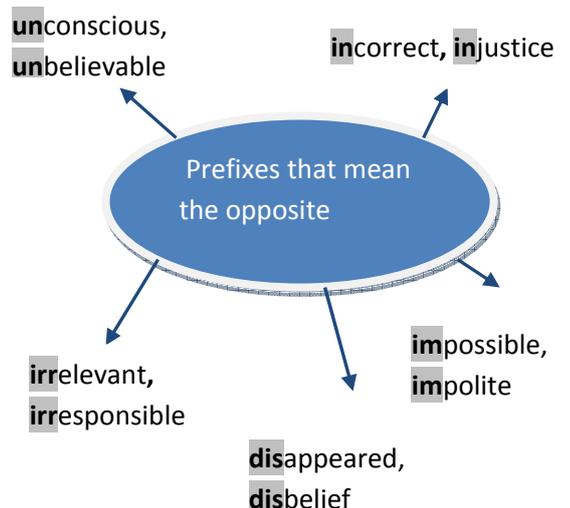


- 1) I am **broke!** I have no money!
- 2) In the **black.** You are making money, in profit.
- 3) In the **red.** You are losing money, in debt.
- 4) You **burn** money! You are spending money at a very fast rate.
- 5) She is **loaded!** She is very rich!
- 6) Money **talks!** The most important consideration 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



Coming soon in the February Edition – The art of negotiation and the best business proverbs.