

SOME USEFUL BUSINESS ENGLISH WORDS

Task 1. **Study the following verbs.**

1. **APPROVE** - *The committee has approved the reconstruction plan.*
2. **CONTRIBUTE TO** - *My team contributed to our results tremendously, without them we wouldn't be where we are now.*
3. **PRIORITIZE** - *I always start my day by prioritizing my tasks to see what is important.*
4. **DETERMINE** - *The new objectives and targets will be determined by the end of this month.*
5. **APPLY FOR (SOMETHING)** - *To apply for this job, please fill in this form and attach your resumé.*
6. **EMPLOY (SOMEONE)** - *Microsoft employs over 200 000 workers all around the world.*
7. **CONSIDER** - *Our management is considering several options to reduce costs.*
8. **PROVIDE** - *Our bank provide various financial services to small and medium-sized businesses.*
9. **INCREASE** - *Audi managed to increase its production capacity by 7 % in 2020.*
10. **SCHEDULE** - *Did you schedule any meetings for Friday?*
11. **ALLOCATE** - *One of the keys to successful project management is to allocate your resources effectively.*
12. **ASSESS** - *This survey will help us to assess the performance of our customer service department.*

Task 2. Match the words on the left with their meaning in Hungarian.

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|------------------|-------------------------------------|
| 1. APPROVE | A) alkalmaz |
| 2. CONTRIBUTE TO | B) nyújt valamit |
| 3. PRIORITIZE | C) jelentkezik valamire |
| 4. DETERMINE | D) értékel, kiértékel |
| 5. APPLY FOR | E) ütemez, időzít |
| 6. EMPLOY | F) növekszik, növel |
| 7. CONSIDER | G) meghatároz |
| 8. PROVIDE | H) kioszt, eloszt pl. erőforrásokat |
| 9. INCREASE | I) jóváhagy, elfogad |
| 10. SCHEDULE | J) fontossági sorrendbe állít |
| 11. ALLOCATE | K) hozzájárul valamihez |
| 12. ASSESS | L) fontolgat |

Task 3. Match the words on the left with the definitions on the right.

ALLOCATE	become larger in amount/size/number
APPLY FOR	carefully look at information in order to make a judgement or decision
APPROVE	control or decide what will happen
ASSESS	give something to someone for a particular purpose
CONSIDER	give something to someone or make it available for someone e.g a service
CONTRIBUTE TO	give work to someone and pay them for it
DETERMINE	help make improvements to something so that it becomes better
EMPLOY	make an official request for something e.g. a job, typically in writing
INCREASE	officially agree to a plan or request
PRIORITIZE	plan for something to happen at particular time
PROVIDE	put things in order of importance
	think about something carefully in order to make a decision

Task 4. Choose the correct answer.

1. I always start my day by _____ my tasks to see what is important.

publishing prioritizing adding

2. Our management is _____ several options to reduce costs.

thinking deciding considering

3. Did you _____ any meetings for Friday?

schedule cancel attend

4. This survey will help us to _____ the performance of our customer service department.

increase allocate assess

5. Audi managed to _____ its production capacity by 7 % in 2020.

decrease increase initiate

6. To _____ this job, please fill in this form and attach your resumé.

apply at employ for apply for

7. My team _____ to our results tremendously, without them we wouldn't be where we are now.

contributed added compromised

8. The committee has _____ the reconstruction plan, the project may start now.

assessed approved declined

9. Microsoft _____ over 200 000 workers all around the world.

works applies employs

10. One of the keys to successful project management is to _____ your resources effectively.

collect approve allocate

11. Our bank _____ various financial services to small and medium-sized businesses.

give provide promote

12. The new objectives and targets will be _____ by the end of this month.

determined deterred explained