**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.*

LIVEWORKSHEETS

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

| | |
|---|---|
| 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.

LIVEWORKSHEETS

| | |
|---|---|
| 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

LIVEWORKSHEETS

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

LIVEWORKSHEETS