4.1 VOCABULARY

PROFESSIONAL RELATIONSHIPS

A **Work in pairs. Write the words from the box in the chart. Some words may go in more than one category.**

act as	assist	build a relationship	build trust
contribute	demonstrate	enable (sb) to	keep an eye on
oversee	steer (sb) away from	take on	turn to

Help	Manage	Show

B **Circle the correct word or phrase to complete each sentence.**

1 Bob *assisted / oversaw* Lauren in fixing her kitchen. His help *contributed / enabled* her to finish more quickly.

2 It is important to *build trust / contribute* with your colleagues. They should be able to depend on you and know that your work will *assist / contribute* to the good of team.

3 The instructor *demonstrated / kept an eye on* the formula to the math problem. As the students worked to solve it, they *took on / turned to* one another for help.

4 Helen *acted as / oversaw* the manager of the project, making plans and giving directions. She *assisted / oversaw* its completion from the beginning to the end.

5 Sally *kept an eye on / contributed* her little brother David. She liked looking after him, and the more time they spent together, the more they *assisted / built a relationship.*

6 It is important not to *keep an eye on / take on* projects with unrealistic deadlines. Try to *steer away from / keep an eye on* any projects that you know you cannot finish on time.

C **Complete the sentences using the correct form of the words or phrases from exercise A.**

1 The best way to learn something is to have someone _____ it.

2 I'm always happy to _____ my friends when they need help.

3 I _____ my monthly credit card statement to make sure there are no incorrect charges.

4 If I see someone about to make a mistake, I will _____.

5 I have _____ with my colleagues at work, and they all know they can depend on me.

D **Work in groups. Which sentences in exercise C are true for you? Tell your group.**

LIVEWORKSHEETS