

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