

Business English verbs

1. I usually **approve** of business decisions when... A) they align with our company's values B) they promise good returns C) the team reaches a consensus D) _____.

Example/Reason: _____

2. When I have to **calculate** costs, I make sure I... A) double-check my figures B) consider all possible expenses C) use reliable software D) _____.

E/R: _____

3. Our company will **recruit** a new team member who... A) has excellent qualifications B) fits the company culture C) brings a fresh perspective D) _____.

E/R: _____

4. I get nervous to **announce**... A) company achievements B) new projects C) policy changes D) _____.

E/R: _____

5. It's difficult for me to **reject**... A) job applicants B) unrealistic proposals C) someone's idea D) _____.

E/R: _____

6. I would **promote** an employee who... A) meets targets B) demonstrates leadership C) improves team morale D) _____.

E/R: _____

7. Before a meeting, I always **confirm**... A) the agenda B) the attendees C) the time and place D) _____.

E/R: _____

8. I try to **reach** my... A) professional goals B) monthly targets C) clients promptly D) _____.

E/R: _____

9. It's important for me to **maintain**... A) good customer relations B) a high level of quality C) work-life balance D) _____.

E/R: _____

10. Our team will **distribute**... A) the workload according to skills and abilities B) information about new products C) annual bonuses D) _____.

E/R: _____

Teacher's Reference Answers: possible D) options

1. D) we have vetted all potential risks.
2. D) we are entering a new market.
3. D) is a team player.
4. D) we want to maintain transparency with shareholders.
5. D) the initial cost is too high.
6. D) they show dedication to professional development.
7. D) dealing with international partners.
8. D) there are shifts in consumer behavior.
9. D) technology advances.
10. D) we are streamlining operations.

Example answers

1. I usually **approve** of business decisions when they promise good returns.
Example/Reason: Like the time we decided to extend our opening hours, which increased our sales significantly.
2. I make sure to **calculate** all the risks before pitching a new project.
Example/Reason: For instance, when I suggested we upgrade our computer systems, I presented a detailed cost-benefit analysis.
3. Our company culture is important, so when we **recruit** new employees, we look for individuals who are team players.
Example/Reason: Just like when we found Sarah, who has since brought our team closer together through her collaborative spirit.
4. It's exciting to **announce** something when it's a big achievement for our team.
Example/Reason: Announcing our record-breaking sales last quarter was a proud moment for me.
5. It's never easy to **reject** an idea, but sometimes it's necessary when it doesn't fit our strategy,
Example/Reason: Like when we had to pass on a tempting product line that didn't fit with our core values.
6. I believe we should **promote** people who improve morale.
Example/Reason: My colleague Ana was promoted for her exceptional team spirit, and it's inspired me to do the same.

7. I always **confirm** the time and place well in advance to avoid any confusion, and it helps ensure that meetings run smoothly without wasting anyone's time.

Example/Reason: Confirming the details for the client meeting last week led to a very successful negotiation.

8. I'm proud when I **reach** personal targets.

Example/Reason: Achieving my goal of bringing in ten new clients this month has been a significant milestone in my career.

9. It's important for me to **maintain** good customer relations.

10. Example/Reason: I remember when a customer thanked me for the extra attention, and they've been a regular ever since.

11. I think it's important to **distribute** the workload according to skills and abilities.

Example/Reason: When we distributed the project tasks based on individual strengths, we finished a week early.