

# Parts of Speech for Business Sorting

provide solve supply expand discussion client teamwork  
assessment promote problem convenient quotation focused urgently  
delivery organize carefully analyze solution responsibilities hard-working  
statistics equipment progress demand prepare reliable organization

Look at the words above and put them in the appropriate column.

Verbs                  Nouns                  Adjectives                  Adverbs                  Can be 2 parts of speech

Verbs	Nouns	Adjectives	Adverbs	Can be 2 parts of speech

Write 5 sentences using the words or phrases above. ONLY USE EACH ADJECTIVE ONCE.

EXAMPLE: I have to analyze the statistics.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

## Business Parts of Speech Answers

Verbs	Nouns	Adjectives	Adverbs	Can be 2 parts of speech
provide	responsibilities	flexible	carefully	progress (noun/verb) supply(noun/verb) focused (verb/adjective)
invest	investment	hard-working	slowly	
develop	delivery	financial	urgently	
analyze	discussion	convenient		
increase	assessment	reliable		
promote	solution	focused		
organize	quotation	flexible		
expand	statistics			
solve	executive			
prepare	organization			
	demand			
	teamwork			
	problem			
	equipment			
	statistics			
	client			

Some common endings (& clues) to parts of speech

Nouns = ....ty ...ism ...ia ...ion ...ry ....ment

Adjectives = ...le ...al ...ful

Adverbs = ...lly ...ly

**Note :** The “can be 2” column can start to be complicated. It’s probably better to stick with words that can be 2 parts of speech and have the same meaning. Also, some words are more often used as one part of speech. It’s better to be flexible about this column.