

# Expanding Verbs for Business English



13 \_\_\_\_\_



12 \_\_\_\_\_



11 \_\_\_\_\_



10 \_\_\_\_\_



9 \_\_\_\_\_



8 \_\_\_\_\_



7 \_\_\_\_\_



1 \_\_\_\_\_



2 \_\_\_\_\_



3 \_\_\_\_\_



4 \_\_\_\_\_



5 \_\_\_\_\_

approve a request

distribute goods

calculate profits

authorize payment

reject a transaction

recruit new staff

measure blood pressure

resign from a job

announce a new contract

scanning barcodes

promote a team

maintain a system

reach a target

Answer the questions.

- 1 Where do you get payments authorized ?  
.....
- 2 Who do you get to approve your requests?  
.....
- 3 How often do you get your blood pressure measured ?  
.....
- 4 Do you think companies are recruiting new staff at the moment?  
.....
- 5 Have you ever bought promotional products for a team (or something else...a movie etc.)?  
.....

# Answers

- 1 authorize payment
- 2 maintain a system
- 3 measure blood pressure
- 4 scan a fingerprint
- 5 reach a target
- 6 reject a transaction
- 7 resign from a job
- 8 recruit new staff
- 9 promote a team
- 10 distribute goods
- 11 calculate profits
- 12 approve a request
- 13 announce a new contract

## Script

### Number 1

The board authorized payment of the invoice.  
We authorize payment for the goods you have delivered.

### Number 2

We maintain a system of quality control.  
I maintain a system of organization for my files.

### Number 3.

The nurse measured my blood pressure.  
We measure blood pressure to ensure that our patients are healthy.

### Number 4

The warehouse worker scanned the identity code on the package to check its authenticity.  
The warehouse worker, scanned the barcode on the package, to check the inventory.

### Number 5

The company reached its target for the quarter.  
We reach a target audience with our advertising.

### Number 6

The bank rejected the transaction.  
We reject a transaction if it is not in the best interests of our company.

### Number 7

The CEO resigned from the company.  
We resign from a job, when we are no longer able to perform our duties.

### Number 8

We are recruiting new staff for the department.  
I recruit new staff to fill the vacant positions.

### Number 9

We promote our team, by selling clothes with our logo in a prominent position.  
We promote our product through online advertising.

### Number 10

We distribute goods to the stores on a weekly basis.  
We distribute goods to our customers all around the world.

### Number 11

The accountant calculated the profits for the year.  
We calculate profits to ensure that our shareholders are happy.

### Number 12

The manager, approved my request, for a raise.  
We approve a request when it is in line with our policie

### Number 13

The company announced a new contract with the government  
The famous football player, announced a new contract, with a new team