

## **Common Business English verbs Present Simple**

### **Present Simple, needs analysis and functional language review**

*Choose one of the verbs below and add nouns to it (one that is there or your own choice) if you like. Describe the present and usual habits associated with that thing (e.g. how often, times and days, people who do it, how long) until your partner guesses which verb you are talking about.*

*Agree*

*Apologise*

*Attach*

*Attend conferences/ trade fairs/ training/ meetings*

*Be late/ on time/ early*

*Calculate*

*Carry a wallet/ mobile phone/ business cards*

*Read*

*Write reports/ minutes/ agendas*

*Chair meetings*

*Greet*

*Receive*

*Correct/ Edit*

*Clean*

*Complain*

*Copy/ Photocopy*

*Deal with complaints*

*Decide*

*Describe your job/ company/ department/ product(s)*

*Dictate*

*Disagree*

*Do overtime*

*Email*

*Exchange business cards*

*Explain*

*Fax*

*File/ Organise/ Reorganise*

*Give advice/ recommendations*

*Give bad news*  
Have meetings with customers/ clients/ colleagues/ suppliers  
Input data/ figures  
Install/ Download  
*Invite*  
*Leave messages*  
*Make appointments/ Arrange...*  
*Meet new people*  
*Meet people again*  
Negotiate  
*Offer a discount/ free gifts/ food and drinks/ someone a seat*  
*Phone/ Telephone/ Call*  
*Present*  
Print out  
*Refuse/ Reject*  
Repair  
*Request*  
Sign  
*Socialise with colleagues/ your boss/ clients/ customers/ suppliers*  
Stamp documents  
Staple  
*Take dictation*  
*Take messages*  
Take notes  
Talk about/ Discuss  
*Thank*  
Tidy up  
Travel abroad/ domestically/ for work  
Type up a report/ a PowerPoint presentation  
Use a computer/ calculator/ projector/ laser pen/ photocopier  
Wear a tie/ a jacket/ a waistcoat/ cuff links/ a security badge

## **Discussion**

*Which things above do you do most often? Are there any things you often do which are missing from the list?*

*Are there any things above which you very rarely or never do? Does anyone in your company do those things?*

*How do the jobs of other people in your team vary from yours?*

*Are there any cultural differences above, e.g. the importance of business cards? What about gender differences?*

*Which things do you or will you most often have to do in English? What language can you use to do the things in italics that you often have to do?*

*How does a typical business email start and end?*