

# **Business English Verbs**

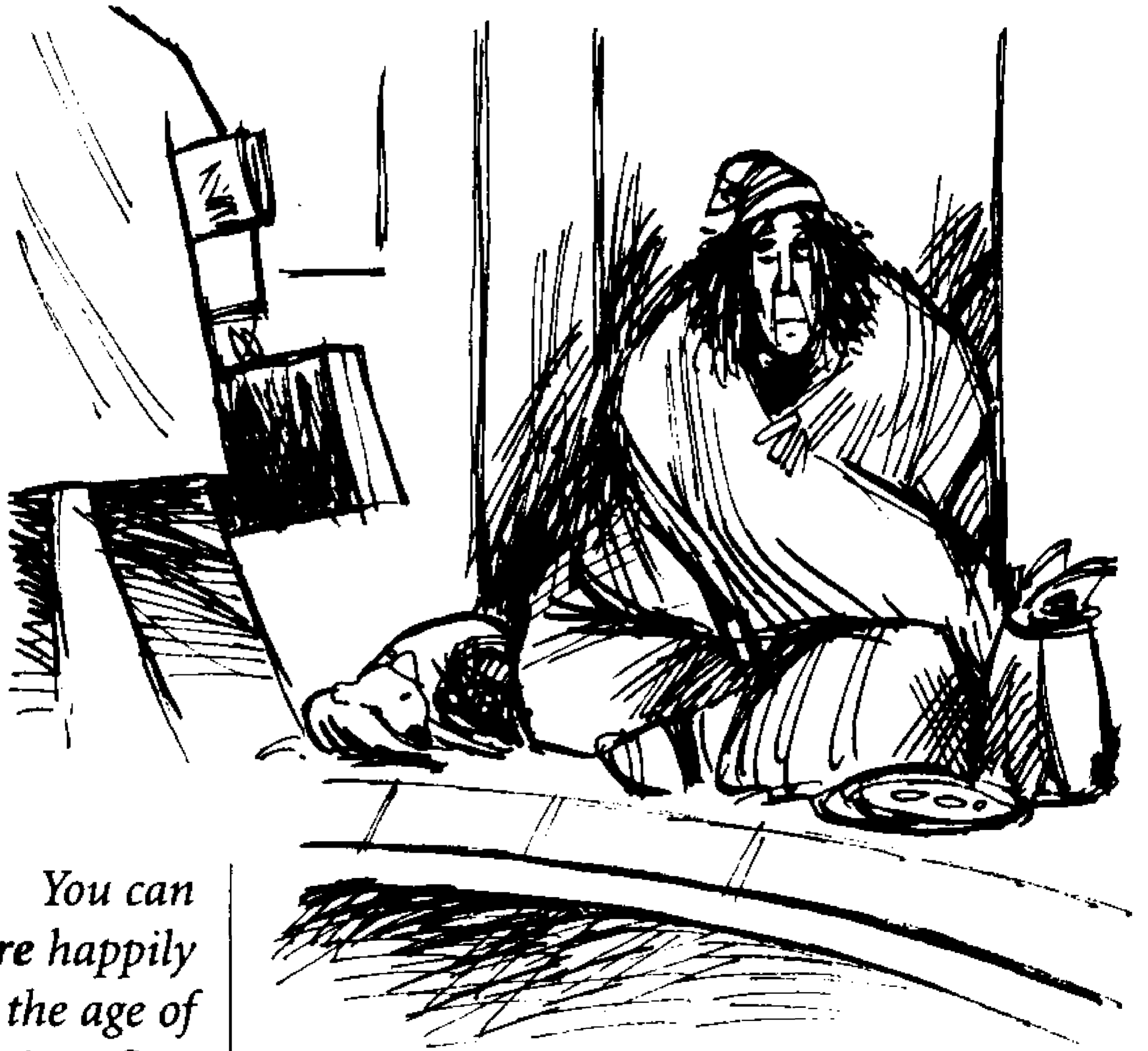
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**PENGUIN ENGLISH**

# The end



*You can  
retire happily  
at the age of  
sixty-five.*

## NOTICE

These are the only ways that you can lose your job at this company.

- Employees who steal will be **dismissed**.
- Anyone who contradicts the boss will be **sacked**.
- Salespeople who don't meet their targets will be **fired**.
- When business is bad, the laziest workers will be **laid off**.
- And if the company goes bankrupt, everyone will be **made redundant**.
- If you don't like any of these rules, you're free to **resign** and find another job.
- But if nothing goes wrong, you have a job for life and you can **retire** happily at the age of sixty-five.

**dismiss**

**sack**

**fire**

**lay off**

**make  
redundant**

**resign**

**retire**

# Hotels



## Dear Guest

When you **check in**, we ask you to pay the full price for your room in cash. To keep our prices low, there are no porters at this hotel so you have to carry your luggage yourself. You have to **check out** by nine o'clock in the morning but you can **store** your bags in our luggage room for a fee of just £15 per day.

If you don't like the hotel's policies, don't **complain**, just **move** to a more expensive hotel!

**check in**

**check out**

**store**

**complain**

**move**

# Formalities

Reginald was **chairing** the meeting today, so it was very formal. At the beginning he introduced every single person and asked us all to **exchange business cards** – which was pointless, because we knew each other already. Then he made sure that his secretary **minuted** every tiny point – the poor woman didn't stop writing for the whole hour. And when he **closed** the meeting he spoke for so long that three people fell asleep.

**chair**

**exchange  
(business  
cards)**

**minute**

**close**

# Opinions



*Whatever  
you do, don't  
**interrupt**  
me when I'm  
talking.*

I hate people who waste my time in meetings. So if you're just going to **state the obvious**, it's probably better to keep your mouth shut. But if you really want to **make a point** about something on the agenda, if you want to **put forward** a new idea or if you want to **propose** a solution to a problem, then I'm very happy to listen. But whatever you do, don't **interrupt** me when I'm talking.

**state the obvious**

**make a point**

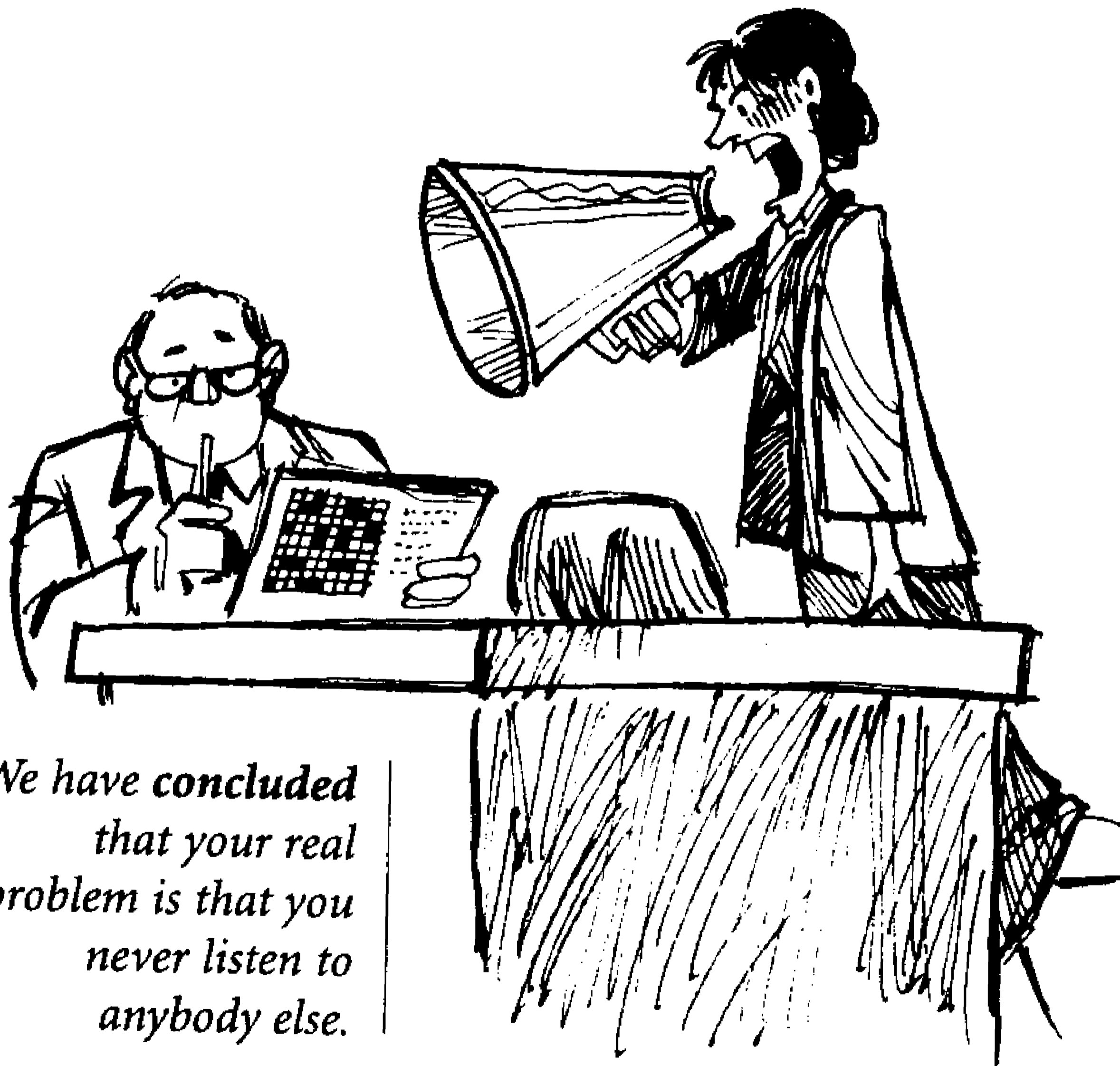
**put forward**

**propose**

**interrupt**



# Consulting



*We have concluded  
that your real  
problem is that you  
never listen to  
anybody else.*

# GRIFFITH MARKETING CONSULTANTS

BIRMINGHAM, UK

Dear Mr Campbell,

When you first **consulted** us about your new marketing strategy, we were happy to **advise** you. Over the past year we have **suggested** a number of solutions to the immediate problems that your company faces. We have also **recommended** several longer term strategies.

However we have now **concluded** that your real problem is that you never listen to anybody else and for this reason we wish to end our working relationship with you.

Yours sincerely,

Patricia Griffith

**consult**

**advise**

**suggest**

**recommend**

**conclude**

# The factory



*It says it's produced  
in France, but that's  
not the whole story.*

A: So where are your products made?

B: Well, the outside of the box says that they're **produced** in France, but that's not the whole story.

A: What do you mean?

B: Well, most of the parts are **manufactured** in Taiwan.

A: And are they **assembled** in France?

B: Oh no. The parts are **put together** in a factory in Mexico.

A: So what do you do in France?

B: We **package** them in France – we put the products into their boxes – and of course our head office is there, as well.

**produce**

**manufacture**

**assemble**

**put together**

**package**