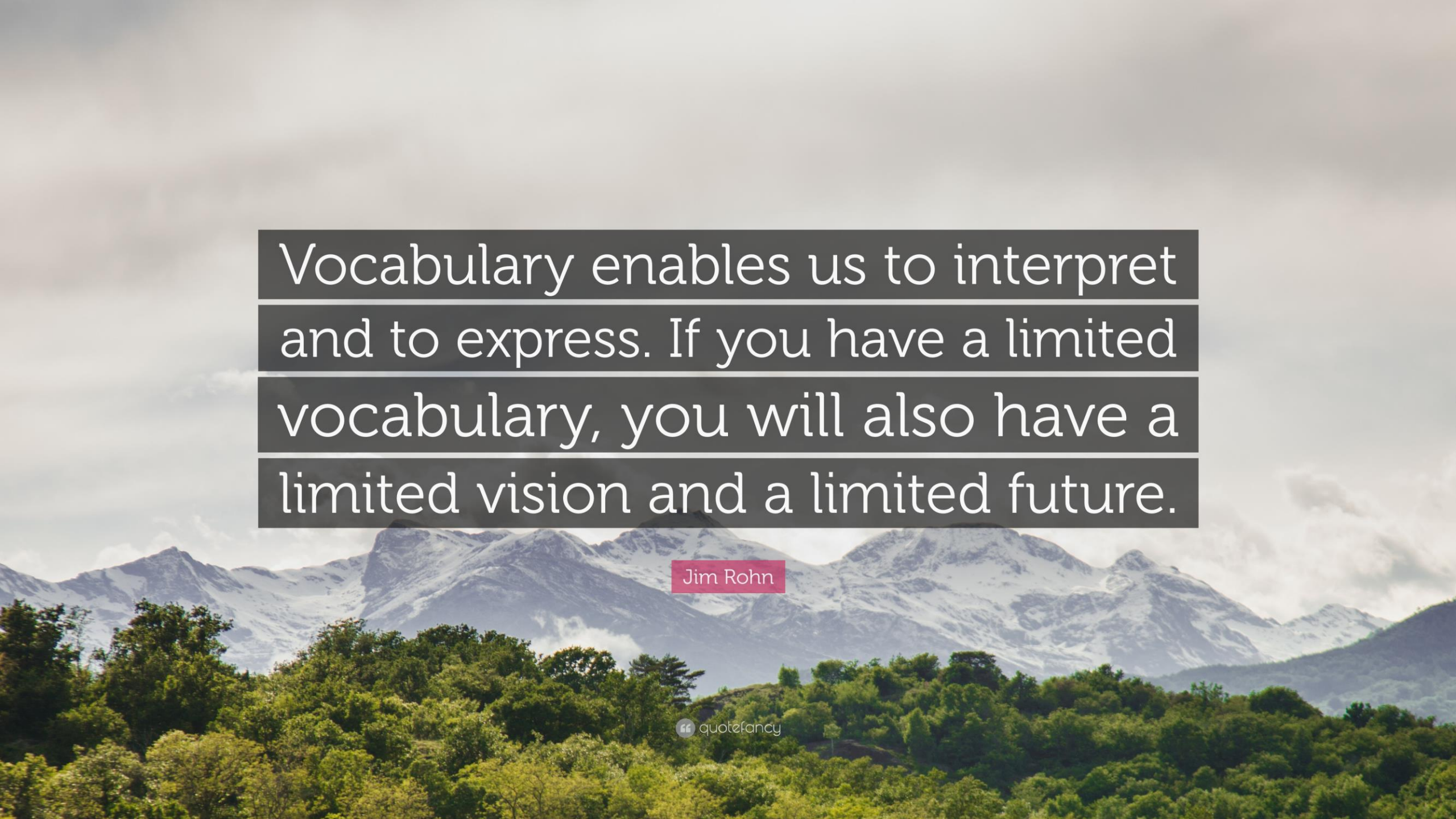




FRESHMAN ENGLISH II

Week # 5
LECTURE # 10



Vocabulary enables us to interpret
and to express. If you have a limited
vocabulary, you will also have a
limited vision and a limited future.

Jim Rohn



BUSINESS VOCABULARY



BUSINESS VOCABULARY

- | | | |
|----------------|-----------------|-------------------|
| 1. Facilitate | 8. Supervise | 15. Authorize |
| 2. Coordinate | 9. Document | 16. Merchandise |
| 3. Prioritize | 10. Budget | 17. Inventory |
| 4. Schedule | 11. Negotiate | 18. Turnover |
| 5. Process | 12. Implement | 19. Distribution |
| 6. Motivate | 13. Communicate | 20. Profitability |
| 7. Collaborate | 14. Recruit | |

1. FACILITATE

To facilitate means to make things easier and help them run more smoothly. A **facilitator** is the person whose job is to facilitate.

Sample sentence: “The course **facilitator** is there to provide guidance and encouragement for the group to find out the answers for themselves.”

2. COORDINATE

The verb **to coordinate** means to arrange for two or more parties (people or groups) to work together. The person who **coordinates** tasks or activities is known as a **coordinator**.

Sample sentence: “We need someone to **coordinate** the conference call with our business partners in Europe and Asia.”

3. PRIORITIZE

To prioritize means to deal with things in their order of importance or urgency. Things that are more important are given a higher **priority** so they get done before the less important things.

Sample sentence: “I have eight emails waiting in my inbox. Let me **prioritize** which ones I should answer first.”

4. SCHEDULE

The verb **to schedule** means to plan for an event (such as meetings, conference calls and deliveries) to take place at a certain time and place.

Sample sentence: “Peter’s stuck in a traffic jam. We may run into **scheduling** problems if we can’t confirm what time he’ll be at the office for the meeting.”

5. PROCESS

The verb **to process** means to put something through a series of actions to achieve a certain result. The noun **processing** describes the series of actions and steps needed to produce a certain result.

Sample sentence: “You may submit your business loan application today. **Processing** usually takes up to two to three weeks.”

6. MOTIVATE

The verb **to motivate** means to provide a good reason for doing something, or to encourage someone to work harder.

Sample sentence: “George doesn’t seem to be putting in much effort lately. It’s time his sales manager steps in and **motivates** him to meet his quota.”

7. COLLABORATE

The verb **to collaborate** means to work together with another person or group to achieve a common goal.

Sample sentence: “Higher management wants us to **collaborate** with our partners in Britain to develop a better product.”

8. SUPERVISE

The verb **to supervise** means to direct and be in charge of someone or something. The adjective **supervisory** is used to describe the quality of someone who's in charge.

Sample sentence: “The contractor will be in later to **supervise** the office remodeling.”

9. DOCUMENT

You might already know that the noun **document** refers to a paper or computer file. The noun **documentation** refers to the creation of records or files.

Sample sentence: “I think you should read the **document** carefully before signing it.”

10. BUDGET

The verb **to budget** means to make a plan for the amount of money to spend on something. The word **budget** can also be used as a noun to mean the amount of money that's made available for spending.

Sample sentence: “If you’re organizing a year-end office party, you’ll have to work out a **budget** for it.”

11. NEGOTIATE

The verb **to negotiate** means to formally discuss something and come to an agreement. The noun **negotiation** refers to the formal discussion to arrive at a decision that all parties agree to.

Sample sentence: “After a week of **negotiation**, we still can’t agree on the terms of the contract.”

12. IMPLEMENT

The verb **to implement** means to effectively start using or enforcing an action or plan. You might **implement** a set of measures or rules, for instance.

Sample sentence: “We’re now ready to **implement** security measures that we hope will make this office building a safer place for our employees.”

13. COMMUNICATE

You've probably heard of the verb **to communicate**, which means to pass on information to someone. The noun **communication** refers to the act of expressing or exchanging information.

Sample sentence: "Due to the lack of **communication**, we don't have all the facts we need."

14. RECRUIT

The verb **to recruit** means to find suitable people to work for your company.

Sample sentence: “After securing this deal, we had to **recruit** more managers to head the projects.”

15. AUTHORIZE

The verb **to authorize** means to give approval or permission to someone to do something. **Authorization**, or the act of giving approval, is commonly given in the form of a signature.

Sample sentence: “I’ll have to get my supervisor to **authorize** this check before I send it to you.”

16. MERCHANDISE

The noun **merchandise** simply refers to the products or goods that are bought and sold by your company.

Sample sentence: “This year, there has been an increase in our imports of foreign **merchandise**.”

17. INVENTORY

The noun **inventory** refers to the items or products you have in stock.

Sample sentence: “The year end is the time when we check our stock and update our **inventory** lists.”

18. TURNOVER

The noun **turnover** is pretty interesting. It may refer to the amount of money your company receives in sales, or the rate at which your company's merchandise is sold and replaced by new stock. It could also mean the rate at which staff leave your company and are then replaced by new people.

Sample sentence: “Our total sales **turnover** this year is higher than the past two years combined. You can all expect a bonus at the end of the year.”

19. DISTRIBUTION

The noun **distribution** refers to the delivery of products or merchandise to your store or business.

Sample sentence: “The new manager takes care of the **distribution** of our sports and fitness products to other countries.”

20. PROFITABILITY

The noun **profitability** refers to the profit or amount of money gained from your sales or business.

Sample sentence: “Management would like you to conduct a study of the **profitability** of expanding our market overseas.”



IRREGULAR VERB: BE AND HAVE

IRREGULAR VERB: BE AND HAVE

Pronoun(s)	Present-Tense Verb for “To Be”	Past-Tense Verb for “To Be”	Present-Tense Verb for “To Have”	Past-Tense Verb for “To Have”
I	am	was	have	had
you/we/they	are	were	have	had
it/he/she	is	was	has	had

IRREGULAR VERB: BE AND HAVE

51. If pickling _____ necessary, I'll bring my own vinegar.
52. Whoever _____ enough cucumbers on this sort of occasion?
53. Mike replied, "I _____ totally comfortable with the amount of green vegetables in my refrigerator."
54. Kristin, never outdone, _____ a different idea.
55. "Grace and I _____ firmly in the anti-vegetable camp," she commented.

IRREGULAR VERB: ANSWERS

51.is. Here you're in the present tense.

52.has. You need a singular, present-tense verb to match *who* in this sentence.

53.am. The verb *to be* changes to *am* when it's paired with *I*.

54.has or had. This answer depends on the tense. If you're speaking about a past event, choose *had*, but if you're speaking about something in the here and now, *has* is your best bet.

55.are. You need a plural to match *Grace and I*.

IRREGULAR VERB: BE AND HAVE

56. Two hours from now, Kristin _____ three trophies for carbo-loading.
57. Diane _____ Champion of the Potato Salad Competition for three years in a row, counting this year.
58. Grace _____ second thoughts about her entry choice; she now thinks that she should have picked sides instead of main dishes.
59. The soon-to-be-announced winners in each category _____ extremely pleased with the prizes this year.
60. Give me a taste because I _____ a judge.

IRREGULAR VERB: BE AND HAVE

56.will have. The sentence speaks about the future.

57.has been. The sentence requires a link between past and present, so simple past won't do. You need present perfect, the bridge between those two time periods. *Has been* does the job.

58.had. The sentence calls for a contrast with *now*, so opt for past tense.

59.will be. Once more into the future!

60.am or will be. You may choose either present or future, depending upon the context.

IRREGULAR VERB: BE AND HAVE

61. “No kidding!” exclaimed Kristin. “I thought you _____ a participant.”
62. Kristin says that Grace _____ certain to win, but I _____ not sure.
63. Grace _____ a heavy hand with hot sauce.
64. You _____ to taste her dish anyway.
65. It _____ unlikely that Grace’s food will actually catch fire.

IRREGULAR VERB: BE AND HAVE

- 61.were.** The past tense of *to be* is required for this sentence.
- 62.is, am.** The *says* tells you that present tense is needed in this sentence.
- 63.has.** Here you need the singular, present tense form of *to have*.
- 64.have.** The verb, *have*, doesn't express ownership in this context. Instead it implies obligation.
- 65.is.** The singular subject *it* pairs with the singular verb *is*.



HELPING VERBS



HELPING VERBS

- **Should and must add a sense of duty.**
 - ✓ “David should put the ice cream away before he eats the whole thing.”
 - ✓ “David must reduce his cholesterol, according to his doctor.”
- **Can (present) and could (past) imply ability.**
 - ✓ “If Hanna can help, she will.”
 - ✓ “Courtney could stray from the beaten path, depending on the weather.”
- **May (present) and might (past) add possibility to the sentence.**
 - ✓ “I may go to the picnic if I can find a bottle of ant-killer.”
 - ✓ “I told Courtney that she might want to bring some insect repellent.”
- **Would (past) and will (present) usually expresses a condition or willingness.**
 - “I would have brought the mouse if I had known about the cat problem.”
 - “He would bait the trap.”
 - “Every Saturday he would go to the pet store for more mouse food.”)
 - “I will go if I can find a free ticket.”

HELPING VERBS

66. The mayor, shy as ever, said that she _____ go to the tree-planting ceremony only if the press agreed to stay outside the forest. (condition)
67. Kirk, a reporter for the local radio station, _____ not agree to any conditions, because the station manager insisted on eyewitness coverage. (ability)
68. Whenever he met with her, Kirk _____ always urge the mayor to invite the press to special events, without success. (repeated action)
69. The mayor _____ make an effort to be more open to the press. (duty)
70. In earlier times, our mayors _____ hold weekly press conferences. (repeated action)

HELPING VERBS

66.would. The going is dependent upon the press arrangement.
Thus *would* is the best choice.

67.could. The agreement wasn't possible, so *could* wins the prize.

68.would. This helping verb expresses repeated actions in the past.

69.should. Once you imply duty, *should* is the helper you want.

70.would. Ah, the good old days! Use *would* to describe repeated actions.

HELPING VERBS

71. Lisa, who writes the popular “Trees-a-Crowd” blog, explained that she _____ rely on her imagination to supply details. (possibility)
72. Lisa knows that Kirk _____ leap to fame based on his tree-planting report, and she doesn’t want to miss an important scoop. (ability)
73. All good reporters _____ know that if a tree falls or is planted in the forest, the sound is heard by a wide audience only if a radio reporter is there. (duty)
74. Sound engineers, on the other hand, _____ skip all outdoor events if they _____ do so. (condition, ability)
75. On-air talent always _____ find a way to weather all hardships, including bad weather. (ability)

HELPING VERBS

- 71. **may** or **might**. Lisa, if she's in the mood, will cover the tree-cutting without seeing it. This possibility is expressed by the helpers *may* or *might*.
- 72. **can**. You need to express ability in the present tense, which *can* can do.
- 73. **should**. Gotta get that duty in, and *should* does the job.
- 74. **would, could**. *Would* expresses a condition, and *could* adds ability to the sentence.
- 75. **can**. You're firmly in present tense (clue word = *always*) and *can* adds a sense of ability.

HELPING VERBS

76. Some media watchers believe that reporters _____ be a bit more modest. (duty)
77. In response, reporters claim that the public will not appreciate humility if they _____ choose greater entertainment value. (ability)
78. The mayor _____ have allowed the press at the scene had she foreseen the fuss. (condition)
79. The mayor _____ achieve success if she becomes more media-savvy. (possibility)
80. Despite her shyness she's a good mayor, and no one _____ work harder. (ability)

HELPING VERBS

- 76. should.** When duty calls, opt for *should*.
- 77. can.** The second half of the sentence talks about ability, so *can* works well here.
- 78. would.** The first part of the sentence talks about a condition that is not actually happening, and *would* fills the bill.
- 79. may or might.** For possibility, choose one of the two helpers.
- 80. could or can.** Either verb form works here: *could* if you're thinking about her work record (in the past) or *can* if you're measuring her by her current 80-hour weeks.



CALLING INTO QUESTION WITH VERBS



QUESTIONING WITH VERBS

81. You took the wallet to the police station.

82. The cops always accept lost items.

83. The wallet was stolen.

84. The detectives seemed interested.

85. They noticed seven credit cards, each with a different name.

QUESTIONING WITH VERBS

- 81. Did you take the wallet to the police station?** Typical question format: the two parts of the verb, *did* and *take*, are separated by the subject, *you*.
- 82. Do the cops always accept lost items?** This one's in present tense because the original statement contains the present-tense verb, *accept*.
- 83. Was the wallet stolen?** Because this sentence is about state of being, not an action, you don't need a helping verb here. However, the subject (*wallet*) should follow the verb.
- 84. Did the detectives seem interested?** This one's about a state of being, but the verb, *to seem*, needs the helping verb *did* to create a question.
- 85. Did they notice the seven credit cards, each with a different name?** The helper *did* precedes the subject, *they*, in this question.

QUESTIONING WITH VERBS

86. The photo on the license matches a mug shot.

87. The police will act swiftly.

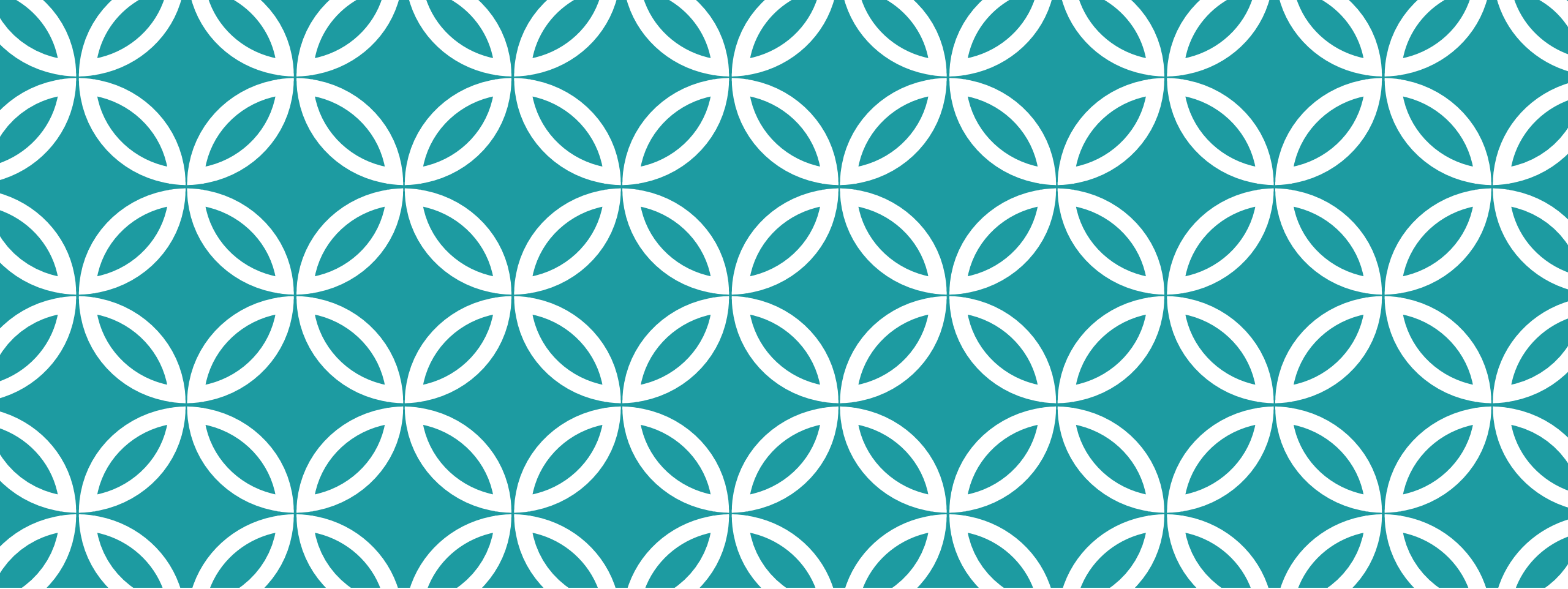
88. You want the reward for recovering stolen property.

89. In the future, you will keep your eyes on the ground.

90. Walking is your new hobby.

QUESTIONING WITH VERBS

- 86. Does the photo on the license match a mug shot?** Here you see the same pattern: helping verb (*does*), subject (*photo*), main verb (*match*).
- 87. Will the police act swiftly?** The helper, *will*, changes position to create a question instead of a statement.
- 88. Do you want the reward for recovering stolen property?** In this question, you add *do* to the main verb, *want*, to land in question territory.
- 89. In the future will you keep your eyes on the ground?** This question contains all the same words as the original statement. The order makes all the difference!
- 90. Is walking your new hobby?** The verb, *is*, comes before the subject, *walking*, to create a question.



PRACTICE WITH VERBS



To: All Employees
From: Christy
Subject: Paper Clips

It had come to my attention that some employees will be bending paper clips nearly every day. A few copy clerks even bended an entire box. Because of my duty as your supervisor, I would remind you that paper clips have been expensive. In my ten years of superior wisdom as your boss, I always gave you a fair deal. Does I need proof before firing you? No! However, I thinkd you were responsible employees. Therefore, I will begin inspecting the desks in this office this morning. By quitting time, I will have been checking every single one. If your desk contains a bent paper clip, you would find yourself out of a job.

To: All Employees

From: Christy

Subject: Paper Clips

91

It ~~had~~ has come to my attention that some employees ~~will be~~ have

92

~~been~~ bending paper clips nearly every day. A few copy clerks even

93

~~bended~~ bent an entire box. Because of my duty as your supervisor, I

94

~~would~~ should remind you that paper clips ~~have been~~ are expensive. In

95

my ten years of superior wisdom as your boss, I always ~~gave~~ have

96

given you a fair deal. ~~Does~~ Do I need proof before firing you? No!

97

However, I ~~thicked~~ thought you were responsible employees.

98

Therefore, I will begin inspecting the desks in this office this morning. By

99

quitting time, I will have ~~been checking~~ checked every single one. If

your desk contains a bent paper clip, you ~~would~~ may find yourself out of
a job.

100

91. *Had come* is wrong because it places one action in the past before another action in the past — not the meaning expressed by this sentence. Instead, sentence one needs a verb to link past and present, and *has come* fills the bill.

92. *Will be* places the action in the future, but the memo once again seeks to establish that the bending went on in the past and continues in the present, so present perfect tense (*have been bending*) does the job.

93. *Bent* is an irregular past form. *Bended* is never correct in Standard English.

94. Because you're talking about duty, *should* works nicely here. You may also select *am reminding* because the boss is in the process of reminding the employees of paper clip prices.

95. Present tense is better because the boss is concerned about current expenses.

96.The boss is bragging about fairness in the past, which continues in the present. Thus present perfect tense (*have given*) is best. **Note:** The *always* may be placed between the two words of the verb (*have always given*) if you wish.

97.The pronoun *I*, though singular, takes the plural form *do*, not the singular form *does*.

98.*Thought* is the irregular past tense form of the verb *to think*.

99.No need for progressive here, because the boss wants to tell the underlings when the investigation will end, not when it will be going on.

100.You're expressing a real possibility here, so *will* or *may* works well. The helper *will* is more definite. *May* leaves a little wiggle room.



FEEDBACK