# Business Verbs: 37 English Verbs for Work

Learn each verb with its partner words. Example: allocate a budget, address an issue. Spelling: American -ize (British English often uses -ise).

## Meetings and communication

| | |
|---|---|
| **meet** | a client; to discuss |
| **present** | findings; a plan |
| **communicate** | goals; a change |
| **negotiate** | terms; a price |
| **brainstorm** | ideas; solutions |
| **address** | an issue; a concern |
| **collaborate** | with; on |

## Projects and planning

| | |
|---|---|
| **manage** | a project; a team |
| **develop** | a strategy; a product |
| **implement** | a system; a decision |
| **prioritize** | tasks; customers |
| **strategize** | how to; with a team |
| **allocate** | resources; a budget |
| **deploy** | software; staff |
| **integrate** | with; into |
| **outsource** | a service; to |

## People and teams

| | |
|---|---|
| **delegate** | a task; to |
| **motivate** | a team; staff |
| **incentivize** | staff; sales |
| **leverage** | a network; experience |

## Numbers and results

| | |
|---|---|
| **increase** | sales; by 5% |
| **reduce** | costs; risk |
| **forecast** | sales; demand |
| **analyze** | data; results |
| **evaluate** | results; a supplier |
| **achieve** | a target; a goal |
| **audit** | accounts; a process |
| **authorize** | a payment; spending |
| **research** | a market; competitors |
| **collate** | data; feedback |

## Change and improvement

| | |
|---|---|
| **improve** | customer satisfaction; a process |
| **streamline** | a process; approvals |
| **optimize** | a website; costs |
| **standardize** | procedures; templates |
| **restructure** | a department; debt |
| **innovate** | in a market; on a product |
| **rebrand** | a product; as |

Try this: pick five verbs and use each one in a sentence about your own job this week. More examples and free exercises: englishonline.training/common-business-english-verbs