

# Essential Business Verbs for Work



## RESIGN

to officially leave a job or position

*Example: Tom resigned last month — he got an offer from a startup.*



## ASSIGN

to give someone a task or responsibility

*Example: I'll assign this to you once the document is ready.*



## REASSIGN

to change the person responsible for a task or project

*Example: HR has reassigned her to a different department.*



## SIGN

to write your name on a document to make it official

*Example: I signed the updated contract this morning.*



## ALIGN

to make plans, ideas, or actions match or work well together

*Example: Let's align our timelines before the presentation.*



## CONSIGN

to send goods to someone for sale or delivery

*Example: We consigned the unsold items to a third-party vendor.*



# Essential Business Verbs for Work

**B2**

**I. Fill in the blanks with a verb from the box. Use the correct form.**

signify    reassign    underline    maintain    consign    resign

1. They \_\_\_\_\_ Jason to the analytics team — apparently, his skills fit better there.
2. She finally \_\_\_\_\_ last Friday. She said the workload just kept growing with no extra support.
3. The drop in engagement doesn't necessarily \_\_\_\_\_ a problem — it's just the holiday season.
4. I just want to \_\_\_\_\_ how important it is to back up your files before the system update.
5. We \_\_\_\_\_ the old stock to a reseller since it was just sitting in storage and taking up space. They'll handle the sales and we'll get a percentage once it sells.
6. The IT team \_\_\_\_\_ all our internal servers and security updates.

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outline    negotiate    exceed    encourage    finalize    delegate

7. Our director \_\_\_\_\_ us to test new ideas, even if they don't all work out. He says it's better to learn from small mistakes than to play it safe and never innovate.
8. Once both sides reached an agreement, I asked our legal department to \_\_\_\_\_ the draft and make it ready for signature.
9. There were a few things we wanted to change, so we scheduled a call to \_\_\_\_\_ better pricing and delivery times.
10. Make sure you \_\_\_\_\_ smaller tasks to the interns so you can focus on the client presentation.
11. Our Q3 revenue \_\_\_\_\_ last year's numbers by almost 20%, mainly due to increased demand in the U.S. market and improved pricing strategies.
12. During her one-on-one last week, she \_\_\_\_\_ her development goals for the next six months — mainly improving her leadership skills and taking on larger projects.





I.

1. reassigned  
2. resigned  
3. signify  
4. underline  
5. consigned  
6. maintains

7. encourages  
8. finalize  
9. negotiate  
10. delegate  
11. exceeded  
12. outlined

For more practice, check out the links below:

[10 Real-Life Business English Phrases for Meetings](#)

[Essential Business English Vocabulary for Work: Backlog, Inventory, Bottleneck & More](#)

[6 Common Business English Phrases for Problems and Delays at Work](#)

[Gave In or Held Firm? Business English Phrasal Verbs for Pressure and Persuasion \(With Quiz & Examples\)](#)

[7 Phrasal Verbs to Describe Achievements in Business English](#)

