

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

REAL
Business
English

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.

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](#)

