

## APRIL OPEN WORKSHOP

# 5 Business-English Words You Should Know!



### ORGANIZE

We use **organize** to talk about schedules, projects, plans, holidays, teams and other things that need preparation!

- Could you **organize** the next meeting, please?
- I need to **organize** my team more effectively.
- Last year, I **organized** the ABC project.



### CONVINCE/PERSUADE

Use **convince** or **persuade** to make someone believe in your ideas or agree with your opinions!

- We need to **convince** Takahashi-san to give us the green light.
- I **persuaded** my supervisor to give us a bigger budget next year.
- Could you try to **convince** Peter to extend the deadline for this, please?




### PREDICT

We use **predict** to talk about things in the future that are not yet decided.

- Keiko **predicted** this would happen.
- We **predict** that sales of our DDR4 SDRAM will increase in Q4.
- Could I ask you to **predict** how many resources we will need for this project?


### COLLABORATE

Use **collaborate** to talk about teamwork and working together on projects!

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- We should **collaborate** with the team in Taiwan on the next project.
  - If we **collaborate** on the task, we will be less likely to make a mistake.
  - We need stronger **collaboration** with the global team this year.


### INVEST

We use **invest** to talk about putting our money, time, energy or effort into someone or something!

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- I'd like to **invest** more in my team's English skills this year.
  - Could we ask you to **invest** your effort into ensuring this project is finished ASAP?
  - The marketing team **invested** their energy into the new brand plan.

### WORKSHOP TASK

Pick one word from the five you've learnt today. Make a question with this word and ask another OPEN participant your question.

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- How do you **convince** your colleagues of your ideas?
  - What is the most difficult project you've ever **organized**?