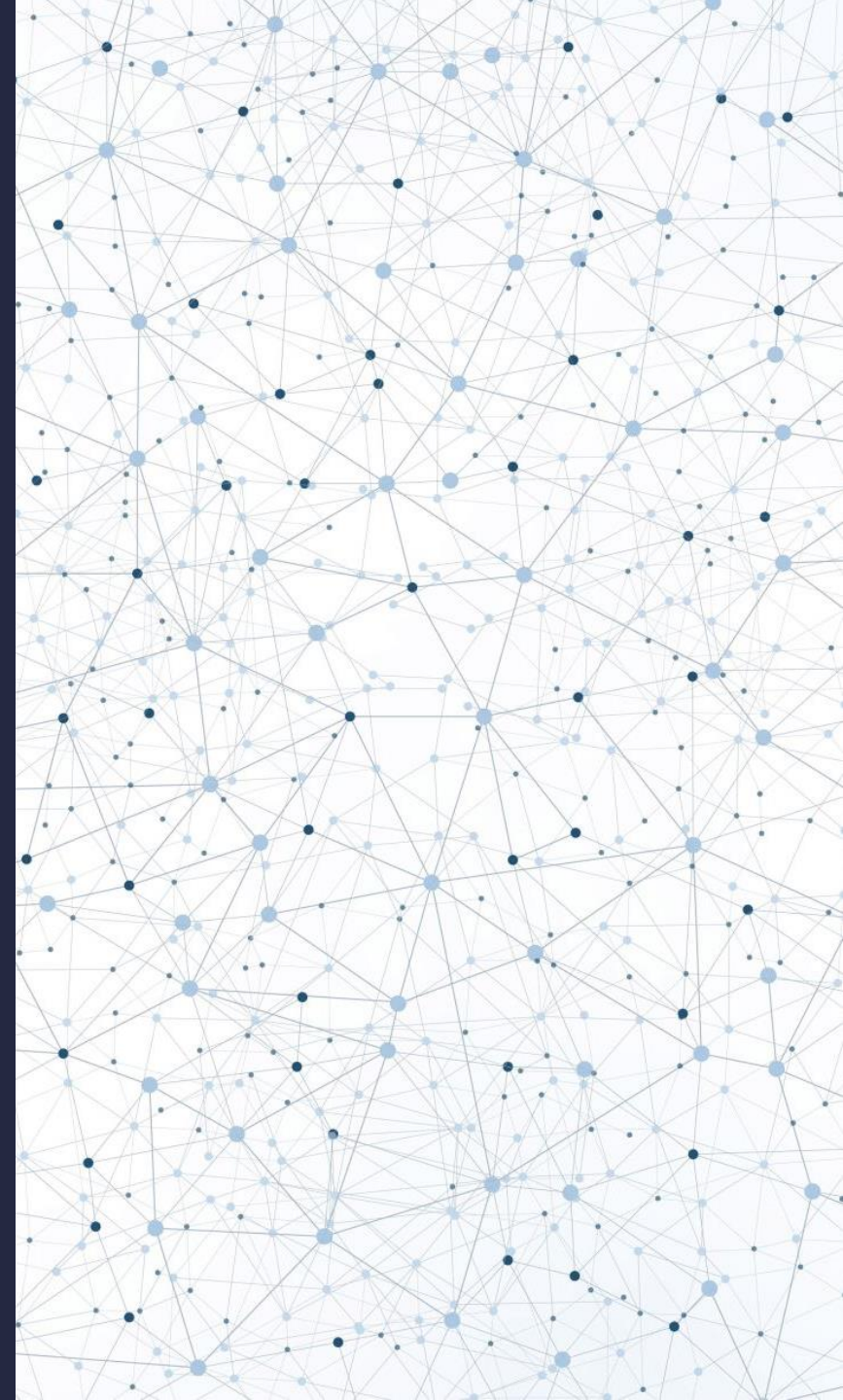

SEPTEMBER 2024 OPEN INTERMEDIATE WORKSHOP

AN INTRODUCTION TO COLLOCATION



An Introduction to Collocation

Collocations are made up of two or more words that are **commonly used together** in English. They contain different kinds of words, such as verbs, nouns, adverbs and adjectives.

You may know the meaning of a word in isolation, but if you don't use it with the words it usually combines with, then your sentence may be **grammatically incorrect**, or it will **look wrong** and **seem unnatural** to native speakers.

In this workshop, we will introduce the different kinds of collocations and show you how you can look up the collocations of words. Then, we will look at some collocations used at work and you can test your knowledge of common collocations in a quiz.



Seven Main Kinds of Collocation

There are seven main types of collocation. They are listed below with examples.

1. adjective + noun. *Examples: tight deadline, outstanding teamwork*

2. noun + noun. *Examples: annual report, market share*

3. verb + noun. *Examples: make a decision, meet the deadline*

4. noun + verb. *Examples: demand increases, company grows*

5. verb + adverb. *Examples: work closely, perform well*

6. adverb + adjective. *Examples: highly competitive, deeply committed*

7. verb + preposition or phrase. *Examples: invest in, depend on*

How to Look Up the Collocations of Words 1

Use an English-English Online Dictionary

Recommended English-English online dictionaries include the [Longman dictionary](#), the [Oxford dictionary](#) and the [Cambridge dictionary](#).

Screenshot for “deadline” from the Longman Dictionary

COLLOCATIONS

VERBS

have a deadline
It's easier to work hard if you have a deadline.

work to a deadline (=have to finish something by a deadline)
We're all under pressure and working to deadlines.

meet a deadline (=finish something by a deadline)
Everyone's working extremely hard to meet the deadline.

miss a deadline (=fail to finish something by a deadline)
There will be penalties if the government misses the deadline to cut air pollution.

set a deadline (=decide on a date when something must be finished)
The deadline has been set at January 31st.

extend a deadline (=make the date or time later than it was before)
My editor agreed to extend the deadline by two weeks.

a deadline approaches/looms
Things began to get more frantic as the deadline loomed.

a deadline passes (=the date or time by which you must do something goes past)
The deadline had already passed for him to raise the money.

ADJECTIVES/NOUN + DEADLINE

a strict deadline (=a time or date when something must definitely be finished)
We're working to a very strict deadline.

a tight deadline (=one that is difficult because it does not allow much time to do something)
As a journalist, you have to be able to work to tight deadlines.

the Friday/December etc deadline
The project went on long after the December deadline.

Screenshot for “deadline” from the Oxford Dictionary

— Oxford Collocations Dictionary

adjective

- strict • tight

verb + deadline

- face • have • work to • ...

deadline + verb

- approach • loom • near • ...

preposition

- before a/the deadline • by a/the deadline • deadline for • ...

How to Look Up the Collocations of Words 2

Use a Collocation Dictionary

Some online collocation dictionaries include [Ozdic](#), [Bilexis](#), and the [Free Collocation](#) dictionary.

Screenshot for “deadline” from Ozdic

☆ **deadline** *noun*

ADJ.

strict, tight

VERB + DEADLINE

have, work to

We're working to a very tight deadline.

| **impose, set**

The deadline set by the High Court is Monday 3rd March.

| **extend**

We're asking them to extend the deadline.

| **meet**

It will be a struggle to meet the deadline.

| **miss**

DEADLINE + VERB

approach

She began to panic as the deadline approached.

| **expire, pass**

The Wednesday deadline passed without any communication from the rebel leader.

PREP.

before a/the ~, by a/the ~

I must get this report finished by tomorrow's deadline.

| **~ for**

The deadline for entries is noon Thursday.

Screenshot for “teamwork” from Bilexis

teamwork *noun*

ADJECTIVES

effective, efficient, productive, successful

• *The success of our project was a result of effective teamwork.*

excellent, great, good, superb, fantastic, outstanding

• *She showed excellent teamwork during the group project.*

real, strong, close

• *Strong teamwork is the foundation of a successful organization.*

collaborative, cross-professional, interdisciplinary, multidisciplinary, diverse

• *Their collaborative teamwork resulted in innovative solutions.*

VERBS

encourage, promote, emphasize, foster

• *Managers actively encourage teamwork by rewarding collaborative efforts.*

build, develop, improve, enhance

• *Let's work together to build strong teamwork.*

NOUNS

skills • approach

• *His excellent teamwork skills contributed to the team's success.*

PREPOSITIONS

through

• *Through effective teamwork, we enhance productivity.*

Common Collocations at Work 1

adjective + noun

- The team is working to a very **tight deadline**.
- She demonstrated **outstanding teamwork** during the project.
- The employees are handling a **heavy workload** during the holiday season.

noun + noun

- The company aims to increase its **market share** in the next quarter.
- He needs to complete the **annual report** by the end of the month.
- The **product launch** will take place next week.

Common Collocations at Work 2

verb + noun

- The board needs to **make a decision** by the end of the week.
- The project team worked hard to **meet the deadline**.
- The manager **organized a meeting** to discuss the high defect counts.

noun + verb

- The **demand** for online services **increased** during the pandemic.
- The **company** has **grown** significantly over the last few years.
- When the system detects an anomaly, an **alarm goes off**.

Common Collocations at Work 3

verb + adverb

- The manufacturing team **works closely** with the quality department.
- The new team member **performed well** in her first few months.
- The factory needs to **operate efficiently** to meet its production targets.

adverb + adjective

- The semiconductor industry is **highly competitive**.
- The CEO is **deeply committed** to sustainability initiatives.
- Information about Micron's technical innovations is **strictly confidential**.

Common Collocations at Work 4

verb + preposition or prepositional phrase

- The company decided to **invest in** renewable energy.
- The success of the project **depends on** team collaboration.
- All team members must **adhere to** the company's policies.

set phrases or expressions

- We apologize for any inconvenience this has caused.
- Thank you for bringing this to our attention.
- We regret to inform you that your application has been rejected.
- If you have any questions, please let me know.



Workshop activity

Select the correct collocation and read the sentence out loud.

9. Micron's _____ property must not be shared with others outside the company.

a) sensitive

b) confidential

c) intellectual

10. Our members are currently processing the sales _____ for the report.

a) numbers

b) figures

c) totals

11. I think it's _____ unlikely that we will be able to reuse any of the scrapped products.

a) highly

b) deeply

c) strongly

12. The company must act quickly if a customer _____ a complaint.

a) does

b) makes

c) takes

13. She was _____ delighted to win first prize in the presentation event.
a) extremely b) very c) absolutely
14. Some workers rely _____ AI too much to do their work.
a) on b) to c) for
15. We need to do overtime this weekend because of the _____ deadline.
a) close b) tight c) narrow
16. You need to _____ a lot of training to become a good engineer.
a) do b) take c) get

17. Thank you for bringing this to our _____.

a) attention

b) notice

c) awareness

18. We've been working hard all morning, let's _____ a break.

a) take

b) make

c) do

19. I'd really _____ it if you could send it to me by the end of the day.

a) like

b) appreciate

c) grateful

20. We should leave this area because the alarm has _____ off.

a) buzzed

b) sounded

c) gone

25. We have sent out an announcement to _____ interest in the ERG event.

a) generate

b) create

c) make

26. He received _____ at the team meeting for his Quality Good Catch.

a) acknowledgement

b) recognition

c) honor

27. Her manager _____ her some feedback in their one-on-one meeting.

a) told

b) provided

c) gave

28. Team members need to _____ in semiconductor manufacturing.

a) shift left

b) do a shift left

c) apply a shift left approach