



# UNIT 14

# ENGLISH FOR BUSINESS

WITH THE INSPIRE ACADEMY

# FORMAL VERBS

# FORMAL VERBS

MATCH THE INFORMAL AND FORMAL VERBS

put into action

need

talk about

find

make sure

give

let someone know

tell why

talk more about

fix

a

ensure

b

discuss

c

provide

d

explain

e

elaborate on

f

(re)solve

g

implement

h

identify

i

require

j

inform

# IN CONTEXT

FILL IN THE BLANKS WITH THE FORMAL VERBS ON THE PREVIOUS PAGE IN ORDER TO UNDERSTAND THEIR MEANING IN CONTEXT

1 We need to r..... this issue as soon as possible.

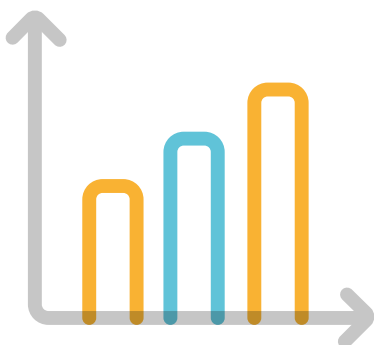
2 We r..... a summary of the forecast by tomorrow.

3 Please can you p..... your contact details?

4 I will i..... John of the changes.

5 There is a meeting today to d..... how to proceed

6 Please could you e..... on the aspect of digital marketing?



**RE-WORD THESE SENTENCES TO  
MAKE THEM MORE FORMAL**

Hey! Did you get my email?

.....

Let's chat about it in the meeting tomorrow. I'll tell Karen.

.....

Can you give us your number etc?

.....

Explain that in more detail - I don't get it.

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