

Six Verbs to Avoid at Work—Answer Key

1. Let's meet to discuss the allocation of duties to complete this detailed project.
2. Although I'm working on this project alone, your input will help me complete the sales numbers.
3. Please assess the potential benefits of this technology in a written report to me before we think about implementing it.
4. Of course I can complete my portion by next Tuesday.
5. It's crucial to the success of this project for your team to adjust the scale model.
6. We'll go to the site and check it one more time before we break ground.
7. I could improve the website's interface to make it more seamless and user friendly.
8. Your knowledge will help me understand the analytic-driven solutions that will affect hiring.
9. Please rewrite the social media strategy before employees have questions about connecting with customers on Twitter and Facebook.
10. We could put together a short workshop that helps employees understand the new benefits package.
11. We will make employee referrals part of formal recruitment.
12. Online training sessions must be completed by the end of the week.