



Business Verbs

DIRECTIONS: Choose from the common business verbs to complete each sentence. Not all verbs will be used.

authorize	convince	present	exchange
accept	divide	estimate	develop
dispatch	install	fund	acknowledge

1. The CEO will need to _____ that payment.
2. We are meeting with that company at noon to _____ capability briefings.
3. We are working to _____ a new service offering.
4. You will need to _____ our customer to use a different contract vehicle.
5. Please _____ receipt of this email.
6. We have been asked to _____ at the next conference.
7. Please _____ how much time it will take you to complete the project.
8. We are going to _____ a new alarm system today.