assist,	collaborate,	coordinate,	manage,	plan,	receive,
supervi	ise, translate	S		•	

	_ to help
	to be in control of an office, shop, team, etc
	to formally welcome guests
do or how you are going to	to think about and decide what you are going to do something
together effectively, or to	to make different people or things work organize all the different parts of an activity
language to another	to change written or spoken words from one
create or achieve the same	when two or more people work together to thing
that everything is done con	to watch a person or activity and make certain rectly, safely, etc

Match the words to the sentences. You may have to change the form of the verb to match the grammar of the sentence.

assist, collaborate, coordinate, manage, plan, receive, supervise, translate

He's	the police with their investigation.
The book has now bee ten languages.	en from Spanish into more than
Students must be	by a teacher at all times.
My manager is	the new project.
The President will	his guests in the dining room.
We're just	our trip.
He used to	the bookshop on King Street.
Didn't you	with him on one of your books?

Conversation prompts:

If you are a student, think of the last time you assisted someone else with their schoolwork. What did you do?

If you are working, think of the last time you assisted someone else with their job. What did you do?

Do you have any collaborative projects at your work or school?

When was the last time you had to coordinate plans with several different friends? What did you do?

Have you ever had to manage something? What was it?

Think of something you had to plan. (e.g. a vacation, a work project, a school project, etc.) What did you have to do?

When was the last time you received guests in your home? What did you do to make them feel welcome?

Have you ever had to supervise anyone before? If so, why?

Have you ever had to translate something? If so, what?

assist	collaborate
coordinate	manage
plan	receive
supervise	translate