

Match the words to the definitions:

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

_____ to help

_____ to be in control of an office, shop, team, etc

_____ to formally welcome guests

_____ to think about and decide what you are going to
do or how you are going to do something

_____ to make different people or things work
together effectively, or to organize all the different parts of an activity

_____ to change written or spoken words from one
language to another

_____ when two or more people work together to
create or achieve the same thing

_____ to watch a person or activity and make certain
that everything is done correctly, 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.

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supervise, translate

He's _____ the police with their investigation.

The book has now been _____ from Spanish into more than ten languages.

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?

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