

Descriptive Verbs to Explain What You Do

These are the descriptive verbs from topic 1.2 Explaining What You Do. They have been generally categorized according to different types of responsibilities you might have at your job.

On the next page, you'll find an activity to practice putting these verbs to use.

Leading a Project	Making / Creating	Influencing / Communicating with People
organize	write	foster
program	design	guide
run	manufacture	coordinate
Managing a Team or Department	Specific Skills	Generally "In Charge Of..."
manage	teach	oversee
lead	sell	am responsible for
supervise	plan	take care of



Descriptive Verbs to Explain What You Do

Using the verbs from the previous page, write a simplified job explanation based on the description.

EXAMPLE: Project Manager: I make sure projects are completed on time and according to budget. I have to communicate with many different people and departments.

I **am responsible for** completing projects on time and according to budget. I **coordinate** between different people and departments.

Small business owner: I make small backpacks and purses from leather. I get people to buy my products in street markets and online.

Graphic designer: I make art that helps companies sell their product or communicate ideas.

Shift manager: I work at the grocery market and tell the other employees what to do, solve problems, and answer questions.

Guidance counselor: I help people when they feel lost, and try to increase their positive feelings about their identity.
