ENGLISH
FOR BUSINESS
500
Business
Verbs
500 common business verbs
by Andrew D. Miles

ENGLISH FOR BUSINESS

500 Business Verbs

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A

abandon abandonar

abate *1.* suprimir *2.* rebajar

abrogate revocar, rescindir

absorb absorber

accelerate acelerar, adelantar

accept aceptar

accrue *1.* acumular *2.* devengar, periodificar

accumulate acumular

acquire adquirir

add *1.* sumar *2.* agregar

adjourn retrasar, aplazar

adjust *1.* ajustar *2.* liquidar

administer administrar, gestionar, dirigir

administrate administrar, gestionar, dirigir

advertise anunciar, publicitar

advise *1.* asesorar, aconsejar *2.* avisar

affiliate afiliar

age clasificar según antigüedad, anticuar

agree acordar, pactar, convenir

aid ayudar, subvencionar

allocate asignar, afectar, distribuir

allot asignar, dotar

allow *1.* permitir *2.* reservar *3.* descontar

alter alterar

amalgamate fusionar, amalgamar

amortize *or* **amortise** amortizar, depreciar

amount sumar

analyse analizar

announce anunciar

appeal apelar

appoint designar, nombrar

apportion asignar, repartir, prorratear

appraise *1.* tasar, valorar, valuar *2.* evaluar *3.* peritar

appreciate apreciar, valorizar

approve aprobar

arrange compaginar, organizar, ordenar

assign asignar, adjudicar, traspasar

attach *1.* adjuntar, anexar *2.* embargar, incautar, decomisar

attend asistir, atender

attest certificar, atestar

authenticate autentificar, autenticar, refrendar

authorize *or* **authorise** autorizar, habilitar, acreditar

automate automatizar, sistematizar

award *1.* adjudicar *2.* conceder, otorgar

B

back respaldar

back up *1.* hacer copias de seguridad *2.* respaldar

balance balancear, cuadrar, saldar

bargain *1.* regatear *2.* pactar

barter permutar, canjear

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bear devengar, rendir, producir, redituar

benefit beneficiar

bequeath legar

berth atracar amarrar

bid ofrecer, pujar (en una licitación, concurso, subasta, etc.)

bill facturar

block bloquear, congelar, inmovilizar

board embarcar

bond caucionar

book *1.* reservar *2.* asentar

bottle embotellar

boycott boicotear

break even *1.* llegar al punto de equilibrio *2.* estar en una situación en que los gastos son iguales que los ingresos

break up *1.* separar, dividir *2.* desguazar

bribe sobornar

budget presupuestar

buy comprar

C

calculate calcular

call llamar, convocar

cancel cancelar, anular, rescindir

cannibalize *or* **cannibalise** canibalizar

capitalize *or* **capitalise** capitalizar

carry transportar

cast *1.* fundir *2.* colar, vaciar

catalogue *or* **catalog** catalogar

centralize *or* **centralise** centralizar

certify certificar

change cambiar

cheapen abaratar

claim reclamar, demandar

classify clasificar

close cerrar, cesar, clausurar

coadministrate coadministrar

code codificar

codify codificar

coin acuñar

coinsure coasegurar

collect cobrar, recaudar

collocate colocar

comanage coadministrar, codirigir

combine combinar, consolidar, mancomunar

commercialize *or* **commercialise** comercializar

commission comisionar, dar en comisión, encargar

communicate comunicar

compensate *1.* compensar *2.* indemnizar

compete competir

complain quejarse, reclamar

compound combinar

compute computar, calcular

conceal ocultar

condone condonar

confiscate confiscar, decomisar, comisar, incautar

conform conformar, aprobar, autorizar

consign consignar

consolidate consolidar, fusionar

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consume consumir

contract contratar

contribute contribuir, aportar

control controlar

convey *1.* transportar *2.* transferir, traspasar

coordinate coordinar

copy copiar

corner monopolizar, acaparar

cost costar, valer

counsel asesorar, aconsejar

count contar, arquear

counterbid contraofertar

counteroffer contraofertar

credit abonar, acreditar, imputar, registrar en el haber

cumulate acumular

customize *or* **customise** personalizar

cut cortar, rebajar

D

damage dañar, averiar

date *1.* fechar, poner fecha, datar *2.* citar

deal traficar, tratar, comerciar

decapitalize *or* **decapitalise** descapitalizar

decentralize *or* **desentralise** descentralizar

decide decidir

declare declarar

decode descifrar, descodificar

decree decretar

defalcate desfalcar

defer diferir, aplazar

deflate deflactar

deforest deforestar

defraud defraudar, estafar

delay retrasar, atrasar

delegate delegar

delete borrar

deliver remitir, enviar, expedir, despachar

demonetize *or* **demonetise** desmonetizar

demote degradar

denationalize *or* **denationalise** desnacionalizar

deplete agotar

deregulate liberalizar, desregular

derive derivar

design diseñar

devaluate devaluar

devalue devaluar, desvalorizar

deviate desviar

digitalize *or* **digitalise** digitalizar

digitize *or* **digitise** digitalizar

dilute diluir

diminish disminuir, mermar, decrecer

direct dirigir, administrar

disburse desembolsar

disconnect desconectar

dismiss despedir

display exhibir, mostrar

dispossess desahuciar, desalojar

dissolve disolver, liquidar

distribute distribuir, repartir

divest desinvertir

dock atracar

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document documentar

draft *1.* realizar en borrador, hacer un esquema *2.* delinear, dibujar

draw *1.* dibujar *2.* girar, librar *3.* retirar *4.* devengar, producir

E

earn *1.* ganar, percibir *2.* devengar, producir

economize *or* **economise** economizar, ahorrar

edit corregir un texto, redactar

embargo embargar

employ emplear

empower delegar poder, conceder poder, facultar, capacitar, potenciar, habilitar

enclose adjuntar

encode cifrar, codificar

encumber gravar, afectar

endorse endosar, avalar, respaldar

enlarge ampliar

enrol *or* **enroll** *1. v.t.* inscribir, matricular, registrar *2. v.i.* inscribirse, matricularse, registrarse.

enter registrar, asentar, apuntar, inscribir

erase borrar

erode erosionar

establish establecer

estimate presupuestar, tasar, valorar, estimar

evade evadir

evaluate evaluar

examine examinar, revisar

exchange cambiar, intercambiar

execute ejecutar

exhibit exhibir, exponer

expand expandir

expire *1.* caducar *2.* vencer, prescribir

exploit explotar

expose exponer

expropriate expropiar

extend *1.* extender, ampliar *2.* conceder

extract extraer, resumir

extrapolate extrapolar

F

fabricate fabricar

fail *1.* fracasar, fallar *2.* quebrar

fall bajar, caer

fall behind atrasarse.

fall due vencer

file archivar

finance financiar

fine multar

fire despedir

flop fallar, fracasar

flow fluir

fluctuate fluctuar, variar

fold *1.* cerrar o cesar operaciones *2.* plegar, doblar

foreclose ejecutar

forge falsificar

found *1.* fundar *2.* fundir

fragment fragmentar

franchise dar en concesión o franquicia, franquiciar

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free liberar

freeze bloquear, inmovilizar, congelar

function funcionar

G

gain *1.* incrementar, aumentar *2.* beneficiarse

graduate *1. v.t.* graduar *2. v.t.* escalonar *3. v.i.* graduarse, recibirse, licenciarse, obtener el título universitario

grant *1.* otorgar, conceder *2.* donar

grow crecer

guarantee garantizar, avalar

guard custodiar, cuidar, vigilar

H

harvest cosechar

hedge proteger, cubrir

help ayudar

highlight resaltar, destacar

hoard acaparar, acopiar

hold tener, poseer

hypothecate hipotecar, pignorar

I

import importar

impose imponer

increase aumentar, incrementar

indemnify indemnizar, compensar

index indexar

indorse endosar.

industrialize *or* **industrialise** industrializar

inflate inflar

inform informar

inherit heredar

inject inyectar

input ingresar

J

join *1. v.i.* incorporarse, asociarse, unirse, hacerse socio, afiliarse *2. v.t.* unir, juntar

K

key teclear

L

label etiquetar, rotular

labour *or* **labor** *1.* trabajar, laborar

land *1.* aterrizar *2.* desembarcar

lapse prescribir, vencer, caducar

launch lanzar

launder blanquear, lavar, hacer aflorar

lead liderar, dirigir

legalize *or* **legalise** legalizar

lend prestar

let arrendar, alquilar

limit limitar

link enlazar, vincular

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liquidate liquidar

load cargar

loan prestar

log registrar

lose perder

M

maintain mantener

make hacer

manage gestionar, administrar, dirigir

manufacture fabricar, manufacturar

mark *1.* marcar *2.* poner nota, calificar

mature vencer, caducar

measure. medir

merchandise comercializar

merge fusionar, consolidar, amalgamar

mint acuñar

misappropriate malversar

mix mezclar

monopolize *or* **monopolise** monopolizar

mortgage hipotecar

multiply multiplicar

N

name nombrar, nominar, designar

nationalize *or* **nationalise** nacionalizar

navigate navegar

negotiate negociar

nominate nominar, nombrar, designar

note anotar, apuntar

notice avisar, notificar

notify notificar

nullify anular, invalidar

O

object oponerse, objetar

occupy ocupar

offer ofrecer, ofertar

offset balancear, compensar

offshore deslocalizar

open abrir

operate operar

optimize *or* **optimise** optimizar

organize *or* **organise** organizar

outlay desembolsar

overcapitalize *or* **overcapitalise** sobrecapitalizar

overdraw girar en descubierto, sobregirar

overload sobrecargar

overproduce sobreproducir

overstate sobretasar, sobrevalorar

overtrade comprar o vender en demasía, comprometerse a comprar o vender más de lo que se puede afrontar

overvaluate sobrevaluar

overvalue sobrevalorar, sobrevaluar, sobretasar

P

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pack *1.* empaquetar, embalar *2.* envasar

participate participar

pass *1. v.i.* aprobar *2. v.t.* transferir, pasar

pawn empeñar

pay back devolver, reembolsar

pay in *1.* pagar, desembolsar *2.* depositar, ingresar

pay out pagar, desembolsar

pay up pagar una deuda, pagar por completo, cancelar

pension jubilar

perform rendir, desempeñarse, funcionar, actuar

place colocar, posicionar

plan planificar

plough back *or* **plow back** reinvertir

plough into *or* **plow into** invertir

polish pulir

poll sondear, encuestar

pollute contaminar

position posicionar, colocar

possess poseer

post *1.* enviar por correo *2.* asentar, registrar *3.* anunciar, publicar

postpone posponer, prorrogar, aplazar

power propulsar

prefabricate prefabricar

prefinance prefinanciar

preliminary preliminar

prescribe prescribir

preview *1.* ver previamente *2.* preestrenar, avanzar

print imprimir

private privado, particular

privatize *or* **privatise** privatizar

process procesar

procure comprar, adquirir, obtener

produce *1.* producir *2.* redituar, rendir, devengar

profit ganar, beneficiarse.

program *or* **programme** programar

promote *1.* promover, fomentar, promocionar *2.* ascender, promocionar

prorate prorratear

protest protestar

publish publicar

purchase comprar

purvey suministrar, proveer

Q

quote *1.* cotizar *2.* ofertar, presupuestar

R

raise *1.* aumentar, incrementar *2.* recaudar

rate *1.* calificar, evaluar *2.* tasar, valorar

rationalize *or* **rationalise** racionalizar

reacquire readquirir, recomprar

readjust reajustar

recapitalize *or* **recapitalise** recapitalizar

reconcile conciliar, reconciliar

record *1.* registrar, asentar *2.* grabar

recover recuperar, rescatar

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recruit reclutar, contratar

recycle reciclar

redeploy reubicar, recolocar

rediscount redescontar

reduce reducir, rebajar

reexport reexportar

refinance refinanciar

reimburse reintegrar, reembolsar

reimport reimportar

reinsure reasegurar

release *1.* liberar *2.* estrenar, lanzar

relocate reubicar, recolocar

remit remitir, remesar

remunerate remunerar

render rendir, presentar, exponer

renegotiate renegociar

renew renovar

reorganize *or* **reorganise** reorganizar

repay reintegrar, devolver, reembolsar

replace *1.* reemplazar, sustituir *2.* reponer

reply responder

represent representar

reproduce reproducir

reprogram reprogramar

repurchase recomprar

request solicitar, pedir

rescind rescindir

rescue rescatar

reserve reservar

resign renunciar

restate *1.* redefinir *2.* tasar o valorar de nuevo, actualizar

restrict restringir

restructure reestructurar, reconvertir

result resultar

retain retener

revaluate revaluar

revalue revaluar

reverse invertir, revertir

revise revisar

revoke revocar

rise aumentar, incrementar, alzar

risk arriesgar

robotize *or* **robotise** instalar robots, robotizar

rotate rotar, girar

round off redondear

rule dictaminar, fallar

run *1. v.t.* dirigir, administrar, gestionar, manejar *2. v.t.* poner en funcionamiento, hacer funcionar *3. v.t.* ejecutar *4. v.i.* funcionar

S

save *1.* ahorrar, economizar *2.* salvar *3.* guardar

schedule planificar, programar, proyectar

seal sellar

second secundar

segment segmentar

segregate segregar, separar

seize secuestrar, confiscar, decomisar, embargar, incautar

sell off liquidar

send enviar, remitir

settle *1.* acordar, fijar *2.* saldar, liquidar, cancelar

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settle up saldar cuentas, pagar

share participar, compartir

ship remitir, despachar

shop comprar

shorthand taquigrafiar

show mostrar, exponer, exhibir

smuggle contrabandear

sort clasificar

specialize *or* **specialise** especializarse.

speculate especular

spend gastar

spin hilar

split dividir

sponsor auspiciar, patrocinar, promover

square *1.* cuadrar *2.* elevar al cuadrado *3.* cancelar, saldar

squeeze restringir

stamp *1.* sellar, timbrar *2.* estampar, imprimir

standardize *or* **standardise** estandarizar, normalizar

staple grapar, engrapar

stock almacenar, tener en existencias

stockpile acopiar

store almacenar

streamline racionalizar

strike declararse en huelga, ir a la huelga, parar

structure estructurar

study estudiar

subcontract subcontratar

sublease subalquilar, subarrendar

sublet subalquilar, subarrendar

subscribe suscribir

subtract restar, deducir

sue demandar

sum sumar, totalizar

summon convocar, citar, emplazar

supervise supervisar

supply abastecer, aprovisionar, suministrar

support *1.* apoyar, respaldar *2.* mantener

surcharge recargar, sobrecargar

survey *1.* encuestar *2.* relevar, peritar, reconocer, estudiar

suspend suspender

sustain mantener, sostener

swap intercambiar

systematize *or* **systematise** sistematizar

T

tag *1.* etiquetar *2.* codificar

take on contratar

tally hacer que algo cuadre, hacer que algo concuerde, cuadrar

tax gravar

telecommute teletrabajar

telephone telefonear

tend tender

terminate terminar, rescindir

test *1.* examinar *2.* ensayar, probar

total totalizar

totalize *or* **totalise** totalizar

trader traficante, comerciante, mercader

traffic traficar

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train *1.* entrenar, adiestrar *2.* instruir, formar, capacitar

transcribe transcribir

translate *1.* traducir *2.* convertir *3.* trasladar

travel viajar

treat tratar

turn over rotar, girar

type mecanografiar

U

underestimate *1.* subvalorar, infravalorar, calcular por debajo del importe real *2.* subestimar

underuse infrautilizar

undervalue subvaluar, subvalorar

unionize *or* **unionise** sindicalizar, agremiar

unload descargar

update actualizar

upload cargar

utilize *or* **utilise** usar, usufructuar

V

validate legalizar, validar

valuate valuar, tasar

vary variar

veto vetar

W

warrant *1.* justificar *2.* garantizar, asegurar

waste malgastar, desperdiciar

watch vigilar, custodiar

water diluir

wear *1. v.t.* usar *2. v.t. y v.i.* desgastar

weigh pesar

will legar

wind up cerrar, cesar operaciones, liquidar

wire telegrafiar

withhold *1.* retener *2.* denegar

write escribir

write down *1.* reducir el valor, devaluar *2.* apuntar, anotar

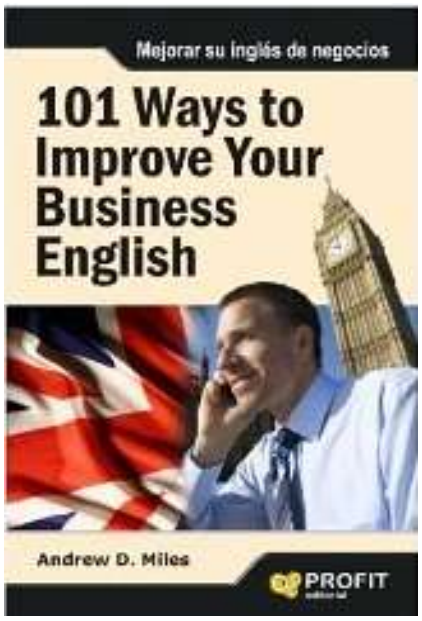
write in agregar, incluir

Y

yield *1.* redituar, rendir *2.* producir

Z

zone dividir en zonas, zonificar, calificar



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Andrew D. Miles is the director of English for Business Barcelona, English for Business Madrid and Phone + Online.

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ENGLISH FOR BUSINESS

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