

## Power nouns

advantage	employee	process
advertisement (ad)	employer	product
advice	equipment	production
agenda	estimate	profit
application	experience	programme
budget	facilities	project
career	feedback	promotion
challenge	field	purchase
colleague	goal	quality
competition	guarantee	quantity
competitor	hardware	report
complaint	improvement	representative
complete	increase	responsibility
confirmation	instructions	result
costs	interview	rise
customer	invoice / bill	risk
deadline	management	salary
decision	market	schedule
decrease	motivation	skill
delivery	objective	software
demand	offer	structure
department	operations	success
description	opportunity	suggestion
development	organization	teamwork
disadvantage	payment	trainee
discount	portfolio	training
distribution	price	vacancy

## Power Verbs

accept	design	process
admit	develop	produce
advertise	distribute	promise
advise	employ	promote
afford	encourage	provide
approve	establish	purchase
assess	estimate	reach
authorise	evaluate	receive
avoid	exchange	recruit
build	extend	reduce
buy	fund	refuse
call	handle	reject
cancel	improve	remind
change	increase	remove
check	inform	reply
choose	install	resign
complain	invest	respond
complete	invoice	return
confirm	justify	sell
consider	manage	send
contact	measure	succeed
convince	order	suggest
count	obtain	train
decide	organise	vary
decline	participate	work
decrease	pay	write
deliver	present	

## Power adjectives

academic	ecological	part-time
acceptable	effective	permanent
accurate	efficient	personal
advisable	encouraging	potential
attached	essential	practical
affordable	established	proactive
ambitious	estimated	productive
brief	excellent	professional
calculated	expensive	reachable
cancelled	extensive	realistic
challenging	full-time	recent
cheap	global	responsible
checked	important	rewarding
commercial	increasing	revised
communicative	informative	separate
complete	intensive	standard
confirmed	international	successful
considered	invoiced	sustainable
consistent	joint	talented
convinced	leading	temporary
cooperative	manageable	thorough
correct	measurable	unique
current	municipal	up-to-date
decisive	national	valuable
developing	ordered	varied
domestic	obtainable	various
dynamic	organised	working
economical	participatory	worldwide

1. Meillä on tänään esityslistalla toimintamme kehittäminen ja parantaminen.
2. Harjoittelijaa rohkaistiin ottamaan yhteyttä työntajaan ja kollegoihin.
3. Palautteen tavoite oli lisätä opiskelijoiden tiimityötä.
4. Kun hinta oli vahvistettu, kilpailija toimitti laitteet ja ohjeet osastolle ja laskutti yritystä.
5. Olen aikaansaava ja kunnianhimoinen kesätyöntekijä, joka on yhteistyökykyinen ja arvokas työnantajalleen.
6. Haluan haastavasta työstä hyvän palkan, että voin jäädä eläkkeelle, kun olen 50-vuotias ja työskennellä sen jälkeen yksityisyrittäjänä maailmanlaajuisilla markkinoilla.