

# KNOWING HOW TO (VERB) IN ENGLISH: A CHECKLIST FOR LEARNERS

by Francisco Gomes de Matos | A peace linguist, president of the Board,  
ABA Global Education | Recife, Brazil

## I KNOW HOW TO (VERB) ...

## EXAMPLE

- |                                       |  |
|---------------------------------------|--|
| <b>01.</b> Advise                     | If I were you, I might...                                      |
| <b>02.</b> Apologize                  | Sorry. I didn't mean to offend you.                            |
| <b>03.</b> Clarify                    | What I meant to say is this...                                 |
| <b>04.</b> Compare                    | X is as important as Y.  |
| <b>05.</b> Criticize                  | A key concept is missing in the study.                         |
| <b>06.</b> Emphasize                  | I do want to know more about that culture.                     |
| <b>07.</b> Empathize                  | I see your point; well-taken...                                |
| <b>08.</b> Expect                     | I look forward to your new book.                               |
| <b>09.</b> Guarantee                  | I can assure you that...                                       |
| <b>10.</b> Invite                     | Could you join me for dinner?.                                 |
| <b>11.</b> Paraphrase                 | To put it another way...                                       |
| <b>12.</b> Praise                     | You're doing fine.   |
| <b>13.</b> Quote                      | As was cogently stated by...                                   |
| <b>14.</b> Sustain<br>(communication) | Let's keep in touch.   |
| <b>15.</b> Support                    | I'm in favor of your...  |
| <b>16.</b> Sympathize                 | My deepest sympathies on the loss<br>of your (parent/relative) |
| <b>17.</b> Thank                      | Thanks, I appreciate it.                                       |
| <b>18.</b> Unite                      | We can solve this problem together.                            |
| <b>19.</b> Value                      | That's a relevant approach.                                    |
| <b>20.</b> Warn                       | Careful ! The floor is wet!                                    |