

Spelling list: Workplace communication extra

More work place words for resumes

organised	Political history is how groups of people have been ruled and organised in the past.
prepared	Being well prepared can be very advantageous.
processed	I listened carefully and tried to process the information.
recorded	Every programme on TV this week has been recorded .
specified	I specified exactly what I wanted to happen.
sorted	A technician sorted the problem.
validated	My hard work was validated by praise from the boss.
addressed	Was that letter addressed to you?
arranged	Poetry is writing arranged in lines, often with a regular rhythm and sometimes with a pattern of rhymes.
convinced	I was convinced to try out for prefect, despite not being confident about my success.
corresponded	She corresponded , via email, on a daily basis, to update me about my progress.
developed	Developed countries are places with a good standard of living.
interpreted	The way that I interpreted the graph was different to the way the politicians interpreted it.