

Optimisation & Efficiency Vocabulary

B2 · Upper-Intermediate | Student Worksheet

optimise (verb)

to make something as effective, efficient, or useful as possible

"The team worked hard to optimise the delivery process."

streamline (verb)

to make a process simpler and more efficient by removing unnecessary steps

"We streamlined our onboarding process to save time."

efficiency (noun)

the state of achieving maximum productivity with minimum wasted effort

"Automation greatly improved the efficiency of our factory."

maximise (verb)

to make something as large or great as possible

"The company wants to maximise profits this quarter."

leverage (verb)

to use something you already have to gain an advantage

"She leveraged her contacts to close the deal."

refine (verb)

to improve something gradually by making small changes

"We refined the design after getting customer feedback."

bottleneck (noun)

a point in a process where progress is slowed down or stopped

"The approval stage became a bottleneck in the project."

redundant (adjective)

no longer needed, because something else has taken its place

"Some of the old software became redundant after the upgrade."

scalable (adjective)

able to be increased or decreased in size or scope easily

"They built a scalable system that could grow with demand."

workflow (noun)

the sequence of steps involved in completing a task

"The new software improved our entire workflow."

productivity (noun)

the rate at which a person or company produces work

"Flexible hours increased employee productivity."

implement (verb)

to put a plan, decision, or system into action

"The company decided to implement the new policy next month."

Exercise 1: True or False

Read each statement below and write **True** or **False** on the line.

1. "Implement" means to cancel a plan. _____
2. "Efficiency" refers to achieving results with minimum wasted effort. _____
3. A "bottleneck" speeds up a process. _____
4. "Refine" means to improve something through small changes. _____
5. "Workflow" is the sequence of steps in completing a task. _____
6. To "leverage" something means to use it to gain an advantage. _____
7. "Maximise" means to reduce something to the smallest possible amount. _____
8. "Scalable" describes something that cannot be changed in size. _____
9. "Optimise" means to make something as effective as possible. _____
10. "Redundant" means something is urgently needed. _____

Exercise 2: Multiple Choice

Circle the word that best completes each sentence.

1. The startup needed a _____ solution that could grow with more customers.
a) efficiency b) scalable c) bottleneck d) implement
2. The manager wants to _____ output without hiring more staff.
a) redundant b) scalable c) maximise d) implement
3. Many manual tasks became _____ once we introduced automation.
a) streamline b) maximise c) redundant d) productivity
4. She used her negotiation skills to _____ a better contract.
a) leverage b) refine c) optimise d) workflow
5. Our old filing system caused a real _____ during busy periods.
a) refine b) workflow c) bottleneck d) leverage
6. Improving _____ helped the factory produce more in less time.
a) optimise b) efficiency c) refine d) scalable
7. The company plans to _____ the new safety procedures next week.
a) leverage b) implement c) maximise d) redundant
8. The IT department worked to _____ the network so it could run faster.
a) optimise b) bottleneck c) scalable d) redundant
9. After several rounds of feedback, the team continued to _____ the prototype.
a) workflow b) refine c) bottleneck d) efficiency
10. A clear _____ helps employees know what to do at each stage.
a) productivity b) bottleneck c) workflow d) leverage

Exercise 3: Matching

Match each word (1-12) with its correct definition (a-l). Write the letter on the line.

- | | |
|-----------------------|---|
| 1. refine _____ | a) the rate at which a person or company produces work |
| 2. redundant _____ | b) to make something as large or great as possible |
| 3. leverage _____ | c) to put a plan, decision, or system into action |
| 4. implement _____ | d) to make something as effective, efficient, or useful as possible |
| 5. scalable _____ | e) a point in a process where progress is slowed down or stopped |
| 6. efficiency _____ | f) to make a process simpler and more efficient by removing unnecessary steps |
| 7. bottleneck _____ | g) able to be increased or decreased in size or scope easily |
| 8. productivity _____ | h) the sequence of steps involved in completing a task |
| 9. optimise _____ | i) the state of achieving maximum productivity with minimum wasted effort |
| 10. streamline _____ | j) to improve something gradually by making small changes |
| 11. maximise _____ | k) no longer needed, because something else has taken its place |
| 12. workflow _____ | l) to use something you already have to gain an advantage |

Exercise 4: Gap Fill

Word Bank: productivity • leverage • scalable • redundant • streamline • workflow • efficiency • bottleneck • refine • implement • maximise • optimise

1. We need to _____ our supply chain to reduce costs.
2. Better time management can _____ your daily schedule.
3. Improving machine _____ reduced our energy costs.
4. The new tool helped boost team _____ by 20%.
5. He plans to _____ his savings by investing wisely.
6. The manager identified a _____ in the approval process.
7. The company aims to _____ its resources to grow faster.
8. They will _____ the changes at the start of next month.
9. Our _____ made it easier to track every stage of production.
10. This part of the process is _____; we can remove it.
11. The software is _____, so it can handle more users later.
12. We should _____ our approach based on client feedback.

Exercise 5: Word Order

Put the words in the correct order to make a sentence.

1. strategy / refine / We / our / marketing / should

2. The / delays / serious / caused / bottleneck

3. a / They / built / scalable / system

4. The / soon / will / new / the / policy / implement / company

5. decided / The / streamline / team / process / the / to

6. our / to / wants / maximise / manager / The / productivity

Exercise 6: Word Sort

Sort the words below into the correct category: Verb, Noun, or Adjective.

Words: redundant • scalable • implement • efficiency • optimise • maximise • workflow • bottleneck • leverage • streamline • refine • productivity

Verbs	Nouns	Adjectives

Exercise 7: Complete the Conversation

Two colleagues are discussing how to improve their team's process. Complete the conversation using the words in the box.

Word Bank: implement • maximise • streamline • productivity • bottleneck • leverage • refine • redundant

Amir: Our reporting process is so slow. I think we need to _____ it.

Priya: I agree. Half the steps we're doing now are completely _____.

Amir: The biggest problem is the approval stage — it always becomes a _____.

Priya: Right. If we automate that part, we could really _____ our output.

Amir: We should also try to _____ the new tracking software as soon as possible.

Priya: Once it's set up, we can _____ our existing data instead of collecting it again.

Amir: And we'll need to _____ the workflow diagram a few times before it's perfect.

Priya: Good idea. A more efficient system will boost team _____ overall.

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Answer Key

Exercise 1: True or False

1. False
2. True
3. False
4. True
5. True
6. True
7. False
8. False
9. True
10. False

Exercise 2: Multiple Choice

1. b) scalable
2. c) maximise
3. c) redundant
4. a) leverage
5. c) bottleneck
6. b) efficiency
7. b) implement
8. a) optimise
9. b) refine
10. c) workflow

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 3: Matching

1. refine = j
2. redundant = k
3. leverage = l
4. implement = c
5. scalable = g
6. efficiency = i
7. bottleneck = e
8. productivity = a
9. optimise = d
10. streamline = f
11. maximise = b
12. workflow = h

Exercise 4: Gap Fill

1. streamline
2. optimise
3. efficiency
4. productivity
5. maximise
6. bottleneck
7. leverage
8. implement
9. workflow
10. redundant
11. scalable
12. refine

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 5: Word Order

1. We should refine our marketing strategy.
2. The bottleneck caused serious delays.
3. They built a scalable system.
4. The company will implement the new policy soon.
5. The team decided to streamline the process.
6. The manager wants to maximise our productivity.

Exercise 6: Word Sort

Verbs: optimise, streamline, maximise, leverage, refine, implement

Nouns: efficiency, bottleneck, workflow, productivity

Adjectives: redundant, scalable

Exercise 7: Complete the Conversation

1. Amir: streamline
2. Priya: redundant
3. Amir: bottleneck
4. Priya: maximise
5. Amir: implement
6. Priya: leverage
7. Amir: refine
8. Priya: productivity