

BUSINESS ENGLISH VOCAB

A

Actionable: possible to get done or acted upon

Action points: proposals for specific tasks to be completed, especially following a meeting

Application: a program developed to perform a certain task (abbreviated as "app")

Align: to ensure different teams are working towards the same goals—not accidentally working against each other or doing similar tasks

"As of yet": meaning "at the moment," "thus far," or "up to now"

"At the end of the day": meaning "when everything is taken into consideration" or "ultimately"

B

"Back to the drawing board": to start again from the beginning with a completely new idea

"Best practice": the most effective method of doing something in a company or industry

C

"Call it a day": to stop working on a task, implying enough has been done now and will be finished later

Capital: money or assets used to start a business or make money in some form (e.g., investing)

"Close of play": a British phrase meaning "at the end of the working day"

"Cut corners": to complete a task in a fast and careless way, making mistakes and causing problems

"Cut to the chase": to get to the point of a conversation without wasting time

D

"Down the line": "at some point in the future"; an action that will occur in a few weeks, months, or years

"Drill down into": to explore something in more depth

"Due diligence": having given an issue the attention it deserves in order to make a good decision

Dynamic: exciting; interesting; new; energetic

E

Entrepreneur: someone who takes a financial risk to start, organize, and run a business or businesses

Expedite: to speed up a process or action so that it can be carried out faster than before

F

Fire / "Let go": to terminate an employee's work contract; "let go" is a more gentle term than "to fire"

Forward planning": preparation for activities that will take place in the future

G

"Get the ball rolling": to get started on something; to begin making meaningful progress

"Going forward": "from now onwards"; an action that will start now and continue in the future

"Go the extra mile": to put more effort into a task to gain a result that is even better than expected

Growth: an increase in amount, value, size, importance, activity, number, etc. (e.g., performance)

H

Hybrid work: a work model that allows employees to carry out duties both in the office and at home

I

Incentivize: to provide people with something that motivates them to take a particular action

Invest: to put time, money, or resources into something in order to gain something in return

J

Joint venture: a business taken on by two or more parties that still maintain their separate identities

K

"Keep me in the loop": to keep someone updated about new developments or information

Key point: the most important or essential part of an argument, document, meeting, etc.

"Know-how": the expertise or knowledge that someone has to perform a specific task or duty

L

"Long shot": a result or situation that has only a slight possibility of happening

M

Market research: to collect information about your clients' preferences, needs, expectations, etc.

Micromanage: to scrutinize employees' work too closely, thereby eliminating personal responsibility

N

Network: to connect and interact with other professionals in your company or industry

"No strings attached": having no negative conditions or consequences that come with a good offer

O

"On the same page": being in agreement or sharing common goals with those you work with

Outsource: to obtain or use products, services, or employees from outside of your company

P

Pain points: specific issues or problems that your current or potential customers experience

Pivot: to change the approach or direction of a project or business in order to be more successful

Proactive: someone who takes initiative by embarking on new tasks without waiting to be prompted

R

"Reach out" / "Touch base": to get in contact with someone

Revenue: a company's income or earnings

S

"Stay ahead of the curve": to maintain any advantage you have gained over the competition

Streamline: to simplify a process by getting rid of unnecessary work and wasted time

Supply chain: the complete process and network used to produce and sell goods and services

T

Turnover: the rate at which workers leave a company for any reason yet are replaced, or the total income that a business generates over a set period of time

U

Unique selling point (USP): the aspect of a company's goods or services that makes it superior

"Up in the air": an issue or plan that has yet to be resolved, settled, or confirmed

Upskill: to train employees so that they can learn additional skills and competencies

V

Vacancy: an open or unoccupied position within an organization that has yet to be filled

W


Workflow: the pace and sequence of activities that employees must follow to to complete a task

Business English vocabulary exercises: fill-in-the-blank activity.

1. With a high _____ rate, our company struggles to fill the _____ with candidates who have the right _____
2. To _____, or train, workers means give them the skills and basic _____ needed to achieve a steady _____.
3. High performers are _____ and take initiative, _____ with added effort, and are _____ and energetic.
4. After failing, teams must _____, the problem and go _____ for new ideas to _____, or change approaches.
5. We _____ employees to stay with us through remote and _____ models and opportunities for career _____.
6. The essential, _____ of the meeting is to establish _____ to be completed and _____ to be completed all departments' goals.
7. Based on our _____ we will address our product's _____ or problems, and promote its _____ and features.
8. At _____ around 5pm, employees will often _____ and stop working, even if some issues are still _____.
9. Can we _____ the production process by altering the _____ to eliminate redundancy and _____ deliveries?
10. _____ often _____ money, or _____ to start their own business or embark on a _____ with a partner.



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