

This section shows you some language upgrades you can make to sound more professional and fluent in the business setting. Identify the simple words you use and then practice the upgraded form.

- Can do** → **Actionable** able to be done or acted on; having practical value.
*Let's focus on the **actionable** items first.*
- Random** → **Arbitrary** based on random choice rather than any reason or system.
*The decision seemed **arbitrary** by some employees.*
- Find out** → **Ascertain** to discover something.
*We conducted research to **ascertain** the potential demand for our new product.*
- Until now** → **As of yet** up to the present time, so far.
*We haven't made a decision **as of yet**.*
- Cancel** → **Call off** to cancel or abandon.
*They have decided to **call off** the seminar due to unforeseen circumstances.*
- Do** → **Carry out** to perform or execute.
*It's important that we **carry out** this project on schedule.*
- Go back to** → **Circle back** to revisit or return to a topic or issue.
*Let's **circle back** to this issue after hearing the full sales report.*
- Talk** → **Confer** to consult or discuss with others.
*I will **confer** with the team leader before making any further decisions.*
- Develop** → **Cultivate** to develop or improve through careful attention or effort.
*We are trying to **cultivate** more open communication among employees nowadays.*
- Reduce** → **Cut back** to spend less, do less, or use less of something.
*We have decided to **cut back** on marketing expenses next quarter.*

- Bad for** → **Detrimental** causing harm or damage.
*Supply chain delays have been really **detrimental** to our global operations.*
- Make different** → **Differentiate** to distinguish or set apart from others.
*It's important to **differentiate** ourselves from other players in the market.*
- Later** → **Down the line** in the future, at a later point in time.
*I think this investment will be worth it **down the line**.*
- Connect with** → **Engage** to actively participate in or become involved with.
*We are trying to **engage** clients through multiple platforms.*
- Do quickly** → **Expedite** to speed up or accelerate a process or task.
*We decided to **expedite** the hiring process to quickly fill the vacant position.*
- Make worse** → **Exacerbate** to make a problem or situation worse.
*Contacting the upset customer now will only **exacerbate** the problem.*
- Explain** → **Fill in** to give someone extra or missing information.
*Could you **fill me in** on the Smith account situation?*
- Do** → **Follow up** take action after an initial meeting or communication.
*I'll **follow up** on this issue after the meeting.*
- Start** → **Get the ball rolling** to initiate or start a process or task.
*Let's **get the ball rolling** on this new project ASAP.*
- Approve** → **Give the thumbs up** to approve of or show support for something.
*I've been **given the thumbs up** to expand our product range later this year.*
- In the future** → **Going forward** In the future; from now on.
*We will be far more careful with spending **going forward**.*

Control	→	Handle	to deal with, have responsibility for, or be in charge of.
			<i>I'll handle all client consultations going forward.</i>
Warning	→	Heads-up	a warning or piece of advice so that you are prepared.
			<i>Thanks for the heads-up about the performance evaluation; I had no idea!</i>
Soon	→	Imminent	likely to happen very soon.
			<i>We are excited to announce that the new product launch is imminent.</i>
Use	→	Implement	to start using a plan or system.
			<i>We hope to implement the new software system by the end of this quarter.</i>
Show	→	Indicate	to show, point, or make clear.
			<i>The sales figures indicate a significant increase in revenue.</i>
Regarding	→	In terms of	in relation to something.
			<i>In terms of market share, our company is currently the industry leader.</i>
At the start	→	Initially	at the beginning.
			<i>Initially, we are just trying ascertain what the client actually needs.</i>
Necessary	→	Integral	very necessary and important as a part of something.
			<i>He has become an integral part of the team.</i>
Want to	→	Keen (to)	very interested or eager (to do something).
			<i>We are really keen to get this project wrapped up before the end of the quarter.</i>
Update	→	Keep SMN posted	to make sure someone knows what is happening.
			<i>Please keep me posted on any updates regarding the upcoming conference.</i>
Investigate	→	Look into	to examine the facts about a problem or situation.
			<i>We will look into the issue and provide you with a detailed report on the findings.</i>

Increase	→	Maximize	to make as big in amount, size, or importance as possible.
			<i>We can maximize productivity by implementing new time management techniques.</i>
Change	→	Modify	to make changes to something to improve or adapt it.
			<i>I need to modify the marketing strategy to target a broader audience.</i>
Tell	→	Notify	to tell someone officially about something.
			<i>Please notify the team that the meeting has been called off.</i>
Many	→	Numerous	many; a great number of.
			<i>There are numerous reasons why we have decided to turn down the project.</i>
Start	→	Outset	the beginning.
			<i>This project has been difficult from the outset.</i>
Important	→	Paramount	more important than anything else.
			<i>Getting this project done by the deadline is absolutely paramount.</i>
Before	→	Prior	coming before in time, order, or importance.
			<i>I always research the client prior to engagement.</i>
Do first	→	Prioritize	to arrange and/or deal with tasks in order of importance.
			<i>I need you to prioritize the Samsung project for the remainder of this quarter.</i>
Delay	→	Push back	to delay something; postpone.
			<i>Due to unforeseen circumstances, we need to push back the deadline</i>
Make	→	Put together	to assemble/create something by combining various parts.
			<i>We have put together a comprehensive marketing plan; I'll share it in the meeting.</i>
Say again	→	Reiterate	to say something again.
			<i>I would like to reiterate the importance of finishing within the deadline.</i>

- Contact** → **Reach out** to communicate with someone (especially via phone/email)
*Don't hesitate to **reach out** to me if you have any follow-up questions.*
- Skills** → **Skill set** the combination of different skills that someone has.
*He has a really diverse **skill set**; I'm excited to start working with him.*
- Simplify** → **Streamline** to make a something simpler and more effective.
*Due to increasing costs, it would be wise to **streamline** the business.*
- Quick** → **Swift** happening or moving quickly or within a short time.
*Thanks for the **swift** reply.*
- Harmony** → **Synergy** cooperation causing greater results than individually.
*The partnership created a **synergy** that boosted their market share.*
- Deal with** → **Take care of** to deal with something.
*Let's **take care of** the details after this meeting.*
- Partly** → **To a certain extent** somewhat; partly.
*I agree with you **to a certain extent**.*
- Chat** → **Touch base** to briefly talk to someone.
*I'll go over the numbers and **touch base** with you at the end of the week.*
- Very** → **Tremendously** to a very great amount or level.
*You have been **tremendously** helpful throughout this project.*
- Everywhere** → **Ubiquitous** seeming to be everywhere.
*We hope our application will become **ubiquitous** in the domestic market.*
- Explain** → **Walk through** to slowly and carefully explain something.
*Could you **walk me through** your plan for the product launch?*