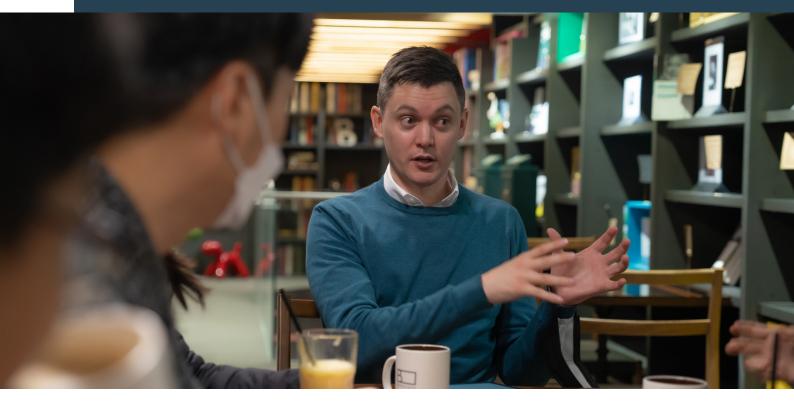
100 BUSINESS ENGLISH PHRASES



In this lesson, we have **100 Business English phrases** that will make you sound more professional in the workplace. Follow along with the lesson on the Business English Plus YouTube channel.

MEETINGS

- 1. Shall we begin today's meeting?
- 2. Let's go over the agenda.
- 3. Who would like to kick things off?
- 4. Can we table this discussion?
- 5. Any further thoughts before we conclude?
- 6. With that, here's Mark with the Q4 sales figures.
- 7. I'd like to touch on some customer feedback.
- 8. Let's dig into the sales numbers in tomorrow's meeting.
- 9. Do you have any thoughts on the service proposal?
- **10.** Let's wrap this meeting up by 10am.

NETWORKING

- 11. What brings you to this event?
- **12.** Do you have a business card?
- **13.** It's great to finally meet you.
- **14.** I've heard great things about your work.
- 15. How did you get started in your industry?

- 16. Are you working on any exciting projects?
- 17. What have you been working on recently?
- 18. I'm looking forward to hearing more about your projects.
- 19. It would be great to stay in contact. How can I reach you?
- **20.** Let's follow up after the event.

NEGOTIATION

- **21.** This is as much as we are prepared to offer.
- 22. Can we find a middle ground?
- 23. Can you meet us in the middle?
- **24.** We'll have to get back to you on that.
- 25. That's a fair point.
- **26.** We understand your position.
- **27.** I'm afraid we can't agree to these terms.
- 28. Any thoughts so far?
- 29. Let's shake on it.
- **30.** It sounds like we have a deal.

PRESENTATIONS

- **31.** Today, I'll be talking about an exciting new market opportunity.
- 32. Let's dive deeper into this topic
- **33.** Let's move on to the next slide.
- 34. This leads to my next point: customer awareness.
- 35. Let's take a closer look at the numbers.
- 36. Does anyone have questions so far?
- **37.** This graph illustrates the size of this market.
- **38.** Thank you for your attention.
- 39. Are there any final questions?
- **40.** At this point, I'd be happy to answer any questions.

SALES AND CUSTOMER SERVICE

- **41.** How can I assist you today?
- 42. What features are most important to you?
- **43.** We're offering a special promotion this month.
- **44.** Let me walk you through our product range.

- **45.** We value your feedback.
- 46. Is there anything else I can help you with?
- **47.** We're committed to your satisfaction.
- **48.** That comes with a one-year guarantee.
- **49.** I'm sure we can offer you a discount on that.
- 50. Thank you for choosing us. We appreciate your business.

INTERNATIONAL TRADE

- 51. Do you comply with international standards?
- 52. We're looking for global distribution partners.
- 53. Can you provide a quote in USD/EUR?
- 54. What are your lead times for delivery?
- 55. Do you have experience with customs clearance?
- 56. We need to ensure compliance with export regulations.
- 57. Can we discuss volume discounts?
- 58. How do you handle international shipping?
- 59. Are your products adaptable for different markets?
- 60. We prioritize long-term partnerships in our supply chain.

PROJECT MANAGEMENT

- 61. Who's leading this project?
- 62. What's the timeline?
- **63.** We need to assign tasks.
- 64. What are the milestones?
- 65. Is everything on schedule?
- 66. We're behind schedule.
- 67. How's the budget looking?
- **68.** We need a contingency plan.
- **69.** Let's prioritize tasks.
- **70.** This project requires cross-functional collaboration.

FEEDBACK AND EVALUATION

- 71. Can we discuss your performance?
- 72. I appreciate your initiative.
- 73. Where do you see room for improvement?
- **74.** Let's set some SMART goals.

- 75. This exceeded our expectations.
- 76. We need to address some areas of concern.
- 77. How do you plan to tackle this challenge?
- 78. Your feedback is valuable to us.
- **79.** This project will be a valuable learning experience.
- 80. Let's celebrate our achievements.

CONFLICT RESOLUTION

- 81. Can we find a solution that works for everyone?
- 82. Let's address the issue directly.
- 83. We need to de-escalate this situation.
- **84.** I understand your concerns.
- 85. Can we compromise on this?
- 86. Let's focus on finding common ground.
- 87. I believe there's been a misunderstanding.
- 88. How can we prevent this from happening again?
- 89. Let's take a break and revisit this later.
- **90.** I'm committed to resolving this.

CLOSING AND FOLLOW-UPS

- **91.** I'll send you a summary of our discussion.
- 92. When can we expect an update?
- 93. Let's schedule our next meeting.
- 94. Thank you for your cooperation.
- 95. I look forward to our next steps.
- **96.** Please keep me in the loop.
- 97. Don't hesitate to reach out with any questions.
- 98. Let's keep the momentum going.
- 99. I appreciate your hard work on this.
- 100. Here's to our continued success.

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