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Business English Success Kit

Everything you need to start speaking more confidently at work.

Speak with more confidence at work in just a few minutes a day.

Whether you're preparing for meetings, speaking with international colleagues, or simply want to sound more natural in English, this guide will help you make a strong start.

Inside you'll find practical tips that you can begin using today—no complicated grammar, no long study sessions, just useful English that works in the real world.

In this guide you'll discover

- ✓ The fastest way to improve your Business English
- ✓ The biggest mistake most learners make
- ✓ A simple daily routine that actually works
- ✓ Essential phrases every professional should know
- ✓ Your 7-day action plan
- ✓ Free resources to keep improving

Before you begin...

You don't need perfect English.

You don't need hours every day.

You only need consistency.

Spend just 15–20 minutes a day, and you'll be surprised how quickly your confidence grows.

My advice

Don't try to learn everything.

Learn one useful thing.

Use it.

Repeat.

That is how professionals become confident English speakers.

Tony Wallis

CELTA Qualified English Teacher

Business English Coach

English with Tony 2.0

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Welcome to English with Tony 2.0

Thank you for downloading the Business English Success Guide.

Whether you're learning English for your career, preparing for international meetings, or simply want to communicate with greater confidence, you're in the right place.

Over the years, I've helped learners from many different backgrounds improve their English. One thing has always stood out:

The people who improve the fastest aren't always the most talented—they're the most consistent.

- You don't need perfect grammar.
- You don't need a huge vocabulary.
- You don't need to study for hours every day.

Instead, focus on making small improvements, using English regularly, and building confidence one step at a time.

That's exactly what this guide is designed to help you do.

What you'll learn

By the end of this guide you'll discover:

- How professionals improve their English more efficiently.
- Small language changes that make a big difference.
- A simple routine you can begin today.
- Practical resources to help you keep improving.

A message from Tony

"Business English isn't about using complicated words. It's about communicating clearly, confidently and professionally. My goal is to help you do exactly that."

Before you turn the page...

Ask yourself one question:

If your Business English improved over the next six months, what opportunities could it create for you?

Take a moment to think about your answer.

The clearer your goal, the easier it becomes to achieve it.

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The 5 Habits of Successful English Learners

The people who become confident English speakers don't usually have more talent than everyone else. They simply develop better habits.

If you build the five habits below into your daily routine, you'll make steady progress without feeling overwhelmed.

1. They practise every day

Fifteen to twenty minutes every day is far more effective than studying for three hours once a week. Consistency always beats intensity.

2. They use English in real life

Learning only happens when you use the language.

Read emails in English.

Watch short videos.

Listen to podcasts.

Speak whenever you have the opportunity.

3. They don't fear mistakes

Mistakes are part of learning.

Every conversation teaches you something new.

Don't wait until your English is perfect before you start using it.

4. They focus on communication

Your goal isn't to impress people with difficult vocabulary.

Your goal is to communicate clearly, politely and confidently.

Simple English used well is always more effective than complicated English used badly.

5. They enjoy the journey

Learning English is a marathon, not a sprint.

Celebrate small improvements.

Every new word, every successful conversation and every meeting you complete in English is another step forward.

Remember

You don't need to become perfect.

You simply need to become a little better every day.

Small improvements, repeated consistently, lead to extraordinary results over time.

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7 Simple Language Upgrades That Instantly Sound More Professional 1

You don't need an advanced vocabulary to sound more professional. Often, replacing just one word or phrase can make your English sound more natural, polite and confident. Here are seven simple upgrades you can start using today.

Instead of:

I want to ask...

Try:

I'd like to ask...

This sounds more polite and professional in meetings and conversations.

Instead of:

Give me...

Try:

Could you please...?

A small change that makes a big difference to how your request is received.

Instead of:

I don't understand.

Try:

Could you clarify that, please?

This shows confidence while asking for more information.

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Instead of:

You're wrong.

Try:

I'm not sure I completely agree.

Professional English often sounds more diplomatic than direct.

Instead of:

No problem.

Try:

Certainly. or Of course.

These responses sound more polished in professional situations.

Instead of:

I think...

Try:

In my opinion... or From my perspective...

These phrases help you express your ideas more confidently.

Instead of:

Bye.

Try:

Have a great day. or I look forward to speaking with you again.

Ending conversations professionally leaves a positive impression.

Your Challenge

Choose just one of these upgrades and use it today.

Tomorrow, choose another.

Small improvements, practised consistently, soon become natural habits.

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Build a Simple Daily Business English Routine

One of the biggest challenges when learning English is knowing what to do each day.
The good news is that you don't need a complicated study plan.
This simple 20-minute routine will help you improve steadily while fitting into a busy schedule.

Step 1 – Learn (5 minutes)

Choose one new word, phrase or expression.
Don't try to memorise a long list.
One useful phrase each day is enough.

Step 2 – Listen (5 minutes)

Watch a short Business English video or listen to a podcast.
Focus on understanding the overall message rather than every individual word.

Step 3 – Use (5 minutes)

Write one or two sentences using your new phrase.
If possible, use it in a real email, conversation or meeting.
The more you use English, the faster it becomes natural.

Step 4 – Review (5 minutes)

At the end of the day, ask yourself:

What did I learn today?
Did I use my new phrase?
What will I learn tomorrow?
This simple reflection helps move new language into your long-term memory.
Remember

Progress doesn't come from studying harder.
It comes from studying consistently.
Twenty focused minutes every day will produce far better results than occasional long study sessions.

Tony's Tip

Never finish a study session without deciding what you'll learn tomorrow.
That one small habit makes it much easier to stay consistent.

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Common Business English Mistakes to Avoid

Even experienced English learners make small mistakes that can affect how professional they sound. The good news is that these mistakes are easy to correct once you become aware of them.

Mistake 1 – Translating directly from your own language

Many learners think in their first language and then translate into English. Instead, try to learn whole English phrases that native speakers naturally use.

Mistake 2 – Speaking too quickly

When you're nervous, it's easy to speak faster. Slow down slightly. Clear, confident English always makes a better impression than fast English.

Mistake 3 – Using informal language at work

Expressions such as "Yeah," "Nope," or "Guys" may be suitable with friends but are not always appropriate in professional situations. Choose polite, professional language whenever possible.

Mistake 4 – Apologising too often

Many learners begin every question with "Sorry..."
Instead, try:
"Could I ask a quick question?"
or
"Would you mind explaining that again?"
These sound more confident and professional.

Mistake 5 – Trying to sound too advanced

Some learners believe difficult words make them sound intelligent. In reality, clear, simple English is what professionals value most. Choose words that communicate your message clearly.

Remember

Professional English is not about showing how much vocabulary you know. It's about helping other people understand you quickly and confidently.

Tony's Tip

Whenever you hear a native speaker use a phrase you like, write it down and practise using it yourself. Over time, these natural expressions will become part of your own English.

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Keep Improving After This Guide

Congratulations—you've already taken an important step towards improving your Business English. Remember, confidence doesn't come from reading one guide. It comes from using English regularly and building positive habits over time. Here are four simple ways to keep making progress.

Read a little every day

Spend just ten minutes reading something in English. Business articles, LinkedIn posts, news websites and company emails are all excellent choices. Don't worry about understanding every word. Focus on understanding the main ideas.

Listen to native speakers

Watch Business English videos, interviews and presentations. Pay attention to how native speakers introduce ideas, ask questions and end conversations. Try repeating useful phrases aloud.

Speak whenever you can

The fastest way to become more confident is to use English. Every conversation is an opportunity to improve. Don't wait until you feel ready. Start speaking, and your confidence will grow naturally.

Keep a vocabulary notebook

Write down useful words and expressions that you hear or read. Instead of writing single words, record complete phrases. This makes them much easier to remember and use.

Remember

Learning English is not about being perfect. It is about becoming a little more confident every day. Every meeting, every conversation and every email is another opportunity to improve.

Tony's Tip

Focus on progress, not perfection. Small improvements made consistently will take you much further than occasional bursts of motivation.

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Your 7-Day Business English Kickstart Plan

The best way to improve your English is to start today. This simple seven-day plan will help you build momentum without feeling overwhelmed. Remember, your goal isn't perfection—it's progress.

Day 1

Learn one new Business English phrase. Write it down and say it aloud five times.

Day 2

Watch a short Business English video on YouTube. Listen for useful expressions and write down three that you like.

Day 3

Read one short business article or LinkedIn post in English. Focus on understanding the main message rather than every word.

Day 4

Use one new phrase in a real email or conversation. The more you use English, the more natural it becomes.

Day 5

Review everything you've learned so far this week. Repeat the phrases aloud until they feel comfortable.

Day 6

Listen to a podcast or interview with a native English speaker. Pay attention to pronunciation, rhythm and polite expressions.

Day 7

Reflect on your progress. Ask yourself:

What have I learned?

Which phrases do I remember?

What will I improve next week?

Your Next Step

You've now built the foundation for improving your Business English. Imagine where you could be after one month... or even one year... of consistent practice. Keep learning, keep practising and, most importantly, keep using your English.

Tony's Tip

Confidence grows every time you use English.

The more often you communicate, the more natural and professional your English will become.

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Continue Your Business English Journey

You've completed the Professional English Quick Start Guide, and I hope it has shown you that improving your English doesn't have to be complicated.

The key is to keep moving forward, one small step at a time.

Every conversation, every email and every meeting is an opportunity to become a more confident communicator.

What's Next?

If you're ready to take your Business English to the next level, I've created a complete course designed specifically for professionals who use English at work.

Inside the course you'll learn how to:

- Lead and participate confidently in meetings.
- Express your ideas clearly and professionally.
- Agree and disagree politely.
- Ask questions with confidence.
- Handle difficult conversations.
- Build fluency through practical exercises and real-world examples.

Unlike this guide, the course takes you step by step through every skill with detailed explanations, demonstrations and guided practice.

Continue Learning for Free

You can also continue improving your English by visiting my YouTube channel, where I regularly publish practical Business English lessons.

Start with these videos:

- 10 Professional English Phrases Every Business Person Should Know
- Stop Making These Common Business English Mistakes
- How to Sound More Polite and Professional in English

Thank You

Thank you for downloading this guide and allowing me to be part of your English learning journey.

I genuinely hope it helps you communicate with greater confidence and achieve your personal and professional goals.

I wish you every success.

Tony Wallis

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www.englishwithtony2.co.uk

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Business English Desk Cheat Sheet

Essential phrases for meetings, emails and professional conversations

MEETINGS

Starting a meeting

- Good morning, everyone.
- Thank you for joining us.
- Shall we get started?
- Let's begin.

Giving your opinion

- I think...
- In my opinion...
- From my perspective...
- I'd suggest...

Agreeing

- I completely agree.
- That's a good point.
- Exactly.
- I couldn't agree more.

Disagreeing politely

- I see your point, however...
- I'm not sure I agree.
- Another way to look at it is...
- Perhaps we should consider...

PRESENTATIONS

Opening

- Today I'd like to...
- Thank you for being here.
- Let's begin.

Moving between topics

- Let's move on to...
- The next point is...
- Turning now to...
- Finally...

Closing

- To summarise...
- Thank you for your attention.
- Are there any questions?

EMAILS

Opening

- I hope you're well.
- Thank you for your email.
- I'm writing regarding...
- I wanted to follow up on...

Making requests

- Could you please...?
- Would you mind...?
- I'd appreciate it if you could...
- When you have a moment...
- Would it be possible to...?

Closing

- Kind regards,
- Best regards,
- Thank you for your time.
- I look forward to hearing from you.

VIDEO CALLS

- Can everyone hear me?
- You're on mute.
- Could you repeat that, please?
- Shall we share the screen?
- Let's schedule a follow-up meeting.

POLITE BUSINESS ENGLISH

✗ I want...

✓ I'd like...

✗ You're wrong.

✓ I see it differently.

✗ Do this.

✓ Could you please...?

✗ I don't understand.

✓ Could you clarify that, please?

✗ That's impossible.

✓ That may be difficult, but let's explore the options.

Pro Tip

Professional English isn't about using difficult words. It's about communicating clearly, politely and confidently.

Free resources and Business English lessons:

<https://englishwithtony2.co.uk>





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7-Day Kickstart Planner

Build your Business English confidence in just 15 minutes a day

Small daily actions lead to lasting progress.

Complete one page each day and you'll finish the week with better speaking, writing and workplace communication skills.

Created by
English with Tony
Business English Coaching

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Day 1 – Introduce Yourself Professionally

Today's Goal

Learn how to introduce yourself confidently in a professional setting.

Learn

A strong first impression begins with a simple, confident introduction. Keep it short, friendly and professional.

Example:

"Hello, my name is Maria. I work as a Project Manager for an engineering company in Spain. It's a pleasure to meet you."

Speaking Practice (5 minutes)

Introduce yourself aloud three times.

Try to include:

- Your name
- Your job
- Your company
- Your country
- One responsibility you have at work

Today's Vocabulary

- Position
- Company
- Department
- Experience
- Responsibility

Writing Practice (5 minutes)

Write a short professional introduction about yourself (50–75 words).

Reflection

What part of introducing yourself do you find most difficult?

✓ Today's Challenge

Introduce yourself in English to someone today—or record yourself speaking for one minute.

Great work! You've completed Day 1.
See you tomorrow.





Day 2 – Asking Questions Confidently

Today's Goal

Learn how to ask clear, polite questions in professional conversations.

Learn

Asking good questions helps you build relationships, avoid misunderstandings and keep conversations moving.

Examples:

"Could you tell me more about that?"

"What do you recommend?"

"Would you mind explaining that again?"

Speaking Practice (5 minutes)

Read each question aloud three times.

- Could you explain that, please?
- Would you mind repeating that?
- What do you recommend?
- Could you give me an example?
- When is the deadline?

Today's Vocabulary

- Clarify
- Recommend
- Explain
- Details
- Deadline

Writing Practice (5 minutes)

Write five professional questions you could ask during a meeting or at work.

Reflection

Which question will be most useful in your job?

✓ Today's Challenge

Ask at least one question in English today—or practise asking your five questions aloud with confidence.

Excellent work! You're building stronger communication skills every day.





Day 3 – Speaking in Meetings

Today's Goal

Learn useful phrases for contributing confidently during meetings.

Learn

You don't need perfect English to participate in meetings. Simple, clear phrases are often the most effective.

Examples:

"I'd like to add something."

"I agree with that."

"That's a good point."

"May I ask a question?"

Speaking Practice (5 minutes)

Read each phrase aloud three times.

- I'd like to add something.
- I agree with your suggestion.
- That's a good point.
- Shall we move on?
- Let's summarise our discussion.

Today's Vocabulary

- Agenda
- Discussion
- Suggestion
- Decision
- Action

Writing Practice (5 minutes)

Write three sentences you could use in your next meeting.

Reflection

Which meeting phrase do you think you'll use most often?

✓ Today's Challenge

Use one of today's meeting phrases in a real conversation—or practise saying each phrase aloud until it feels natural.

Fantastic! You're becoming more confident in professional meetings every day.





Day 4 – Writing Professional Emails

Today's Goal

Learn how to write clear, polite and professional business emails.

Learn

Professional emails don't need complicated language. Keep your message polite, clear and easy to understand.

Examples:

"I hope you're well."

"I'm writing regarding..."

"Thank you for your time."

"I look forward to hearing from you."

Speaking Practice (5 minutes)

Read each phrase aloud three times.

- I hope you're well.
- I'm writing regarding...
- Please find the attached document.
- Could you please confirm?
- Thank you for your time.

Today's Vocabulary

- Regarding
- Attached
- Confirm
- Schedule
- Appreciate

Writing Practice (5 minutes)

Write a short professional email asking for information or requesting a meeting.

Reflection

Which email phrase do you think you'll use most often?

✓ Today's Challenge

Write one professional email in English today—or rewrite an old email using the phrases you've learned.

Excellent work! Clear, professional emails help build confidence and create a positive impression.





Day 5 – Handling Telephone and Video Calls

Today's Goal

Learn useful phrases for speaking confidently during telephone and video calls

Learn

Telephone and video conversations can feel challenging because you can't always rely on body language. Using simple, polite phrases helps conversations flow more smoothly.

Examples:

"Can you hear me clearly?"

"Could you repeat that, please?"

"Would you mind speaking a little more slowly?"

Speaking Practice (5 minutes)

Read each phrase aloud three times.

- Can everyone hear me?
- You're on mute.
- Could you repeat that, please?
- Would you mind speaking a little more slowly?
- Shall we arrange a follow-up meeting?

Today's Vocabulary

- Connection
- Microphone
- Screen
- Audio
- Follow-up

Writing Practice (5 minutes)

Write a short conversation between two colleagues joining a video call.

Reflection

Which phrase will help you most during online meetings?

✓ Today's Challenge

Join a video call in English today, or practise saying today's phrases aloud until they sound natural.

Well done! Every conversation you practise builds your confidence and prepares you for real business situations.





Day 6 – Giving Your Opinion Professionally

Today's Goal

Learn how to express your ideas clearly, politely and confidently in professional conversations.

Learn

In Business English, it's important to share your opinions respectfully. Simple, professional language helps others understand your ideas and encourages productive discussions.

Examples:

"I think this would be a good solution."

"In my opinion, we should..."

"From my perspective..."

"I'd recommend..."

Speaking Practice (5 minutes)

Read each phrase aloud three times.

- In my opinion...
- I think we should...
- I'd recommend...
- That's a good suggestion.
- Perhaps we could try...

Today's Vocabulary

- Opinion
- Suggestion
- Solution
- Priority
- Improvement

Writing Practice (5 minutes)

Write three professional opinions about your work or industry.

Reflection

Which phrase helps you express your ideas most confidently?

✓ Today's Challenge

Share one professional opinion in English today—or practise saying today's phrases aloud until they feel natural.

Excellent work! Confident professionals don't always have the best ideas—they communicate their ideas clearly and respectfully.





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Day 7 – Your Business English Action Plan

Today's Goal

Review what you've learned this week and create a simple plan to keep improving.

Learn

Improving your English isn't about studying for hours. It's about building small, consistent habits that become part of your daily routine.

You've already taken an important first step. Now it's time to keep the momentum going.

This Week I Learned

Write one thing you learned each day.

My Business English Goals

What would you like to achieve over the next month?

- ☐ Speak more confidently in meetings.
- ☐ Write better business emails.
- ☐ Improve my pronunciation.
- ☐ Build my vocabulary.
- ☐ Feel more confident speaking English.
- ☐ Other:

My Daily Commitment

I will practise Business English for:

- ☐ 10 minutes a day
- ☐ 15 minutes a day
- ☐ 20 minutes a day

I will study at:

Congratulations! You've completed the 7-Day Business English Kickstart Planner. Keep practising, stay consistent, and enjoy your journey towards confident, professional English.

Reflection

What is the biggest lesson you've learned during the last seven days?

✓ Your Next Challenge

Keep your learning going.

Small improvements, repeated every day, lead to lasting confidence.

Continue learning with **English with Tony** for practical Business English lessons, free resources and future courses.



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