

BUSINESS ENGLISH VOCABULARY



Accountable: I'm in charge of

Example: The project manager was accountable for the successful launch.

Adaptability: get used to change

Example: In the ever-changing market, adaptability is key to survival.

Agility: "did it fast"

Example: The company's agility in decision-making impressed investors.

Align: Match/Same

Example: Our strategies should align with the company's goals.

Authenticity: real and honest

Example: Authenticity in communication builds trust within the team.

Benchmark: high/low standards

Example: Our service should set a benchmark for excellence.

Branding: Image/How it looks to others

Example: Our branding strategy should reflect our corporate identity.

Competency: Skill

Example: Developing competencies enhances employee performance.

Compliance: Following rules

Example: We ensure compliance with industry regulations at all times.

Delegate: Tell others what to do

Example: The manager will delegate tasks to the appropriate team members.

Person 1

"I'm in charge of ensuring our branding strategy aligns with our core values, emphasizing authenticity. It's important to showcase adaptability in how we present ourselves to the public."

Person 2

"Absolutely, agility in branding is vital. We must set a benchmark for competency while ensuring compliance with industry regulations. As we delegate tasks, competency should shine through at every level."



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PRONUNCIATION

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Disruption: Big Change

Example: Outsourcing disruptions have reshaped our industry.

Diversification: Variety

Example: Diversification of our product range can attract a broader customer base.

Effectiveness: Doing things well

Example: Enhancing team effectiveness leads to better project outcomes.

Efficiency: Doing Things Quickly AND Well

Example: Improving efficiency will be crucial for meeting the tight deadline.

Empower: Giving Power

Example: Empowering employees encourages creativity and innovation.

Engagement: Including/involving

Example: Employee engagement leads to increased productivity.

Execution: Doing

Example: Flawless execution of the plan is critical for success.

Feedback: Comments

Example: Providing constructive feedback fosters employee growth.

Focus: Aim

Example: We should focus our resources on marketing.

Generate: Make more, get more

Example: Let's generate ideas to improve our marketing strategy.

Person 1

"The market's rapid disruption requires us to improve our execution and effectiveness. We should empower our team to generate innovative solutions to adapt to this change."

Person 2

"Absolutely. Diversification and efficiency are key to our growth. Also, fostering employee engagement through feedback will help us focus on the right strategies."



Identify: Find/Find out
Example: We need to identify areas for process improvement.

Implement: Use
Example: We should implement the new policy to enhance efficiency.

Innovation: New Ideas
Example: Encouraging innovation can lead to breakthrough products.

Landscape: The Big Picture
Example: Let's analyze the competitive landscape before entering the market.

Lean: Cut waste
Example: Implementing lean methodologies helps reduce unnecessary expenses.

Maximize: Make the Most of/Make as much as possible
Example: Let's maximize our resources to enhance productivity.

Mentorship: Teach
Example: Mentorship programs help employees grow both personally and professionally.

Mindset: The Way You Think
Example: Adopting a growth mindset is vital for adapting to change.

Person 1
"We need to identify innovative approaches to navigate the competitive landscape. Implementing lean methodologies can be a part of that, and mentorship can help foster innovation within our teams."

Person 2
"Absolutely. Let's implement strategies that not only maximize productivity but also inspire a growth mindset among our employees. Influencing their perspective positively can lead to transformative changes."

Minimize: Use Less
Example: We aim to minimize costs while maintaining quality.

Mission: Purpose/Reason
Example: Our mission is to provide accessible healthcare solutions.

Motivate: Encourage/Give confidence
Example: A good leader motivates their team to reach their full potential.

Multitasking: Doing a lot/Multiple tasks
Example: Multitasking can sometimes lead to a decrease in overall efficiency.

Networking: Making Connections
Example: Effective networking expands business opportunities and partnerships.



Operate: Work

Example: Let's operate within the defined guidelines to ensure compliance.

Policies: Rules

Example: Adhering to company policies ensures a harmonious work environment.

Prioritize: Put First Things First

Example: It's important to prioritize tasks based on urgency and importance.

Productivity: Getting a Lot Done

Example: Increased productivity leads to more efficient use of time.

Profitable: Making Money

Example: Our goal is to maintain a profitable bottom line.

Person 1

"We aim to minimize unnecessary costs and maximize productivity to stay profitable. Additionally, adhering to our company policies while effectively networking can contribute to achieving our financial goals."

Person

"Our mission is clear: operate efficiently by motivating our team and avoiding the pitfalls of excessive multitasking. Let's prioritize tasks wisely to achieve our objectives effectively."

Relevant: Important to the Topic

Example: Let's discuss only relevant information in the meeting.

Resilience: Bouncing Back

Example: Resilience is crucial to overcome challenges in the business world.

Resolve: Fix

Example: Let's resolve this issue to prevent any disruptions.

Resonate: Connect with

Example: A good marketing campaign should resonate with our target audience.

Scalable: Can Grow

Example: Our software needs to be scalable to accommodate more users.

Shift: Change

Example: The market shift influenced our product development strategy.

Skillset: Skills

Example: Developing a versatile skillset enhances career prospects.

Stakeholder: Involved People

Example: Engaging stakeholders is essential for project success.



Strategically: In a Big-Picture Way

Example: Let's think strategically to ensure our long-term success.

Strategy: Plan

Example: Our strategy involves expanding into international markets.

Person 1

"Our strategy is to remain relevant in the market by developing a scalable software that can easily adapt to market shifts. Building a diverse skillset within our team will be crucial for executing this strategy effectively."

Person 2

"Absolutely, by approaching our projects strategically, we can enhance our resilience and resolve any challenges swiftly. It's important for our plans to resonate with stakeholders, ensuring their involvement and support throughout the process."

Streamline: Make Simple

Example: Streamlining our processes will result in increased efficiency.

Sustainability: Keeping for a Long Time

Example: Sustainability efforts aim to reduce our environmental impact.

Synergy: Working Together

Example: Synergy among team members boosts project performance.

Transparency: Being Clear

Example: Maintain transparency to build trust within the team.

Vision: Big Idea for the Future

Example: Our vision is to be a leader in sustainable technology.

Person 1

"We should streamline our collaboration processes to enhance synergy among the team. Maintaining transparency within the team is key to achieving our common goals."

Person 2

"Absolutely. Our vision for the future includes a strong focus on sustainability. By incorporating sustainable practices into our operations, we can work towards a better and more responsible future."



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ACCOUNTABLE: /ə'kaʊntəbəl/
ADAPTABILITY: /ə,dæptə'bɪləti/ r
AGILITY: /ə'dʒɪləti/
ALIGN: /ə'laɪn/
AUTHENTICITY: /əθen'tɪsɪti/
BENCHMARK: /'bentʃmark/
BRANDING: /'brændɪŋ/
COMPETENCY: /'kæmpətənsi/
COMPLIANCE: /kəm'plaɪəns/
DELEGATE: /'dɛləgeɪt/
DISRUPTION: /dɪs'rʌpʃən/
DIVERSIFICATION: /daɪvərsəfə'keɪʃən/
EFFECTIVENESS: /ə'fɛktɪvnəs/
EFFICIENCY: /ə'fɪʃənsi/
EMPOWER: /ɪm'paʊər/
ENGAGEMENT: /ɪn'geɪdʒmənt/
EXECUTION: /ɛk'sækju:ʃən/
FEEDBACK: /'fɪdbæk/
FOCUS: /'fəʊkəs/
GENERATE: /'dʒenəreɪt/
IDENTIFY: /aɪ'dɛntəfaɪ/
IMPLEMENT: /'ɪmpləment/
INNOVATION: /ɪnə'veɪʃən/
INSPIRE: /ɪn'spaɪər/
LANDSCAPE: /'lændskeɪp/
LEAN: /lin/
MAXIMIZE: /'mæksəmaɪz/
MENTORSHIP: /'mentərʃɪp/
MINDSET: /'maɪndset/
MINIMIZE: /'mɪnəmaɪz/
MISSION: /'mɪʃən/
MOTIVATE: /'moʊrəveɪt/
MULTITASKING: /'mʌltɪtæskɪŋ/
NETWORKING: /'nɛʔwɜrkɪŋ/
OPERATE: /'apəreɪt/
POLICIES: /'pələsɪz/
PRIORITIZE: /praɪ'ɔrətaɪz/
PRODUCTIVITY: /prədʌk'tɪvəri/
PROFITABLE: /'prəfɪrəbəl/
RELEVANT: /'rɛləvənt/
RESILIENCE: /rə'zɪliəns/



RESOLVE: /rə'zɒlv/
RESONATE: /'rɛzəneɪt/
SCALABLE: /'skeɪləbəl/
SHIFT: /ʃɪft/
SKILLSET: /'skɪlsɛt/
STAKEHOLDER: /'steɪkhoʊldər/
STRATEGICALLY: /strə'tɪdʒɪkli/
STRATEGY: /'strærədʒi/
STREAMLINE: /'striːmlaɪn/
SUSTAINABILITY: /səsteɪnə'bɪləri/
SYNERGY: /'sɪnərdʒi/
TEAM: /tiːm/
TRANSPARENCY: /træn'spɛərənsi/
VISION: /'vɪʒən/