

BUSINESS ENGLISH EXPRESSIONS



A ballpark figure: An estimated cost or value

Example: Can you provide a ballpark figure of the expected costs?

Ahead/behind (of) the curve: Ahead or behind in progress or development

Example: Our technology is ahead of the curve compared to competitors.

All hands on deck: Everyone's involvement is needed

Example: The product launch is nearing; we need all hands on deck.

All things considered: Taking everything into account

Example: All things considered, it's a good investment opportunity.

Bank on: Rely or depend on

Example: We can bank on their team to deliver quality results.

Bounce ideas off of: Discuss ideas with someone for feedback

Example: I like to bounce ideas off my colleague before finalizing the plan.

Bring someone up to speed: Update or inform someone about a situation

Example: Let's bring him up to speed on the recent project developments.

Bring something to the table: Contribute something of value

Example: She always brings fresh perspectives to the table during meetings.

Brush up on: Review or improve one's knowledge or skills

Example: I need to brush up on my presentation skills before the meeting.

Call it a day: Decide to stop working for the day

Example: It's late; let's call it a day and continue fresh tomorrow.

Catch up on: Get up-to-date with something

Example: I need to catch up on the latest industry trends.

Circle back: Discuss a matter later or revisit a topic

Example: Let's circle back to this agenda item in the next meeting.

Climb the ladder: Progress in one's career, usually in a hierarchical structure

Example: He aspires to climb the ladder and reach a managerial position.



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Corner the market: Establish a dominant position in the market
Example: Our goal is to corner the market with our innovative product.

Drop the ball: Fail to complete a task or make a mistake
Example: We can't afford to drop the ball on this important project.

First thing: The most important or urgent matter
Example: Let's address the client's concerns first thing tomorrow.

Follow up: Take additional action or check on progress
Example: Don't forget to follow up with the client after the meeting.

From the ground up: Starting from the beginning
Example: We built this project from the ground up, considering every detail.

Get a foot in the door: Secure an initial opportunity
Example: Getting an internship is a good way to get a foot in the door.

Get down to business: Start discussing or doing what's important
Example: Let's get down to business and discuss the project agenda.

Get in on the ground floor: Be involved from the beginning
Example: I want to get in on the ground floor of this exciting venture.

Get the ball rolling: Start a process or initiative
Example: We need to get the ball rolling on the new marketing campaign.

Give the green light: Approve or authorize something
Example: Once we have all the details, I'll give the green light for the project.

He's a slacker: A person who avoids work or is lazy
Example: Don't be a slacker; we need everyone's effort on this project.

He's a workhorse: A person who works very hard
Example: John is a workhorse; he always gives his best on every project.

Hop on a call: Join a conference or phone call
Example: Can you hop on a call with the client to discuss the proposal?



In the black: Operating at a profit or in a positive financial position
Example: Fortunately, our company is currently in the black.

In the red: Operating at a loss or in a negative financial position
Example: We need to cut costs; we've been consistently in the red.

Keep someone in the loop: Keep someone informed about a situation
Example: Make sure to keep the team in the loop regarding the project updates.

Kick off: Start or initiate a project, event, or activity
Example: We'll kick off the marketing campaign next week.

Look at the big picture: Consider the overall perspective or objective
Example: Let's not get bogged down in details; we need to look at the big picture.

Lost in the weeds: Focusing too much on irrelevant details
Example: The discussion got lost in the weeds, and we lost sight of the main goal.

Meet deadlines: Complete tasks or projects within the specified time
Example: It's essential to meet deadlines to maintain our client's trust.

My hands are tied: Unable to act or make a decision due to constraints
Example: I'd love to help, but my hands are tied in this situation.

Off the cuff: Spoken or done without preparation
Example: I can give a presentation off the cuff if needed.

Off track/on track: Not following the plan/following the plan
Example: We need to get back on track to meet our goals.

On the same page: Having a shared understanding or agreement
Example: Let's discuss this to ensure we're all on the same page.

Pick your brains: Seek someone's advice or opinion
Example: Can I pick your brains about the upcoming project?

Play by the book: Follow the rules or guidelines exactly
Example: It's important to play by the book to maintain compliance.

Play hardball: Be aggressive or tough in negotiations
Example: In this negotiation, we need to play hardball to get the best deal.

Put a pin in it: Postpone or set something aside for later

Example: Let's put a pin in the budget discussion for now.

Red tape: Excessive bureaucracy or administrative procedures

Example: We need to cut through the red tape to expedite the process.

Shoot off an email: Quickly send an email

Example: I'll shoot off an email to the client with the updates.

Sign off on (something): Approve or authorize something

Example: The manager needs to sign off on the budget proposal.

Stay on budget/go over budget: Within or exceeding the planned expenditure

Example: We must ensure we stay on budget for this project.

Table that: Postpone or delay a discussion or decision

Example: Let's table that topic for the next meeting.

The bottom line: The fundamental or most important aspect

Example: The bottom line is we need to increase our sales.

Think outside the box: Consider unconventional or creative ideas

Example: Let's think outside the box for our next marketing campaign.

Touch base: Briefly connect or update someone

Example: I'll touch base with you after the meeting to discuss the plan.

Train of thought: A sequence of thoughts or ideas

Example: I lost my train of thought during the presentation.

Turn down: Reject or decline an offer or proposal

Example: Unfortunately, we'll have to turn down the partnership offer.

Wing it: Improvise or do something without a detailed plan

Example: I'll have to wing it during the presentation since I haven't had time to prepare.

Word of mouth: Information or recommendations passed on by people

Example: Our product's success largely depends on positive word of mouth.