



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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