

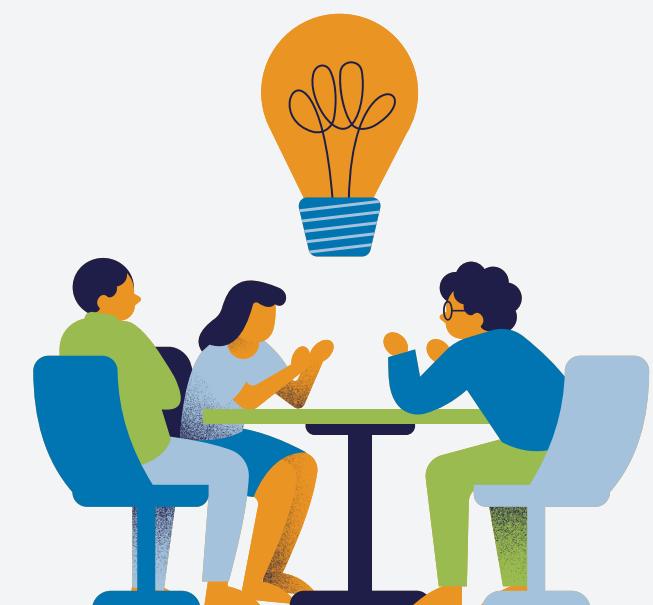


# ENGLISH IN BUSINESS SETTING

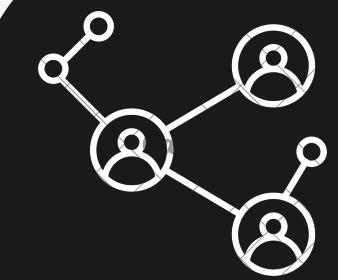
提供語音導覽。



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# WHY BUSINESS ENGLISH MATTERS?



Being able to converse confidently in business settings opens up opportunities for building connections with colleagues, clients, and industry peers.

**ENHANCED  
NETWORKING**



Effective communication is a highly valued skill in the workplace, often influencing promotions and professional growth.

**CAREER  
ADVANCEMENT**



Using the right language enhances credibility and portrays professionalism, helping to build trust and relationships.

**MAINTAIN  
PROFESSIONAL  
IMAGE**

# OPENING CONVERSATIONS



Phrases for opening conversations:

- "It's great to connect with you."
- "Thank you for joining the meeting today."

...Or a casual greeting to start:

- "The weather is nice today, isn't it?"
- "I hope you had a good weekend."



# PROPOSING IDEAS

Introducing suggestions:

- ""I'd like to propose..."
- "What if we tried...?"
- "One possible solution could be..."
- "**Could** you look into this for me?"

Asking for feedback:

- "What's your take on this?"
- "How do you feel about moving forward with this approach?"

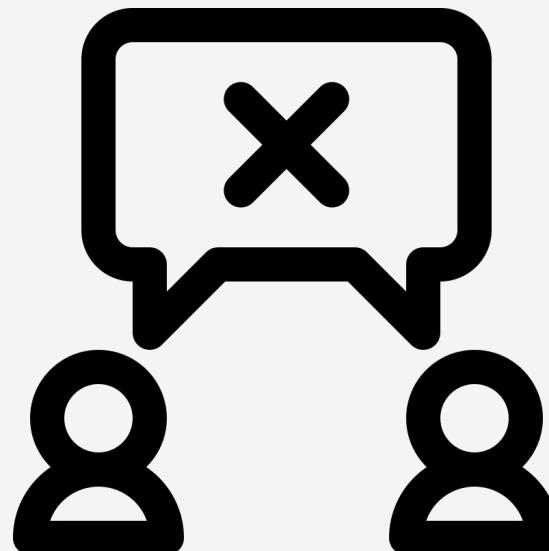
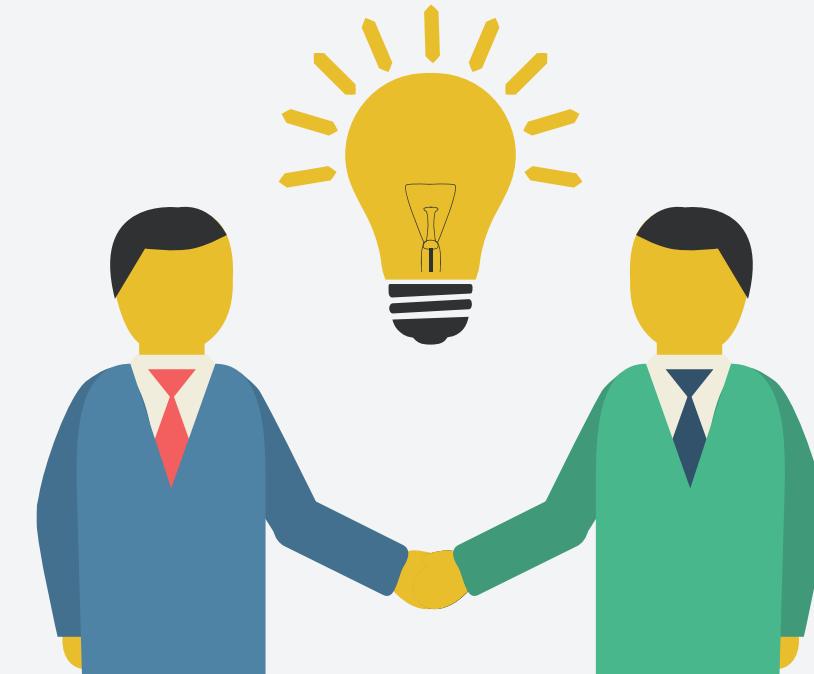


Tip: Use modal verbs like "**could**" and "**would**" to soften the tone.

# EXPRESSING AGREEMENT & DISAGREEMENT

To show agreement:

- "That's a great suggestion; let's explore that further."
- "I completely agree with you."
- "I share your perspective."
- "I'm aligned with your position."



...Or disagreement (soften your tone):

- "I see your point, but..."
- "I understand your perspective, however..."
- "Let's explore another approach."

# ENSURING CLARITY



To ask for clarification:

- "Could you explain that in more detail?"
- "Just to clarify, are we aiming for...?"

To confirm your acknowledgement:

- "So, if I understand correctly, we are..."
- "Let me make sure I've got this right."



# ASSIGNING AND REQUESTING WORK



To hand over tasks:

- "Could you take the lead on this project?"
- "I'd appreciate it if you could look into this matter."

To ask for updates:

- "Can you provide an update on your progress?"
- "Please keep me posted on any developments."



# SETTING APPOINTMENTS & DEADLINES



To schedule meetings and appointments:

- "When would be a good time for us to meet?"
- "Could we schedule this for early next week?"
- "Let me know what time works best for you."

To set or confirm deadlines:

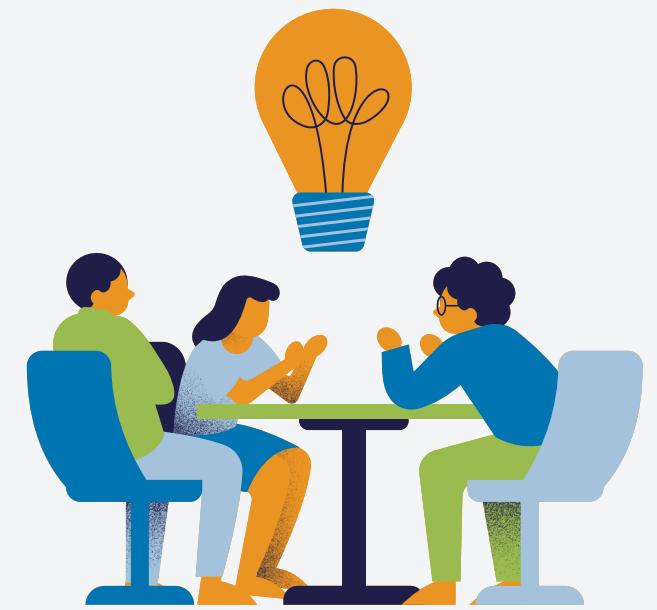
- "Let's aim to have the first draft ready by next week."
- "Is it possible to have this done before the weekend?"
- "Can we agree on a deadline of Friday for this task?"



# PROBLEM SOLVING

To collaborate with others to solve problems:

- "Let's brainstorm some possible solutions."
- "How about we break this issue into smaller parts?"



To evaluate potential approach to the problem:

- "We need to weigh the pros and cons of this approach."
- "What are the potential risks and benefits here?"

# ENDING CONVERSATIONS POLITELY



To close a meeting or discussion:

- "Thank you for your time and valuable input today."
- "To summarize, we've agreed on the following..."
- "It looks like we've reached a conclusion—thank you for the great discussion."

...Or to end things in a positive manner:

- "I look forward to working together on this."
- "I appreciate your time today, and I'm excited to see where this leads."
- "It was great speaking with you. Have a great day!"



# PRACTICE MAKES PERFECT

Mastering Business English takes consistent practice in real-life scenarios. Try:

- writing sample emails, or;
- using key phrases in conversations.

Feel free to ask your tutor or colleagues to get feedback and build confidence. Remember, small daily steps lead to big improvements!

