



Advance your career with professional English

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Sono un'insegnante certificata di Inglese come lingua straniera con ulteriori **certificazioni nell'insegnamento dell'Inglese Commerciale e dell'Inglese Accademico**.



Ho **3 anni di esperienza** nell'insegnamento delle lingue con **Duolingo Classes**, dove **le mie lezioni sono state valutate 4,9 su 5** dagli studenti, e presso la scuola di inglese **Wall Street English** in Italia.

Non solo ho imparato a insegnare l'inglese, ma ho anche lavorato in un contesto professionale anglofono. Per questo motivo, **conosco davvero le competenze richieste** nel mondo del lavoro e so **come applicarle in pratica**, per esempio per scrivere report, condurre e partecipare a riunioni, o preparare e tenere presentazioni coinvolgenti.

Offro corsi di Business English, utili quando ci si candida per il primo o il prossimo lavoro, si inizia a lavorare in un ambiente anglofono o si ha la necessità di interagire con colleghi e clienti stranieri.

Spero che questa guida ti sia utile per migliorare il tuo inglese in vista delle riunioni di lavoro.

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Non vedo l'ora di vederti alle mie lezioni!

Vera



Good communication in meetings is important for success at work. This guide shows common mistakes non-native speakers make and gives simple tips to help you speak better English in meetings.

1. Be Polite, Not Too Direct

Sometimes, speaking directly can sound rude. To be polite, you can use softer words and phrases. It also helps to show you are open to different opinions. For example, say “I think” or “I’m not sure.” Use modal verbs like “may,” “would,” or “might.”

✗ **Mistake:** “You’re wrong.”

✓ **Correction:** “I see your point, but I’m not sure I agree.”

✗ **Mistake:** “We must do this now.”

✓ **Correction:** “It would be a good idea to focus on this now.”

✗ **Mistake:** “This is a bad idea.”

✓ **Correction:** “I’m afraid that this idea may not work.”



2. Careful with Vocabulary

Don’t translate words directly from your own language into English. Some words might have very different meanings. Here are a few common mistakes.

✗ **Mistake:** Saying “actual” instead of “current”.

✓ **Actual** means *real* or *true*. Example: “*The actual cost was higher than expected.*”

✓ **Current** means *now*. Example: “*The current deadline is Friday.*”

✗ **Mistake:** Saying “eventually” instead of “possibly.”

✓ **Eventually** means *after some time*. Example: “*Eventually, we finished the project.*”

✓ **Possibly** means *maybe*. Example: “*We could possibly finish tomorrow.*”

✗ **Mistake:** Saying “argument” instead of “topic.”

✓ **Argument** means *a fight* or *disagreement*. Example: “*They had an argument and shouted at each other.*”

✓ **Topic** means *subject*. Example: “*The topic of today’s meeting is marketing.*”

3. Interrupt Politely

Interrupting in a meeting can sound rude if you don’t use polite phrases. Add an apology or ask a question to sound more professional.

✗ **Mistake:** “No, that’s not true.”

✓ **Correction:** “Sorry, I think it’s not exactly like that. Let me explain...”

- ✗ **Mistake:** “Wait, I have something to say.”
- ✓ **Correction:** “Could I say something quickly?”

- ✗ **Mistake:** “I want to add something.”
- ✓ **Correction:** “I’d like to add something if I may.”

4. Pronunciation of Key Words

Some important words are often mispronounced. Below are examples of correct pronunciation. The CAPITAL letters indicate the stressed syllable in the word. Stress means that the syllable is louder and often a bit longer.

Data

- ✗ **Mistake:** Saying “DEIT” like “date.”
 - ✓ **Correct:** “DAY-ta.”
- Example sentence: “*We need to check the data before the meeting.*”

Colleague

- ✗ **Mistake:** Saying “koh-LAYG.”
 - ✓ **Correct:** “KAH-leeg.” The stress is on the first syllable.
- Example sentence: “*I’ll talk to my colleague about the project.*”

Schedule

- ✗ **Mistake:** Saying “SHED-ool.”
 - ✓ **Correct:** “SKEJ-ool.”
- Example sentence: “*Let’s confirm the schedule for next week.*”

5. Use Simple Words and Short Sentences

Using very difficult words or long sentences can confuse people. Clear and short sentences are better for work.

- ✗ **Mistake:** “We will endeavour to rectify the erroneous data.”
- ✓ **Correction:** “We will fix the wrong data.”

- ✗ **Mistake:** “Regarding this matter, we need to write a response as soon as possible.”
- ✓ **Correction:** “We must reply quickly.”

- ✗ **Mistake:** “In relation to the previously discussed plan, I would like to stress the need to consider it further.”
- ✓ **Correction:** “We need to think more about the plan.”



Final Tip:

Professional English is not about using difficult words or complex language. It’s about being clear and polite. Practice these tips, and your communication in meetings will improve.