



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



Effective communication in work meetings is essential for success in any business environment. This guide highlights common mistakes non-native English speakers often make during meetings and provides practical corrections to improve communication and show professionalism.

1. Direct vs. Polite Language

Direct language can sometimes sound rude or aggressive. Softening your language helps you sound more polite. To show that you are open to different opinions, use expressions like “I’m not sure”, or “I think”, and include modal verbs like “may”, “would” and “might”. You can also add a question.

✖ **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 prioritize this.”

✖ **Mistake:** “This is a bad idea.”

✓ **Correction:** “I’m afraid this approach may not achieve the desired results.”

✖ **Mistake:** “We need to do this my way.”

✓ **Correction:** “I think my idea might work better. What do you think?”



2. Misusing Vocabulary

Be careful when trying to translate words from your own language without knowing if they work in English! They may mean something completely different. Here are a few common mistakes to avoid.

✖ **Mistake:** Saying “actual” or “actually” instead of “current” or “currently”.

✓ **Actual** means *real* or *existing*, often emphasizing a fact. Example: “*The actual cost was higher than expected.*”

✓ **Current** means *happening now* or *ongoing*. “*The current project deadline is Friday.*”

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

✓ **Eventually** means *after some time* or *in the end*. “*Eventually, we completed the project.*”

✓ **Possibly** means *it might happen*. “*We could possibly finish this tomorrow.*”

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

✓ **Argument** refers to a *fight* or *disagreement*. “*We had an argument and shouted bad things at each other.*”

✓ **Topic** means *subject*. “*The topic of today’s meeting is our new marketing campaign.*”

3. Interrupting Without Softeners

Using polite phrases to interrupt shows respect while allowing you to communicate your ideas effectively. Add an apology, a polite softener, or turn your sentence into a question to avoid sounding rude.

- ✗ **Mistake:** “No, that’s not true.”
- ✓ **Correction:** “If I could just add something here...”
- ✗ **Mistake:** “We must consider...”
- ✓ **Correction:** “Sorry to interrupt, but I think we need to consider...”
- ✗ **Mistake:** “I want to add something.”
- ✓ **Correction:** “I’d like to add a quick point here if I may.”
- ✗ **Mistake:** “Let me clarify something.”
- ✓ **Correction:** “Could I jump in to clarify something?”



4. Poor Pronunciation of Key Words

Here are a few key terms often mispronounced in business settings. The CAPITAL letters indicate the stressed syllable in the word. Stress means that the syllable is a bit louder and often longer.

Data

- ✗ **Mistake:** Pronounced as “DEIT” as in “date”.
 - ✓ **Correction:** “DAY-ta” (American) and “DAH-tah” (British).
- Example sentence: “We need to check the data before the meeting.”

Colleague

- ✗ **Mistake:** Pronounced as “koh-LAYG.”
 - ✓ **Correction:** “KAH-leeg” (American) or “KOL-leeg” (British).
- Example sentence: “I’ll talk to my colleague about the project.”

Schedule

- ✗ **Mistake:** Pronounced as “SHED-ool” or “SKED-ool” incorrectly.
 - ✓ **Correction:** “SKEJ-ool” (American) or “SHED-yool” (British).
- Example sentence: “Let’s confirm the schedule for next week.”

5. Overly Complicated Words and Sentences

Using overly complex words in an attempt to sound professional can leave a bad impression on others. Always prioritize clarity both in speaking and in writing. Short and clear sentences always work better in work situations than long and overly complex ones.

- ✗ **Avoid:** “We will endeavour to rectify the erroneous data.”
 - ✓ **Correction:** “We will fix the incorrect data.”
- Using “endeavour”, “rectify” and “erroneous” together makes the sentence unnecessarily complicated.

✖ **Mistake:** “We will fabricate a new report for the client.”

✓ **Correction:** “We will create a new report for the client.”
“Fabricate” implies falsifying or making something up that is not true.

✖ **Avoid:** “Regarding this matter, we need to make sure to write a response as soon as we possibly can.”

✓ **Correction:** “We must reply without delay.”
The sentence is unnecessarily long and complicated. Shorter sentences and common words like “reply” make it more natural and easier to understand.

✖ **Avoid:** “Our sales numbers have been augmented this quarter.”

✓ **Correction:** “Our sales numbers have increased this quarter.”

To “augment” something means to make something larger or improve it, but in this sentence it may also mean that the speaker manipulated or inflated the data to present false results.



Final Tip:

Professional English isn’t about knowing fancy words; it’s about clarity, politeness, and precision. Practise these strategies, and you will notice a positive difference in your communication during meetings.