



Advance your career with professional English

Hi, I'm Vera from FluentBiz!

I'm a certified English as a foreign language (EFL) teacher with additional **certifications in teaching Business English** and Academic English.



I have **3 years of experience** teaching languages in **Duolingo Classes**, where **my lessons were rated 4.9 out of 5** by students, and at the **Wall Street English** language school in Italy.

Not only have I learnt how to teach English, but I have also worked in an English-language work environment. For this reason, **I truly know what skills are needed** for work and **how to apply them in practice**, for example, to write reports, lead and participate in meetings, or prepare and deliver engaging presentations.

I offer Business English courses, which can be beneficial when applying for your first / next job or when starting to work in an English-speaking environment or when you need to talk to foreign colleges and clients.

I hope you find this guide useful in improving your English for work meetings.

You can find my upcoming **online courses on my website**, fluentbiz.it. If you don't want to miss new courses, you can **sign up to my newsletter** following this link.

If you have any **questions or requests** about my courses and workshops, please feel free to send me an email at info@fluentbiz.it.

I look forward to seeing you at my lessons!

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.