**Common Phrases**

1. About to (do something, to be on the point of doing something)
   1. I was about to leave when the phone rang.
2. According to (someone or something, as said or told by someone, in agreement with something, in the order of something, in proportion to something)
   1. According to our teacher, there will be no class next week.
   2. We did everything according to the terms of our agreement
3. Account for (something, to provide an explanation or answer for something)
   1. The bad weather accounts for the fact that few people came to the meeting.
4. After all (considering the fact that something happened, something that is usually assumed)
   1. You don’t need to phone him. After all, he never phones you.
5. All of a sudden (Suddenly)
   1. Suddenly, without advance warning all of a sudden it became cloudy and began to rain.
6. As a matter of fact (Actually)
   1. As a matter of fact, we have been to the history museum many times.
7. As far as (to the extent or degree of something)
   1. As far as I know the movie will start in a few minutes.
8. As for (with regard to, concerning)
   1. As for me, I think I will return home now.
9. As if (in the same way that something would be)
   1. The drink tastes as if it were made with orange juice. It seemed as if the whole town came to the concert.
10. As long as (provided that)
    1. As long as you promise to be careful you can borrow my car.
11. As to (with regard to, according to )
    1. As to your question, I will answer it tomorrow.
    2. The players were put into groups as to their ability.
12. As well (in addition, also, too)
    1. I plan to take a computer course this summer as well.
13. As well as (in addition to)
    1. Please bring your swimming suit as well as your towel.
14. Back and forth (backwards and forwards, first one way and then the other way)
    1. The argument went back and forth before the judge made a decision.
15. Better off (to be in a better situation than before)
    1. My friend would be better off if he sold his old car and bought a new one.
16. Break down (something, to divide something into parts, to separate something into simpler substances)
    1. We tried to break down the problem for further study.
    2. The sugar began to break down soon after it was swallowed.
17. Break up (to separate, to divide into groups or pieces, to put an end to something)
    1. Nobody wanted to break up their groups.
    2. We usually break up into small groups during our class.
18. By the way (incidentally)
    1. By the way, could you please bring your laptop tomorrow?
19. Carry out (something, to put something into action, to accomplish something, to do something)
    1. The scientist wanted to carry out several experiments before discussing the new medicine.
20. Come on! (please, hurry, go faster)
    1. Come on, I only have a few minutes before I must go.
    2. Come on, stop doing that.
21. Come up (to happen unexpectedly)
    1. I will not be able to go to the party if something else comes up.
22. Come up with (something, to produce or find a thought/idea/answer)
    1. I tried to come up with a name for the new magazine.
23. Deal with (something, to be concerned with something, to take action about something)
    1. We will deal with the boxes tomorrow.
24. End up (doing something or going somewhere)
    1. To do something that one had not planned to do, to go somewhere one had not planned to go
    2. We ended up going to a restaurant after the movie last night.
25. Figure out (someone or something, to try to understand someone or something, to solve something)
    1. I finally figured out how to use the new DVD player.
26. Fill in (something, to write words in blank spaces)
    1. Please fill in this form and give it to the receptionist.
27. First of all (the very first thing)
    1. First of all we prepared the garden and then we planted the seeds.
28. For good (permanently)
    1. The city will close the public swimming pool for good next week.
29. For sure (without doubt, certainly, surely)
    1. I will go to the movie with you for sure next week.
30. Get back to (something, to return to something)
    1. I was happy to get back to my work after my holiday.
31. Get into (something, to become interested, involved in something)
    1. I do not want to get into an argument with my friend.
    2. We will get into the details of the plan tomorrow.
32. Get into (somewhere, to enter somewhere)
    1. My friend wants to get into a good university.
    2. I bumped my head as I was getting into the car.
33. Get out of (somewhere, to leave somewhere, to escape from somewhere)
    1. I want to hurry and get out of my house.
34. Get rid of (something, to give or throw something away, to sell or destroy something, to make cold or fever disappear)
    1. I bought a new television set so I want to get rid of the old one.
35. Get through (something, to complete something, to finish something)
    1. My friend is having trouble getting through her final exams.
    2. I have much reading that I must get through before tomorrow.
36. Go ahead (to begin to do something)
    1. Let’s go ahead and start now. We can’t wait any longer.
37. Go on (to continue)
    1. The game will probably go on for an hour after we leave.
38. Go over (something, to examine or review something)
    1. The accountant will go over the books tomorrow.
    2. We plan to go over that question tomorrow.
39. Go through (something, to discuss something, to look at something, to do something)
    1. The teacher decided to go through the exercise before the test.
40. Go with (to choose one thing rather than another)
    1. We decided to go with the small rental car rather than the large one.
41. Hang out (somewhere / with someone, to spend one’s time with no great purpose, to spend leisure time with friends.)
    1. Recently my friends has been hanging out with a group of people who are not a good influence on him.
42. Have (something) to do with (something) (to be about something, to be on the subject of something, to be related to something)
    1. The book has something to do with cooking out. I am not sure if you like it.
    2. That problem has nothing to do with me.
43. Hold on (to wait a minute, to stop, to wait and not hang up the phone)
    1. Please hold on for a minute while I lock the window.
44. In a way (to a certain extent, a little)
    1. Somewhat in a way I want to go to the new restaurant but in a way I don’t really care.
45. In common (shared together or equally)
    1. I had nothing in common with the other members of the class.
46. In detail (giving all the details, item by item)
    1. The saleswoman explained about the new product in detail.
47. In effect (for practical purposes)
    1. Basically the man’s silence was in effect a way of disagreeing with the other people in the meeting.
48. In fact (actually, the truth is )
    1. The man has been to china before.
    2. In fact he has been there three times.
49. In favor of (someone or something, to approve or support someone or something,)
    1. Everybody is in favor of the new police chief.
    2. My company is not in favor of changing our holiday schedule.
50. In general (in most situations or circumstances)
    1. In general, Most of the people in our apartment are happy with the new manager.
51. In order to (for the purpose of)
    1. They have decided to close down the school for the summer in order to do some major repairs.
52. In other words (in a different (usually more direct) way )
    1. In other words, if you do not finish the assignment by Wednesday you will not pass the course.
53. In place (in the proper place or location)
    1. Everything in the room was in place when we arrived for the meeting.
54. In some ways (in some unspecified way or manner, by some unspecified means in some ways)
    1. I know what my friend means but in some ways I do not.
55. In terms of (something, with regard to something)
    1. In terms of our agreement with the other company we were not allowed to sell the products online.
56. In time (early enough)
    1. I did not come home in time to meet my cousin.
57. Keep (someone or something) in mind (to remember and think about someone or something)
    1. I told my co-workers to keep the new starting time for work in mind.
58. Kind of (somewhat, more or less, moderately)
    1. I was kind of tired when I arrived home last night.
59. Look for (something, to try to find something, to hunt/search for something)
    1. My friend has been looking for her credit card all morning but she can’t find it.
60. Look up (something, to search for something in a dictionary or other book)
    1. I will look up my friend’s name in the telephone book.
    2. I looked up the word in the dictionary.
61. Make a difference (to cause a change in a situation)
    1. It does not make a difference weather our boss comes to the meeting or not.
62. Make sense (to seem reasonable)
    1. His new proposal really does make sense.
63. Make sure ( to make certain, to establish something without a doubt)
    1. I want to make sure that my friend is going to meet me tomorrow.
64. More or less (somewhat, to some extent)
    1. I more or less have decided to study business next year.
65. No matter (regardless)
    1. No matter how hard that I try, my manager is never satisfied.
66. Not at all (certainly not)
    1. I am not at all happy with my new computer.
67. Of course (certainly, definitely, naturally)
    1. Of course you can use my car if you want to.
68. On the other hand (however, in contrast, looking at the opposite side of a matter)
    1. He is very intelligent but on the other hand is very lazy and always gets low marks at school.
69. On time (at the scheduled time, exactly at the correct time, punctually)
    1. Our train arrived exactly on time.
70. Open to (something, to be agreeable to learn or hear about new ideas or suggestions)
    1. Most members of the class were open to the teacher’s ideas.
71. Pick up (something, to get or receive something)
    1. I will pick up my dry cleaning tomorrow.
    2. I picked up a copy of the newspaper at the station.
72. Put out (something, to produce or make something (a product/brochure/report/CD/movie/paper))
    1. The company puts out a newsletter every month for the employees.
73. Regardless of (something, without considering or thinking about something, without regard to something)
    1. Regardless of the weather we are going to go fishing tomorrow morning.
74. Right away (immediately)
    1. I forgot to bring my book but I will go home and get it right away
75. Rule out (someone or something, to decide against or eliminate someone or something)
    1. The police ruled out the man as a possible bank robber.
    2. We decide to rule out Monday as the day to have our meeting.
76. Run into (something – a fact/trouble/problems/difficulty, to experience something, to encounter something)
    1. The mechanic ran into trouble when he was fixing my car.
    2. I ran into some interesting facts when I was researching my essay.
77. Set up (something, to establish something, to provide the money for something)
    1. The newspaper company provided the money to set up the new travel magazine.
    2. The company set up a unique situation to test the new product.
78. Show up (to appear, to arrive, to be present)
    1. What time did your friend show up for the party?
79. So far (until now)
    1. So far no one has entered the speech contest at the television station.
80. So to speak (as one might or could say, this is one way to say something)
    1. We had a good time at the restaurant, so to speak, although the service was not very good.
81. Sort of (something, to be almost something, to be similar to something, to be not quite something)
    1. Did you finish cleaning the kitchen? Sort of, but not really
82. Stick with (something, to continue doing something, to not quit something)
    1. My brother has been able to stick with his trumpet lessons since he was a child.
83. Take advantage of (someone or something, to use someone or something for one’s own benefit)
    1. We took advantage of the beautiful weather and went to the beach.
84. Take care of (someone or something, to look after or give attention to some or something)
    1. You should take care of your health or you will become sick.
85. Take out (something, to remove something from somewhere, to extract something)
    1. The teacher told us to take out our books.
    2. I took out some onions from the refrigerator.
86. Take over (something, to take control of something, to take command of something)
    1. The large company wants to take over some of the small companies in our area.
87. Take place (to happen, to occur)
    1. The soccer game took place on the coldest day of the year.
88. To the extent that (to the degree that, in so far as)
    1. I plan to provide information about the new company policy to the extent that I am familiar with it.
89. Turn in (something, to give something to someone, to hand something to someone )
    1. I arrived at school early so that I could turn in my essay.
90. Turn out (to be found or known, to prove to be true)
    1. It turned out that more people came to the party than we expected.
91. Up to (until, as far as a certain point, approaching a certain point)
    1. Up to last week I had never been inside a bowling alley.
    2. There were probably up to thirty people at the meeting.
92. Up to (someone) to decide/do (something) (to be responsible to choose or decide something)
    1. It is up to the company president to decide when the meeting will start.
93. Used to (accustomed to)
    1. My friend is not used to living in such a big city.
94. With respect to (something, referring to something, concerning something)
    1. I do not know what the company will do with respect to the old computer system.
95. Work out (for the best, to end successfully)
    1. I hope that everything will work out for my friend when she moves to London next week.

**Different ways to use words in business English**

1. Introduce yourself formally
   1. I’d like to introduce myself
      1. I’d like to introduce myself. I’m Jignesh from India.
   2. Let me introduce myself
      1. Let me introduce myself. Jignesh Patel
   3. How do you do?
      1. How do you do? My name is Jignesh. I run the Engineer Division.
   4. Nice to meet you
      1. Nice to meet you. Ram. We spoke on the phone last week.
   5. I’m delighted to meet you
      1. I’m delighted to meet you. My name is Jignesh.
2. Introduce yourself less formally
   1. I’m
      1. I’m Jignesh, Susan’s Friend.
   2. Hi
      1. Hi. Nice to meet you. I’m Susan but everyone calls me sue.
   3. Hello
      1. Hello, Sam Patrick from sales.
   4. Jignesh
      1. Jignesh from India.
   5. My name is
      1. My name is Jignesh. Jignesh Patel
3. Reply to a formal introduction
   1. Nice to meet you
      1. Nice to meet you, John
   2. Pleased to meet you
      1. Pleased to meet you, Angela. I’m Jignesh Patel
   3. I’m delighted to meet you.
      1. I’m delighted to meet you. Welcome London.
   4. My pleasure
      1. My pleasure. Have you had a good trip?
   5. It’s an honor
      1. It’s an honor, ambassador.
4. Reply to an informal introduction
   1. Hi
      1. Hi. I’m Jignesh Patel
   2. Hello
      1. Hello. Andrew Damson.
   3. Nice to get to meet you too
      1. Nice to get to meet you too. I’m Jignesh
   4. Lovely to meet you
      1. Lovely to meet you. Would you like a drink?
   5. How are you?
      1. How are you? It’s good to get to know you at last!
5. Introduce yourself before a speech
   1. I am
      1. I am Jignesh Patel from India. I work at our UI Department.
   2. I’d like to introduce myself
      1. I’d like to introduce myself. I am Jignesh Patel, Team lead in UI.
   3. Let me introduce myself
      1. Let me introduce myself. Jignesh Patel
   4. My name is
      1. My name is Jignesh Patel. I run Riverboat’s European operations.
   5. I’m called
      1. I’m called Jignesh Patel. JP to my friends.
6. Introduce people to the public
   1. This is
      1. This is Jignesh Patel
   2. May I introduce?
      1. May I introduce Sally Young? Sally’s our PR Officer.
   3. Let me introduce
      1. Let me introduce John Oats. He will be joining our sales team.
   4. I’d like you to meet
      1. I’d like you to meet DR Li. She’s the head surgeon at BC Hospital.
   5. Have you already met Maria Jones?
      1. Have you already met Maria Jones? She runs the Moscow Office.
7. Say hello
   1. Hi
      1. Hi, John.
   2. Hello
      1. Hello. May I come in?
   3. How are you?
      1. How are you, John?
   4. Good morning
      1. Good morning, John.
   5. Nice to see you
      1. Nice to see you again, paul

**7 Comma Rules**

1. **Put a comma before and, but, for, or, nor, yet, so when they connect two independent clauses.**

We lost our oars, and that was the end of our boating.

We leave Friday, or we may wait until Monday.

I wanted to go but could not get my car started.

The last example does not have two independent clauses; therefore, no comma is needed.

1. **Put a comma between items in a series.**

Hurrah for the red, white, and blue.

She put down the phone, picked up her purse, and left.

But: no comma is needed for the eager little boy

The way to tell whether a comma is needed between two words in a series is to see whether the word "and" could be used naturally between them. Simply use a comma where the word "and" could be used.

\*\*\* If an address or date is used in a sentence, treat it as a series, putting a comma after every item, including the last: He was born on May 17, 1959, in Salisbury, North Carolina, and grew up there.

She lived at 2340 Tenth Avenue, Doylestown, Pennsylvania, for two years.

1. **Put a comma after an introductory expression that does not flow smoothly into a sentence.**

Yes, I'll go.

Well, that was the end of that.

Rushing down the hill, she slipped and fell.

When everyone had left, the auditorium was locked for the night.

A dependent clause at the beginning of a sentence usually needs a comma after it. In the last example, you can see that a comma is necessary. Otherwise, the reader would read "When everyone had left the auditorium..." before realizing that that was not what the writer meant. A comma makes the reading easier.

1. **Put commas around the name of a person spoken to.**

I think, Bianca, you are absolutely right.

Craig, how about a game of tennis?

1. **Put commas around an expression that interrupts the flow of the sentence**

(for example: however, moreover, finally, therefore, of course, by the way,)

He thought, however, that I should wait.

It should, I think, take only an hour.

But I think, I am sure, and similar expressions are not interrupters if they occur at the beginning of the sentence, so they don't require commas.

I think it should only take an hour.

However, therefore, on the other hand, etc., still require commas if they begin the sentence, and if they come between two independent clauses require a semicolon in front of them and a comma after.

He was busy; however, he took time to help.

1. **Put commas around nonessential material.**

The material may be interesting, but the main idea of the sentence would be clear without it.

Gladys Nolan, who is heading the United Fund drive, broke her ankle.

The clause “who is heading the United Fund drive” is not essential to the main idea of the sentence. Without it we still know exactly who the sentence is about and exactly what she did: Gladys Nolan broke her ankle.

But in the following sentence:

The woman who is heading the United Fund drive broke her ankle.

The clause "who is heading the United Fund drive" is essential to the main idea of the sentence. Therefore, commas are not used around it.

1. **Use commas to set off expressions such as he said or she asked from direct quotations.**

He said, "Our team will win the championship."

"Our team," the coach asserted, "will win the championship."

"Our team will win the championship," John stated.