Eight Tips to Improve Business English Skills in the Workplace

[](https://unsplash.com/photos/E7RLgUjjazc)

[Unsplash](https://unsplash.com/photos/E7RLgUjjazc)

In a famous email that went viral on the internet, one unfortunate company employee replied to his Chief Executive Officer(CEO), "Thank you for the mAssage!"

The CEO must have felt upset, but deep down, he might also have known it was partly his fault that it happened.

You may have been in a fix lately, combing the internet for suggestions on how to brush up Business English skills for yourself and your workforce.

This article is your eye-opener on English speaking for business.

The combative nature of the business world today calls for excellent English skills that your workforce must master.

Remember the quote by Megan Auman; Profit is not something that can be at the end. It's something to think about early on.

*How do you plan, then?*

What is Business English?

Its use involves a wide range of professional settings, including international trade, commerce, finance, insurance, and banking, as well as a variety of office settings. It includes expectations for clarity, specific vocabulary, and grammatical structures.

Native English speakers also learn Business English. It's not something you remember as a child because there are specialized terms that do not comprise everyday conversation.

So, don't be surprised if a native English speaker appears in your Business English class!

**Why is Business English Important?**

By studying Business English, your employees can improve their English language ability while focusing on areas that will assist them in achieving their work goals. For instance, a business meeting set up.

These could range from beginning their career path to pursuing a promotion, negotiating a raise, or feeling more confident in their roles.

Business English is essential because courses concentrate on specific vocabulary, topics, and skills that are relevant to the workplace and enable your employees to communicate effectively.

Business English courses set out to help the business world by delivering presentations, participating in meetings, negotiating, making conference calls and writing emails or reports.

Furthermore, if you make it a priority to avail a Business English Course to your employees, [they will stay motivated.](https://docs.google.com/document/d/1dBKxaNg_sejH4-VE6dNZ2bAmumr3BbxeLlA3wwbivOM/edit) This is so because they long for the chance to grow professionally in business contexts. Tap into this and offer new career opportunities to your workforce.

Go for business English courses that address the pain point of your employees through microlearning. They will stay [engaged and give their best](https://www.softwareadvice.com/resources/top-lms-features-employee-engagement/) to your company.

**How to Improve Business English Skills**

The core skills that employees need to master even as they enrol for business courses are listening, reading, writing and speaking.

* When guided, employees can read to create the groundwork for effective communication. In this way, they improve their English vocabulary.

* Settle on a business english course that will have your workforce attempting writing because using written English projects a professional image of them.

* Business English learners should watch videos, listen to audio, and use the English language to train their listening comprehension, encouraging them to share their opinion on the topic, speak about their own experiences, and personally relate to it.

* Incorporating speech in learning Business English is essential. Employees can learn to speak and [build their confidence in using English.](https://voxy.com/blog/2022/09/benefits-of-speaking-english/)

The only way to make the above possible is through enrolling in business english courses.

[Go for a Business English course](https://voxy.com/courses/career-aligned/business-english/) that sets you up for international trade or relevance and generally improves the English proficiency level of your employees.

Tips to Improve Business English Skills in the Workplace



[unsplash](https://unsplash.com/photos/e6n7uoEnYbA)

You must be aware that English language courses for businesses have the advantage of creating content that addresses your business communication needs in the workplace.

Communication skills that the courses offer extend beyond languages and Business English because it encourages interaction between employees and their relationships.

*So, how do you encourage employees to learn Business English or pursue a business english course?*

**1. Communicate to Employees the Importance of Mastering Business English**

Effective workplace communication is critical to generating revenue and increasing productivity.

Regardless of nationality or background, companies require professional experience and skill.

Yours is no exception.

Encourage employees to embrace business english courses.

Employees must be able to communicate with one another and also understand what their superiors expect of them in order to boost productivity.

Employee productivity may suffer if they do not fully comprehend the instructions native or near-native speakers give them.

The lack of clarity might come about due to the influence of informal language or a lack of grasping a new language, in this case, English.

Furthermore, if an employee struggles to understand your instructions and complete the job according to the customers' or clients' requirements, it can harm the company's credibility.

On the other hand, if their English communication skills can allow them to communicate and understand effectively, you won't have to worry about such minor common language blunders.

**2. Reward Employee Effort**

Invest in employees' professional development through rewards when your busy professionals make progress in Business English. Banking on your talent's future is one of the most valuable things a leader can do.

An upskilled workforce can add value to your company while establishing trust and appreciation for top talent.

Encouraging employees to take Business English courses online helps them with the necessary resources. The knowledge gained is priceless for their career and will improve the quality of work besides their business English skills.

**3. Offer Training During the Working Day**

Rather than showing employees presentations or handing out worksheets, they learn by doing the work and simulating scenarios related to business environments.

This training takes place in the workplace under the supervision of a supervisor, manager, or another knowledgeable employee.

A new employee who receives on-the-job training in Business English gets a firsthand glimpse at all the work procedures they will encounter. They learn about language expectations in the workplace, equipment operation, and other skills required to do their job well.

On-the-job training allows employees to experience working in similar situations to those they'll encounter daily. Employees will use the same business expressions and receive the training they need for their job while under the supervision of an experienced trainer.

**4. Invest in a Good Business English Course**



[usplash](https://unsplash.com/photos/jpqyfK7GB4w)

Settle for [the best Business English language courses](https://voxy.com/courses/career-aligned/business-english/) for your workforce. Your decision about this can be an excellent way to improve their communication skills, business English, business English vocabulary, business writing, business negotiations and speaking skills.

A good quality English course with qualified English teachers has several advantages over self-study.

*Why?*

Your employees will not feel that English is a foreign language because of the intensive relatable nature of the general business English course they encounter, which also sharpens their English communication skills.

You will realize that English courses offer room for setting personalized goals with a teaching professional, practising with a native-level speaker, and receiving regular corrections and feedback on the business environment.

Language courses can also help your employees to feel comfortable when talking about business-related topics, holding business meetings and meeting new people as they build a community where English is the primary language of communication.

**5. Show That Learning English is Both a Formative and Recreational Activity**

Learning Business English is formative since it offers tools for identifying misconceptions, difficulties, and learning gaps along the way and determining how to close them.

Once your employees understand the concepts that may have eluded them through a course, the business scenario stays with them for life.

Your employees can go through English courses in fun ways, such as listening to music and audiobooks, to produce specific vocabulary and language expected in real-life situations they will encounter in business.

**6. Replace Key Work-related Terminology in Employee Folders**

Let your employees learn by directly interacting with the business English vocabulary you set out for them.

Determine what essential vocabulary you want in the operation of your business and translate the meanings alongside their English counterparts. Have employees commit these words to memory by having them in their folders for frequent reference.

Google and Babylon are free online translation services that can translate keywords and phrases for you.

**7. Have Employees Practice with Co-workers**



[unsplash](https://unsplash.com/photos/7okkFhxrxNw)

Sounds fun and frightening at the same time?

But as cliché as it sounds, practice does make perfect. Many people who are not good at a language shy away from practising it for lack of confidence in their abilities.

But, you can set aside some 20 minutes over coffee or lunch to have employees practice Business English. They can simulate business meetings as they speak English to improve their skill set through real-life situations.

You will not waste time. When employees use general English and build on it to hone skills in Business English, their vocabulary improves. Even though English may be a second language to them, practice sets the stage for them to understand common phrases.

Practising can include sending emails and writing short articles, where the real challenge lies.

So, you will be utilizing general business English to practice professionally.

**8. Avail Self-study Materials for Business English**

There are many study materials available for English language learning. Self-study intends to improve employees' English skills for work and business situations.

Employees can study these materials independently or in an English language course. Understand your workforce's professional gaps and make informed decisions about the best course to take here.

Business English self-study materials can be a game changer. They contain topics and various business situations. As a professional, an employee decides what to give more attention to in the learning process after conducting a search on the self study platform.

The availability of choice enables employees to select the most appropriate practice exercises for their needs. Some study resources, for example, focus specifically on developing your English skills for giving presentations, meetings, phone calls, writing emails, and other purposes.

How Voxy Can Support Your Business English Needs

Voxy is a cutting-edge corporate training solution that has helped hundreds of corporate clients worldwide upskill their teams.

Our courses also come with certified teachers who provide live remote instruction around the clock, empowering people to improve communication, foster collaboration, and grow global businesses.

[Click here](https://voxy.com/courses/career-aligned/business-english/) to contact our Global Solutions team to learn how to use a highly engaging digital English learning platform to invest in employee upskilling and increase productivity.