



Corporate English For Beginner

1. Tips & Tricks



Corporate English Improvement

- ☐ **Build Vocabulary**
- ☐ **Grammar and Sentence Structure**
- ☐ **Email Etiquette**
- ☐ **Listening Skills**
- ☐ **Speaking Skills**
- ☐ **Writing Skills**
- ☐ **Presentation Skills**
- ☐ **Networking**

Build Vocabulary

- **Writing Effective Emails:** Learn terms like "cordially," "regarding," "attached please find," and "for your consideration."
- **Business Meetings and Discussions:** Familiarize yourself with phrases like "in my opinion," "let's move forward," "I'd like to point out," and "to summarize."
- **Presentation Skills:** Master phrases such as "next slide, please," "data analysis reveals," "significant impact," and "highlighting key takeaways."
- **Negotiations and Deals:** Learn terms like "mutually beneficial," "counterproposal," "bottom line," and "terms and conditions." Utilize these phrases during negotiations to communicate your position effectively.
- **Job Interviews:** Master phrases such as "I'm excited about the opportunity," "my strengths include," "relevant experience," and "contributing to the company's success."
- **Telephone Etiquette:** Master phrases such as "May I speak with" and "Could you please hold?" "I'll transfer your call," and "Relay the message."

Grammar and Sentence Structure

- **Understand Basic Sentence Components:** "She (subject) reads (verb) a book (object)."
- **Study Parts of Speech:** Nouns, Verbs, Adjectives, Adverbs, Pronouns, Prepositions, Conjunctions, And Interjections.
- **Use Simple Sentences:** "I like coffee," or "She runs every morning."
- **Pay Attention to Tenses:** "He is reading a book."
- **Practice Subject-Verb Agreement:** "She works," but "They work."
- **Use Conjunctions and Connectors:** "and," "but," and "because," and connectors like "however" and "in addition"
- **Master Punctuation Rules:** commas, periods, question marks, exclamation points, and quotation

Speaking Skills

- Focus on Fluency, Not Perfection
- Listen and Respond
- Speak Slowly and Clearly
- Use Common Phrases
- Build a Strong Foundation

Listening Skills

- Start with Simple Material
- Listen Actively
- Listen to Various Accents
- Break Down Content
- Use Language Learning Apps

Writing Skills

- Start with Basic Grammar
- Practice Frequent Writing
- Proofread and Edit
- Seek Feedback
- Expand Vocabulary
- Study Different Writing Styles
- Set Writing Goals

Presentation Skills

- Understand Your Audience
- Structure Your Presentation
- Practice Speaking Clearly
- Visual Aids
- Limit Text on Slides
- Practice, Practice, Practice
- Time Management
- Engage Your Audience
- Seek Constructive Feedback

Email Like a Boss

TOOK A WHILE BUT YOU CAN DEAL

- ✗ Sorry for the delay
- ✓ Thanks for your patience

MY SCHEDULE MATTERS TOO

- ✗ What works best for you?
- ✓ Could you do...?

YEAH, YOU ARE WELCOME

- ✗ No problem /No Worries
- ✓ Always happy to help

I KNOW WHAT I'M DOING

- ✗ I think maybe we should...
- ✓ It'd best if we...

WORKING THIS IS HARD

- ✗ Rewriting email for 40 minutes
- ✓ It'd be easier to discuss in person

DO YOU GET IT?

- ✗ Hopefully that makes sense?
- ✓ Let me know if you have question

WHERE THE HECK ARE WE ON THIS

- ✗ Just wanted to check in
- ✓ When can I expect an update

I MADE A SMALL ERROR

- ✗ Ahh sorry my bad totally missed that
- ✓ Thanks for letting me know

I HAVE AN APPOINTMENT

- ✗ Could I possibly leave early?
- ✓ I will need to leave for at...

Synonyms

A few synonyms (mostly verbs)

Normal or Informal Spoken English	Formal Spoken English, or More Likely to be Written
Ask Ask for Book Check From (company) Get Give Help Need Say sorry Say hello to Tell	Enquire Request Reserve Verify On the behalf of Receive Provide Assist Necessitate Apologise Give my regards to Inform

Conversation Starter

- How's it going?
- What's going on?
- What's up?
- What's poppin'?
- What's crackin'?
- What have you been up to?
- How have you been?
- How are you doing?
- How are things?

Formal vs Informal

Formal and Informal words

Informal

Formal

But ↔ However

Sorry ↔ apologize

check ↔ verify

Go up ↔ Increase

tell ↔ inform

Help ↔ assist

Though ↔ Difficult

get ↔ receive

settle for ↔ Choose

start ↔ Commence



Bonus Tips & Tricks

- ❑ **Cultural awareness**
- ❑ **Set Goals**
- ❑ **Feedback and Improvement**
- ❑ **Consistency**

Q&A

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