



BUSINESS ENGLISH

Business Conversation Cheat Sheet

Create Your
FREE Account

CLICK

OFFICE

What is in your office?

There is a ~



1. refrigerator

2. desk

3. whiteboard

4. chair

5. telephone

6. stapler

7. magazine

8. sofa

9. keyboard

10. monitor

11. fax

12. copier

13. coffee
maker

14. microwave

Phrases for a Business Meeting

Good morning, everyone.

We're here today to....

I get your point.

Let's begin, shall we?

What are your views on this?

I don't really agree.

I'd like to introduce...

The way I see it...

I didn't catch that.
Could you repeat that, please?

So, let's start with...

Precisely.

Thank you all for coming.

Job Titles

Introducing your boss to
your client in English:

This is [title name], Mr/s. [family name].

President

Executive
managing director

Managing director

General manager

Assistant
general manager

Section manager

Assistant manager

Chief

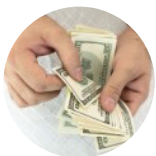
Motivational Quotes For Work



Embrace the pain
to inherit the gain.



No rest for the weary.



Another day, another dollar.



If you want something
done right, do it yourself.



Make hay while the sun
shines.



Give assistance not
advice in a crisis.