

30 Common Business English Words and Phrases

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1. **Get the ball rolling:** To start a project, task, or activity.
2. **Think outside the box:** To think in a creative or different way instead of following the usual ideas or methods.
3. **The bottom line:** The most important point or the final result, often related to finances or decisions.
4. **Hit a home run:** Achieve great success or a great result
5. **Seal the deal:** Finalize an agreement
6. **Call it a day:** To stop working for the day or to decide to finish something.

7. **Go the extra mile:** To put in extra effort to achieve something.
8. **Raise the bar:** To set higher standards or expectations.
9. **Take ownership:** To take responsibility for something and make sure it gets done.
10. **Cut corners:** To do something the quickest, easiest, or cheapest way, often improperly.
11. **Stay on track:** To remain focused on the plan and not get distracted by anything
12. **Behind the scenes:** Activities that happen in the background or are not visible to the public.

- 13. Hit the ground running:** To be ready to work immediately on a new activity with energy and passion.
- 14. Keep me in the loop:** To keep someone updated on a situation or project.
- 15. Learn the ropes:** To learn how to do a job or activity.
- 16. Cut to the chase:** To get straight to the main point.
- 17. Be on the same page:** To have the same kind of understanding or agreement about a situation with someone else.
- 18. Go back to the drawing board:** To start over because the current plan or idea failed.

- 19. Get up to speed:** to learn all the information or skills you need to be able to do something properly. It's like catching up so that you understand everything that's happening.
- 20. At the end of the day:** Ultimately or when everything is considered.
- 21. Big picture:** The overall situation or perspective, not small details.
- 22. Call the shots:** To be in charge or make decisions.
- 23. By the book:** To follow rules or procedures exactly.
- 24. Touch base:** To briefly contact someone to update or discuss something.

- 25. Move the needle:** To make a significant impact or
- 26. Get down to business:** Stop wasting time and start working seriously on something
- 27. Beat the clock:** To finish something before the deadline.
- 28. Game plan:** A strategy or plan for achieving a goal.
- 29. Play it by ear:** To decide what to do as a situation happens instead of making a fixed plan.
- 30. Put something on the back burner:** Delay or prioritize something less urgent.



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