

**Commonly Used  
Words & Phrases  
in Business Settings**

PRACTICE SHEET

# AMERICAN SPEECH COACH

## 1. Business

**BIZ**-nis

## 2. Management

**MAN**-ij-mint

*Practice Phrase:*

“Business Management  
( **BIZ**-nis **MAN**-ij-mint )

## 3. Strategy

**STRA**-di-jee

vs.

## Strategic

struh-**TEE**-jik

vs.

*Practice Phrase:*

“Business Strategy”  
( **BIZ**-nis **STRA**-di-jee )

*Practice Phrase:*

“Strategic Solutions”  
( struh-**TEE**-jik ) solutions

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4. Expert / Expertise / Experience  
EK-spert / ek-sper-**TEEZ** / ek-**SPEER**-ee-yins

Practice Phrase:

“Business Expert”  
( **BIZ**-nis **EK**-spert)

Practice Phrase:

“Technical Expertise”  
Technical ( ek-sper-**TEEZ** )

Practice Phrase:

“10 years of expertise”  
10 years of ( ek-**SPEER**-ee-yins )

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5. Develop / Developer / Development  
dih-**VEL**-up / dih-**VEL**-up-er / dih-**VEL**-up-mint

6. Colleagues  
**KOL**-eegz

Practice Phrase:

“Business Colleagues”  
( **BIZ**-nis **KOL**-eegz )

7. Synergy  
**SIN**-er-jee

Practice Phrase:

“Ensure synergy between companies”  
Ensure ( **SIN**-er-jee ) between companies

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## 8. Visibility

vih-zuh-**BIL**-uh-dee

## 9. Logistics

luh-**JIS**-tiks

### Practice Phrase:

“Marketing logistics”

Marketing ( luh-**JHS**-tiks )

## 10. Bandwidth

**BAND**-with

### Practice Phrase:

“Limited bandwidth”

Limited ( **BAND**-with )

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## 11. Sustainability

suh-stayn-uh-**BIL**-ih-dee

### Practice Phrase:

“Long-term sustainability is a priority”

Long-term ( suh-stayn-uh-**BIL**-ih-dee ) is a priority

## 12. Engineer / Engineering

en-juh-**NEER** / en-juh-**NEER**-ing

### Practice Phrase:

“Software Engineer”

Software ( en-juh-**NEER** )

“Manufacturing Engineer”

Manufacturing ( en-juh-**NEER** )

“Software Engineering”

Software ( en-juh-**NEER**-ing )

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## 13. Alignment

uh-**LINE**-mint

### Practice Phrase:

“Customer alignment”

Customer ( uh-**LINE**-mint )

## 14. Analysis

uh-**NAL**-uh-sis

vs.

vs.

## Analytics

an-uh-**LID**-iks

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## Commonly Used Expressions

### Ways to politely decline an offer:

- Unfortunately, I won't be able to accept at this time.
- I won't be able to make it.
- My schedule is all tied-up, is there any way we can reschedule this for next week?
- I appreciate your offer, but I will not be able to accept at this time.

### Ways to offer help:

- How can I help?
- How can I lend a hand?
- Do you need a hand?
- Tell me what I can do.
- Is there anything I can help with?

### Ways to ask for help:

- Would you mind taking a look at this?
- I could really use a second set of eyes.
- I could really use your opinion / feedback on this.
- I would really appreciate if you could take some time to help me out with this.



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## **What to say after meeting someone for the first time:**

- It was a pleasure meeting you!
- It was great meeting you earlier today.
- It was nice to meet you.

## **Agreeing to something:**

- Sounds great / good!
- Works for me!
- I'll get right on that.
- Working on it!

## **Expressing optimism & gratitude:**

- Looking forward to working with you / on this project / with the team / etc.

## **Responding to a conflict or issue:**

- No worries!
- Not a problem.
- Don't worry about it.
- It's all good.

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Congratulations! You have made it to the end of this free training session. Remember to review these exercises every single day for at least 10-15 minutes to build up confidence and muscle memory.

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